



Aberdeen Board of Parks & Recreation, Inc.

34 North Philadelphia Boulevard
Aberdeen, MD 21001-2511

Phone (410) 939-6724 Fax (410) 939-6715

January 06, 2012

MEMORANDUM

TO: ALL PROGRAM LEADERS/CHAIRPEOPLE

FROM: TREASURER

SUBJECT: FY 2012 PROGRAM SURVEYS

1. Please complete the attached surveys and return to Gene Gall's office mailbox **by March 1, 2012:**
 - a. **PROGRAM INFO WORKSHEET** (Encl 1),
 - b. **FY 2012 CITY MONEY REQUEST** (Encl 2), and
 - c. Markup any changes to your program's webpage (Encl 3).
2. **PROGRAM INFO WORKSHEET (Mandatory):** This form requests routine contact information for program officers and/or key people. It also asks who will handle monies, who can authorize purchases, who can authorize publicity, and who will run any fundraising events (and just what those events are). This information will preclude authorization delays and help our staff support your program in an effective and timely manner. This information is also used to cover the identified persons via our Treas Bond & Key Person insurance policy.
3. **FY 2012 CITY MONEY REQUESTS (Optional):** Each year, the city of Aberdeen provides the Board with grants that can supplement program revenue. Grants differ from outright donations in that these monies must be used for specific purposes. The Board will review all eligible requests, do a 'scrub', and submit the surviving requests to the Aberdeen City Commissioners for approval. The allocations approved by the City will be available from July 1, 2012 to June 30, 2013. **Late surveys (i.e., received after March 1, 2012) will not be considered.**
 - a. **Eligibility?**
 - (1) Ineligible expenses are supplies or expendable items (e.g., shirts/caps which players keep at the end of the season), trophies, fees for officials, salaries, and normal operating expenses.
 - (2) Eligible expenses are safety-related expenses and long-term or capital investments. For example, football helmets/pads, first aid kits, liability insurance, uniforms that are re-

usable from season to season, computer hardware/software, seminars or instructional materials for coaches. If undecided, please contact the undersigned regarding specific expenses.

b. **Program Priorities?**

- (1) Safety-related items will receive priority over long-term enhancements.
- (2) All other things being equal, youth programs will have priority over adult programs.
- (3) Recreational programs will have priority over contractor-run programs.
- (4) Adult programs (who can obviously raise their own funds) will only receive consideration for matching funds and only on a case-by-case basis.

c. **'Scrub' Process?** The Aberdeen Board will review all requests and develop budget recommendations consistent with the grant total we expect to receive from the City (e.g., \$20,000). **If we get a budget cut, you may not receive as much as in the past.** This is a competitive and comprehensive process. Consequently, any surveys received after March 1 cannot be included and will only be considered for leftover *FY 2011 City Money* (if any).

4. **UNSPENT FY 2011 CITY MONEY ALLOCATIONS:** For one reason or another, there is usually some City Money that doesn't get spent before the Apr-May timeframe. Rather than let this money go to waste, the Board will re-allocate any unspent City Money at the May Board meeting. Programs that want to compete for any left over City Money should identify their requirements to me **in writing** prior to that meeting.
5. **QUESTIONS?** Please direct questions on any of the above matters to the undersigned or attend the Jan 11 or Feb 08, 2012 Board meetings, 7:00 PM, Harford County Community Services Building, Room 201. Aberdeen Parks & Rec Board meetings are usually the 2nd Wed of each month.

Gene Gall, Treasurer/Webmaster
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