

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

6-Aug-03

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	07/01 BALANCE	INCOME	EXPENSE	07/31 BALANCE
01: General Fund	\$3,472.44	\$116.06	\$0.00	\$3,588.50 *
03: Golden Age Club	4,541.24	159.00	-51.87	4,648.37
06: Ballet/Jazz/Tap	3,027.28	1,719.96	-70.00	4,677.24 *
07: Gymnastics	3,208.11	200.00	-308.00	3,100.11
09: Soccer	9,341.40	240.00	-140.00	9,441.40
10: Weightlifting	3,365.19	85.00	-68.55	3,381.64
11: Basketball	2,006.37	0.00	0.00	2,006.37
14: Tae Kwon Do	1,269.56	0.00	0.00	1,269.56
15: Aikido	4,337.63	0.00	0.00	4,337.63
16: Wrestling	1,640.14	0.00	0.00	1,640.14
20: Tennis	603.66	105.00	-345.00	363.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	5,169.63	0.00	-2,499.55	2,670.08
31: Youth Softball	2,175.50	278.52	-980.45	1,473.57 *
40: Football	7,007.00	2,667.66	-3,180.95	6,493.71
41: Football Cheerleading	12,376.41	0.00	-2,011.00	10,365.41
43: North Bay Rugby	5,072.43	0.00	-2,161.80	2,910.63
46: Skateboard Park	7,215.49	481.27	-463.82	7,232.94 *
48: Martial Arts Unlimited	2,913.31	155.00	-107.60	2,960.71
49: North Bay Rugby Youth Pgm	918.66	25.00	-711.01	232.65
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,908.38	0.00	-193.20	1,715.18
55: Line Dancing	415.01	108.00	0.00	523.01
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	747.69	0.00	0.00	747.69
60: Summer Concerts	-3,219.99	0.00	0.00	-3,219.99
62: Parks/Special Events	2,990.94	150.00	0.00	3,140.94
63: North Bay Under 19 Rugby	0.00	0.00	0.00	0.00
64: Ripken World Series Team	0.00	565.00	0.00	565.00
67: SwanFest	10,813.06	1,643.75	-294.99	12,161.82
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
70: Special Projects	16,473.59	0.00	0.00	16,473.59
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$112,385.16	\$8,699.22	-\$13,587.79	\$107,496.59

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
07/09	-50.00	DEBIT: Pitney Bowes (Postage Meter refill)	
07/09	213.25	City \$ - Desktop Copier for Office	
07/09	247.50	City \$ - Annual Dinner (9 @ \$27.50)	
07/10	-150.00	DEBIT: Deposit Slip Order (Bank of Amercia)	
07/14	-77.48	CHECKCARD: Staples (Ofc Supplies)	
07/15	-24.40	CHECKCARD: DellHost (monthly)	
07/22	-59.95	CHECKCARD: TaxCut Business s/w	
07/31	5.58	Interest (Bank of America)	
07/31	11.56	Interest (Harford Natl)	
** Subtotal **			116.06
** PROGRAM 03: GOLDEN AGE CLUB			
07/16	50.00	Card Sales	
07/16	6.00	Dues	
07/16	97.00	White Elephant Sale	
07/30	6.00	Dues	
** Subtotal **			159.00
** PROGRAM 06: BALLET/JAZZ/TAP			
07/09	999.96	City \$ - Ping Pong Tables (4)	
07/09	720.00	Registrations	
** Subtotal **			1,719.96
** PROGRAM 07: GYMNASTICS			
07/14	200.00	Registrations	
** Subtotal **			200.00
** PROGRAM 09: SOCCER			
07/10	240.00	Registrations	
** Subtotal **			240.00
** PROGRAM 10: WEIGHTLIFTING			
07/02	45.00	Dues	
07/25	40.00	Dues	
** Subtotal **			85.00
** PROGRAM 20: TENNIS			
07/01	105.00	Registrations	
** Subtotal **			105.00
** PROGRAM 31: YOUTH SOFTBALL			
07/09	278.52	City \$ - Uniforms	
** Subtotal **			278.52
** PROGRAM 40: FOOTBALL			
07/21	2,667.66	Registrations	
** Subtotal **			2,667.66

