

CHAPTER 6
RECREATION FUND
DEPARTMENT OF PARKS AND RECREATION

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NOTE: Rule-making authority cited for formulation of regulations of the Sports Fund for Recreation Fund by the Department of Parks and Recreation, §3115, Chapter 3, 5 GCA.

§6101. Purpose. The purpose of the Rules and Regulations is to provide (1) general administrative guidelines; (2) internal fiscal control; (3) audit review authority to safeguard the assets against loss from unauthorized use of disposition; and (4) authority over the Recreation Fund, hereinafter referred to as the "RF." The Rules and Regulations have been established as per authority in the Executive Order 76-30 which created the RF.

Also known as Recreation Activity Revolving Fund (RARF).

§6102. Terms and Definitions. (a) *Commission* - Parks and Recreation Commission.

(b) *Director* - Director, Department of Parks and Recreation.

(c) *Deputy Director* - Deputy Director, Department of Parks and Recreation.

(d) *Administrator* - Administrator, Recreation Division.

(e) *Assistant Administrator* - Assistant Administrator, Recreation Division.

(f) *Section Supervisor* - Recreation Activity Supervisor for each section of the Recreation Division which generates revenue.

(g) *RF* - Recreation Fund.

(h) *RF Assets* - All monies collected, capital articles and equipment, nonexpendable supplies and materials and other miscellaneous articles.

(i) *Daily Report* - Recapitulation report prepared by each Section Supervisor detailing funds collected and expended on a daily basis.

(j) *Treasury Agent* - Individual recommended by the Administrator, appointed by the Director to be centralized persons to collect monies.

(k) *Alternate Treasury Agent* - Individual recommended by the Administrator, appointed by the Director to be the alternate centralized persons to collect monies in case the Treasury Agent is unavailable.

(l) *Disbursement* - An authorized payment made through a RF check or authorized Petty Cash payment.

(m) *Check(s)* - check(s) drawn upon the RF.

(n) *Petty Cash* - Amount authorized by the Director to expedite the purchasing of small items and will be replenished whenever necessary.

(o) *Sub-Section* - Sections of the Recreation Division which generate revenue for the RF.

(p) *Custodian* - Treasurer of Guam in charge of check issuing and responsible for maintaining a monthly reconciliation of the fund, must also maintain division records in regard to RF.

§6103. Administration and Organization. (a) The commission, as delegated in Executive Order 76-30, authorizes that authority over the RF shall rest with the Director or his authorized alternate. The Director or his authorized alternate reserves authority remanded herein as expressed or implied in Executive Order 76-30.

(b) Channels of succession for the review and approval of the RF matters of concern shall be in this order:

- (1) Section Supervisor;
- (2) Assistant Administrator;
- (3) Administrator;
- (4) Deputy Director and finally,
- (5) Director

These channels of succession are concurrent with the organizational structures of the Department of Parks and Recreation which the RF is an instrumentality.

(c) The Director shall institute necessary forms, standard operating procedures, audit and review

procedures and any other procedures, as deemed necessary for the internal control and safeguarding of the assets.

(d) The Director, Deputy Director, Administrator and Assistant Administrator reserve the right to audit records and all other documentation pertaining to each Section's program(s) and project(s).

§6104. Revenue Generating Activities. (a) The respective Section Supervisors shall determine the types of revenue generating activities and applicable fees for such activities under the jurisdiction of their respective section, subject to the review and approval of the Administrator.

(b) Monies generated from facility usage fees from Multipurpose Court, Tennis Courts and Agana Pool Classroom will be under the jurisdiction of the Recreation Administrator and his Assistant. Expenditures will be at the discretion of the Administrator and his Assistant according to Division needs.

(c) Monies shall only be collected by the centralized Principal, Alternate Treasury Agent or authorized section personnel who collect the receipts directly from the users. No other individuals are allowed to transfer monies on the RF.

(1) The Principal and Alternate Treasury Agents will be nominated by the Administrator and appointed by the Director or Deputy Director.

(2) The Treasury Agents will be accountable and responsible for all monies collected.

(3) The Treasury Agents shall be covered by a surety and/or fidelity bond insurance against losses of monies that result of natural causes, without human intervention or agency, that could not be prevented by reasonable foresight or care such as floods, lightning, earthquakes, storms or acts of God.

(4) Any loss of monies must be reported in writing to the Director within three (3) working days following the discovery of the loss by the Administrator. The Director reserves the right to determine the manner in which restitution will be made if such losses are determined to be that of human intervention and agency. Such restitution will be made as allowed by law.

