

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

5-May-02

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	04/01 BALANCE	INCOME	EXPENSE	04/30 BALANCE
01: General Fund	\$6,367.95	\$227.80	-\$1,390.66	\$5,205.09 *
03: Golden Age Club	4,136.29	211.50	-70.00	4,277.79
06: Ballet/Jazz/Tap	5,443.86	211.00	-1,566.10	4,088.76
07: Gymnastics	3,981.61	0.00	-300.00	3,681.61
08: Saturday Special	17,142.05	0.00	0.00	17,142.05
09: Soccer	8,256.81	470.00	0.00	8,726.81
10: Weightlifting	3,797.58	0.00	-18.75	3,778.83
11: Basketball	3,924.13	1,205.00	-3,399.43	1,729.70 *
12: Aerobics	678.00	0.00	0.00	678.00
14: Tae Kwon Do	1,073.56	195.00	-55.00	1,213.56
15: Aikido	4,032.63	0.00	0.00	4,032.63
16: Wrestling	1,611.94	140.00	0.00	1,751.94 *
18: Computer Club	699.87	0.00	0.00	699.87
20: Tennis	265.61	140.00	0.00	405.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	14,078.14	2,395.00	-10,394.26	6,078.88 *
31: Youth Softball	2,635.35	575.00	-1,563.80	1,646.55 *
32: Amateur 15-18 Baseball	381.00	900.00	-1,022.45	258.55
40: Football	2,627.64	5,360.00	0.00	7,987.64 *
41: Football Cheerleading	-210.65	10,689.90	-2,146.00	8,333.25
43: North Bay Rugby	499.95	2,957.00	-525.00	2,931.95
46: Skateboard Park	6,825.61	237.50	-1,580.61	5,482.50 *
48: Martial Arts Unlimited	1,730.50	75.00	0.00	1,805.50
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	-1,124.80	1,021.45
54: Good Sports	8.50	0.00	0.00	8.50
55: Line Dancing	1,184.07	150.00	-198.00	1,136.07 *
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	2,564.94	50.00	0.00	2,614.94
67: SwanFest	5,447.79	1,127.00	-1,108.88	5,465.91
68: Jean Davis Memorial Fund	2,120.00	0.00	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
TOTALS	\$105,328.92	\$27,316.70	-\$26,463.74	\$106,181.88

*** 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
11: Basketball	First Aid Equipment/Supplies	\$187.01
16: Wrestling	Hooded Sweatshirts (6)	\$81.00
30: Baseball	Equipment	\$1,500.00
31: Softball	First Aid Kits/Supplies, Equipment	\$443.72
31: Softball	Uniforms	\$456.28
40: Football	Equipment	\$100.00
46: Skateboard Park	Gear, Postage & Sign	\$1,274.00
55: Line Dancing	Music CDs (4)	\$51.94

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
04/05	140.52	HCCSB Pepsi machine revenue	
04/19	15.00	PNY Memory Rebate	
04/30	72.28	Interest	
** Subtotal **			227.80
** PROGRAM 03: GOLDEN AGE CLUB			
04/03	22.00	Dues	
04/24	42.00	Dues	
04/03	80.75	Greeting Card Sales	
04/24	66.75	Card Sales	
** Subtotal **			211.50
** PROGRAM 06: BALLET/JAZZ/TAP			
04/10	176.00	Tickets	
04/10	35.00	Costumes	
** Subtotal **			211.00
** PROGRAM 09: SOCCER			
04/01	70.00	Registrations	
04/11	400.00	County Money	
** Subtotal **			470.00
** PROGRAM 11: BASKETBALL			
04/11	-5.00	Bad Chk Svc Chg (S. Blevins)	
04/11	-30.00	Bad Check (S. Blevins)	
04/08	150.00	Banquet Ticket Sales	
04/30	492.00	Banquet ticket sales	
04/30	198.00	Banquet ticket sales	
04/11	400.00	County Money	
** Subtotal **			1,205.00
** PROGRAM 14: TAE KWON DO			
04/01	195.00	Registrations	
** Subtotal **			195.00
** PROGRAM 16: WRESTLING			
04/11	140.00	County Money	
** Subtotal **			140.00
** PROGRAM 20: TENNIS			
04/11	140.00	County Money	
** Subtotal **			140.00

