



THE CITY OF SAN DIEGO
M E M O R A N D U M

DATE: December 21, 2018

TO: Parks and Recreation Department Employees

FROM: Herman D. Parker, Director, Parks and Recreation Department

SUBJECT: Permit and Voided Transaction Review Process

This memorandum serves to remind Department supervisors of their roles and responsibilities for handling and reviewing program registrations and permitting as outlined in Department Instruction 7.25 (D.I.), Recreation Center Programs and Related Facility Operations. Area Managers are responsible for the oversight of the registration and permit process through review of receipts, reports and deposits.

The Department is implementing improved permit review processes to strengthen internal controls. The new process, outlined below, will take effect immediately Department-wide. Detailed responsibilities for Area Managers and District Managers, in addition to what is identified in D.I. 7.25, is as follows:

- Each week, the Area Manager runs a Cash Receipts Report to identify voided receipts and compares to the void log at the recreation center or pool
- Each week the Area Manager runs a Permit Master Report to identify administrative bookings and outstanding unpaid permits;
- Area Manager reviews administrative bookings weekly to ensure they are only for approved city programs and events;
- Area Manager signs and submits both reports to the District Manager for review;
- District Manager signs the reports and sends them to the Center Director to file with their Daily Cash Receipts records (documents are important for future audits);
- Additionally, when reviewing weekly deposits, Area Managers must ensure the Cash Distribution Report start date is consecutive with the end date of the prior report.

Sample reports and instructions on how to generate and review reports is attached to this memo. Failure to follow this process, may result in disciplinary action.

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Herman D. Parker, Director
December 21, 2018

Recently, City Treasurer staff visited some of our sites to review cash handling procedures. The Treasurer noted that recreation centers do not have signs advising customers to obtain a receipt and do not have set hours for to accept payment for registrations and permits.

Department Instruction 7.25 (DI 7.25) - Recreation Center Programs and Related Facility Operations provides the following direction.

Each Recreation Facility will set specific hours (dates/times) for permit processing provided by the Recreation Facility. The set hours will be based on what works best in the specific community. Any deviations from the set hours will be on an exception basis and by appointment.

All recreation facilities that collect cash and/or checks shall post a sign that reads "You will receive a receipt with any cash or check transaction. If you did not receive your receipt, please ask the staff member to provide it to you."

The Treasurer also noted accounting errors related to staff not checking that they signed in to the proper workstation in ActiveNet. Area Mangers are responsible for ensuring that staff are following the intent of DI 7.25 and are correctly logging into ActiveNet.

In the upcoming months, the Accountability Committee will reconvene to update the accountability procedures (and D.I. 7.25) that were implemented in the Fall 2017 to be consistent with changes the Department incurred to our operations over the past year.

If you have any questions regarding the reports, please contact OCA Senior Management Analyst, Sarah Erazo at 619-525-8236. For other questions, please contact Recreation Program Manager, Shelly Stowell at 619-525-8211.

Sincerely,



Herman D. Parker

Attachments: 1. Sample Cash Receipts Report
2. Sample Permit Master reflecting Administrative Bookings
3. Instructions on Creating ActiveNet Reports

Cash Receipts Report

Receipt Date/Time: From Oct 10, 2018 12:00 AM through Oct 17, 2018 11:59 PM

Transaction Site: Doyle Recreation Center

Receipt #	Date	Time	User	Payer	Payment Type	Payment Detail	Payment	Receipt Total Payment
1007015.113	Oct 11, 18	2:17 PM	Greco, Cody	Demers, Pamela	**Voided**	\$112.00		0
1007039.113	Oct 16, 18	6:05 PM	Johnson, Jason	Gerson-Curwitz, Adina	**Voided**	\$84.46		0

SAMPLE ADMIN BOOKING

Attachment 2

Permit Master Report

Dec 21, 2018
3:03 PM

Permit Creation Date: From Sep 1, 2018 To Sep 4, 2018
Reservation Site: Doyle Recreation Center

Permit #	Agent / Organization / Phone	Address	Expiration Date / Status / Site	Permit Notes	Total Charges	Balance Due
73867	Salome Martinez (Individual) Salome Martinez H: 858.552.1601	8175 Regents Road San Diego, CA 92122	N/A Approved Doyle Recreation Center		\$0.00	0
Event List						
	Event	Facility / Equipment / Instructor	Center			
	Open Play - Volleyball	Doyle Recreation Gymnasium	Doyle Recreation Center			
73868	Salome Martinez (Individual) Salome Martinez H: 858.552.1601	8175 Regents Road San Diego, CA 92122	N/A Approved Doyle Recreation Center		\$0.00	0
Event List						
	Event	Facility / Equipment / Instructor	Center			
	Open Play - Badminton	Doyle Recreation Gymnasium	Doyle Recreation Center			

Total # of Permits: 2 **Grand Total: \$0.00**

S = Secondary Phone P = Primary Phone