

APPROVED

REPORT OF THE GENERAL MANAGER

NO. 08-102

APR 16 2008

DATE April 16, 2008

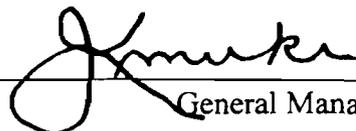
**BOARD OF RECREATION
and PARK COMMISSIONERS**

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BOARD OF RECREATION AND PARKS COMMISSIONERS

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

R. Adams _____	J. Kolb _____
V. Israel _____	*F. Mok <u>g.m.</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____



 General Manager

Approved *as amended* _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. ~~Subject to approval by the Mayor,~~ authorize the transfer of \$549.38 within Recreation and Parks Fund 302, Department 88, as follows:

FROM:	Account 1100-Salaries, Hiring Hall	\$ 549.38
TO:	Account 1190-Salaries, Hiring Hall Overtime	\$ 549.38

2. 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 necessary to meet the Department's workload and mandates. Internal budgetary transfer between accounts is necessary because specific types of expenditures must be made from designated appropriation accounts. The following transfer is requested to meet these needs:

Finance Division

Salaries, Hiring Hall Overtime-- Account 1190 - \$549.38

A transfer of \$549.38 from Salaries, Hiring Hall (Account 1100) to Salaries, Hiring Hall Overtime (Account 1190) is necessary in order for the expense to be posted to the appropriate account. A hiring hall electrician was needed to work an urgent assignment which resulted in overtime for the individual. The Department does not budget funds in Salaries, Hiring Hall Overtime Account and this technical correction is necessary to ensure payroll expenses are appropriately recorded.

FISCAL IMPACT STATEMENT:

This transfer between accounts is for budgetary adjustments, and it has a net zero impact on the Department's General Fund.

This report was prepared by Noel Williams, Chief Management Analyst, Finance-Budget Section.