

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

8-Dec-03

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	11/01 BALANCE	INCOME	EXPENSE	11/30 BALANCE
01: General Fund	\$17,395.03	\$12.50	-\$674.16	\$16,733.37
03: Golden Age Club	3,224.03	0.00	-65.06	3,158.97
06: Ballet/Jazz/Tap	9,127.24	10,882.77	-7,713.40	12,296.61
07: Gymnastics	4,566.11	0.00	-452.50	4,113.61
09: Soccer	5,009.30	1,620.00	0.00	6,629.30
10: Weightlifting	3,404.54	20.00	-101.30	3,323.24
11: Basketball	1,159.37	3,350.00	0.00	4,509.37
14: Tae Kwon Do	1,639.56	330.00	0.00	1,969.56
15: Aikido	4,337.63	175.00	-155.00	4,357.63
16: Wrestling	1,740.14	715.00	-350.00	2,105.14
20: Tennis	223.66	0.00	0.00	223.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	2,630.71	0.00	0.00	2,630.71
31: Youth Softball	1,473.57	0.00	0.00	1,473.57
40: Football	22,333.47	0.00	-1,758.00	20,575.47
41: Football Cheerleading	4,428.17	3,699.17	-6,864.00	1,263.34
43: North Bay Rugby	2,313.30	125.00	0.00	2,438.30
46: Skateboard Park	6,493.97	147.00	-617.66	6,023.31
48: Martial Arts Unlimited	3,115.71	105.00	0.00	3,220.71
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	2,139.62	0.00	0.00	2,139.62
55: Line Dancing	341.01	0.00	-220.00	121.01
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	805.83	-805.83	747.69
60: Summer Concerts	130.01	0.00	0.00	130.01
62: Parks/Special Events	3,315.94	0.00	0.00	3,315.94
63: North Bay Under 19 Rugby	0.00	0.00	0.00	0.00
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	7,144.75	783.53	-870.00	7,058.28
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
69: Pro Bowl Trip (Cheerleading)	632.00	-632.00	0.00	0.00
70: Special Projects	7,966.34	0.00	-1,825.34	6,141.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$120,081.45	\$22,138.80	-\$22,472.25	\$119,748.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 01: GENERAL FUND			
11/7/2003	\$76.50	HCCSB Pepsi machine revenue	
11/17/2003	-\$23.60	CHECKCARD: DellHost Web Hosting	
11/28/2003	\$6.13	Interest (Bank of America)	
11/28/2003	-\$53.25	Items Deposited Fee	
11/30/2003	\$6.72	Interest (Harford Natl Bank)	
** Subtotal			\$12.50
** Program 06: BALLET/JAZZ/TAP			
11/5/2003	\$560.00	Registrations	
11/13/2003	\$2,594.90	Pizza Sales	
11/13/2003	\$1,178.25	Pizza Sales	
11/13/2003	\$1,112.00	Pizza Sales	
11/13/2003	\$1,032.60	Pizza Sales	
11/13/2003	\$931.75	Pizza Sales	
11/13/2003	\$567.50	Pizza Sales	
11/18/2003	\$1,340.00	Costumes	
11/18/2003	\$90.00	Registrations	
11/20/2003	\$1,040.77	Misc	
11/25/2003	\$405.00	Costumes	
11/25/2003	\$30.00	Registrations	
** Subtotal			\$10,882.77
** Program 09: SOCCER			
11/24/2003	\$980.00	Registrations (Indoor)	
11/28/2003	\$640.00	Registrations (Indoor)	
** Subtotal			\$1,620.00
** Program 10: WEIGHTLIFTING			
11/26/2003	\$20.00	Dues	
** Subtotal			\$20.00
** Program 11: BASKETBALL			
11/10/2003	\$960.00	Registrations	
11/10/2003	\$900.00	Registrations	
11/10/2003	\$660.00	Registrations	
11/10/2003	\$540.00	Registrations	
11/14/2003	-\$30.00	Bad Check (T. Stewart)	
11/14/2003	-\$5.00	Bad Chk Svc Chg (T. Stewart)	
11/17/2003	-\$30.00	Bad Check (M. Rodriquez)	
11/17/2003	-\$5.00	Bad Chk Svc Chg (M. Rodriquez)	
11/17/2003	\$360.00	Registrations	
** Subtotal			\$3,350.00
** Program 14: TAE KWON DO			
11/26/2003	\$330.00	Registrations	
** Subtotal			\$330.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 15: AIKIDO			
11/6/2003	\$175.00	Registrations	
** Subtotal			\$175.00
** Program 16: WRESTLING			
11/6/2003	\$370.00	Registrations	
11/25/2003	\$345.00	Registrations	
** Subtotal			\$715.00
** Program 41: FOOTBALL CHEERLEADING			
11/12/2003	\$2,820.42	Uniform refund	
11/12/2003	\$901.58	Kim's Crafts revenue	
11/17/2003	-\$17.83	Bad Check (R. Sharkey)	
11/17/2003	-\$5.00	Bad Chk Svc Chg (R. Sharkey)	
** Subtotal			\$3,699.17
** Program 43: NORTH BAY RUGBY			
11/25/2003	\$125.00	Registrations	
** Subtotal			\$125.00
** Program 46: SKATEBOARD PARK (ASAP)			
11/12/2003	\$147.00	Park revenue	
** Subtotal			\$147.00
** Program 48: MARTIAL ARTS UNLIMITED			
11/3/2003	\$105.00	Registrations	
** Subtotal			\$105.00
** Program 59: EXTENDED FOOTBALL CHEERLD			
11/17/2003	\$173.83	Pro Bowl	
11/19/2003	\$632.00	TFR: Pro Bowl Trip to Ext FB Cheerldg	
** Subtotal			\$805.83
** Program 67: SWANFEST			
11/4/2003	\$340.00	SwanFest	
11/26/2003	\$443.53	SwanFest	
** Subtotal			\$783.53
** Program 69: PRO BOWL TRIP (CHEERLDG)			
11/19/2003	-\$632.00	TFR: Pro Bowl Trip to Ext FB Cheerldg	
** Subtotal			-\$632.00
*** Total Deposits			\$22,138.80

