

REPORT OF GENERAL MANAGER

APPROVED
SEP 06 2006

NO. 06-267

DATE September 6, 2006

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR VARIOUS BUDGETARY ADJUSTMENTS

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

J. Kolb _____
*F. Mok 2.01 _____
K. Regan _____
M. Shull _____


General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, to various accounts as follows:

FROM: Account 6020 – Operating Supplies	\$198,303.00
TO: Account 3160 – Maintenance Materials & Supplies	\$6,722.00
TO: Account 6010 - Office & Administrative	\$191,581.00

2. Authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, to various accounts as follows:

FROM: Account 3090 – Field Equipment Repair	\$15,525.00
TO: Account 3160 - Maintenance Materials & Supplies	\$4,860.00
TO: Account 4430 – Uniforms	\$10,665.00

3. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

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SUMMARY:

Periodic budgetary adjustments are required to assist the Department in meeting its workload and mandates. Various internal budgetary transfers between accounts to assist this effort are needed because specific types of expenditures must be made from designated appropriation accounts. The following transfers are being recommended to meet these needs:

EPICC – Account 6010 - \$45,000.00 – Activity Code 6673

This transfer of funds from Account 6020, Operating Supplies to Account 6010, Office & Administrative Expense is needed because the current allocation of \$9,877.00 in Account 6010 is insufficient for the office supplies, computer/electronic equipment, and furniture needs for all three of EPICC's facilities. EPICC's staff has increased due to an increase in membership (35,000). Therefore, to increase operational efficiency additional computer equipment and supplies are needed to meet the growing needs of our members.

During the last fiscal year, EPICC has permitted over 500 meeting/training events, a majority of which are Department-related, resulting in a need to replace old tables and chairs. This transfer will also allow staff to obtain additional tables and chairs to increase our overall capacity.

Aquatics - \$78,828.00 – Activity Code 4470

<u>From</u> <u>Account</u>	<u>To</u> <u>Account</u>	<u>Amount</u>
3090	3160	\$ 4,860.00
3090	4430	\$10,665.00
6020	6010	\$56,581.00
6020	3160	\$ 6,722.00
	Total	\$78,828.00

The transfer of funds will enable Aquatics to purchase uniforms, radios, office and first aid supplies, computers, printers and maintenance supplies based on the growing need of the division and the addition of new facilities and staff.

Information Technology – Account 6010 - \$90,000 – Activity Code 0516

This transfer of funds from Account 6020, Operating Supplies to Account 6010, Office & Administrative Expense is needed to comply with the new CAO and Controller's memorandum dated July 14, 2006. Beginning in Fiscal Year 2006-07, departments should purchase all electronic equipment (for example, personal computers, laptops, printers, digital cameras) valued under \$5,000.00 from the Office & Administrative Expense Account 6010. The Department's Operating Supplies account was originally budgeted for these types of purchases. Therefore, the transfer of funds from Account 6020 to Account 6010 is necessary.

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FISCAL IMPACT STATEMENT:

The \$213,828.00 transfer between accounts is for budgetary adjustments to transfer funds to the appropriate accounts. There is no impact on the Department General Fund as transfers from these accounts will have a zero net effect but will also reflect the proper expenditures from the appropriate accounts.

This report was prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget and Accounting Section.