

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

27-Jul-03

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	06/01 BALANCE	INCOME	EXPENSE	06/30 BALANCE
01: General Fund	\$2,352.69	\$1,119.75	\$0.00	\$3,472.44 *
03: Golden Age Club	4,532.14	81.00	-71.90	4,541.24
06: Ballet/Jazz/Tap	1,829.78	1,197.50	0.00	3,027.28 *
07: Gymnastics	3,208.11	0.00	0.00	3,208.11
08: Saturday Special	17,142.05	-17,142.05	0.00	0.00
09: Soccer	7,071.40	2,270.00	0.00	9,341.40
10: Weightlifting	3,356.99	50.00	-41.80	3,365.19
11: Basketball	3,330.97	0.00	-1,324.60	2,006.37
14: Tae Kwon Do	1,034.56	235.00	0.00	1,269.56
15: Aikido	4,337.63	0.00	0.00	4,337.63
16: Wrestling	1,740.14	0.00	-100.00	1,640.14
20: Tennis	605.61	40.00	-41.95	603.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	4,473.63	2,180.00	-1,484.00	5,169.63
31: Youth Softball	2,194.02	621.48	-640.00	2,175.50 *
40: Football	15,667.00	2,665.00	-11,325.00	7,007.00
41: Football Cheerleading	7,832.16	5,794.25	-1,250.00	12,376.41
43: North Bay Rugby	3,154.16	2,374.00	-455.73	5,072.43
46: Skateboard Park	6,765.64	888.39	-438.54	7,215.49 *
48: Martial Arts Unlimited	2,887.17	90.00	-63.86	2,913.31
49: North Bay Rugby Youth Pgm	537.41	1,720.00	-1,338.75	918.66
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,908.38	0.00	0.00	1,908.38
55: Line Dancing	575.52	15.49	-176.00	415.01
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	1,254.94	-272.25	-235.00	747.69
60: Summer Concerts	45.01	0.00	-3,265.00	-3,219.99
62: Parks/Special Events	2,865.94	125.00	0.00	2,990.94
67: SwanFest	10,463.06	870.00	-520.00	10,813.06
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
70: Special Projects	1,181.54	17,142.05	-1,850.00	16,473.59
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$114,942.68	\$22,064.61	-\$24,622.13	\$112,385.16

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

01: General Fund	Annual Dinner (9 @ \$27.50)	\$247.50
01: General Fund	Desktop Copier for Office	\$213.25
06: Ballet	Ping pong tables (4) for AMS	\$999.96
31: Softball	Uniforms	\$278.52
46: Skateboard Park	Water cooler, ice packs, etc	\$93.27

