

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

4-Oct-03

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	09/01 BALANCE	INCOME	EXPENSE	09/30 BALANCE
01: General Fund	\$20,213.53	\$92.27	-\$86.36	\$20,219.44 *
03: Golden Age Club	4,597.72	88.50	0.00	4,686.22
06: Ballet/Jazz/Tap	5,317.24	810.00	0.00	6,127.24 *
07: Gymnastics	3,100.11	1,440.00	0.00	4,540.11
09: Soccer	8,371.40	120.00	0.00	8,491.40
10: Weightlifting	3,417.34	0.00	0.00	3,417.34
11: Basketball	1,159.37	0.00	0.00	1,159.37
14: Tae Kwon Do	1,269.56	370.00	0.00	1,639.56
15: Aikido	4,337.63	0.00	0.00	4,337.63
16: Wrestling	1,740.14	0.00	0.00	1,740.14
20: Tennis	223.66	0.00	0.00	223.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	2,670.08	0.00	-39.37	2,630.71
31: Youth Softball	1,473.57	0.00	0.00	1,473.57 *
40: Football	18,843.71	2,034.00	-3,524.68	17,353.03
41: Football Cheerleading	1,940.41	3,169.31	-4,464.00	645.72
43: North Bay Rugby	1,468.30	680.00	0.00	2,148.30
46: Skateboard Park	6,871.83	302.00	-458.75	6,715.08 *
48: Martial Arts Unlimited	2,960.71	85.00	0.00	3,045.71
49: North Bay Rugby Youth Pgm	232.65	0.00	0.00	232.65
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	3,059.18	1,779.94	0.00	4,839.12
55: Line Dancing	259.01	0.00	0.00	259.01
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	130.01	0.00	0.00	130.01
62: Parks/Special Events	3,240.94	0.00	0.00	3,240.94
63: North Bay Under 19 Rugby	0.00	0.00	0.00	0.00
64: Ripken World Series Team	855.00	325.00	-192.60	987.40
67: SwanFest	12,609.82	1,712.50	-5,864.94	8,457.38
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
69: Pro Bowl Trip (Cheerleading)	632.00	0.00	0.00	632.00
70: Special Projects	8,661.34	0.00	0.00	8,661.34
00: No Deposit Slip	325.00	-325.00	0.00	0.00
TOTALS	\$123,323.98	\$12,683.52	-\$14,630.70	\$121,376.80

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 00: NO DEPOSIT SLIPS			
9/10/2003	(\$325.00)	TFR: Claimed Unidentified Deposit	
** Subtotal			(\$325.00)
** Program 01: GENERAL FUND			
9/2/2003	\$73.00	HCCSB Pepsi machine revenue	
9/12/2003	(\$50.00)	EFT: Pitnev Bowes (Postage refill)	
9/15/2003	(\$23.80)	BANK CHG: 04 DellHost	
9/18/2003	\$34.00	HCCSB Pepsi machine revenue	
9/22/2003	\$46.00	HCCSB Pepsi machine revenue	
9/30/2003	\$6.38	Interest (Bank of America)	
9/30/2003	\$6.69	Interest (Harford Natl)	
** Subtotal			\$92.27
** Program 03: GOLDEN AGE CLUB			
9/17/2003	\$88.50	Misc	
** Subtotal			\$88.50
** Program 06: BALLET/JAZZ/TAP			
9/10/2003	\$810.00	Registrations	
** Subtotal			\$810.00
** Program 07: GYMNASTICS			
9/30/2003	\$1,400.00	Registrations	
9/30/2003	\$40.00	Deposit Err: Bank correction	
** Subtotal			\$1,440.00
** Program 09: SOCCER			
9/3/2003	\$120.00	Registrations	
** Subtotal			\$120.00
** Program 14: TAE KWON DO			
9/29/2003	\$370.00	Registrations	
** Subtotal			\$370.00
** Program 40: FOOTBALL			
9/3/2003	\$1,809.00	Cash	
9/16/2003	\$85.00	Misc	
9/29/2003	\$140.00	Registrations	
** Subtotal			\$2,034.00
** Program 41: FOOTBALL CHEERLEADING			
9/8/2003	\$1,979.31	Fundraiser - Kim's Crafts	
9/8/2003	\$1,065.00	Uniforms	
9/10/2003	\$125.00	DEBIT: Bank Correction	
** Subtotal			\$3,169.31

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 43: NORTH BAY RUGBY			
9/4/2003	\$680.00	Registrations	
** Subtotal			\$680.00
** Program 46: SKATEBOARD PARK (ASAP)			
9/22/2003	\$150.00	Park revenue	
9/30/2003	\$152.00	Park revenue	
** Subtotal			\$302.00
** Program 48: MARTIAL ARTS UNLIMITED			
9/2/2003	\$85.00	Registrations	
** Subtotal			\$85.00
** Program 53: BASKETBALL CHEERLEADING			
9/16/2003	\$315.00	Fundraiser	
9/29/2003	\$1,464.94	Registrations	
** Subtotal			\$1,779.94
** Program 64: RIPKEN WORLD SERIES			
9/10/2003	\$325.00	TFR: Claimed Unidentified Deposit	
** Subtotal			\$325.00
** Program 67: SWANFEST			
9/9/2003	\$977.50	Bridal Show	
9/9/2003	\$170.00	SwanFest	
9/17/2003	\$525.00	Bridal Show	
9/17/2003	\$40.00	SwanFest	
** Subtotal			\$1,712.50
*** Total Deposits			\$12,683.52

