

REPORT OF THE GENERAL MANAGER

NO. 03-217

DATE June 18, 2003

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LATCHKEY REIMBURSEMENT FISCAL YEAR 2003 - 2004

J. Combs
J. Duggan
J. Kolb

JD

T. Coroalles
H. Fujita
B. Lukehart

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a Resolution authorizing the City Controller to transfer Latchkey Child Care program related expenditures for full-time and part-time employees, and other expenses, including materials, supplies, services, equipment and related expenses from the Department's budgetary accounts to the appropriate Municipal Recreation Programs Fund 301 Municipal Sports Account for Fiscal year 2003 - 2004; and,

That the City Controller be authorized to transfer Latchkey Child Care program related expenditures including employees' salaries, materials and supplies and related expenses from the Municipal Sports Account Fund 301 to the appropriate Recreation and Parks Grant Fund accounts Fund 205 for Fiscal Year 2003 - 2004 to reimburse grant eligible expenditures paid from Fund 301.

SUMMARY:

The Latchkey Program is partially funded by the State of California. Any expenditures in excess of the State Grant are funded by the Department and by fees collected from the participants. Since employees of this program are not in the regular budget, it is recommended that the costs of their salaries, paid from the Salary Accounts of Fund 302, be reimbursed from Fund 301 Municipal Sports Account.

Board approval is also needed to authorize the Controller to subsequently transfer Latchkey Child Care program related expenditures from the Municipal Sports Account Fund 301 to the appropriate Recreation and Parks Grant Fund Accounts, Fund 205 for Fiscal Year 2003 - 2004 to reimburse that portion of expenditures paid from Fund 301 that are grant eligible.

Report prepared by Rose Reyes, Departmental Chief Accountant