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
06/05	211.00	City \$ - Comml Crime Insurance
06/05	1,155.00	City \$ - Annual Dinner (42@\$27.50)
06/05	-419.98	CHARGE: Copier [Staples]
06/05	-77.67	CHARGE: Ink for Copier [Staples]
06/06	70.00	HCCSB Pepsi machine revenue
06/11	55.00	VOID Chk 12726
06/24	103.00	HCCSB Pepsi machine revenue
06/27	10.00	Bank of America Bank Chg Bonus
06/27	10.00	Bank of America Bank Chg Bonus
06/30	12.99	Interest (Harford National)
06/30	11.16	Interest (Bank of America)
06/30	-6.50	Deposits / Other Credits Fee
06/30	-14.25	Items Deposited Fee
** Subtotal **		1,119.75
** PROGRAM 03: GOLDEN AGE CLUB		
06/25	60.00	Greeting card sales
06/25	21.00	Dues
** Subtotal **		81.00
** PROGRAM 06: BALLET/JAZZ/TAP		
06/03	180.00	Registrations
06/03	207.50	Ticket sales
06/20	810.00	Registrations
** Subtotal **		1,197.50
** PROGRAM 08: SATURDAY SPECIAL		
06/11	-17,142.05	TFR: Inactive acct to SPEC PROJECTS
** Subtotal **		-17,142.05
** PROGRAM 09: SOCCER		
06/09	120.00	Registrations
06/09	1,020.00	Registrations
06/16	960.00	Registrations
06/27	170.00	Registrations
** Subtotal **		2,270.00
** PROGRAM 10: WEIGHTLIFTING		
06/12	50.00	Dues
** Subtotal **		50.00
** PROGRAM 14: TAE KWON DO		
06/24	265.00	Registrations
06/27	-25.00	Bad Check (E. Sparks)
06/27	-5.00	Bad Chk Svc Chg (E. Sparks)
** Subtotal **		235.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 20: TENNIS			
06/17	70.00	Registrations	
06/20	-25.00	Bad Check (S. Konstans)	
06/20	-5.00	Bad Chk Svc Chg (S. Konstans)	
** Subtotal **			40.00
** PROGRAM 30: BASEBALL			
06/05	1,500.00	City \$ - Uniforms	
06/23	680.00	Misc	
** Subtotal **			2,180.00
** PROGRAM 31: YOUTH SOFTBALL			
06/05	621.48	City \$ - 1st Aid, Ice Packs, equip, etc	
** Subtotal **			621.48
** PROGRAM 40: FOOTBALL			
06/16	700.00	Registrations	
06/27	1,965.00	Registrations	
** Subtotal **			2,665.00
** PROGRAM 41: CHEERLEADING			
06/11	1,355.00	Uniforms	
06/11	2,030.50	Uniforms	
06/11	272.75	TFR: Chk 20002 charged wrong acct	
06/11	2,226.00	Uniforms	
06/17	-5.00	Bad Chk Svc Chg (N. Bishop)	
06/17	-85.00	Bad Check (N. Bishop)	
** Subtotal **			5,794.25
** PROGRAM 43: NORTH BAY RUGBY			
06/03	34.00	T-Shirt Sales	
06/03	600.00	Donation	
06/27	1,740.00	Registrations	
** Subtotal **			2,374.00
** PROGRAM 46: SKATEBOARD PARK			
06/05	500.00	City \$ - Skateboard Equipment	
06/05	158.89	City \$ - Maintenance Equipment	
06/06	108.50	Gate Receipts	
06/13	121.00	Gate Receipts	
** Subtotal **			888.39
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
06/06	90.00	Registrations	
** Subtotal **			90.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
06/02	440.00	Registrations	
06/06	450.00	Registrations	
06/11	180.00	Registrations	
06/18	650.00	Registrations	
** Subtotal **			1,720.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 55: LINE DANCE			
06/05	15.49	City \$ - CD	
** Subtotal **			15.49
** PROGRAM 59: EXTENDED FB CHEERLEADING			
06/11	-272.25	TFR: Chk 20002 charged wrong acct	
** Subtotal **			-272.25
** PROGRAM 62: PARK/SPECIAL EVENTS			
06/12	125.00	Festival Park Reservations	
** Subtotal **			125.00
** PROGRAM 67: SWANFEST			
06/12	190.00	Reg - Nature Camp	
06/12	680.00	Reg - Nature Camp	
** Subtotal **			870.00
** PROGRAM 70: SPECIAL PROJECTS			
06/11	17,142.05	TFR: Inactive acct to SPEC PROJECTS	
** Subtotal **			17,142.05
*** Total ***			22,064.66

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION	
** PROGRAM 03: GOLDEN AGE CLUB					
06/26	20060	Patricia A. Cline	71.90	Petty Cash	
** Subtotal **					71.90
** PROGRAM 10: WEIGHTLIFTING					
06/04	20031	Denton Spring Water Co.	28.80	Water(2) + cups(4) #236096	
06/18	20051	Denton Spring Water Co.	13.00	Water (2@\$6.50) #237071	
** Subtotal **					41.80
** PROGRAM 11: BASKETBALL					
06/26	20053	Sheffler Catering	1265.00	Banquet Catering (230@\$5.50)	
06/26	20052	Sandy Pierce	59.60	Banquet - Soft Drinks	
** Subtotal **					1,324.60
** PROGRAM 16: WRESTLING					
06/26	20064	Naval Academy Athletic De	100.00	SummerCampScholarship	
** Subtotal **					100.00
** PROGRAM 20: TENNIS					
06/12	20041	Jennifer Grant	41.95	Tennis balls (5 cans@\$7.99)	
** Subtotal **					41.95

