

**ABERDEEN BOARD OF PARKS & RECREATION  
MONTHLY TREASURER'S REPORT  
MARCH 2002**

6-Apr-02

**I. PROGRAM SUMMARY**

PROGRAM ACCOUNT	03/01 BALANCE	INCOME	EXPENSE	03/31 BALANCE
01: General Fund	\$6,938.51	\$402.17	-\$972.73	\$6,367.95 *
03: Golden Age Club	4,016.88	212.25	-92.84	4,136.29
06: Ballet/Jazz/Tap	5,443.86	0.00	0.00	5,443.86
07: Gymnastics	4,275.61	0.00	-294.00	3,981.61
08: Saturday Special	17,142.05	0.00	0.00	17,142.05
09: Soccer	8,740.81	0.00	-484.00	8,256.81
10: Weightlifting	2,579.08	1,250.00	-31.50	3,797.58
11: Basketball	4,887.19	794.44	-1,757.50	3,924.13 *
12: Aerobics	948.00	0.00	-270.00	678.00
14: Tae Kwon Do	1,073.56	0.00	0.00	1,073.56
15: Aikido	3,782.63	250.00	0.00	4,032.63
16: Wrestling	926.94	880.00	-195.00	1,611.94 *
18: Computer Club	659.87	40.00	0.00	699.87
20: Tennis	265.61	0.00	0.00	265.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	12,737.68	3,845.00	-2,504.54	14,078.14
31: Youth Softball	2,264.89	1,170.00	-799.54	2,635.35
32: Amateur 15-18 Baseball	381.00	0.00	0.00	381.00
40: Football	6,727.64	0.00	-4,100.00	2,627.64
41: Football Cheerleading	2,389.35	0.00	-2,600.00	-210.65
43: North Bay Rugby	689.95	110.00	-300.00	499.95
46: Skateboard Park	6,666.61	234.00	-75.00	6,825.61
48: Martial Arts Unlimited	1,655.50	75.00	0.00	1,730.50
49: North Bay Rugby Youth Pgm	442.91	0.00	0.00	442.91
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,146.25	0.00	0.00	2,146.25
54: Good Sports	8.50	0.00	0.00	8.50
55: Line Dancing	1,160.58	165.00	-141.51	1,184.07 *
57: Inline Skating	0.00	0.00	0.00	0.00
60: Summer Concerts	1,040.00	0.00	0.00	1,040.00
62: Parks/Special Events	2,539.94	25.00	0.00	2,564.94
67: SwanFest	6,082.79	0.00	-635.00	5,447.79
68: Jean Davis Memorial Fund	2,870.00	-750.00	0.00	2,120.00
70: Special Projects	0.00	0.00	0.00	0.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>\$111,879.22</b>	<b>\$8,702.86</b>	<b>-\$15,253.16</b>	<b>\$105,328.92</b>

**\* DOES NOT INCLUDE THE FOLLOWING CITY \$\$\$ PENDING:**

01: General Fund	Windows XP & Optical Mouse	\$193.91
01: General Fund	Treas Bond & Key Person Comm'l Crime Premium	\$211.00
11: Basketball	Whistles/Lanyards, Coaches Books, etc	\$650.75
16: Wrestling	Hooded Sweatshirts (6)	\$81.00
31: Softball	First Aid Kits/Supplies, Equipment	\$443.72
55: Line Dancing	Music CDs (4)	\$51.94

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
03/25	-50.00	EFT to Pitney Bowes for Metered Postage renewal	
03/28	119.40	City \$ - Dialup Internet for Office PC	
03/28	258.33	City \$ - Web Hosting Acct (1 yr DellHost.com)	
03/31	74.44	Interest	
** Subtotal **			402.17
** PROGRAM 03: GOLDEN AGE CLUB			
03/05	25.00	Dues Donation (Mergler)	
03/06	58.00	Dues	
03/20	129.25	Dues & Sales Proceeds	
** Subtotal **			212.25
** PROGRAM 10: WEIGHTLIFTING			
03/05	1,250.00	Dues	
** Subtotal **			1,250.00
** PROGRAM 11: BASKETBALL			
03/28	94.44	City \$ - Basketballs (6)	
03/25	270.00	Registrations	
03/25	120.00	Registrations	
03/28	310.00	Banquet Ticket Sales	
** Subtotal **			794.44
** PROGRAM 15: AIKIDO			
03/19	250.00	Registrations	
** Subtotal **			250.00
** PROGRAM 16: WRESTLING			
03/28	180.00	City \$ - Singlets (18 @ \$10)	
03/26	700.00	Misc	
** Subtotal **			880.00
** PROGRAM 18: COMPUTER USERS GROUP			
03/15	40.00	Dues	
** Subtotal **			40.00
** PROGRAM 30: BASEBALL			
03/18	753.00	Registrations	
03/01	2,200.00	Sponsors	
03/04	890.00	Misc	
** Subtotal **			3,845.00
** PROGRAM 31: YOUTH SOFTBALL			
03/22	120.00	Registrations	
03/22	200.00	Sponsor (Lioness Club)	
03/06	750.00	TRF from J DAVIS MEM FUND: Sponsor & J.Davis field supplies	
03/22	100.00	Donation (Atlantic)	
** Subtotal **			1,170.00

