

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

7-Jun-02

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	05/01 BALANCE	INCOME	EXPENSE	05/31 BALANCE
01: General Fund	\$5,205.09	\$1,718.33	-\$1,375.73	\$5,547.69 *
03: Golden Age Club	4,277.79	74.00	-31.55	4,320.24
06: Ballet/Jazz/Tap	4,088.76	0.00	0.00	4,088.76
07: Gymnastics	3,681.61	0.00	-400.00	3,281.61
08: Saturday Special	17,142.05	0.00	0.00	17,142.05
09: Soccer	8,726.81	0.00	0.00	8,726.81
10: Weightlifting	3,778.83	50.00	-18.75	3,810.08
11: Basketball	1,729.70	650.75	-206.91	2,173.54 *
12: Acrobics	678.00	436.00	-180.00	934.00
14: Tae Kwon Do	1,213.56	165.00	0.00	1,378.56
15: Aikido	4,032.63	0.00	0.00	4,032.63
16: Wrestling	1,751.94	81.00	0.00	1,832.94
18: Computer Club	699.87	20.00	0.00	719.87
20: Tennis	405.61	0.00	0.00	405.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	6,078.88	4,636.44	-4,729.85	5,985.47
31: Youth Softball	1,646.55	858.72	-125.00	2,380.27 *
32: Amateur 15-18 Baseball	258.55	150.00	0.00	408.55
40: Football	7,987.64	3,730.00	0.00	11,717.64 *
41: Football Cheerleading	8,333.25	7,149.04	-5,921.75	9,560.54
43: North Bay Rugby	2,931.95	0.00	-400.00	2,531.95
46: Skateboard Park	5,482.50	1,551.00	-344.11	6,689.39
48: Martial Arts Unlimited	1,805.50	85.00	0.00	1,890.50
49: North Bay Rugby Youth Pgm	442.91	1,550.00	0.00	1,992.91
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,021.45	0.00	0.00	1,021.45
54: Good Sports	8.50	0.00	0.00	8.50
55: Line Dancing	1,136.07	51.94	0.00	1,188.01
57: Inline Skating	0.00	0.00	0.00	0.00
60: Summer Concerts	1,040.00	0.00	-45.00	995.00
62: Parks/Special Events	2,614.94	75.00	0.00	2,689.94
67: SwanFest	5,465.91	237.50	0.00	5,703.41
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	\$106,181.88	\$23,269.72	-\$13,778.65	\$115,672.95

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

01: General Fund	Annual Dinner (43 Guests @ \$27.50)	\$1,182.50
01: General Fund	Scanner (Swan Harbor), CD Writer (Treas)	\$208.16
01: General Fund	Computer Supplies (cartridges, paper, envelopes)	\$188.63
01: General Fund	Postage Meter (6-mon rental, refill)	\$221.67
11: Basketball	First Aid Equipment/Supplies	\$187.01
31: Softball	Uniforms	\$456.28
40: Football	Equipment	\$100.00

Aberdeen Parks & Rec Website: <http://www.aberdeenpr.com/index.html>

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
05/01	110.25	HCCSB Pepsi machine revenue	
05/08	1,045.00	Memo: VOID Check #12706 (Reissued to HdG Rec Committee)	
05/09	-25.00	Stop Payment Svc Chg #12706 (HdG Rec Committee)	
05/14	211.00	City \$ - Treas bond & keyperson insurance prem	
05/14	193.91	City \$ - Webhost reg, Win XP, etc	
05/31	104.88	HCCSB Pepsi machine revenue	
05/31	78.29	Interest	
** Subtotal **			1,718.33
** PROGRAM 03: GOLDEN AGE CLUB			
05/15	62.00	Greeting card sales	
05/29	12.00	Dues	
** Subtotal **			74.00
** PROGRAM 10: WEIGHTLIFTING			
05/09	50.00	Dues	
** Subtotal **			50.00
** PROGRAM 11: BASKETBALL			
05/14	79.91	City \$ - Coaches books, scoreboard bulbs	
05/14	570.84	City \$ - Whistles, Lanyards, Scorebooks	
** Subtotal **			650.75
** PROGRAM 12: AEROBICS			
05/07	436.00	Registrations	
** Subtotal **			436.00
** PROGRAM 14: TAE KWON DO			
05/20	165.00	Registrations	
** Subtotal **			165.00
** PROGRAM 16: WRESTLING			
05/14	81.00	City \$ - Hood sweatshirts (6)	
** Subtotal **			81.00
** PROGRAM 18: COMPUTER USERS GROUP			
05/24	20.00	Dues	
** Subtotal **			20.00
** PROGRAM 30: BASEBALL			
05/01	1,512.00	APG Registrations	
05/06	1,224.44	Registrations	
05/09	400.00	Sponsor (Aarsand)	
05/14	1,500.00	City \$ - Equipment (Yorktown)	
** Subtotal **			4,636.44