II. DEPOSITS BY PROGRAM(CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 30: BASEBALL			
04/15	1,150.00	Registrations	
04/18	-100.00	Bad Check (D. Budnick)	
04/18	-5.00	Bad Chk Svc Chg (D. Budnick)	
04/01	600.00	Sponsors (3)	
04/10	200.00	Sponsor (R&K Automotive)	
04/01	150.00	Donations	
04/11	400.00	County Money	
** Subtotal **			2,395.00
** PROGRAM 31: YOUTH SOFTBALL			
04/01	35.00	Registrations	
04/01	400.00	Sponsors (2)	
04/11	140.00	County Money	
** Subtotal **			575.00
** PROGRAM 32: AMATEUR 15-18 BASEBALL			
04/10	900.00	Registrations	
** Subtotal **			900.00
** PROGRAM 40: FOOTBALL			
04/22	5,505.00	Registrations	
04/25	-5.00	Bad Chk Svc Chg (A. Butler)	
04/25	-140.00	Bad Check (A. Butler)	
** Subtotal **			5,360.00
** PROGRAM 41: CHEERLEADING			
04/10	1,335.00	Registrations	
04/10	1,145.00	Registrations	
04/10	1,200.00	Registrations	
04/10	1,275.00	Registrations	
04/15	-75.00	Bad Check (L. Edwards)	
04/15	-5.00	Bad Chk Svc Chg (S. Scott)	
04/15	-75.00	Bad Check (S. Scott)	
04/15	-5.00	Bad Chk Svc Chg (L. Edwards)	
04/30	-52.50	Bad Check (L. Young)	
04/30	-5.00	Bad Chk Svc Chg (L. Young)	
04/10	990.00	Uniforms & Registrations	
04/25	1,449.00	Uniform Payments	
04/25	844.50	Uniform Payments	
04/25	826.50	Uniform Payments	
04/25	283.65	Uniform Payments	
04/25	1,558.75	Uniform Payments	
** Subtotal **			10,689.90
** PROGRAM 43: NORTH BAY RUGBY			
04/03	1,175.00	Misc	
04/17	31.00	Misc	
04/17	1,751.00	Woman's Tournament	
** Subtotal **			2,957.00

II. DEPOSITS BY PROGRAM(CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 46: SKATEBOARD PARK (ASAP)			
04/02	50.50	Skateboard Park Receipts	
04/08	102.00	Skateboard Park Receipts	
04/16	85.00	Misc	
** Subtotal **			237.50
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
04/15	75.00	Registrations	
** Subtotal **			75.00
** PROGRAM 55: LINE DANCE			
04/30	150.00	Registrations	
** Subtotal **			150.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
04/11	25.00	Park Reservation	
04/15	25.00	Park Reservation	
** Subtotal **			50.00
** PROGRAM 67: SWANFEST			
04/11	1,127.00	County Money	
** Subtotal **			1,127.00
*** Total ***			27,316.70

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
04/10	12076	Havre de Grace Recreation	1045.00	Annual Dinner (38 @ \$27.50)
04/17	12091	Havre de Grace Recreation	137.50	Annual Dinner (5 @ \$27.50)
04/24	12112	Gene A. Gall	208.16	CD Writer (Treas), Scanner
** Subtotal **				1,390.66
** PROGRAM 03: GOLDEN AGE CLUB				
04/24	12106	St. Patrick's Catholic Ch	35.00	Memoriam (Maria Laye)
04/24	12107	The Salvation Army	35.00	Memoriam (Anne Hanssen)
** Subtotal **				70.00
** PROGRAM 06: BALLET/JAZZ/TAP				
04/03	12058	Your Name Here, Inc.	425.10	T-Shirts
04/03	12059	Erica Jablecki	126.00	Salary (Mar-Apr) 12hrs@\$10.50
04/03	12060	Amanda Cummings	285.00	Salary (Mar-Apr) 19hrs@\$15
04/03	12061	Roger W. Wade	630.00	Salary (Mar-Apr) 18 Classes
04/17	12089	Havre de Grace High Schoo	100.00	Donation for Recital help
** Subtotal **				1,566.10

