

REPORT OF GENERAL MANAGER

NO. 02-101

DATE: March 6, 2002

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS FROM EXPENSE ACCOUNTS 212 AND 601

J. Combs _____
M. Matthews _____
M. Tamuri _____
A. Coroalles _____

J. Duggan* JD
H. Fujita _____
J.Kolb _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board authorize the immediate transfer of funds between Accounts within the Recreation and Parks Fund 302, Dept 88 as follows:

From: Acct. 602 (Act. Code 0201 - Operating Supplies)	\$3,325.00
From: Acct. 212 (Act. Code 0201 - Printing and Binding)	\$9,675.00
To: Acct. 601 (Act. Code 0201 - Office and Administrative Expense)	\$13,000.00

SUMMARY

The Administrative Resources section submits a request to transfer funds within the Recreation and Parks Fund to allow for the funding of Communications Service Requests, so as to allow ITA to proceed with job order estimates for our section. Currently, the funds are assigned for the purchase of various operating supplies and printing costs. The staff has made a determination that these funds are urgently needed for the acquisition of communication equipment and not as presently budgeted.

This report was prepared by Jess Cruz in Budget and Concessions Management.