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 30: BASEBALL				
06/04	20036	Randy Ewald	260.00	Umpire (13 gms @ \$20)
06/04	20035	Classic Team Sports	654.00	1st Aid Kits, Ice Packs, etc.
06/04	20030	Spot-A-Pot, Inc	150.00	Port-A-Pot (2) rentals @ AMS
06/18	20049	Tharpe And Green Mill, In	40.00	Turf Liner (10 50-lb bags)
06/26	20061	Allan E. Madry	380.00	Umpire (19 gms @ \$20)
**	Subtotal	**		1,484.00
** PROGRAM 31: YOUTH SOFTBALL				
06/26	20059	Amber Stewart	100.00	Umpire (5 gms @ \$20)
06/26	20058	Pat Schuler	20.00	Umpire Fee (1 gm @ \$20)
06/26	20057	Kaitlyn Neal	20.00	Umpire Fee (1 gm @ \$20)
06/26	20054	Loren Edwards	300.00	Umpire (15 gms @ \$20)
06/26	20056	Kyle Edwards	100.00	Umpire (5 gms @ \$20)
06/26	20055	Mike Ridgaway	100.00	Umpire (5 gms @ \$20)
**	Subtotal	**		640.00
** PROGRAM 40: FOOTBALL				
06/12	20045	Cheerleader & Danz Team	10000.00	Uniforms, Shoes, Briefs, etc
06/12	20046	City of Aberdeen	1125.00	Rental of Ripken Stadium
06/12	20044	H.B.C.Y.F.L.	200.00	Team fees (8 @ \$25)
**	Subtotal	**		11,325.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
06/12	20047	H.B.C.C.L.	125.00	League Dues
06/12	20046	City of Aberdeen	1125.00	Rental of Ripken Stadium
**	Subtotal	**		1,250.00
** PROGRAM 43: NORTH BAY RUGBY				
06/04	20037	Jeff Adamczyk	232.75	Tractor & Stone Rake rental
06/04	20038	Chris Savin	222.98	Port-a-pot (2) rentals
**	Subtotal	**		455.73
** PROGRAM 46: SKATEBOARD PARK				
06/04	20029	Spot-A-Pot, Inc	75.00	Port-A-Pot rental @NorthDeen
06/04	20032	Cynthia M. Pike	163.04	Refreshments for Park
06/04	20033	Megan R. Pike	12.00	Salary (Apr) underpayment
06/04	20034	Megan R. Pike	188.50	Salary (May) 29 hrs @ \$6.50
**	Subtotal	**		438.54
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
06/26	20063	Mark L. Kegley	63.86	Class Picnic
**	Subtotal	**		63.86
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
06/04	20039	American Youth Rugby	660.00	Size 4 Rugby Balls (60@\$10)
06/12	20048	Shiflett Sporting Goods	528.75	T-Shirts (75@\$7.05)
06/18	20050	Ellen Hickey	150.00	Severn River tournament (3)
**	Subtotal	**		1,338.75
** PROGRAM 55: LINE DANCE				
06/26	20066	Barbara J. Matts	176.00	Salary (May) 8 hrs @ \$22
**	Subtotal	**		176.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 59: EXTENDED FB CHEERLEADING				
06/04	20016	Wayne Wallace	235.00	DJ
** Subtotal **				235.00
** PROGRAM 60: SUMMER CONCERTS				
06/04	20017	Bryson Curry	300.00	Sounding Brass Quintet (6/03)
06/04	20022	Bay Country Gentlemen	300.00	Concert (07/15/03)
06/04	20021	Harford County Choral Soc	300.00	Concert (07/08/03)
06/04	20020	John Richardson	250.00	Native Sun concert (07/01)
06/04	20018	Norm Dombeck	350.00	Chuck Baker Orchestra (06/17)
06/04	20023	Thomas D. Beers	350.00	Jericho Bridge Concert(07/22)
06/04	20024	Crawdaddies	400.00	Concert (07/29/03)
06/04	20027	Becky Parsons	35.00	Sodas (07/29/03 & 08/15/03)
06/04	20026	Marty Martinez	330.00	Assistance (10 concerts@\$30)
06/04	20019	Bel Air Community Band	350.00	Concert (06/24/03)
06/04	20025	Barbara Martin	300.00	Concert (08/05/03)
** Subtotal **				3,265.00
** PROGRAM 67: SWANFEST				
06/04	20028	Homestead Publishing Co.	250.00	SwanFest ad in Harford Mag
06/12	20042	Strakes, Roberts & Bauer	150.00	Earth Day 2003 Booklet (150)
06/12	20043	Margaret Zellhofer	90.00	Nature Camp Refund (3 @ \$30)
06/26	20062	Kathleen Olsen	30.00	Refund - Nature Camp
** Subtotal **				520.00
** PROGRAM 70: SPECIAL PROJECTS				
06/12	20040	Pollitt Signs, Inc	1850.00	Install scoreboard&relocate
** Subtotal **				1,850.00
*** Total ***				24,622.13