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 07: GYMNASTICS				
04/10	12072	Candice B Tressler	84.00	Salary (Mar) 12 hrs @ \$7
04/10	12073	Susan M. Brockmeyer	156.00	Salary (Mar) 12 hrs @ \$13
04/10	12074	Roxanne R. Moretz	60.00	Salary (Mar) 4 hrs @ \$15
**	Subtotal	**		300.00
** PROGRAM 10: WEIGHTLIFTING				
04/03	12057	Denton Spring Water Co.	18.75	Water (3 @ \$6.00) #211437
**	Subtotal	**		18.75
** PROGRAM 11: BASKETBALL				
04/17	12080	Stephen T. Davis	150.00	7-8 Clinic Tournament Fee
04/17	12081	Sandra Pierce	40.43	Sodas for Banquet
04/17	12082	Amy Lindsey	108.00	Official (Feb-Mar) 9gms@\$12
04/17	12083	John Simperts	80.00	Official (Mar) 4 gms@\$20
04/17	12084	Gregory Thomas	150.00	Official (Feb-Mar) 10gms@\$15
04/17	12086	Tri-State Trophies	855.00	Trophies (182@\$4.95 less \$45)
04/18	12096	Grumpy's Bar & Grill Cate	2016.00	Banquet Catering (04/13/02)
**	Subtotal	**		3,399.43
** PROGRAM 14: TAE KWON DO				
04/03	12062	Kathryn Dugan	55.00	2002 Referee Seminar
**	Subtotal	**		55.00
** PROGRAM 30: BASEBALL				
04/03	12063	Your Name Here, Inc.	2000.00	50% Deposit on Uniforms
04/03	12064	Forest Hill Recreation Co	247.00	7-8 & 9-10 Travel League Fees
04/10	12071	Yorktowne Sports	2946.90	Base Straps, Spikes, Equip
04/17	12090	Deborah Schimming	20.00	Umpire Assignor 9-10 Travel
04/17	12092	Harford Co Dept of Parks	303.64	Port-A-Pot Rentals (3) @ AMS
04/17	12093	Harford Co Dept of Parks	93.80	Turfacer (20 50-lb bags@\$4.69)
04/17	12094	Your Name Here, Inc.	1401.60	Caps (292 @ \$4.80) #3317
04/24	12103	Yorktowne Sports	3345.55	Equipment (#2006211N, 4/10/02)
04/24	12111	Verizon	35.77	Hotline Phone Bill
**	Subtotal	**		10,394.26
** PROGRAM 31: YOUTH SOFTBALL				
04/17	12095	Yorktowne Sports	1563.80	Uniform Jerseys (70), Pants
**	Subtotal	**		1,563.80
** PROGRAM 32: AMATEUR 15-18 BASEBALL				
04/10	12069	Joseph M. Guida	570.00	Wood Bats (\$360), Shed (\$210)
04/10	12070	Baseball Express	452.45	5-piece Field Covers, Rake
**	Subtotal	**		1,022.45
** PROGRAM 41: FOOTBALL CHEERLEADING				
04/24	12113	C&J Embroidery	898.00	Bal of 2000-2001 acct due
04/24	12114	Cheerleader & Danz Team	1248.00	2001 Uniforms Bill (Balance)
**	Subtotal	**		2,146.00
** PROGRAM 43: NORTH BAY RUGBY				
04/17	12087	Christopher Perkins	300.00	Portable toilets for women's
04/17	12088	Karen Zimmerman	225.00	Trainer @ Women's Tournament
**	Subtotal	**		525.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 46: SKATEBOARD PARK (ASAP)				
04/10	12066	Skatology Board Shop	490.00	Gear in small & x-large sizes
04/10	12067	Postmaster	34.00	Postage Stamps (100 @ \$.34)
04/10	12068	Pollitt Signs	750.00	Sign
04/24	12109	Mr. Jack Bennett	250.00	Deposit for Sound(OpeningDay)
04/24	12110	Cynthia M. Pike	56.61	Supplies (Dec 01)
** Subtotal **				1,580.61
** PROGRAM 53: BASKETBALL CHEERLEADING				
04/17	12078	Aberdeen Trophy World	500.50	Trophies (77) #8092 & 8115
04/17	12079	Grumpy's Bar & Grill Cate	534.00	Banquet (12 + 77 @ \$6)
04/24	12102	Tri-State Trophies	90.30	Keychains for Coaches #5831
** Subtotal **				1,124.80
** PROGRAM 55: LINE DANCE				
04/24	12108	Barbara J. Matts	198.00	Salary (Apr) 9 hrs @ \$22
** Subtotal **				198.00
** PROGRAM 67: SWANFEST				
04/18	12099	Rebecca Straw	500.00	Earth Day Scholarship Award
04/24	12104	Chesapeake Rent All	308.88	Tables (26) Rental (EarthDay)
04/24	12105	Kathy Hall	300.00	Reimburse for band payment on
** Subtotal **				1,108.88
*** Total ***				26,463.74

IV. VENDING MACHINES SUMMARY

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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Nov '01	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
Apr	140.52	.00		140.52
TOTAL - LAST 6 MONTHS	365.41	35.82	N/A	401.23
6 MONTH AVG PER MONTH	60.90	5.97		66.87