II. DEPOSITS BY PROGRAM(CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 31: YOUTH SOFTBALL		
05/14	443.72	City \$ - 1st aid supplies, equip
05/15	415.00	Registrations, Raffle revenue
** Subtotal **		858.72
** PROGRAM 32: AMATEUR 15-18 BASEBALL		
05/01	150.00	Registration
** Subtotal **		150.00
** PROGRAM 40: FOOTBALL		
05/01	3,365.00	Registrations
05/06	-70.00	Bad Check (L. Pinkney)
05/06	-5.00	Bad Chk Svc Chg (L. Pinkney)
05/23	440.00	Registrations
** Subtotal **		3,730.00
** PROGRAM 41: CHEERLEADING		
05/07	277.00	Joe Corbi Pizza Fundraiser
05/07	687.50	Joe Corbi Pizza Fundraiser
05/07	401.25	Joe Corbi Pizza Fundraiser
05/07	401.49	Joe Corbi Pizza Fundraiser
05/07	2,428.30	Joe Corbi Pizza Fundraiser
05/07	499.50	Joe Corbi Pizza Fundraiser
05/07	507.50	Joe Corbi Pizza Fundraiser
05/07	553.00	Joe Corbi Pizza Fundraiser
05/07	531.75	Joe Corbi Pizza Fundraiser
05/07	376.50	Joe Corbi Pizza Fundraiser
05/07	466.75	Joe Corbi Pizza Fundraiser
05/07	353.50	Joe Corbi Pizza Fundraiser
05/09	-98.00	Bad Check (V. Woodard)
05/09	-5.00	Bad Chk Svc Chg (V. Woodard)
05/10	-20.50	Bad Check (P. Gilhooly)
05/10	-5.00	Bad Chk Svc Chg (P. Gilhooly)
05/10	-93.50	Bad Check (P. Gilhooly)
05/10	-5.00	Bad Chk Svc Chg (P. Gilhooly)
05/10	-63.00	Bad Check (P. Rae)
05/10	-5.00	Bad Chk Svc Chg (P. Rae)
05/10	-35.00	Bad Check (R. Robinson)
05/10	-5.00	Bad Chk Svc Chg (R. Robinson)
** Subtotal **		7,149.04
** PROGRAM 46: SKATEBOARD PARK (ASAP)		
05/06	67.00	Revenue
05/06	18.00	Revenue
05/06	25.00	Revenue
05/06	68.00	Revenue
05/14	1,274.00	City \$ - Gear, postage, sign
05/21	50.00	Donation
05/21	6.00	Gate receipts (05/14)
05/21	43.00	Gate receipts (05/19)
** Subtotal **		1,551.00

II. DEPOSITS BY PROGRAM(CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
05/10	85.00	Registrations	
** Subtotal **			85.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
05/30	500.00	Registrations	
05/30	650.00	Registrations	
05/30	300.00	Registrations	
05/30	100.00	Registrations	
** Subtotal **			1,550.00
** PROGRAM 55: LINE DANCE			
05/14	51.94	City \$ - Music CDs (4)	
** Subtotal **			51.94
** PROGRAM 62: PARK/SPECIAL EVENTS			
05/01	75.00	Festival Park Reservations	
** Subtotal **			75.00
** PROGRAM 67: SWANFEST			
05/06	187.50	County \$	
05/28	50.00	Reservations	
** Subtotal **			237.50
*** Total ***			23,269.72

