

APPROVED
MAY 16 2012

REPORT OF GENERAL MANAGER

NO. 12-154

DATE May 16, 2012

**BOARD OF RECREATION
& PARK COMMISSIONERS**

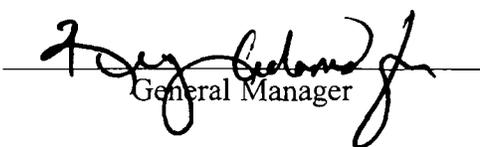
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REIMBURSEMENT FOR PETTY CASH, EXPENSES, AND REFUND
RESOLUTIONS FOR FISCAL YEAR 2012-2013

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

Approved _____ Disapproved _____ Withdrawn _____


General Manager

RECOMMENDATION:

That the Resolutions enumerated in the summary of this report be adopted in order to smoothly transition financial operations into the 2012-2013 Fiscal Year.

SUMMARY:

In order to provide authorities for certain types of expenditures, it is necessary that the following resolutions be adopted for fiscal year ending June 30, 2013.

BE IT RESOLVED, that authority is hereby granted to reimburse the Petty Cash Fund in the Department of Recreation and Parks for reimbursements made to staff entitled to same during the fiscal year ending June 30, 2013.

BE IT RESOLVED, that authority is hereby granted to advance to or to reimburse officers and employees of the Department of Recreation and Parks for traveling and personal expenses incurred in connection with their official duties for the fiscal year ending June 30, 2013.

BE IT RESOLVED, that authority is hereby granted to reimburse officers and employees of the Department of Recreation and Parks for carfare, telephone, mileage, and transportation expenses incurred in connection with their official duties for the fiscal year ending June 30, 2013.

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-154

BE IT RESOLVED, that authority is hereby granted to reimburse the Retired Senior Volunteer Program (RSVP) account to pay transportation and meal allowance to volunteer workers entitled to same in accordance with grant contracts entered into between the City of Los Angeles, Department of Recreation and Parks and a State or Federal agency for the fiscal year ending June 30, 2013.

BE IT RESOLVED, that authority is hereby granted to the General Manager of the Department of Recreation and Parks to make refunds on the Recreation and Parks fund to persons entitled to the same during fiscal year ending June 30, 2013.

BE IT RESOLVED, that the General Manager is hereby authorized to incur and to be reimbursed for such miscellaneous work related expenditures as may be necessary in the course of conducting Department of Recreation and Parks business for taxi fares, parking fees, and other job related expenses in the amount not to exceed \$2,000 for the fiscal year ending June 30, 2013.

BE IT FURTHER RESOLVED, that such expenditures shall be properly vouched on regular City accounting forms by the General Manager and certified by the Chief Accounting Employee.

FISCAL IMPACT STATEMENT:

There is minimal fiscal impact to the Department's General Fund because most of these expenditures come from special funds.

Report prepared by Noel D. Williams, Chief Management Analyst, Finance Division.