V. TREASURER'S NOTES

1. FY01 CITY MONEY PENDING:

01 GENERAL FUND	Windows XP, Treas Bond, etc	\$404.91
11 BASKETBALL	Whistles, Lanyards, 1st Aid, etc	\$757.85
16 WRESTLING	Hooded Sweatshifts (6)	\$81.00
30 BASEBALL	Equipment	\$1,500.00
31 SOFTBALL	1st Aid Kits/Supplies, Equip, Uniforms	\$900.00
40 FOOTBALL	Equipment	\$100.00
46 SKATEBOARD PARK	Gear, Postage & Sign	\$1,274.00
55 LINE DANCING	Music CDs (4)	\$51.94

2. FY01 CITY MONEY REALLOCATIONS: FY01 City Money expires June 30, 2002. Any unspent City \$ will be reallocated at the May Board meeting to requesting programs; they will have until June 1, when any unspent City \$ will be reallocated to GENERAL FUND:

UNSPENT BALANCES AS OF 05/01

16 WRESTLING	\$193.91
18 COMPUTER CLUB	\$211.00
46 SKATEBOARD PARK	\$570.84
49 YOUTH RUGBY	\$187.01

3. FY02 CITY MONEY BUDGET: Pending approval of the City Council, the City Money shown at Part VII of this report will be available to spend as of July 1, 2002.

4. 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., \$102 Registrations, \$200 Fundraiser).
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V. TREASURER'S NOTES (CONT)

4. DEPOSIT SLIPS (CONT):

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.

5. 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.

6. WEBSITE: The URL of the Aberdeen Board of Parks & Rec website is www.aberdeenpr.com.

Gene A. Gall
Treasurer

VI. FY 01 CITY BUDGET STATUS

As Of 04/30/02

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
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	\$1,326.06	\$830.27	\$495.79
SUBTOTAL	<u>\$3,656.06</u>	<u>\$2,256.27</u>	<u>\$1,399.79</u>
07: GYMNASTICS			
Liability Insurance Premium	\$1,000.00	\$1,000.00	\$0.00
09: SOCCER			
Portable Soccer Goals	\$2,110.00	\$2,110.00	\$0.00
11: BASKETBALL			
Basketballs, Whistles, Lanyards	\$744.99	\$744.99	\$0.00
First Aid Kits (2@\$100)	\$187.01	\$187.01	\$0.00
16: WRESTLING			
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
18: COMPUTER CLUB			
Voice Recognition Software Program	\$300.00	\$0.00	\$300.00
30: BASEBALL			
Equipment	\$1,000.00	\$1,000.00	\$0.00
First Aid Kits, Ice Packs, Face Masks	\$500.00	\$500.00	\$0.00
31: SOFTBALL			
Equipment & Uniforms	\$900.00	\$900.00	\$0.00
40: FOOTBALL			
Safety Equipment & New 5-7 Team	\$4,000.00	\$4,000.00	\$0.00
41: FOOTBALL CHEERLEADING			
Uniforms & First Aid Kits	\$800.00	\$800.00	\$0.00
46: SKATEBOARD PARK			
Protective gear (30 sets)	\$1,500.00	\$1,274.00	\$226.00
49: YOUTH RUGBY			
Practice & Game Equipment	\$300.00	\$0.00	\$300.00
53: BASKETBALL CHEERLEADING			
Uniforms & First Aid Kits	\$800.00	\$800.00	\$0.00
55: LINE DANCING			
CD's & Service Contract on CD Player	\$51.94	\$51.94	\$0.00
60: SUMMER CONCERTS			
10 Tuesday Concerts	\$2,600.00	\$2,600.00	\$0.00
Refreshments	\$50.00	\$50.00	\$0.00
	<u>\$22,000.00</u>	<u>\$18,917.92</u>	<u>\$3,082.08</u>

VII. FY 02 CITY BUDGET REQUESTS

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

As Submitted 03/31/02

	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	\$3,158.00
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
16: 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)	\$600.00
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 (160 helmets @ \$20)	\$3,600.00
Replace Worn/Damaged Safety Equipme	\$1,059.00
41: FOOTBALL CHEERLEADING	
Uniforms & First Aid Kits	\$800.00
43: NORTH BAY RUGBY	
First Aid Kit	\$250.00
46: SKATEBOARD PARK	
Equipment	\$960.00
53: BASKETBALL CHEERLEADING	
Uniforms & First Aid Kits	\$600.00
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
TOTAL	\$22,000.00