

REPORT OF GENERAL MANAGER

APPROVED

NO. 12-164

DATE June 6, 2012

JUN 06 2012
BOARD OF RECREATION
1 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 BUDGETARY ADJUSTMENTS

R. Adams _____	K. Regan _____
H. Fujita _____	M. Shull _____
V. Israel _____	*N. Williams <u>Nbr</u>



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the transfer of \$300,000 within Recreation and Parks Fund 302, Department 88, as follows:

FROM:	Account 1010 – Salaries, General	\$300,000
TO:	Account 1070 – Salaries, As-Needed	\$300,000
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. At this time, an 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 this need:

Account 1070, Salaries, As-Needed (\$300,000). Additional funding is requested for the Salaries, As-Needed account to cover part-time labor costs to be incurred prior to the conclusion of the current fiscal year. This year, the Department’s summer programs will begin one week earlier than usual. The summer programs are supported with the use of extensive part-time staff, increasing the part-time labor costs for the Department. In addition, there are 27 full pay periods this fiscal year rather than the typical 26, which will also increase labor costs. Additional

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funding is needed in the Salaries, As-Needed account to cover the additional labor costs.

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 Williams, Chief Management Analyst, Finance Division, Budget Section.