REPORT OF THE GENERAL MANAGER APPROVED NO. 08-333

DEC 11 2008

DATE December 11, 2008   CD _____

BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATION WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR BUDGETARY ADJUSTMENT

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	*F. Mok	*Sm.*
S. Huntley	_____	K. Regan	_____
V. Israel	_____	M. Shull	_____

General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the transfer of $1,000 within Recreation and Parks Fund 302, Department 88, as follows:

   FROM: Account 1100 - Salaries, Hiring Hall $ 1,000

   TO: Account 1190 - Salaries, Overtime-Hiring Hall $ 1,000

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

SUMMARY:

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

Salaries, Overtime-Hiring Hall - Account 1190 - $1,000

A transfer of $1,000, from Account 1100, Salaries, Hiring Hall to Account 1190, Salaries, Overtime-Hiring Hall is necessary to meet the Department's workload needs for the current fiscal year. Occasionally, urgent or emergency situation arise when it necessary for Hiring Hall staff to work overtime. This transfer will allow the Department to promptly process payroll documents when this situation arises.

FISCAL IMPACT STATEMENT:

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

This report was prepared by Noel D. Williams, Chief Management Analyst, Finance Division.