

APPROVED

REPORT OF GENERAL MANAGER

NO. 12-310

DATE November 7, 2012

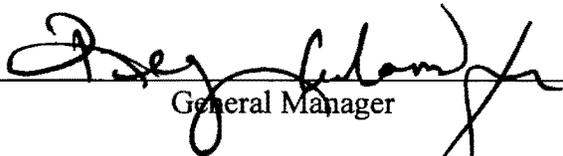
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BOARD OF RECREATION
& PARK COMMISSIONERS

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FINANCE – ESTABLISHMENT OF ACCOUNTS IN FUND 302 FOR DEPOSIT OF FEES AND DONATIONS PURSUANT TO PARTNERSHIP DIVISION AGREEMENTS

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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

1. Authorize the Department's Chief Accounting Employee to establish the following Partnership accounts in Fund 302/89 by category and sub-account under each category pursuant to permit or agreement of the Department's Partnership Division:
 - a. Childcare Operations
 - b. Community Gardens
 - c. General Recreation Activity Providers
 - d. Museum and Museums Support Groups
 - e. Senior Citizen Service Providers
 - f. Sports Organizations
 - g. Partnership-Donations and Gifts
2. Authorize the Department's Chief Accounting Employee to establish partnership accounts in Fund 302/89 by category and sub-account under each category as needed; and
3. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this Report.

SUMMARY:

In accordance with the Board's Policy on Partnerships, the Department's Partnership Division identifies collaborative opportunities and prepares Agreements for the benefit of the community. Also, in accordance with the Board's existing policies, collaborating organizations or individuals

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-310

must accept a share of the expenses which fiscally impact the Department due to the organization's operation of public programs, including costs for utilities, trash, and Department staff. Through a series of Board actions, schedules of fees for reimbursement of costs for utilities (Report No. 11-202, July 13, 2011), trash (Report No. 12-028, February 1, 2012), and the impact on staff resources (Report No. 12-217, July 19, 2012), have been approved and are used to calculate cost recovery fees for collaborating organizations. Those fees, along with donations of in-kind services and materials, and cash payments, are approved as part of the terms of agreements when presented to the Board for consideration.

The revenue accrued through these cost recovery fees and cash donations needs to be paired with expenditures related to the associated facilities, activities, and programs for which they were collected. Since the collection of fees and reimbursements from the various collaborating organizations by the Partnership Division will be an on-going, long term process, establishing separate accounts for each category of collaboration will allow transparency and ease of tracking payments made by organizations authorized to operate on park property.

The Partnership Division categorizes the various collaborations with outside organizations into broad categories: Child Care Operations, Community Gardens, General Recreation Activity Providers (with Life Skills providers), Museums and Museum Support Groups, Senior Citizen Service Providers, Sports Organizations, and Partnership-Donations and Gifts. On June 15, 2011 (Board Report No. 11-190), the Board authorized an account for deposit of annual fees and utility payments from the various community gardens operated by outside groups inasmuch as the first collection of fees under new policies was to occur on July 1, 2011. In order to have transparent accounting and to be able to accurately and efficiently charge expenses to the appropriate activity, staff requests authority to establish accounts and subaccounts for Childcare Operations, Community Gardens, General Recreation Activity Providers, Museum and Museums Support Groups, Senior Citizen Service Providers, Sports Organizations, and Partnership-Donations and Gifts. The Donations account would also be used to receive deposits of program grants from non-government sources when the grant funds need direct expenditure for staff, materials, and services to execute the program for which the grant was made.

FISCAL IMPACT STATEMENT:

Establishing an account for receipt of fees and donations from partnering organizations has no negative fiscal impact on the Department's General Fund, and may off-set General Fund expenditures incurred by the Department.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.