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## II. DEPOSITS BY PROGRAM(CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 43: NORTH BAY RUGBY			
03/06	40.00	Misc	
03/11	70.00	Misc	
** Subtotal **			110.00
** PROGRAM 46: SKATEBOARD PARK (ASAP)			
03/25	64.00	Skateboard Park Receipts	
03/25	170.00	Skateboard Park Receipts	
** Subtotal **			234.00
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
03/01	75.00	Registrations	
** Subtotal **			75.00
** PROGRAM 55: LINE DANCE			
03/19	165.00	Registrations	
** Subtotal **			165.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
03/15	25.00	Park Reservation	
** Subtotal **			25.00
** PROGRAM 68: JEAN DAVIS MEMORIAL FUND			
03/06	-750.00	TR to SOFTBALL: Team Sponsor & J. Davis field supplies	
** Subtotal **			-750.00
*** Total ***			8,702.86

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## III. CHECKS BY PROGRAM

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DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
03/13	11999	Erie Insurance Group	211.00	Treas Bond & Key Person Ins
03/21	12033	Pitney Bowes, Inc.	85.31	Postage meter rent (Apr-Jul)
03/27	12043	Gene A. Gall	57.94	Software upgrade to PaperPort
03/13	12021	Gene A. Gall	157.48	Two 256MB SDRAM Memory DIMMs
03/06	11990	Craig Lanphear	350.00	MRPA Conference (Apr 15-19)
03/27	12044	Pepsi-Cola Bottling Co.of	111.00	HCCSB Pepsi machine refill
** Subtotal **				972.73
** PROGRAM 03: GOLDEN AGE CLUB				
03/21	12029	Patricia A. Cline	92.84	Petty Cash
** Subtotal **				92.84

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### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 07: GYMNASTICS				
03/06	11987	Candice B Tressler	63.00	Salary (Feb) 9 hrs @ \$7
03/06	11988	Susan M. Brockmeyer	156.00	Salary (Feb) 12 hrs @ \$13
03/06	11989	Roxanne R. Moretz	75.00	Salary (Feb) 5 hrs @ \$15
**	Subtotal	**		294.00
** PROGRAM 09: SOCCER				
03/21	12027	Justin Bays	291.00	Indoor Soccer Referee
03/21	12028	John Hewitt	193.00	Indoor Soccer Referee
**	Subtotal	**		484.00
** PROGRAM 10: WEIGHTLIFTING				
03/06	11985	Denton Spring Water Co.	31.50	Water (5 @ \$6.00) #210113
**	Subtotal	**		31.50
** PROGRAM 11: BASKETBALL				
03/13	12013	James Bell	90.00	Official (Feb-Mar) 6 gms@\$15
03/13	12009	Leah Cataggio	48.00	Scorer (Feb-Mar) 8 gms @ \$6
03/13	12008	Anthony Farris, Jr	210.00	Official (Feb-Mar) 14 gms@\$15
03/13	12017	Roland Gittings	72.00	Official (Feb-Mar) 9 gms @ \$8
03/13	12012	Christopher Grimsley	96.00	Scorer (Feb-Mar) 12 gms @ \$8
03/13	12011	Larry Grimsley	60.00	Official (Feb) 4 gms @ \$15
03/27	12045	Will Higgins	75.00	Scorer (Feb-Mar) 30 gms@\$2.50
03/27	12049	Gregory Jordan, Jr.	80.00	Official (Mar) 4 gms @ \$20
03/27	12054	Brittany Kappauf	37.50	Scorer (Feb-Mar) 15 gms@\$2.50
03/13	12015	George Leonard	150.00	Official (Feb) 10 gms @ \$15
03/13	12014	Amy Lindsey	96.00	Official (Feb) 8 gms @ \$12
03/13	12016	Eugene Norton	72.00	Official (Feb-Mar) 9 gms @ \$8
03/27	12052	Robert Riele	132.00	Official (Feb-Mar) 11 gms@\$12
03/27	12048	Ivy Roberson	60.00	Official (Mar) 4 gms @ \$15
03/27	12047	Trene Roberson	80.00	Official (Feb-Mar) 8 gms@\$10
03/13	12010	Gary Sappington	45.00	Official (Feb) 3 gms @ \$15
03/27	12050	Ronald Stump	64.00	Official (Mar) 4 gms @ \$16
03/13	12018	Scott Washington	130.00	Official (Feb-Mar) 10 gms@\$13
03/27	12051	Lilly Wilson	160.00	Official (Mar) 8 gms @ \$20
**	Subtotal	**		1,757.50
** PROGRAM 12: AEROBICS				
03/13	12004	Kathleen M. Conner	210.00	Salary (Feb) 7 hrs @ \$30
03/13	12005	Kathleen M. Conner	60.00	Salary (Mar) 2 hrs @ \$30
**	Subtotal	**		270.00
** PROGRAM 16: WRESTLING				
03/13	12006	Harford Co Junior Wrestli	114.00	Harford Co Tournament fees
03/13	12007	Classic Team Sports	81.00	Addtl Hooded Sweatshirts(6)
**	Subtotal	**		195.00

### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 30: BASEBALL				
03/13	12002	Babe Ruth League, Inc.	310.00	Cal Ripken Shoulder Emblems
03/27	12039	Verizon	31.74	Hotline Phone Bill
03/27	12041	Babe Ruth League, Inc.	2040.00	Accident&Liability insurance
03/27	12042	Babe Ruth League, Inc..	122.80	Cal Ripken patches
**	Subtotal	**		2,504.54
** PROGRAM 31: YOUTH SOFTBALL				
03/06	11986	The Home Depot	355.82	Storage Box, Locks, Chain, etc
03/27	12040	Yorktowne Sports	443.72	First Aid Kits/Supplies, etc
**	Subtotal	**		799.54
** PROGRAM 40: FOOTBALL				
03/13	11998	Cisco, Inc	4100.00	New Jerseys (100 @ \$41)
**	Subtotal	**		4,100.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
03/13	11997	Cheerleader & Danz Team	2600.00	2001 Uniforms Bill (Partial)
**	Subtotal	**		2,600.00
** PROGRAM 43: NORTH BAY RUGBY				
03/13	12025	Chris Perkins	300.00	USA Rugby Ins Fees (12@\$25)
**	Subtotal	**		300.00
** PROGRAM 46: SKATEBOARD PARK (ASAP)				
03/13	12024	Cynthia M. Pike	75.00	Film, Water, Drawer Change
**	Subtotal	**		75.00
** PROGRAM 55: LINE DANCE				
03/13	12001	Barbara J. Matts	88.00	Salary (Mar) 4 hrs @ \$22
03/23	12036	Barbara J. Matts	53.51	CD's (4) [Best Buy]
**	Subtotal	**		141.51
** PROGRAM 67: SWANFEST				
03/06	11991	Steve Shershic	60.00	3-Slot Feed Dispenser (P Zoo)
03/13	12003	Ed Kitlowski	225.00	Entertainer for SwanFest 2001
03/13	12000	Athletic World Advertisin	200.00	2"x2" Ad for AHS Eagles spons
03/27	12053	Craig Lanphear	150.00	Refreshments for New Staff
**	Subtotal	**		635.00
***	Total	***		15,253.16

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#### IV. VENDING MACHINES SUMMARY

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The revenue from the Parks & Rec **Pepsi, Juice, and Candy** machines (located on the 2nd floor of our building) goes into 01: GENERAL FUND to assist all programs. To reduce the detail in a meaningful way, only the monthly *net profit* summaries for the past six months are shown below; the totals at the bottom are cumulative.