(5) The Custodian must deposit monies within

one (1) working day after the collection of such monies.

(6) The Treasury Agent shall issue receipts for each aggregate money collections, regardless of the source or mode of payment. Exemptions to this section are activities wherein fees are assessed to permit access to a game or stubs with numbers affixed on each ticket in numerical sequence. The Treasury Agent shall issue such tickets and shall audit the ticket stubs to ensure the amount of monies collected agree with the number of tickets issued as well as other particulars.

(7) The Director or Deputy Director reserves the authority to rescind appointments of Treasury Agents based on reasonable cause.

(d) All modes of payment for the fees assessed by the RF are acceptable (e.g., cash, first party checks, money orders, traveler's checks, etc.) in U.S. legal tender (currency) except as provided otherwise.

(1) First party checks must be properly endorsed with the notation "For Deposit Only to the Account of the Recreation Fund" followed by the checking account number of the RF bank, respective alpha code of the sub-section and the applicable receipt number.

(2) There will be an additional charge of Ten and 00/100 Dollars (\$10.00) levied against the payer of a first party check that is returned by the bank as uncollectible or for any reason whatsoever to offset the cost of special handling fees levied by the RF's bank. This additional charge will be subject to increase by the order of the Director or Deputy Director. Such additional charge may never be waived.

(3) Section Supervisors shall take all action necessary to contact payers of checks that are returned by the bank as uncollectible. If the Section Supervisor has exhausted all attempts for restitution, recommendations may be made through proper channels to the Director who shall determine if the matter is to be referred to the Attorney General's Office for appropriate action.

Any additional charges incurred to collect such restitutions shall be paid by the payer of such uncollectible first party check.

(4) Fees assessed for an aggregate activity that are greater than One Hundred and 00/100 Dollars (\$100.00) may only be accepted in the form of cash, money order, traveler's check or certified check in U.S. legal tender (currency).

(e) Fees assessed must be paid in advance by patrons of the RF's services or commodities. There shall be no credit extended to any patron.

§6105. Disbursements. (a) All disbursement transactions on the RF shall be as stipulated herein:

(1) The Disbursement Voucher must be completed by the Section Supervisor detailing the proposed expenditures under the jurisdiction of that supervisor's respective portion of the RF. Such Disbursement Voucher requires the approval of the Administrator and the Director or Deputy Director.

(2) The Custodian of the RF check book shall issue a check for each voucher to the payee listed thereon and in the amount approved by the Director. Such checks shall be issued to the Section Supervisor upon the endorsement of the Treasurer of Guam.

(3) Section Supervisor shall submit sales invoices, receipts and other acceptable forms of substantiation as determined by the Director for all checks issued.

(4) When a check has been issued for a particular purpose, commodity or service, no other commodities or services may be procured with such check except upon written approval to the Director.

(5) Disbursements made under each subsection shall be applied to underwrite the costs of commodities or services which are directly related to the activities of such respective sub-programs.

Examples of allowable disbursements include, but are not limited to:

- (A) Supplies and materials;
- (B) Publicity, printing and advertising services;
- (C) Expendable and nonexpendable equipment;
- (D) Liability, surety and other applicable forms of insurance coverage;

(E) Refunds as provided in §6105(a)(10);

(F) Officiating and scorekeeping fees;

(G) Construction supplies and materials necessary for renovation, repair or preventive maintenance of recreational facilities;

(H) Fees paid to instructors of recreation activities;

(I) Professional fees and contractual services in support of the RF; and

(J) Any other expenses directly related to the sub-program activities or events as approved by the Director or Deputy Director.

(6) Proposal disbursements may never exceed available balance of the subsection to be charged with such expenditures.

(7) Disbursements may never be made from fees collected.

(8) Any check issued to any particular vendor for any specific amount for a particular purpose, commodity or service, may not be altered or modified to reflect a change in the date, payee or amount.

If a change is needed, the issued check must be returned to the Treasurer of Guam for approval and must be replaced by a new check showing the desired change. Every change must be evidenced by either an invoice or statement.

(9) Any unauthorized distribution or disbursement of RF monies shall warrant strict disciplinary action against the perpetrator as well as cause of immediate restitution of such unauthorized distribution or disposition.

(10) Petty Cash may be established by RA from the RF as stipulated herein:

(A) The purpose of the petty cash is to expedite small item purchases.

(B) The Director may establish or rescind the RA petty cash fund.

(C) A Petty Cash Custodian shall be recommended by the Administrator and approved by the Director or Deputy Director, who reserve the right to rescind such appointment.

