

REPORT OF GENERAL MANAGER

DATE November 9, 2007

APPROVED
NOV 09 2007

**BOARD OF RECREATION
and PARK COMMISSIONERS**

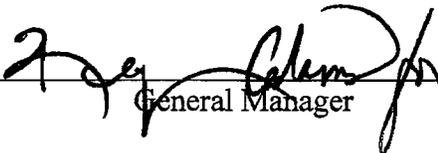
NO. 07-265

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BOARD OF RECREATION AND PARK COMMISSIONERS

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

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Approved _____ Disapproved _____ Withdrawn _____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 adopt a resolution to revise the list of employees authorized to assume the function listed below:

- In the absence of the General Manager, the following individual is authorized to act as the Acting General Manager for the approval and signature of accounting documents only:

ADD: Noel Williams, Chief Management Analyst

- In the absence of the Chief Accounting Employee, the following individual is authorized to act as the Acting Chief Accounting Employee, as described in the summary of this report:

ADD: Noel Williams, Chief Management Analyst

SUMMARY:

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

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In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee; however, no individual can sign in two capacities on the same document. Since only one person is authorized to act as the Acting Chief Accounting Employee at any given time, the Departmental Chief Accountant would act as the Acting Chief Accounting Employee in the absence of the Chief Financial Officer; likewise, in the absence of the Chief Financial Officer and the Departmental Chief Accountant, the Chief Management Analyst would act as the Acting Chief Accounting Employee; and in the absence of the Chief Financial Officer, the Departmental Chief Accountant, and the Chief Management Analyst, a Principal Accountant, in the order listed below, would act as the Acting Chief Accounting Employee:

Rose Reyes	Departmental Chief Accountant
Noel Williams	Chief Management Analyst
Luci De Leon	Principal Accountant
Eleanor Chang	Principal Accountant
Lilia Sanchez	Principal Accountant

FISCAL IMPACT STATEMENT:

Approval of this report results in no fiscal impact to the General Fund.

Prepared by Lilia Sanchez, Principal Accountant II, Finance Division, MRP Accounting Section