

APPROVED
NOV 09 2007

REPORT OF GENERAL MANAGER

NO. 07-263

DATE November 9, 2007

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR VARIOUS BUDGETARY ADJUSTMENTS

R. Adams	_____	J. Kolb	_____
V. Israel	_____	F. Mok	<u>Am.</u>
H. Fujita	_____	K. Regan	_____
S. Huntley	_____	M. Shull	_____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, authorize the transfer of appropriations, within Recreation and Parks Fund 302, Department 88, to the following account:

FROM: Account 2120 -Printing and Binding \$75,000

TO: Account 6010 - Office & Administrative \$75,000

2. Authorize the General Manager or his designee to make technical corrections as necessary to the transactions included in this report.

SUMMARY:

Periodic budgetary adjustments are required to assist the Department in meeting its workload and mandates. Various internal budgetary transfers between accounts to assist in this effort are needed because specific types of expenditures must be made from the designated appropriation accounts. The following transfer is recommended to meet this need:

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Griffith Observatory

Office & Administrative Expenses – Account 6010 - \$75,000 – Activity Code 7800

A transfer of funds from Account 2120, Printing and Binding to Account 6010, Office and Administrative Expenses within the current Observatory Expense Budget is requested to augment the current balance in the 6010 Account which was insufficiently funded for this fiscal year and is almost depleted. The amount being requested will be used to purchase various items such as office supplies, licenses, software, subscriptions, reference materials, and miscellaneous related expenses that are critical to the core operations of the Observatory through the remainder of the fiscal year. The Observatory is an educational, scientific and research institution, and the need for these types of expenses are necessary to support the current operational requirements.

FISCAL IMPACT STATEMENT:

The fund transfer between accounts is for budgetary adjustments and there is no impact on the Department's General Fund as this transfer will have a zero net effect.

This report was prepared by Orville Patino, Management Analyst II, Finance Division.