

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
APRIL 2003**

11-May-03

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	04/01 BALANCE	INCOME	EXPENSE	04/30 BALANCE
01: General Fund	\$4,986.64	\$50,615.47	-\$51,927.83	\$3,674.28 *
03: Golden Age Club	4,555.12	49.00	-118.20	4,485.92
06: Ballet/Jazz/Tap	4,394.78	0.00	-2,565.00	1,829.78 *
07: Gymnastics	4,052.11	0.00	-772.00	3,280.11
08: Saturday Special	17,142.05	0.00	0.00	17,142.05
09: Soccer	6,671.40	400.00	0.00	7,071.40
10: Weightlifting	3,247.61	50.00	-78.42	3,219.19
11: Basketball	4,226.50	700.00	-1,145.00	3,781.50
12: Aerobics	574.00	-574.00	0.00	0.00
14: Tae Kwon Do	2,563.56	185.00	-1,714.00	1,034.56
15: Aikido	4,337.63	0.00	0.00	4,337.63
16: Wrestling	1,578.26	161.88	0.00	1,740.14
18: Computer Club	419.87	-419.87	0.00	0.00
20: Tennis	405.61	200.00	0.00	605.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	9,324.15	1,240.00	-3,366.97	7,197.18 *
31: Youth Softball	4,604.77	645.00	-3,005.75	2,244.02 *
32: Amateur 15-18 Baseball	0.00	0.00	0.00	0.00
40: Football	5,210.19	4,791.00	-1,219.19	8,782.00
41: Football Cheerleading	6,494.91	0.00	0.00	6,494.91
43: North Bay Rugby	2,114.16	1,040.00	0.00	3,154.16
46: Skateboard Park	6,239.83	523.06	-1,013.65	5,749.24 *
48: Martial Arts Unlimited	2,692.17	110.00	0.00	2,802.17
49: North Bay Rugby Youth Pgm	257.41	0.00	0.00	257.41
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,108.38	800.00	0.00	1,908.38
54: Good Sports	8.50	-8.50	0.00	0.00
55: Line Dancing	766.52	24.00	-308.00	482.52 *
57: Inline Skating	0.00	0.00	0.00	0.00
58: North Bay Women's Rugby	325.00	0.00	0.00	325.00
59: Extended Football Cheerldg	2,275.19	1,144.50	-2,164.75	1,254.94
60: Summer Concerts	90.01	0.00	0.00	90.01
62: Parks/Special Events	2,640.94	125.00	0.00	2,765.94
67: SwanFest	9,256.56	2,055.00	-700.00	10,611.56
68: Jean Davis Memorial Fund	2,075.00	0.00	0.00	2,075.00
70: Special Projects	1,181.54	0.00	0.00	1,181.54
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$116,215.40	\$63,856.54	-\$70,098.76	\$109,973.18

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

01: General Fund	Comm'l Crime Premium Policy	\$211.00
01: General Fund	Annual Dinner (42 @ \$27.50)	\$1,155.00
01: General Fund	Annual Dinner (9 @ \$27.50)	\$247.50
06: Ballet	Ping pong tables (4) for AMS	\$999.96
30: Baseball	Uniforms (down payment)	\$1,500.00
31: Softball	1st Aid, Ice Packs, Helmets, etc	\$621.48
31: Softball	Uniforms	\$278.52
46: Skateboard Park	Skateboard Equipment	\$500.00
46: Skateboard Park	Maint. Equipment	\$158.89
46: Skateboard Park	Water cooler, ice packs, etc	\$93.27
55: Line Dancing	CD	\$15.49

