

REPORT OF GENERAL MANAGER



NO. 15-120

DATE June 18, 2015

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REIMBURSEMENT FOR PETTY CASH, EXPENSES, AND REFUND RESOLUTIONS FOR FISCAL YEAR 2015-2016

R. Adams _____
R. Barajas _____
H. Fujita _____

V. Israel _____
K. Regan _____
*N. Williams NDW


General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt the Resolutions enumerated in the Summary of this Report in order to smoothly transition financial operations into the 2015-2016 Fiscal Year.

SUMMARY:

The Board of Recreation and Parks Commissioners shall have the power to control, appropriate and expend all money in the Recreation and Parks Fund (per City of Los Angeles Charter, Sec. 591 (b)). In order to provide authorities for certain types of expenditures from the Recreation and Parks Fund, it is necessary that the following resolutions be adopted for the fiscal year ending June 30, 2016.

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 the same during the fiscal year ending June 30, 2016.

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, 2016.

BE IT RESOLVED, that authority is hereby granted to reimburse officers and employees of the Department of Recreation and Parks for carfare, telephone, mileage, parking, and transportation expenses incurred in connection with their official duties for the fiscal year ending June 30, 2016.

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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 the fiscal year ending June 30, 2016.

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, 2016.

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 Williams, Chief Financial Officer, Finance Division.