

REPORT OF GENERAL MANAGER

NO. 02-157

DATE April 17, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION TO THE FURNITURE, OFFICE AND TECHNICAL EQUIPMENT, OFFICE AND ADMINISTRATIVE EXPENSES, TRANSPORTATION ACCOUNTS IN FUND 302

J. Combs _____	J. Kolb _____
A. Corrales _____	M. Tamuri _____
J. Duggan* <u>JD</u>	M. Matthews _____
H. Fujita _____	

Margie Matthews

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board authorize the transfer of appropriation within Recreation and Parks Fund 302 to record and classify expenses under the appropriate accounts, as follows:

From: Appropriation Account 3160, Maintenance Materials and Supplies \$42,640.00

To: Appropriation Account 7300, Furniture, Office and Technical Equipment \$11,640.00
 Appropriation Account 6010, Office and Administrative Expenses 6,000.00
 Appropriation Account 3310, Transportation 25,000.00

SUMMARY:

Expenditures have to be recorded and classified under the proper Appropriation accounts. In order to accomplish this, amounts have to be appropriated into the pertinent appropriation accounts. The funds are used to purchase computers, projector, and ergonomic chairs. The amount for Office and Administrative Expenses is for computer software. Additional amount is needed for mileage reimbursements (account 3310).

Prepared by: Rose Reyes, Departmental Chief Accountant