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
04/09	419.87	TFR: Inactive account
04/09	71.80	HCCSB Pepsi machine revenue
04/09	574.00	TFR: Inactive account
04/09	8.50	TFR: Inactive account
04/09	-300.00	TFR: Deposit error
04/14	50,000.00	TFR: Harford Natl to Bank of America
04/24	-95.95	CHG: Mark World (5 BOA 'For Deposit Only' Stamps)
04/24	-90.00	Debit: Deposit Slip Order (Bank of America)
04/30	4.43	Interest (Bank of America)
04/30	22.82	Interest (Harford Natl)
** Subtotal **		50,615.47
** PROGRAM 03: GOLDEN AGE CLUB		
04/23	49.00	Dues
** Subtotal **		49.00
** PROGRAM 09: SOCCER		
04/16	400.00	County \$ - Leadership
** Subtotal **		400.00
** PROGRAM 10: WEIGHTLIFTING		
04/16	50.00	Dues
** Subtotal **		50.00
** PROGRAM 11: BASKETBALL		
04/09	300.00	TFR: Deposit error
04/16	400.00	County \$ - Leadership
** Subtotal **		700.00
** PROGRAM 12: AEROBICS		
04/09	-574.00	TFR: Inactive account to 01: GEN FUND
** Subtotal **		-574.00
** PROGRAM 14: TAE KWON DO		
04/15	185.00	Registrations
** Subtotal **		185.00
** PROGRAM 16: WRESTLING		
04/21	161.88	City \$ - Videos, Timeclocks, e
** Subtotal **		161.88
** PROGRAM 18: COMPUTER USERS GROUP		
04/09	-419.87	TFR: Inactive account to 01: GEN FUND
** Subtotal **		-419.87
** PROGRAM 20: TENNIS		
04/16	200.00	County \$ - Leadership
** Subtotal **		200.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 30: BASEBALL			
04/10	620.00	Registrations	
04/16	400.00	County \$ - Leadership	
04/21	220.00	Registrations	
** Subtotal **			1,240.00
** PROGRAM 31: YOUTH SOFTBALL			
04/10	200.00	Sponsors	
04/10	45.00	Registrations	
04/16	200.00	County \$ - Leadership	
04/28	200.00	Sponsor (Balt Trophy House)	
** Subtotal **			645.00
** PROGRAM 40: FOOTBALL			
04/16	200.00	County \$ - Leadership	
04/16	540.00	Registrations	
04/28	4,051.00	Registrations	
** Subtotal **			4,791.00
** PROGRAM 43: NORTH BAY RUGBY			
04/16	1,040.00	Registrations	
** Subtotal **			1,040.00
** PROGRAM 46: SKATEBOARD PARK			
04/14	120.22	Skatepark revenue	
04/21	207.84	City \$ - Gas Blower, etc	
04/28	195.00	Skatepark revenue	
** Subtotal **			523.06
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
04/03	110.00	Registrations	
** Subtotal **			110.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
04/21	800.00	City \$ - Uniforms	
** Subtotal **			800.00
** PROGRAM 54: *CO-OP SPORTS			
04/09	-8.50	TFR: Inactive account to 01: GEN FUND	
** Subtotal **			-8.50
** PROGRAM 55: LINE DANCE			
04/21	24.00	City \$ - Dance CD & Videos	
** Subtotal **			24.00
** PROGRAM 59: EXTENDED FB CHEERLEADING			
04/05	978.00	6 Flags Competition - Parents'	
04/09	215.00	Void Chk #12635 (Dundalk Compe	
04/10	-5.00	Bad Chk Svc Chg (P. Gilhooly)	
04/10	-43.50	Bad Check (P. Gilhooly)	
** Subtotal **			1,144.50

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 62: PARK/SPECIAL EVENTS		
04/16	125.00	Festival Park reservation
** Subtotal **	125.00	
** PROGRAM 67: SWANFEST		
04/03	75.00	Earth Day booths
04/04	130.00	Earth Day booths
04/04	35.00	Earth Day booths
04/16	250.00	Earth Day booths
04/16	15.00	Earth Day booths
04/16	1,550.00	County \$ - Earth Day/Nature Ca
** Subtotal **	2,055.00	
*** Total ***	63,856.54	

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
04/02	12670	Erie Insurance Group	211.00	Comml Crime Insurance premium
04/09	12684	Thomas Anderson	61.95	Brd Room Remodeling Supplies
04/09	12683	Bel Air Recreation Council	1155.00	Annual Dinner(42guests@\$27.5)
04/14	12636	TFR: Harford Natl to Bank	50000.00	Startup Bank of America acct
04/16	12693	Gene A. Gall	9.95	NetZero payment (03/13/2003)
04/16	12691	Gene A. Gall	24.00	DellHost payment (03/19/03)
04/16	12690	Gene A. Gall	181.48	Checks & Envelopes (1000)
04/16	12694	Gene A. Gall	9.95	NetZero payment (04/12/2003)
04/16	12692	Gene A. Gall	27.00	DellHost payment (04/13/03)
04/23	12699	Bel Air Recreation Council	247.50	Annual Dinner (9guests@\$27.5)
** Subtotal **			51,927.83	
** PROGRAM 03: GOLDEN AGE CLUB				
04/16	12695	Patricia A. Cline	118.20	Petty Cash
** Subtotal **				118.20
** PROGRAM 06: BALLET/JAZZ/TAP				
04/09	12678	Amanda Cummings	600.00	Salary (Mar-Apr) 30 hrs @ \$20
04/09	12677	Leslie Perry	1170.00	Salary (Mar-Apr) 39 classes
04/09	12676	Sandra Weeks	620.00	Recital gifts(EmbroideredBag)
04/09	12679	Erica Jablecki	175.00	Salary (Mar-Apr) 14 hrs@\$12.5
** Subtotal **				2,565.00
** PROGRAM 07: GYMNASTICS				
04/02	12667	Susan M. Brockmeyer	168.00	Salary (Mar) 12 hrs @ \$14
04/02	12668	Rhonda Schultz	90.00	Salary (Mar) 9 hrs @ \$10
04/02	12669	Roxanne R. Moretz	64.00	Salary (Mar) 4 hrs @ \$16

