

ITEM 3

MANAGER'S REPORT NO. 47

COUNCIL MEETING June 25/73

3. Re: Bookkeeping for the Century Park Museum Association

On June 1, 1973, the Treasury Department took over the bookkeeping function for the Century Park Museum Association with respect to the budget that the Association files with the Parks and Recreation Commission.

Officers of the Association recommended that the Treasury Department be designated as the agency to perform the bookkeeping function. This recommendation was subsequently approved by the Museum Board and the Parks and Recreation Commission.

The accounting procedure that has been developed requires the Society's Executive Director to pay bills from an imprest account. The Executive Director will periodically seek reimbursement from the Treasury Department for the amount that is spent. Treasury personnel will review all claims, and when satisfied that the claims are in order, will reimburse the bank account that is used by the Director for the sum of money that is paid out. The Parks and Recreation budget will be charged accordingly.

The Treasury Department will from time to time prepare financial reports for the Museum and the Parks and Recreation Commission.

RECOMMENDATION:

THAT Council ratify the decision to have the Treasury Department take over the bookkeeping function for the Century Park Museum Association with respect to the budget that the Association files with the Parks and Recreation Commission.