

REPORT OF GENERAL MANAGER

APPROVED
JAN 04 2006

NO. 06-11

DATE January 4, 2006

CD ALL

**BOARD OF RECREATION
and PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY FOR ACCOUNTING DOCUMENTS – ACTING
GENERAL MANAGER AND ACTING CHIEF ACCOUNTING EMPLOYEE

S. Huntley _____
J. Combs _____
H. Fujita _____
B. Jensen _____

J. Kolb _____
*F. Mok 2.m.
K. Regan _____
M. Shull _____



General Manager

Approved /

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a resolution to revise the list of employees authorized to assume the functions listed below.

1. In the absence of the General Manager, the following individuals are authorized to act as Acting General Manager for the approval and signing of accounting documents only:

ADD: Regina Adams, Chief Management Analyst

DELETE: Philip Tse, Principal Accountant II

2. In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee for the approval and signing of accounting documents only:

ADD: Connie Sarmiento, Senior Accountant

Daoroong Lahoree, Senior Accountant

SUMMARY:

Changes and additions of the above-named staff members necessitate an updating of the list of Division employees authorized to sign accounting documents in the absence of General Manager or the Chief Accounting Employee, in order to prevent delays in the accounting process.