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 07: GYMNASTICS (CONT)				
04/02	12666	Candice B Tressler	72.00	Salary (Mar) 9 hrs @ \$8
04/30	12709	Roxanne R. Moretz	32.00	Salary (Apr) 2 hrs @ \$16
04/30	12707	Rhonda Schultz	100.00	Salary (Apr) 10 hrs @ \$10
04/30	12706	Linda A. Jerousek	36.00	Salary (Apr) 3 hrs @ \$12
04/30	12708	Susan M. Brockmeyer	210.00	Salary (Apr) 15 hrs @ \$14
**	Subtotal	**		772.00
** PROGRAM 10: WEIGHTLIFTING				
04/02	12648	Denton Spring Water Co.	78.42	Water #229333 & #231075
**	Subtotal	**		78.42
** PROGRAM 11: BASKETBALL				
04/02	12652	Brent Nichols	336.00	Official (Jan-Feb) 21gms@\$16
04/02	12661	Sandee Mason	30.00	Registration Refund
04/02	12650	Tomeka McDonald	45.00	Scorer (Mar) 9 gms @ \$5
04/02	12660	Alex Wing	84.00	Scorer (Feb-Mar) 21 gms @ \$4
04/02	12654	James Bell	150.00	Official (Mar) 10 gms @ \$15
04/02	12651	Eugene Norton	36.00	Official (Mar) 4 gms @ \$9
04/02	12655	Anthony Farris	64.00	Official (Mar) 4 gms @ \$16
04/02	12653	Gregory Thomas	50.00	Scorer (Feb-Mar) 10 gms @ \$5
04/02	12657	Aaron Diamond	48.00	Official (Feb) 12 gms @ \$4
04/02	12662	Archie Mann	30.00	Registration Refund
04/02	12663	Jerry Mentz	108.00	Official (Feb-Mar) 9 gms@\$12
04/02	12659	Brittany Kappauf	70.00	Scorer (Feb-Mar) 14 gms@\$5
04/02	12658	Sean Hannon	64.00	Official (Feb-Mar) 16 gms@\$4
04/02	12656	Duffie Robertson	30.00	Official (Mar) 2 gms @ \$15
**	Subtotal	**		1,145.00
** PROGRAM 14: TAE KWON DO				
04/02	12664	Joe Nawroski	1100.00	Black Belt Testing (3)
04/16	12696	Kathryn Dugan	614.00	Jason trip to Nationals
**	Subtotal	**		1,714.00
** PROGRAM 30: BASEBALL				
04/02	12665	Baltimore County Major Le	200.00	Registration fees(9-10&13-14)
04/09	12675	Your Name Here, Inc.	1419.45	Uniforms (Balance Due)
04/09	12682	Harford Co Dept of Parks	45.90	Soil Amendment (50# bags-10)
04/23	12704	Acme Signs, Inc.	140.00	40 changes to 23 circles
04/23	12703	Tharpe And Green Mill, In	80.00	Turf Liner (20 50-lb bags)
04/23	12700	Verizon	40.24	Hotline Phone Bill
04/30	12710	Your Name Here, Inc.	19.11	Uniforms Shirts (3 @ \$6.37)
04/30	12715	The Printing Press	79.00	Raffle tickets (3000)
04/30	12714	Aberdeen Outdoor Power Eq	114.16	Lawn Tractor Repairs
04/30	12716	Crawford's Print Shop	1229.11	Printing Baseball book (500)
**	Subtotal	**		3,366.97
** PROGRAM 31: YOUTH SOFTBALL				
04/23	12701	Yorktowne Sports	150.00	Dry Liner Field Marker
04/23	12702	Yorktowne Sports	2855.75	Uniforms [#2021541N]
**	Subtotal	**		3,005.75

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 40: FOOTBALL				
04/09	12685	Sanford A. Fisher	216.00	Registration start-up&stamps
04/09	12686	All Sports America{2}	1003.19	Safety Equipment [#31846]
** Subtotal **				1,219.19
** PROGRAM 46: SKATEBOARD PARK				
04/09	12674	Cynthia M. Pike	158.89	Maint Equipment
04/09	12673	Jack Bennet	100.00	Concert 5/16 (Dep for sound)
04/09	12672	Skatology	500.00	Skateboard Equipment
04/30	12713	Wal-Mart	93.27	Water cooler, ice packs, etc.
04/30	12712	Cynthia M. Pike	17.49	Film for ID cards [Target]
04/30	12711	Megan Pike	144.00	Salary (Apr) 24 hrs @ \$6
** Subtotal **				1,013.65
** PROGRAM 55: LINE DANCE				
04/02	12649	Barbara J. Matts	176.00	Salary (Mar-Apr) 8 hrs @ \$22
04/30	12705	Barbara J. Matts	132.00	Salary (Apr) 6 hrs @ \$22
** Subtotal **				308.00
** PROGRAM 59: EXTENDED FB CHEERLEADING				
04/09	12688	American Cheer & Dance	1985.00	6 Flags Competition + Dinners
04/09	12687	Joy Crest	179.75	Patches (Reach the Beach)
** Subtotal **				2,164.75
** PROGRAM 67: SWANFEST				
04/09	12680	Anne Smart	500.00	Earth Day Scholarship Winner
04/09	12681	Amy Jackson	200.00	Earth Day entertainment
** Subtotal **				700.00
*** Total ***				70,098.76