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
11/13/2003	20262	James McClenahan	\$300.00	Food for XMAS Board Meeting
11/13/2003	20263	Anderson Lock & Key	\$65.80	Padlocks (3@)\$14.95, 1@\$20.95)
11/19/2003	20285	Pepsi-Cola Bottling Co.of Havre de Grace	\$222.00	HCCSB Pepsi machine refill (09/05/03)
11/26/2003	20304	Pitney Bowes, Inc.	\$86.36	Postage Meter Rental (01/16/04-04/15/04)
** Subtotal				\$674.16
** Program 03: GOLDEN AGE CLUB				
11/26/2003	20302	Patricia A. Cline	\$30.06	Petty Cash
11/26/2003	20303	American Heart Assn.	\$35.00	Memoriam Gift (Mary Hughes)
** Subtotal				\$65.06
** Program 06: BALLET/JAZZ/TAP				
11/12/2003	20254	Leslie Perry	\$480.00	Salary (Oct) 16 classes (@) \$30
11/12/2003	20255	Alexandra Clemesen	\$189.00	Salary (Oct) 21 hrs (@) \$9
11/12/2003	20256	Leslie Perry	\$44.90	Reimbursement - Pointe video (The Active World)
11/19/2003	20287	Amanda Cummings	\$726.00	Salary (Oct-Nov) 33 hrs (@) \$22
11/19/2003	20288	Leslie Perry	\$720.00	Salary (Nov) 24 hrs (@) \$30
11/19/2003	20289	Alexandra Clemesen	\$243.00	Salary (Nov) 27 hrs (@) \$9
11/19/2003	20290	P.D.Q. Distributors	\$5,310.50	Pizza & Cookie Dough Kits
** Subtotal				\$7,713.40
** Program 07: GYMNASTICS				
11/5/2003	20244	Rhonda Schultz	\$88.00	Salary (Oct) 8 hrs (@) \$11
11/5/2003	20245	Susan M. Brockmeyer	\$180.00	Salary (Oct) 12 hrs (@) \$15
11/5/2003	20246	Amanda Dacey	\$135.00	Salary (Oct) 15 hrs (@) \$9
11/5/2003	20247	Roxanne R. Moretz	\$49.50	Salary (Oct) 3 hrs (@) \$16.50
** Subtotal				\$452.50
** Program 10: WEIGHTLIFTING				
11/5/2003	20248	Denton Spring Water Co.	\$19.50	Water (3@\$6.50) #245091 10/31/03
11/12/2003	20250	Denton Spring Water Co.	\$62.30	Water (Sep-Oct) Balance Due
11/26/2003	20301	Denton Spring Water Co.	\$19.50	Water (3@\$6.50) #246082 11/17/03
** Subtotal				\$101.30
** Program 15: AIKIDO				
11/12/2003	20252	James O. Shell	\$80.00	Salary (Jul-Aug '03) 16 hrs (@) \$5
11/12/2003	20253	James O. Shell	\$75.00	Salary (Sep-Oct '03) 15 hrs (@) \$5
** Subtotal				\$155.00
** Program 16: WRESTLING				
11/13/2003	20280	Fallston Recreation Council	\$350.00	League dues
** Subtotal				\$350.00
** Program 40: FOOTBALL				
11/13/2003	20278	Sanford A. Fisher	\$400.00	Food for Banquet (12/14/03)
11/13/2003	20279	Tri-State Trophies	\$1,358.00	Trophies (193 (@) \$7) #12445, 11/3/03
** Subtotal				\$1,758.00

