

REPORT OF GENERAL MANAGER

NO. 04-132

DATE April 22, 2004

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS FROM ACCOUNT 6010, OFFICE AND ADMINISTRATIVE EXPENSE, IN FUND 302 TO THE GENERAL SERVICES DEPARTMENT (GSD) FOR POSTAGE THROUGH THE END OF THE FISCAL YEAR 2003-2004.

K. Chan _____
J. Combs _____
H. Fujita _____
J. Kolb _____

M. Mariscal _____
F. Mok FM
K. Regan _____
G. Stigile _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the transfer of \$30,000 from Account 6010, Office and Administrative Expense, in Fund 302 to Appropriation Account V140, General Services, within Fund 302.
2. Request Mayoral and Council approval for the appropriation of \$30,000 into GSD's account, by authorizing staff to request the City Administrative Offices to include the appropriation in the year-end financial status report to the Mayor and Council.
3. Upon approval by the Mayor and the Council, authorize the transfer of cash from Fund 302, Department 88, Account V140 to Fund 100, Department 40, GSD.

SUMMARY:

Recreation and Parks' allocation for postage in fiscal year 2003-2004 is \$395,564. It is projected that an additional \$30,000 is needed to defray postage expenses and tide us over through year-end. There are sufficient funds remaining in Account 6010 after the \$30,000 transfer, to cover our needs through June 30, 2004.

Prepared by: Rose Reyes