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
Nov 2002	\$109.35	\$0.00	\$0.00	\$109.35
Dec	\$68.60	\$0.00	\$0.00	\$68.60
Jan 2003	\$82.45	\$0.00	\$0.00	\$82.45
Feb	\$0.00	\$0.00	\$0.00	\$0.00
Mar	\$72.55	\$0.00	\$0.00	\$72.55
Apr	\$71.80	\$0.00	\$0.00	\$71.80
AVG PER MONTH	\$67.46	\$0.00	\$0.00	\$67.46

V. TREASURER'S NOTES

1. FY02 CITY MONEY RECEIVED:

16 WRESTLING	Timeclocks, videos, etc	\$161.88
46 SKATEBOARD PARK	Gas blower, gas can, etc	\$207.84
53 BASKETBALL CHIRLDG	Uniforms	\$800.00
55 LINE DANCING	Dance CD & video	\$24.00

2. FY02 CITY MONEY PENDING:

01 GENERAL FUND	Comm Crime Policy	\$211.00
01 GENERAL FUND	Annual Dinner (51@\$27.5)	\$1,402.50
06 BALLET	Ping pong tables (4) for AMS	\$999.96
30 BASEBALL	Uniforms (Down Payment)	\$1,500.00
31 SOFTBALL	1st Aid Suppils, etc.	\$621.48
31 SOFTBALL	Uniforms	\$278.52
46 SKATEBOARD PARK	Skateboard Equip	\$500.00
46 SKATEBOARD PARK	Maint Equip	\$159.89
46 SKATEBOARD PARK	Water cooler, ice packs, etc	\$93.27
55 LINE DANCING	CD	\$15.49

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., \$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.

V. TREASURER'S NOTES (CONT)

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.

Gene Gall
Treasurer

VI. FY 02 CITY BUDGET STATUS

As Of 04/30/2003

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$344.92	\$344.92	\$0.00
Fire/Treasurer Bond Premium	\$519.00	\$519.00	\$0.00
Volunteer Recognition	\$1,402.50	\$1,402.50	\$0.00
Postage Meter & Contingencies	\$788.25	\$575.00	\$213.25
SUBTOTAL	<u>\$3,054.67</u>	<u>\$2,841.42</u>	<u>\$213.25</u>
06: BALLET			
Ping pong tables for AMS	\$999.96	\$999.96	\$0.00
07: GYMNASTICS			
Liability Insurance Premium	\$1,000.00	\$1,000.00	\$0.00
09: SOCCER			
Uniforms, Balls, Shorts, Socks, Pennies	\$1,200.00	\$1,200.00	\$0.00
First Aid Kits, Shin Guards, Ice Packs	\$300.00	\$300.00	\$0.00
11: BASKETBALL			
Equipment	\$1,056.09	\$1,056.09	\$0.00
Uniforms	\$366.91	\$366.91	\$0.00
16: WRESTLING			
Singlets for A Team (20@\$50, 30@\$30)	\$1,552.00	\$1,552.00	\$0.00
Time Clock, Score Chart, Mat Tape, 1st Air	\$161.88	\$161.88	\$0.00
30: BASEBALL			
Equipment	\$1,500.00	\$1,500.00	\$0.00
31: SOFTBALL			
Equipment, 1st Aid Supplies, Uniforms	\$900.00	\$900.00	\$0.00
40: FOOTBALL			
Recertification (181 helmets)	\$4,659.00	\$4,659.00	\$0.00
41: FOOTBALL CHEERLEADING			
Uniforms & First Aid Kits	\$800.00	\$800.00	\$0.00
46: SKATEBOARD PARK			
Equipment	\$960.00	\$960.00	\$0.00
53: BASKETBALL CHEERLEADING			
Uniforms & First Aid Kits	\$800.00	\$800.00	\$0.00
55: LINE DANCING			
Boom Box Service Contract, CD's	\$39.49	\$39.49	\$0.00
57: INLINE SKATING			
Equipment	\$0.00	\$0.00	\$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>\$21,786.75</u>	<u>\$213.25</u>