

APPROVED
JUN 19 2019

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

BOARD REPORT

NO. 19-121

DATE June 19, 2019

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REIMBURSEMENT FOR PETTY CASH, EXPENSES, AND REFUND
RESOLUTIONS FOR FISCAL YEAR 2019-2020

AP Diaz _____ S. Piña-Cortez _____
H. Fujita _____ C. Santo Domingo _____
V. Israel _____ *N. Williams NDW



General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATION

Adopt the Resolutions set forth in the Summary of this Report in order to smoothly transition financial operations into Fiscal Year 2019-2020.

SUMMARY

Pursuant to the City of Los Angeles Charter, Section 591 (b), the Board of Recreation and Parks Commissioners (Board) has the power to control, appropriate, and expend all money in the Recreation and Parks Fund. In order to provide authorities for certain types of expenditures from the Recreation and Parks Fund for the Fiscal Year ending June 30, 2020, staff recommends that the Board adopt the s following Resolutions:

BE IT RESOLVED, that authority is hereby granted to reimburse from the Petty Cash Fund in the Department of Recreation and Parks for reimbursements of petty cash made to officers and employees of the Department of Recreation and Parks entitled the same during the Fiscal Year ending June 30, 2020.

BE IT RESOLVED, that authority is hereby granted to advance to or to reimburse officers and employees of the Department of Recreation and Parks for traveling and personal expenses incurred in connection with their official duties for the Fiscal Year ending June 30, 2020.

BE IT RESOLVED, that authority is hereby granted to reimburse officers and employees of the Department of Recreation and Parks for carfare, telephone, mileage, parking, and transportation expenses incurred in connection with their official duties for the Fiscal Year ending June 30, 2020.

BE IT RESOLVED, that authority is hereby granted to the General Manager of the

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Department of Recreation and Parks to make refunds on the Recreation and Parks fund to persons entitled to the same during the Fiscal Year ending June 30, 2020.

BE IT RESOLVED, that the General Manager of the Department of Recreation and Parks is hereby authorized to incur and to be reimbursed for such miscellaneous work related expenditures as may be necessary in the course of conducting Department of Recreation and Parks business for taxi fares, parking fees, and other job related expenses in the amount not to exceed Two Thousand Dollars (\$2,000.00) for the Fiscal Year ending June 30, 2020.

BE IT FURTHER RESOLVED, that such expenditures shall be properly vouched on regular City accounting forms by the General Manager of the Department of Recreation and Parks and certified by the Chief Accounting Employee.

STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP's Strategic Plan by supporting:

Goal No. 6: Build Financial Strength and Innovative Partnerships.

Outcome No. 1: RAP's operating budget meets the needs of the park system for all Angelenos.

FISCAL IMPACT STATEMENT

There is minimal fiscal impact to the Department of Recreation and Parks' General Fund because most of these expenditures come from special funds.

This Report was prepared by Noel D. Williams, Chief Financial Officer, Finance and Administrative Services Division.