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
05/01	12118	Gene A. Gall	16.30	Installation CD for CD Writer
05/01	12128	Pepsi-Cola Bottling Co.of	125.80	HCCSB Pepsi machine refill
05/09	12135	Havre de Grace Recreation	1045.00	Annual Dinner (38 @ \$27.50)
05/29	12153	Gene A. Gall	188.63	Computer Supplies (Paper, Ink)
** Subtotal **				1,375.73
** PROGRAM 03: GOLDEN AGE CLUB				
05/01	12122	Patricia A. Cline	31.55	Petty Cash (Kitchen Supplies)
** Subtotal **				31.55
** PROGRAM 07: GYMNASTICS				
05/01	12125	Candice B Tressler	63.00	Salary (Apr) 9 hrs @ \$7
05/01	12126	Susan M. Brockmeyer	198.25	Salary (Apr) 15.25 hrs @ \$13
05/01	12127	Roxanne R. Moretz	138.75	Salary (Apr) 9.25 hrs @ \$15
** Subtotal **				400.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 10: WEIGHTLIFTING				
05/01	12119	Denton Spring Water Co.	18.75	Water (3 @ \$6.00) #213101
** Subtotal **				18.75
** PROGRAM 11: BASKETBALL				
05/01	12121	Harford Pharmacy	206.91	First Aid Equipment
** Subtotal **				206.91
** PROGRAM 12: AEROBICS				
05/09	12134	Kathleen M. Conner	180.00	Salary (Apr) 6 hrs @ \$30
** Subtotal **				180.00
** PROGRAM 30: BASEBALL				
05/01	12120	Yorktowne Sports	1817.24	Travel Team Uniforms
05/01	12123	Tharpe And Green Mill, Inc	60.00	Turf Lime (fifteen 50-lb bags)
05/08	12130	Yorktowne Sports	83.73	Travel Team Uniforms Bal
05/16	12138	Yorktowne Sports	2673.50	Pants (377@\$5.50, 60@\$10.00)
05/29	12149	Tharpe And Green Mill, Inc	40.00	Turf Liner (10 50-lb bags)
05/29	12150	Verizon	37.38	Hotline Phone Bill
05/29	12151	Babe Ruth League, Inc.	18.00	Charter fee (two APG 13-15)
** Subtotal **				4,729.85
** PROGRAM 31: YOUTH SOFTBALL				
05/23	12144	Parks & Recreation	125.00	Fastpitch Tournament Entry(1)
** Subtotal **				125.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
05/01	12117	Kim Ables	115.00	Refund (Military Transfer)
05/17	12141	P.D.Q. Distributors	5806.75	Joe Corbi Pizza Fundraiser
** Subtotal **				5,921.75
** PROGRAM 43: NORTH BAY RUGBY				
05/08	12129	Potomac Rugby Union	400.00	2002 PRU Fees & Dues
** Subtotal **				400.00
** PROGRAM 46: SKATEBOARD PARK (ASAP)				
05/09	12132	Oriental Trading Company	97.95	Party Favors (Grand Opening)
05/23	12145	Cynthia M. Pike	30.93	Supplies for Grand Opening
05/29	12147	Jack Bennet	50.00	Balance for Sound (Opening)
05/29	12148	Wal-Mart	35.60	Cookies (12 boxes)for Opening
05/29	12154	Christopher Pike	108.00	Salary (18 hrs @ \$6)
05/29	12155	Cynthia M. Pike	21.63	Paint, water, tableclothes
** Subtotal **				344.11
** PROGRAM 60: SUMMER CONCERTS				
05/09	12133	F. W. Haxel Co., Inc.	45.00	Change Mesh Banner
** Subtotal **				45.00
*** Total ***				13,778.65

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 -----
Dec '01	-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
May	89.33	.00		89.33
 TOTAL - LAST 6 MONTHS	 286.49	 11.15		 297.64
 6 MONTH AVG PER MONTH	 47.75	 1.86		 49.61

V. TREASURER'S NOTES

1. FY01 CITY MONEY RECEIVED:

01 GENERAL FUND	Windows XP & Optical Mouse	\$193.91
01 GENERAL FUND	Treas Bond & Key Person Prem	\$211.00
11 BASKETBALL	Whistles, Lanyards, Coaches Brds	\$650.75
11 BASKETBALL	Coaches Books, Bulb for Scorebrd	\$79.91
16 WRESTLING	Hooded Sweatshirts (6)	\$81.00
30 BASEBALL	Equipment (Yorktown)	\$1,500.00
31 SOFTBALL	First Aid Kits/Supplies, Equip	\$443.72
46 SKATEBOARD PARK	Gear, Postage, Sign	\$1,274.00
55 LINE DANCING	Music CDs (4)	\$51.94

2. FY01 CITY MONEY PENDING:

01 GENERAL FUND	Volunteer Recognition (Annual Dinner)	\$1,182.50
01 GENERAL FUND	Scanner(Swan Harbor), CD Writer(Treas)	\$208.16
01 GENERAL FUND	Computer/Office Supplies (ink, paper)	\$188.63
01 GENERAL FUND	Postage Meter Rental, Postage Refill	\$221.67
11 BASKETBALL	First Aid Equipment/Supplies	\$187.01
31 SOFTBALL	Uniforms	\$456.28
40 FOOTBALL	Equipment	\$100.00

V. TREASURER'S NOTES (CONT)

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).
- 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.

VI. FY 01 CITY BUDGET STATUS

As Of 05/27/02

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,208.16	\$1,208.16	\$0.00
Fire/Treasurer Bond Premium	\$426.00	\$426.00	\$0.00
Volunteer Recognition	\$1,182.50	\$1,182.50	\$0.00
Postage Meter & Office Supplies	\$1,240.77	\$1,240.77	\$0.00
Contingencies	\$1,280.92	\$0.00	\$1,280.92
SUBTOTAL	\$5,338.35	\$4,057.43	\$1,280.92
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	\$382.71	\$382.71	\$0.00
T-Shirts for B-Team Uniforms	\$261.00	\$261.00	\$0.00
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)	\$1,274.00	\$1,274.00	\$0.00
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
	\$22,000.00	\$20,719.08	\$1,280.92

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	<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
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 (180 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	\$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
TOTAL	<u>\$22,000.00</u>
