

REPORT OF GENERAL MANAGER

NO. 04-326

DATE October 20, 2004

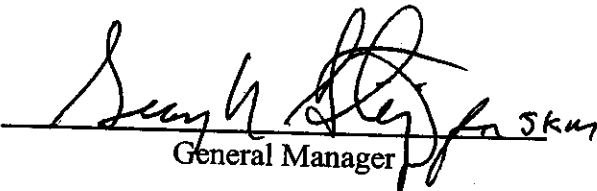
C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY FOR ACCOUNTING DOCUMENTS - ACTING
GENERAL MANAGER AND ACTING CHIEF ACCOUNTING EMPLOYEE

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

J. Kolb _____
*F. Mok G.M.
G. Stigile _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a resolution to revise the list of employees authorized to assume the functions listed below:

1. In the absence of the General Manager, the following individuals are authorized to act as the Acting General Manager for the approval and signing of accounting documents only:

ADD: Neil Guglielmo, Chief Management Analyst
Philip Tse, Principal Accountant II

2. In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee:

ADD: Neil Guglielmo, Chief Management Analyst
Philip Tse, Principal Accountant II

3. In the absence of the Chief Accounting Employee, the following individual is authorized to act as the Acting Chief Accounting Employee for the approval and signing of accounting documents only:

ADD: Emily Lau, Senior Accountant II

SUMMARY:

The addition of the above-named staff members necessitates an updating of the list of Division employees authorized to sign accounting documents in the absence of the Chief Accounting Employee, in order to prevent delays in the accounting process.