

MEMORANDUM

TO: Board of Trustees

THROUGH: Karen Crocker, Interim District General Manager / Director of Parks and Recreation

FROM: Susan Griffith, Interim Director of Finance

SUBJECT: Report: Community Service Administrative Fund, what makes up this Account and what Rolls into it. (Requesting Staff Member: Interim Director of Finance Susan Griffith)

DATE: October 9, 2024

I. RECOMMENDATION
None

II. BACKGROUND

This memo provides all of the detail relevant to the Revenue and Expense accounts listed for the Community Services Administration Fund. Both the account code listing and positions with wages allocated to this fund are provided below. The full-time equivalent of personnel is 2.89.

Account Codes:

General Ledger Account Codes – Fund 360 Trial Balance Report:

300-360-49-990-00-00-4417-	Service & User Fees
300-360-49-990-00-00-4490-	Facility Fees
300-360-49-990-00-00-4710-	Investment Earnings
300-360-49-990-00-00-5010-	Salary
300-360-49-990-00-00-5012-	Hourly
300-360-49-990-00-00-5013-	Other Earnings
300-360-49-990-00-00-5014-	Overtime
300-360-49-990-00-00-5020-	Other Earnings
300-360-49-990-00-00-5030-	Leave
300-360-49-990-00-00-5050-	Taxes
300-360-49-990-00-00-5100-	Retirement Fringe Ben
300-360-49-990-00-00-5200-	Medical Fringe Ben
300-360-49-990-00-00-5250-	Dental Fringe Ben
300-360-49-990-00-00-5300-	Vision Fringe Ben
300-360-49-990-00-00-5400-	Life Ins Fringe Ben
300-360-49-990-00-00-5500-	Disability Fringe Ben
300-360-49-990-00-00-5600-	Unemployment Fringe Ben
300-360-49-990-00-00-5700-	Work Comp Fringe Ben
300-360-49-990-00-00-7010-	Advertising - Paid
300-360-49-990-00-00-7310-	Computer License & Fees
300-360-49-990-00-00-7330-	Contractual Services
300-360-49-990-00-00-7350-	Employee Recruit & Retain
300-360-49-990-00-00-7415-	Operating
300-360-49-990-00-00-7455-	Over & (Short)
300-360-49-990-00-00-7470-	Printing & Publishing
300-360-49-990-00-00-7560-	Defensible Space Costs
300-360-49-990-00-00-7680-	Training & Education
300-360-49-990-00-00-7840-	Telephone
300-360-49-990-00-00-7980-	Central Services Allocation Cs

**Distribution of Positions - Budgeted Allocations for
FY2024-2025:**

Description	Fund 360: Rec Other
ASST. REVENUE OFFICE	0.17
REVENUE SAFE CLERK	0.17
REVENUE OFFICE TECHNICIAN	0.17
PARKS & RECREATION CE	0.10
RECREATION SUPERVISOR	0.20
SR. PARKS & RECREATION CLERK	0.41
PARKS & RECREATION CLERK	0.43
ASSISTANT PARKS & REC CLERK	0.43
ASSISTANT PARKS & REC	0.10
PARKS & RECREATION CLERK	0.41
DIRECTOR OF PARKS AND RECREATION	0.20
REC SUPV-OPS & COMNTY	0.10
FTE Equivalent	2.89