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 46: SKATEBOARD PARK			
07/09	93.27	City \$ - Water Cooler, Ice Pac	
07/10	120.00	Park Revenue	
07/10	33.00	Park Revenue	
07/23	235.00	Gate Receipts	
** Subtotal **			481.27
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
07/07	85.00	Registrations	
07/29	70.00	Registrations	
** Subtotal **			155.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
07/25	25.00	Registrations	
** Subtotal **			25.00
** PROGRAM 55: LINE DANCE			
07/29	108.00	Registrations	
** Subtotal **			108.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
07/02	50.00	Feswtival Park Reservation	
07/02	100.00	Festival Park reservation	
** Subtotal **			150.00
** PROGRAM 64: RIPKEN WORLD SERIES TEAM			
07/30	565.00	Fundraising revenue	
** Subtotal **			565.00
** PROGRAM 67: SWANFEST			
07/02	110.00	Nature Camps - Registrations	
07/02	60.00	Nature Camps - Registrations	
07/02	50.00	SwanFest	
07/02	123.75	SwanFest	
07/23	125.00	Misc	
07/23	100.00	Nature Camps - Registrations	
07/25	25.00	Misc	
07/25	1,050.00	Bridal Show	
** Subtotal **			1,643.75
*** Total ***			8,699.22

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
07/30	20109	Patricia A. Cline	51.87	Petty Cash
**	Subtotal	**		51.87
** PROGRAM 06: BALLET/JAZZ/TAP				
07/02	20067	Karen Jablecki	70.00	Americas Homecoming Queen ad
**	Subtotal	**		70.00
** PROGRAM 07: GYMNASTICS				
07/16	20085	Susan M. Brockmeyer	308.00	Salary (Jun-Jul 03) 22 hrs
**	Subtotal	**		308.00
** PROGRAM 09: SOCCER				
07/09	20079	Churchville Recreation Co	140.00	1 State + 2 Regional clinics
**	Subtotal	**		140.00
** PROGRAM 10: WEIGHTLIFTING				
07/02	20071	Denton Spring Water Co.	19.50	Water (3@\$6.50) #237803 6/30
07/29	20100	Denton Spring Water Co.	49.05	Water (6@\$6.50) #239598 7/28
**	Subtotal	**		68.55
** PROGRAM 20: TENNIS				
07/04	20076	Jennifer Ann Grant	165.00	Salary (06/14-07/04/03)
07/23	20097	Jennifer Ann Grant	180.00	Salary (07/14-07/25/03)
**	Subtotal	**		345.00
** PROGRAM 30: BASEBALL				
07/02	20070	Bill McKeon	200.00	Umpire (10 gms @ \$20)
07/02	20069	Charles M. Ridgaway	340.00	Umpire Fees (17 gms @ \$20)
07/09	20081	Baltimore Trophy House	1433.50	Trophies (204@\$6.25), Plaques
07/09	20082	Verizon	46.28	Hotline Phone Bill
07/16	20096	Chrissy L. DeHaven	280.25	Picnic Food[UnitedSourceOne]
07/29	20106	Spot-A-Pot, Inc	150.00	Port-A-Pot rentals (2) @ AMS
07/29	20103	Verizon	49.52	Hotline Phone Bill
**	Subtotal	**		2,499.55
** PROGRAM 31: YOUTH SOFTBALL				
07/09	20084	Belcamp Recreation Council	202.95	Inter-Rec Tournament Trophies
07/09	20083	Baltimore Trophy House	777.50	Trophies (82@\$8.25), Plaques
**	Subtotal	**		980.45
** PROGRAM 40: FOOTBALL				
07/16	20088	NFHS Customer Service	72.95	High School Fed Rule Books
07/16	20087	Pinto Screen Prints	460.00	Helmet Decals (200@\$2.05)
07/16	20090	Shoreline Emergency Vehic	540.00	Bulldog Decals (300@\$1.80)
07/16	20086	All Sports America	424.00	Shoulder Pads (12) + MedKits
07/16	20089	Fundraising.Com	720.00	Pallet of Fundraising H2O
07/29	20101	All Sports America{2}	964.00	Football Jerseys (40)
**	Subtotal	**		3,180.95

