

REPORT OF THE GENERAL MANAGER

NO. 03-215

DATE June 18, 2003

C.D. •

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESOLUTIONS AUTHORIZING PETTY CASH, EXPENSE REIMBURSEMENT AND REFUNDS FOR FISCAL YEAR 2003 - 2004

J. Combs
J. Duggan
J. Kolb

JD

T. Coroalles
H. Fujita
B. Lukehart


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Resolutions enumerated in the Body of this report be adopted in order to smoothly transition financial operations into the 2003-2004 Fiscal Year.

SUMMARY:

In order to provide authorities for certain types of expenditures, it is necessary that the following resolutions be adopted for the fiscal year ending June 30, 2004.

BE IT RESOLVED that authority be and it hereby is granted to reimburse the Petty Cash Fund in the Department of Recreation and Parks for reimbursements made to staff entitled to same during the fiscal year ending June 30, 2004.

BE IT RESOLVED that authority be and it hereby is 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, 2004.

BE IT RESOLVED that authority be and it hereby is granted to reimburse officers and employees of the Department of Recreation and Parks for carfare, telephone, mileage, and transportation expenses incurred in connection with their official duties for the fiscal year ending June 30, 2004.

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BE IT RESOLVED that authority be and it hereby is granted to reimburse the Revolving Fund in the Department of Recreation and Parks - RSVP to pay stipends to volunteer workers entitled to same in accordance with grant contracts entered into between the City of Los Angeles, Department of Recreation and Parks and a State or Federal agency for the fiscal year ending June 30, 2004.

BE IT RESOLVED that authority be and it hereby is 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, 2004.

BE IT RESOLVED that the General Manager be and he hereby is authorized to incur and be reimbursed for such miscellaneous expenditures as may be necessary in the course of luncheons, taxi fares, parking fees, and the like in the amount not to exceed \$2,000 for the fiscal year ending June 30, 2004.

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.

Report prepared by Rose Reyes, Departmental Chief Accountant