NET PROFIT	PEPSI MACHINE	NEW BEVERAGE	CANDY MACHINE	TOTAL
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Oct '01	-65.85	22.39		-43.46
Nov	168.25	24.67		192.92
Dec	-68.15	.00		-68.15
Jan '02	94.79	11.15		105.94
Feb	141.00	.00		141.00
Mar	-111.00	.00		-111.00
 TOTAL - LAST 6 MONTHS	 159.04	 58.21	 N/A	 217.25
 6 MONTH AVG PER MONTH	 26.51	 9.70		 36.21

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#### V. TREASURER'S NOTES

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##### 1. FY01 CITY MONEY RECEIVED:

01 GENERAL FUND	Web Hosting - 1 yr	\$258.33
01 GENREAL FUND	Dialup Internet Svc Provider - 1 yr	\$119.40
11 BASKETBALL	Basketballs (6)	\$94.44
16 WRESTLING	Singlets (18 @ \$10)	\$180.00

##### 2. FY01 CITY MONEY PENDING:

01 GENERAL FUND	Windows XP, Optical Mouse, etc	\$193.91
11 BASKETBALL	Whistles, Lanyards, etc	\$570.84
11 BASKETBALL	Coaches Books, Bulbs for Scoreboard	\$79.71
55 LINE DANCING	Music CDs (4)	\$51.94

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## V. TREASURER'S NOTES (CONT)

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### 3. DEPOSIT SLIPS:

- a. Extra deposit slips are kept in the office on the shelf below the mailboxes.
- b. We also keep a For Deposit Only rubber stamp in the center drawer of the desk to stamp the back of checks (although the bank is no longer a stickler about this).
- c. Please list checks by name instead of number.
- d. All programs share the same account. Be sure to legibly print your *Program Name* below the *Aberdeen Board of Parks And Recreation* title bar. Please also jot down what the deposit is for (e.g., Registrations, Pizza Fundraiser, Sponsors, etc.); if multiple sources, please provide a breakdown (e.g., S102 Registrations, \$200 Fundraiser).
- e. The deposit slips have 3 copies. The bank keeps the top (white) one and returns a pink and yellow copy to you. Please forward the *pink copy* to me so I can keep our records up to date. You may leave it in the *Deposit Slip* docket in the office mailbox (just above the *Check Request* docket); you may also mail it to me at the office address (Aberdeen Parks & Rec, 34 N. Philadelphia Blvd., Aberdeen, MD 21001-2511). If you fail to do so, your account will be understated until I get the monthly bank statement; even then, I have to ask the bank for copies of missing deposit slips and this delays finalization of my monthly Treasurer's Report by several days.

### 4. CHECK REQUESTS:

- a. Blank check requests are kept in the office on the shelf beneath the mailboxes. Requests *under \$100* may be approved by your Board liaison; requests *over \$100* must be approved by the Board (at a monthly meeting or via a phone poll conducted by your liaison).
- b. Please leave the completed request in the *Check Request* docket of the mailboxes in the office. Alternatively, you may mail them (using the address in *3e* above) or fax them (410-273-5633).
- c. I cut checks *every week, 52 weeks a year*. *Cut-off* is approximately **5:00 PM each Wednesday**. I write the checks and mail them each Wednesday evening; specify on the request form whether you need it mailed to you or to the vendor, etc.; if to you, specify whether to the office or your home address. Checks are no longer hand-carried back to your office mailbox so please consider this when you specify delivery option.
- d. **EMERGENCY ONLY:** Phone the check details to me or leave them on my answering machine by **8:00 PM TUESDAY** and I'll write the check Tuesday evening and drop it off in the office Wednesday (when I pick up Check Requests). [*Payee, Amount, What For, Invoice # (if applicable), 410-272-9491*] I only make one trip to the office per week so, if you neglect to make prior arrangements with me, your request will be handled routinely--no matter what you write on your request.

5. WEBSITE: The URL of the Aberdeen Board of Parks & Rec website is [www.aberdeenpr.com](http://www.aberdeenpr.com).

Gene A. Gall  
Treasurer

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**VI. FY 01 CITY BUDGET STATUS**