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 41: FOOTBALL CHEERLEADING				
07/16	20094	Cheerleader & Danz Team	1059.00	Uniforms
07/16	20095	Perry Hall Cheerleading	952.00	Competition fees (119@\$8)
**	Subtotal	**		2,011.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
07/02	20073	Ball's Out! Rugby	1500.00	Jerseys (47 @ \$50) Deposit
07/02	20074	Jeff Adamczyk	107.82	U-19 shorts/socks (4 sets)
07/02	20075	Jeff Adamczyk	83.98	10' x 10' Canopy for summer
07/30	20111	Wilmington Men's Rugby	250.00	Men's team entry (1 @ \$250)
07/30	20110	PSRFR	220.00	Referees for Spring 2003
**	Subtotal	**		2,161.80
** PROGRAM 46: SKATEBOARD PARK				
07/09	20080	Megan R. Pike	312.00	Salary (Jun) 48 hrs @ \$6.50
07/29	20102	Cynthia M. Pike	76.82	Paint, Fan, Snacks, Refresh
07/29	20105	Spot-A-Pot, Inc	75.00	Port-A-Pot rental @ N Deen
**	Subtotal	**		463.82
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
07/02	20072	Mark L. Kegley	107.60	Uniform patches [AWMA]
**	Subtotal	**		107.60
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
07/16	20091	Ellen Hickey	136.81	Field paint, postage, etc
07/16	20092	U.S.A. Rugby	150.00	National registrations
07/23	20098	Goodwill Awards, Inc.	361.20	Trophies (56 @ \$5.95)
07/29	20104	Ellen Hickey	63.00	Awards Picnic (12 Pizzaz@\$5)
**	Subtotal	**		711.01
** PROGRAM 53: BASKETBALL CHEERLEADING				
07/16	20093	Tidewater Incentives Grou	193.20	Coaches T-Shirts
**	Subtotal	**		193.20
** PROGRAM 67: SWANFEST				
07/02	20068	Athletic World Advertisin	204.99	AHS Sponsorship Ad - Winter
07/29	20107	Maryland Dept Of Business	90.00	Advertising in MD 2004 Cal
**	Subtotal	**		294.99
***	Total	***		13,587.79

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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Feb 2003	\$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
July	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$317.35	\$0.00	\$0.00	\$317.35
AVG PER MONTH	\$52.89	\$0.00	\$0.00	\$52.89

V. TREASURER'S NOTES

1. FY02 CITY MONEY RECEIVED:

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.

V. TREASURER'S NOTES (CONT)

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.

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 03 CITY BUDGET STATUS

As Of 07/31/2003

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$2,000.00	\$0.00	\$2,000.00
Fire/Treasurer Bond Premium	\$500.00	\$0.00	\$500.00
Volunteer Recognition	\$904.00	\$0.00	\$904.00
Postage Meter & Contingencies	\$1,981.00	\$0.00	\$1,981.00
SUBTOTAL	<u>\$5,385.00</u>	\$0.00	\$5,385.00
06: BALLET			
Boom Boxes	\$200.00	\$0.00	\$200.00
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
Pre-school Bar	\$1,100.00	\$0.00	\$1,100.00
09: SOCCER			
Uniforms, balls, nets, flags, etc	\$1,200.00	\$0.00	\$1,200.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$0.00	\$300.00
11: BASKETBALL			
Referee jerseys, basketballs, etc	\$671.00	\$0.00	\$671.00
Uniforms (20)	\$499.00	\$0.00	\$499.00
Electronic scoreboard	\$495.00	\$0.00	\$495.00
30: BASEBALL			
Bats, bases, catchers' equip, etc	\$1,200.00	\$0.00	\$1,200.00
1st aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
31: SOFTBALL			
Equipment & 1st Aid Supplies	\$900.00	\$0.00	\$900.00
40: FOOTBALL			
Replace Worn/Damaged Safety Equipmen	\$1,500.00	\$0.00	\$1,500.00
41: FOOTBALL CHEERLEADING			
Mats (Gymnastic-type)	\$1,200.00	\$0.00	\$1,200.00
46: SKATEBOARD PARK			
Refresher CPR for attendants (3)	\$120.00	\$0.00	\$120.00
Portable toilet	\$820.00	\$0.00	\$820.00
1st aid supplies & disinfectant	\$50.00	\$0.00	\$50.00
Small refrigerator for shed	\$90.00	\$0.00	\$90.00
Put in phone at skatepark	\$500.00	\$0.00	\$500.00
55: LINE DANCING			
CD's & video tapes	\$120.00	\$0.00	\$120.00
60: SUMMER CONCERTS			
10 Tuesday Concerts @ \$300	\$3,000.00	\$0.00	\$3,000.00
Helper's salary (10 x \$30)	\$300.00	\$0.00	\$300.00
Sodas	\$50.00	\$0.00	\$50.00
70: SPECIAL PROJECTS			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
	<u>\$22,000.00</u>	\$0.00	\$22,000.00