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 41: FOOTBALL CHEERLEADING				
11/13/2003	20265	Tri-State Trophies	\$2,562.00	Trophies (Ripken Event)
11/13/2003	20266	Tufton Professional Baseball	\$2,560.00	Ripken Event (staff, cleanup, etc)
11/13/2003	20267	Sandy Walls	\$250.00	Warmup refund (2)
11/13/2003	20268	Carla Robertson	\$125.00	Warmup refund
11/13/2003	20269	Cindy Von Setters	\$125.00	Warmup refund
11/13/2003	20270	Linda Mager	\$125.00	Warmup refund
11/13/2003	20271	Shea Lee-Brown	\$125.00	Warmup refund
11/13/2003	20272	Donna Lorri	\$125.00	Warmup refund
11/13/2003	20273	Monica Johnson	\$125.00	Warmup refund
11/13/2003	20274	Denise Wetherell	\$125.00	Warmup refund
11/13/2003	20276	Michelle Daniels	\$150.00	Warmup refund (2) less \$100 chk
11/13/2003	20277	Susan Sampson	\$217.00	Reimb embroidery on jackets
11/19/2003	20283	Lorie Hinkle	\$125.00	Warmup Refund
11/19/2003	20284	Lisa Lyons	\$125.00	Warmup Refund
** Subtotal			\$6,864.00	
** Program 46: SKATEBOARD PARK (ASAP)				
11/5/2003	20249	Megan R. Pike	\$513.50	Salary (Oct) 79 hrs @ \$6.50
11/12/2003	20251	Cynthia M. Pike	\$29.16	Halloween treats
11/12/2003	20258	Spot-A-Pot, Inc	\$75.00	Port-a-pot rental (Nov) @ N Deen
** Subtotal			\$617.66	
** Program 55: LINE DANCE				
11/19/2003	20286	Barbara J. Matts	\$220.00	Salary (Oct-Nov) 10 hrs @ \$22
** Subtotal			\$220.00	
** Program 59: EXTENDED FOOTBALL CHEERLD				
11/19/2003	20292	Vineice L. Woodard	\$805.83	Pro Bowl Trip
** Subtotal			\$805.83	
** Program 67: SWANFEST				
11/12/2003	20257	City of Havre De Grace	\$100.00	Ad in Havre de Grace Tourism brochure
11/12/2003	20259	Homestead Publishing Co.	\$770.00	Ads in Harford Magazine & Book of Lists
** Subtotal			\$870.00	
** Program 70: SPECIAL PROJECTS				
11/13/2003	20264	D&P Electrical Co., Inc.	\$1,825.34	Scoreboard installation @ N Deen
** Subtotal			\$1,825.34	
*** Total Checks			\$22,472.25	

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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June 2003	\$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
October	\$88.89	\$0.00	\$0.00	\$0.00
November	-\$145.50	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$269.39	\$0.00	\$0.00	\$269.39
AVG PER MONTH	\$44.90	\$0.00	\$0.00	\$44.90

V. TREASURER'S NOTES

1. 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.
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V. TREASURER'S NOTES (CONT)

2. 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.

3. 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 11/30/2003

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$2,000.00	\$0.00	\$2,000.00
Fire/Treasurer Bond Premium	\$500.00	\$308.00	\$192.00
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>\$308.00</u>	<u>\$5,077.00</u>
06: BALLET			
Boom Boxes	\$200.00	\$0.00	\$200.00
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$1,000.00	\$0.00
Pre-school Bar	\$1,100.00	\$0.00	\$1,100.00
09: SOCCER			
Uniforms, balls, nets, flags, etc	\$1,200.00	\$1,200.00	\$0.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$300.00	\$0.00
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>\$7,658.00</u>	<u>\$14,342.00</u>