

# APPROVED

JUN 06 2018

## BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 18-099

DATE June 06, 2018

C.D. All

### BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REIMBURSEMENT FOR PETTY CASH, EXPENSES, AND REFUND  
RESOLUTIONS FOR FISCAL YEAR 2018-2019

AP Diaz	_____	V. Israel	_____
R. Barajas	_____	S. Piña-Cortez	_____
H. Fujita	_____	* N. Williams	<u>now</u>



General Manager

Approved X

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

### RECOMMENDATION

Adopt the Resolutions set forth in the Summary of this Report in order to smoothly transition financial operations into Fiscal Year 2018-2019.

### 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 Fiscal Year ending June 30, 2018.

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 the same during the Fiscal Year ending June 30, 2019.

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, 2019.

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, 2019.

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, 2019.

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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 Two Thousand Dollars (\$2,000.00) for the Fiscal Year ending June 30, 2019.

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 of Recreation and Parks' General Fund because most of these expenditures come from special funds.

This Report was prepared by Noel D. Williams, Chief Financial Officer, Finance and Administrative Services Division.