As Of 03/31/02

	BUDGETED	USED	BALANCE
<b>01: GENERAL FUND</b>			
Computer/Office Equipment	\$1,000.00	\$1,000.00	\$0.00
Fire/Treasurer Bond Premium	\$426.00	\$426.00	\$0.00
Volunteer Recognition	\$904.00	\$0.00	\$904.00
Postage Meter & Contingencies	\$1,328.00	\$830.27	\$497.73
<b>SUBTOTAL</b>	<u>\$3,658.00</u>	<u>\$2,256.27</u>	<u>\$1,401.73</u>
<b>07: GYMNASTICS</b>			
Liability Insurance Premium	\$1,000.00	\$1,000.00	\$0.00
<b>09: SOCCER</b>			
Portable Soccer Goals	\$2,110.00	\$2,110.00	\$0.00
<b>11: BASKETBALL</b>			
Basketballs, Whistles, Lanyards	\$744.99	\$744.99	\$0.00
First Aid Kits (2@\$100)	\$187.01	\$0.00	\$187.01
<b>16: WRESTLING</b>			
Wrestling Shoes	\$1,000.00	\$382.71	\$617.29
T-Shirts for B-Team Uniforms	\$400.00	\$261.00	\$139.00
First Aid Kit Refill	\$100.00	\$0.00	\$100.00
<b>18: COMPUTER CLUB</b>			
Voice Recognition Software Program	\$300.00	\$0.00	\$300.00
<b>30: BASEBALL</b>			
Equipment	\$1,000.00	\$0.00	\$1,000.00
First Aid Kits, Ice Packs, Face Masks	\$500.00	\$0.00	\$500.00
<b>31: SOFTBALL</b>			
Equipment & Uniforms	\$800.00	\$443.72	\$356.28
<b>40: FOOTBALL</b>			
Safety Equipment & New 5-7 Team	\$4,000.00	\$3,900.00	\$100.00
<b>41: FOOTBALL CHEERLEADING</b>			
Uniforms & First Aid Kits	\$800.00	\$800.00	\$0.00
<b>46: SKATEBOARD PARK</b>			
Protective gear (30 sets)	\$1,500.00	\$0.00	\$1,500.00
<b>49: YOUTH RUGBY</b>			
Practice & Game Equipment	\$300.00	\$0.00	\$300.00
<b>53: BASKETBALL CHEERLEADING</b>			
Uniforms & First Aid Kits	\$800.00	\$800.00	\$0.00
<b>55: LINE DANCING</b>			
CD's & Service Contract on CD Player	\$150.00	\$51.94	\$98.06
<b>60: SUMMER CONCERTS</b>			
10 Tuesday Concerts	\$2,600.00	\$2,600.00	\$0.00
Refreshments	\$50.00	\$50.00	\$0.00
	<u>\$22,000.00</u>	<u>\$15,400.63</u>	<u>\$6,599.37</u>

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**VII. FY 02 CITY BUDGET REQUESTS**

For Fiscal Year 07/01/2002 - 06/30/2003

As Submitted 03/31/02

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	AMOUNT APPROVED
01: GENERAL FUND	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$904.00
Postage Meter & Contingencies	\$754.00
SUBTOTAL	<u>\$3,158.00</u>
07: GYMNASTICS	
Liability Insurance	\$1,000.00
09: SOCCER	
Uniforms, Balls, Shorts, Socks, Pennies	\$1,200.00
First Aid Kits, Shin Guards, Ice Packs	\$300.00
11: BASKETBALL	
Equipment	\$1,223.00
First Aid Supplies (20@\$5, \$100)	\$200.00
13: WRESTLING	
Singlets for A Team (20@\$50)	\$1,000.00
Time Clock, Score Chart, Mat Tape, 1st A	\$400.00
Singlets for B Team (30@\$30)	\$900.00
30: BASEBALL	
Equipment	\$1,200.00
First Aid Kits, Ice Packs, Face Masks	\$300.00
31: SOFTBALL	
Equipment, 1st Aid Supplies, Uniforms	\$900.00
40: FOOTBALL	
Recertification (130 helmets @ \$20)	\$3,600.00
Replace Worn/Damaged Safety Equipment	\$1,059.00
41: FOOTBALL CHEERLEADING	
Uniforms & First Aid Kits	\$600.00
43: NORTH BAY RUGBY	
First Aid Kit	\$250.00
46: SKATEBOARD PARK	
Equipment	\$960.00
53: BASKETBALL CHEERLEADING	
Uniforms & First Aid Kits	\$800.00
55: LINE DANCING	
Boom Box Service Contract, CD's	\$100.00
57: INLINE SKATING	
Equipment	\$300.00
60: SUMMER CONCERTS	
10 Tuesday Concerts	\$2,600.00
Refreshments	\$50.00
<b>TOTAL</b>	<u><u>\$22,000.00</u></u>

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