III. CHECKS BY PROGRAM

<i>DATE</i>	<i>CHK NR</i>	<i>PAYEE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>
** Program 01: GENERAL FUND				
9/3/2003	20154	Pitney Bowes, Inc.	\$86.36	Postage Meter Rental (10/16/03-01/15/04)
** Subtotal				\$86.36
** Program 30: BASEBALL				
9/3/2003	20156	Verizon	\$39.37	Hotline Phone Bill
** Subtotal				\$39.37

III. CHECKS BY PROGRAM

DATE	CHK NR	PAYEE	AMOUNT	DESCRIPTION
** Program 40: FOOTBALL				
9/10/2003	20159	Sanford A. Fisher	\$700.00	Concession Startup (10/04/03)
9/10/2003	20160	Tidewater Incentives Group, Ltd.	\$520.00	T-Shirt Order
9/10/2003	20161	Larry McCullers	\$70.00	Registration Refund
9/10/2003	20162	Jim Ables	\$70.00	Registration Refund
9/10/2003	20163	Jennifer Coffy	\$280.00	Registration Refund
9/10/2003	20168	Spot-A-Pot, Inc	\$84.68	Port-A-Pot rental (@ Fred Baldwin Fld (Sep)
9/17/2003	20174	Sanford A. Fisher	\$1,800.00	Referee Fees (10/04/03)
** Subtotal				\$3,524.68
** Program 41: FOOTBALL CHEERLEADING				
9/10/2003	20157	Middle River Recreation Council	\$764.00	Competition fees (119(@)\$6)
9/10/2003	20158	Cheerleader & Danz Team	\$3,700.00	Uniforms, Warmup Suits
** Subtotal				\$4,464.00
** Program 46: SKATEBOARD PARK (ASAP)				
9/10/2003	20167	Spot-A-Pot, Inc	\$75.00	Port-A-Pot rental (@ N Deen (Sep)
9/17/2003	20172	Megan R. Pike	\$347.75	Salary (Aug) 53.5 hrs (@ \$6.50
9/17/2003	20173	Christopher Pike	\$36.00	Salary (Aug) 6 hrs (@ \$6
** Subtotal				\$458.75
** Program 64: RIPKEN WORLD SERIES				
9/3/2003	20155	Your Name Here, Inc.	\$192.60	Socks & Numbers [#3559]
** Subtotal				\$192.60
** Program 67: SWANFEST				
9/10/2003	20164	Maryland Recreation & Parks Assn, Inc	\$70.00	MRPA Membership Renewal
9/10/2003	20165	Harford Co. Dept of Parks & Recreation	\$32.33	Matl from Home Depot [PO 0401724] Aug 03
9/10/2003	20166	Homestead Publishing Co.	\$1,601.60	Bridal Show advertisements (Aug 03)
9/10/2003	20169	Rebecca Parsons	\$227.70	Bridal Show (Plants, Baskets, etc) [Pennock]
9/10/2003	20170	Chesapeake Rent All	\$920.71	Bridal Show - Tables, Linens, etc
9/10/2003	20171	Mark Hemler	\$75.00	DJ Deposit
9/24/2003	20175	North Harford High School	\$150.00	Petting Zoo for SwanFest
9/24/2003	20176	DNR - Scales & Tales	\$125.00	Payment for SwanFest entertainment
9/24/2003	20177	Jerry Rowan	\$750.00	Payment for SwanFest Entertainment
9/24/2003	20178	Pam Minor	\$250.00	Payment for SwanFest Entertainment
9/24/2003	20179	Wiley Reeves	\$300.00	Payment for SwanFest Entertainment
9/24/2003	20180	Mark Hemler	\$250.00	Payment for SwanFest Entertainment
9/24/2003	20181	Rosie Shipley	\$300.00	SwanFest Entertainment (Dark Horse)
9/24/2003	20182	Ed Kitlowski	\$100.00	Payment for SwanFest entertainment
9/24/2003	20183	Sian Frick	\$75.00	Payment for SwanFest entertainment
9/24/2003	20184	Mike Getz	\$237.60	Reimburse Sea of Balls rental for SwanFest
9/24/2003	20185	P. Craig Lanphear	\$400.00	Petty cash for SwanFest (10/12/03)
** Subtotal				\$5,864.94
*** Total Checks				\$14,630.70

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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Apr 2003	\$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
August	\$0.00	\$0.00	\$0.00	\$0.00
September	\$153.00	\$0.00	\$0.00	\$153.00
TOTAL - LAST 6 MON	\$397.80	\$0.00	\$0.00	\$397.80
AVG PER MONTH	\$66.30	\$0.00	\$0.00	\$66.30

V. TREASURER'S NOTES

1. UNIDENTIFIED DEPOSIT: \$325 unidentified deposit of 8/6/2003 belonged to 64 - RIPKEN WORLD SERIES TEAM.

 2. DEPOSIT ERROR: Bank of America found an additional \$40 check in the 07 - GYMNASTICS deposit of 9/30/2003.

 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.
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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 09/30/2003

	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>	<u>\$0.00</u>	<u>\$5,385.00</u>
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 Equipmer	\$1,500.00	\$1,500.00	\$0.00
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	\$3,000.00	\$0.00
Helper's salary (10 x \$30)	\$300.00	\$300.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
70: SPECIAL PROJECTS			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
	<u>\$22,000.00</u>	<u>\$4,850.00</u>	<u>\$17,150.00</u>