(D) The Petty Cash Custodian shall be responsible for safeguarding their respective petty cash.

(E) All petty cash expenditures must be supported by a receipt properly compiled and endorsed by the vendor's authorized representatives.

(F) Petty cash purchases will be limited to those that are in line with the provisions of Section 5.1(f) of this article.

(G) Any petty cash disbursements not approved by the Director or Deputy Director shall require restitution by the Petty Cash Custodian.

(H) Any loss of petty cash monies shall be reported in writing to the Director no later than three (3) days by the Petty Cash Custodian.

The Director reserves the right to determine the manner in which restitution will be made by the Petty Cash Custodian.

(I) Petty Cash Custodians shall not be responsible for any losses of monies that result of natural causes, without human intervention or agency, that could not be prevented by reasonable foresight or case such as floods, lighting, earthquakes, storms or acts of God.

Reports concerning such losses shall be directed to the Administrator then the Director, who shall determine if the loss must be absorbed by the RF.

(J) Petty cash shall be replenished as often as necessary through the Disbursement Voucher system.

(K) In the event that the Administrator desires a change in the Petty Cash Fund Custodian, the Director must be notified and the Administrator may recommend a new Petty Cash Custodian. The outgoing Petty Cash Custodian must settle his/her account with the Administrator by returning the cash balance disbursements as well as other records pertaining thereto.

(L) Refunds may be made on the RF as

stipulated herein:

(i) One hundred percentum (100%) of the fees collected may be refunded to the patron in the event that the activity is cancelled by the Section Supervisor who coordinated such event due to unforeseen circumstances. Also, one hundred percentum (100%) of the fee collected may be refunded to the patron in the event that the patron cancels out of an activity or event without attending any portion of such activity or event.

(ii) Eighty percentum (80%) of the fees collected may be refunded, based on the individual section's activity policy, in the event that the patron cancels out of an activity or event after attending or participating in what may be considered an increment of any activity or event, i.e., cancelling out after attending.

(iii) Refunds may be made through the manner and methods prescribed for disbursements of RF funds.

(b) The Director shall name a committee comprised of departmental personnel in Recreation Division management positions, planning and design positions, the Deputy Director and others to review proposed capital improvement projects to be underwritten by the RF. The committee shall review the feasibility of such plans and make recommendation to the Director. The Director may bring proposed capital improvement project plans before the Commission for its advice and counsel. Capital Improvement Projects (CIP) must be for a specific division section. Funds identified by the sections to be used as CIP funds must be refunded to the lending sections supplying the funds according to a designated payback plan.

(c) Proposed purchases on the RF in which the cost is expected to exceed Two Thousand Five Hundred Dollars (\$2,500), quotations must be solicited from three (3) different vendors accompanied by a Disbursement Voucher.

(1) Such quotations must include the following details:

(A) Detailed description of commodity or service;

(B) Acquisition cost;

(C) Expressed warranties and period thereof covering such commodity or service; and

(D) Certification by the authorized vendor's representatives.

(2) Exemption to this section may be invoked by the Director upon reasonable cause.

§6106. Records Management. (a) Section Supervisors shall maintain the following records relative to their respective programs:

(1) Listing of all revenue collected on a calendar year basis and distribution of such revenue into the various activities or events scheduled for the year. Such listing shall agree with records maintained by the Treasury Agents.

(2) Listing of all vouchers approved for disbursement by the Director, to include the payee, date of payment, check number, amount of check and the purpose of the disbursement. Special attention must be focused on disbursements to individuals for remuneration of services rendered for inclusion at the end of the calendar year for Forms 1099, "Miscellaneous Income Statements," for tax purposes.

(3) Project Cost Listings for each activity undertaken during each calendar year which shall include information such as respective revenue generated as well as disbursements thereon. A Project Summary roster must be maintained which shall detail a summary of information from the aggregate Project Cost Listing.

(4) Records of all equipment, non-expendable supplies and materials, and other capital assets acquired by the sub-section.

(5) Any other records required by the Administrator.

(b) The Treasury Agents shall maintain the following records relative to the transaction on the RF:

(1) Prepare in duplicate the Daily Report and transmit the original together with the proper designated copy of the receipts and certified deposit voucher to the Administrative Services Unit of the Director's Office.

(2) The Custodian shall retain the duplicate copy of the Daily Report as well as the copy of the receipts designated for the Treasury Agents and such designated copy of the certified bank deposit voucher.

(3) Log records and any other records that the Administrator deems necessary.