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
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
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$173.00	\$0.00	\$0.00	\$173.00
TOTAL - LAST 6 MON	\$399.80	\$0.00	\$0.00	\$399.80
AVG PER MONTH	\$66.63	\$0.00	\$0.00	\$66.63

V. TREASURER'S NOTES

1. FY02 CITY MONEY PENDING:

01 GENERAL FUND	Annual Dinner (9@\$27.5)	\$247.50
01 GENERAL FUND	Desktop Copier for Office	\$213.25
06 BALLET	Ping pong tables (4) for AMS	\$999.96
31 SOFTBALL	Uniforms	\$278.52
46 SKATEBOARD PARK	Water cooler, ice packs, etc	\$93.27

2. 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)

3. 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.

4. 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 06/26/2003

	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	\$788.25	\$0.00
SUBTOTAL	<u>\$3,054.67</u>	<u>\$3,054.67</u>	<u>\$0.00</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 Aid	\$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>\$22,000.00</u>	<u>\$0.00</u>

VII. FY 03 CITY BUDGET REQUESTS

For Fiscal Year 07/01/2003 - 06/30/2004

As Submitted 04/30/03

	AMOUNT APPROVED
01: GENERAL FUND	
Computer/Office Equipment	\$2,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$904.00
Postage Meter & Contingencies	\$1,981.00
SUBTOTAL	<u>\$5,385.00</u>
06: BALLET/TAP/JAZZ	
Boom Boxes	\$200.00
07: GYMNASTICS	
Liability Insurance	\$1,000.00
Pre-school Bar	\$1,100.00
09: SOCCER	
Uniforms, balls, nets, flags, etc	\$1,200.00
1st aid kits, shin guards, ice packs, etc	\$300.00
11: BASKETBALL	
Referee jerseys, basketballs, etc	\$671.00
Uniforms (20)	\$499.00
Electronic scoreboard	\$495.00
30: BASEBALL	
Bats, bases, catchers' equip, etc	\$1,200.00
1st aid kits, ice packs, etc	\$300.00
31: SOFTBALL	
Equipment & 1st Aid Supplies	\$900.00
40: FOOTBALL	
Replace Worn/Damaged Safety Equipmer	\$1,500.00
41: FOOTBALL CHEERLEADING	
Mats (Gymnastic-type)	\$1,200.00
46: SKATEBOARD PARK	
Refresher CPR for attendants (3)	\$120.00
Portable toilet	\$820.00
1st aid supplies & disinfectant	\$50.00
Small refrigerator for shed	\$90.00
Put in phone at skatepark	\$500.00
55: LINE DANCING	
CD's & video tapes	\$120.00
60: SUMMER CONCERTS	
10 Tuesday Concerts @ \$300	\$3,000.00
Helper's salary (10 x \$30)	\$300.00
Sodas	\$50.00
70: SPECIAL PROJECTS	
Athletic Lighting Fund	\$1,000.00
TOTAL	<u><u>\$22,000.00</u></u>