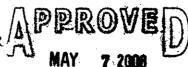
REPORT OF GENERAL MANAGER



NO. 08-127

DATE May 7, 2008

BOARD OF RECEIVED ON

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONER

SUBJECT:

SIGNATURE AUTHORITY FOR ACCOUNTING DOCUMENTS – ACTING CHIEF ACCOUNTING EMPLOYEE

R. Adams H. Fujita S. Huntley V. Israel		J. Kolb *F. Mok K. Regan M. Shull	Zm.		,	
1. Israel		/		- 3 Je	General Manager	***************************************
Approve	:d	antrea.	Disap	proved	Withdrawn_	

RECOMMENDATION:

That the Board adopt a resolution to revise the list of employees authorized to assume the function listed below:

1. In the absence of the Chief Accounting Employee, the following individual is authorized to act in place of the Acting Chief Accounting Employee for the purpose of signing and approving accounting documents only; however, no individual can sign in two capacities on the same document:

ADD: Blas Rafols, Senior Accountant

DELETE: Zenaida Go, Senior Accountant

SUMMARY:

The addition and deletion (due to employee transfer to another department) of the above-named staff members necessitate an updating of the list of Division employees authorized to sign Accounting documents in the absence of the Chief Accounting Employee, in order to prevent delays in the Accounting process.

FISCAL IMPACT STATEMENT:

There is no impact to the Department's General Fund.

Prepared by Eleanor Chang, Grants Accounting Section, Finance Division