(c) The Recreation Administrator's Office shall maintain the following records relative to transaction on the RF:

(1) Subsidiary Ledgers for each sub-section of the RF which shall include revenue generated as well as disbursements and available balances.

(2) General Ledgers which will be comprised of all subsidiary ledgers of each sub-section of the RF which shall be used to reconcile against bank statements.

(3) Monthly bank statements as well as cancelled checks from the RF's bank.

(4) Periodic Net Profit/Loss Statements.

(5) Log of all checks issued as well as the status of such check.

(6) Log of all payments issued to individuals for remuneration of services rendered for activities and events for preparation of the Forms 1099.

(7) Any other records deemed necessary by the Recreation Administrator's Office.

(d) Forms used for the operations of the RF records managements are contained in the Operations Manual.

§6107. Property Management. (a) The Administrator shall be the Equipment Management Officer of all property acquired by the RF and shall direct the maintenance of records pertaining thereto. The Administrator shall maintain a master list of all properties together with the serial numbers the Administrator assigns to such property. The Administrator shall designate a Property Custodian under him.

(b) The Director may appoint a committee to survey surplus property of the RF and shall direct the disposition of such surplus property, at the recommendation of the survey committee, through a public auction. All proceeds derived from such public auction shall be credited to the respective subsection from whence the property was acquired upon.

(c) Any loss of property must be reported in writing to the Director by the Administrator within three (3) working days following the discovery of the loss. The Director reserves the right to determine the manner in which restitution will be made.

§6108. Conformity with Authorities. (a) The Director shall take all action to ensure that the RF is operating in conformity with all existing statutes, rules and regulations, codes, executive orders and any other authority which is applicable to the operations of the RF.

(b) The Director shall advise the Legislature no later than October 31st of the amount of funds deposited in the RF and the use and disbursement of the fund.

RECREATION FACILITY USAGE FEES
Department of Parks and Recreation
Fees Based on Team or Group Participation

COMMUNITY PROGRAMS

Class Fees: \$10.00 and up. Cost varies to type of class, length and materials needed.

Equipment Rental:

Portable Boxing Ring: \$50.00 per day at Paseo and \$75.00 per day if moved.

League/Tournament Fees: Would vary depending on number of teams, cost of officials and cost of awards. (10% surcharge)

PASEO STADIUM

Nonprofit (High Use) 15 Dates Minimum

Per Year:

Day: \$10 per hour or \$25 per baseball game

Night: \$14 per hour or \$35 per baseball game

Or 10% gross from stadium gate, whichever is higher.

Nonprofit (Low Use) Less Than 15 Dates

Per Year:

Day: \$15 per hour or \$35 per baseball game

Night: \$20 per hour or \$55 per baseball game

Or 10% gross from stadium gate, whichever is higher.

Profit Organization: Use of any DPR recreational facility to be negotiated between DPR and user.

PASEO SOFTBALL FIELD:

Non-profit:

Day - \$ 6 per hour

Night - \$10 per hour

Profit Organization: Use of any DPR recreational facility to be negotiated between DPR and user.

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DIV. 1 - PARKS & RECREATION COMMISSION

POOL AND BEACH:

Locker/Lock Rental: 50¢
Use of pool before or
after operating hours: \$ 35.00 per hour
Daily Use Fee: \$150.00 per day
Off-Island Groups: Special contract between DPR and
user.
Profit Organization: Use of any DPR recreational facility
to be negotiated between DPR and
user.

RECREATION ADMINISTRATION:

Multipurpose Courts:
Day: \$2 per hour
Night: \$3 per hour

AGANA TENNIS COURTS:

Fee For Full Use	Fee Per Court
Day: \$5 per hour	Day: \$1.25 per hour
Night: \$8 per hour	Night: \$2.00 per hour

Recreation Facility Usage Fee

Profit Organization: Use of any DPR recreational facility
to be negotiated between DPR and
user.

AGANA POOL CLASSROOM:

Day/Night \$6 per hour

CARNIVAL GROUNDS:

Contract to be negotiated between DPR and user.

YOUTH CENTER:

All Youth Center Facility Rental:
Day: \$40 and up per day plus \$50 security
cleaning deposit (refundable).
Jukebox/Electronic Games: % from vendor
Fee to Special
Tournaments/Leagues: 10% surcharge

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MISCELLANEOUS:

Equipment Rental:

25¢ and up. Cost depends on type of equipment.

Returned Check Fee: \$10.00

Concessions/Vendors: On a bid basis with DPR.

Advertising/Billboards:

Paseo Stadium Softball
Field and Multipurpose

Courts: Contract between DPR and user.