

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

6-Jan-04

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	12/01 BALANCE	INCOME	EXPENSE	12/31 BALANCE
01: General Fund	\$16,733.37	-\$61.46	\$0.00	\$16,671.91
03: Golden Age Club	3,158.97	63.50	-93.24	3,129.23
06: Ballet/Jazz/Tap	12,296.61	181.25	-4,383.29	8,094.57
07: Gymnastics	4,113.61	0.00	-548.00	3,565.61
09: Soccer	6,629.30	0.00	-623.14	6,006.16
10: Weightlifting	3,323.24	0.00	-26.00	3,297.24
11: Basketball	4,509.37	0.00	0.00	4,509.37
14: Tae Kwon Do	1,969.56	0.00	0.00	1,969.56
15: Aikido	4,357.63	150.00	0.00	4,507.63
16: Wrestling	2,105.14	-25.00	0.00	2,080.14
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	20,575.47	220.00	0.00	20,795.47
41: Football Cheerleading	1,263.34	0.00	-390.00	873.34
43: North Bay Rugby	2,438.30	0.00	-200.00	2,238.30
46: Skateboard Park	6,023.31	117.00	-393.95	5,746.36
48: Martial Arts Unlimited	3,220.71	105.00	0.00	3,325.71
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	330.00	-369.98	2,099.64
55: Line Dancing	121.01	0.00	0.00	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	2,327.90	-805.83	2,269.76
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	7,058.28	80.00	0.00	7,138.28
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
70: Special Projects	6,141.00	0.00	0.00	6,141.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$119,748.00	\$3,488.19	-\$7,833.43	\$115,402.76

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
12/05	-50.00	Pitney-Bowes - Postage Refill	
12/15	-24.20	CHECKCARD - Web Hosting [DellHost]	
12/31	6.95	Interest - Harford Natl Bank	
12/31	5.79	Interest - Bank of America	
** Subtotal **			-61.46
** PROGRAM 03: GOLDEN AGE CLUB			
12/17	62.50	White Elephant Sale	
12/17	1.00	Dues	
** Subtotal **			63.50
** PROGRAM 06: BALLET/JAZZ/TAP			
12/01	-70.00	Bad Check (V. Horne)	
12/01	-5.00	Bad Chk Svc Chg (V. Horne)	
12/17	146.25	Misc	
12/17	35.00	Costume	
12/17	75.00	Bad Check Repayment	
** Subtotal **			181.25
** PROGRAM 15: AIKIDO			
12/29	150.00	Registrations	
** Subtotal **			150.00
** PROGRAM 16: WRESTLING			
12/01	-5.00	Bad Chk Svc Chg (P. Shuler)	
12/01	-20.00	Bad Check (P. Shuler)	
** Subtotal **			-25.00
** PROGRAM 40: FOOTBALL			
12/04	220.00	Misc	
** Subtotal **			220.00
** PROGRAM 46: SKATEBOARD PARK			
12/02	117.00	Park revenue	
** Subtotal **			117.00
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
12/18	105.00	Registrations	
** Subtotal **			105.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
12/08	178.00	T-Shirts	
12/09	74.00	T-Shirts	
12/11	54.00	T-Shirts	
12/29	24.00	T-Shirts	
** Subtotal **			330.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 59: EXTENDED FB CHEERLEADING			
12/16	907.77	Misc	
12/16	805.73	Pro Bowl redeposits	
12/19	614.40	Misc	
** Subtotal **			2,327.90
** PROGRAM 67: SWANFEST			
12/24	80.00	Misc	
** Subtotal **			80.00
*** Total ***			3,488.19

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION	
** PROGRAM 03: GOLDEN AGE CLUB					
12/18	20327	Patricia A. Cline	93.24	Petty Cash	
** Subtotal **					93.24
** PROGRAM 06: BALLET/JAZZ/TAP					
12/10	20315	Leslie Perry	570.00	Salary (Dec) 19 hrs @ \$30	
12/10	20316	Amanda Cummings	330.00	Salary (Dec) 15 hrs @ \$22	
12/18	20329	Amanda Cummings	3265.33	Costumes (131) [Dansco]	
12/18	20330	Amanda Cummings	64.96	Tap Dancing DVD Set [eBay]	
12/18	20328	K + J Athletics	153.00	Sweatshirts	
** Subtotal **					4,383.29
** PROGRAM 07: GYMNASTICS					
12/03	20310	Jackie Weber	18.00	Salary (Nov) 3 hrs @ \$6	
12/03	20307	Susan M. Brockmeyer	135.00	Salary (Nov) 9 hrs @ \$15	
12/03	20309	Rhonda Schultz	77.00	Salary (Nov) 7 hrs @ \$11	
12/03	20308	Amanda Dacey	108.00	Salary (Nov) 12 hrs @ \$9	
12/31	20339	Rhonda Schulz	66.00	Salary (Dec) 6 hrs @ \$11	
12/31	20338	Amanda Dacey	54.00	Salary (Dec) 6 hrs @ \$9	
12/31	20337	Susan M. Brockmeyer	90.00	Salary (Dec) 6 hrs @ \$15	
** Subtotal **					548.00
** PROGRAM 09: SOCCER					
12/18	20325	Your Name Here, Inc.	623.14	T-Shirts (120) for Indoor	
** Subtotal **					623.14
** PROGRAM 10: WEIGHTLIFTING					
12/10	20319	Denton Spring Water Co.	13.00	Water (2@\$6.50) #246784	12/02
12/18	20331	Denton Spring Water Co.	13.00	Water (2@\$6.50) #247791	12/15
** Subtotal **					26.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 41: FOOTBALL CHEERLEADING				
12/10	20314	Olivia Esters	135.00	Warmup & Bloomer Refund
12/10	20313	Kim Coleman	135.00	Warmup & Bloomer Refund
12/18	20326	Your Name Here, Inc.	120.00	T-Shirts (6) [#3598,10/9/03]
**	Subtotal	**	390.00	
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
12/26	20334	Reading Rugby	200.00	Tournament Entry (April 2004)
**	Subtotal	**	200.00	
** PROGRAM 46: SKATEBOARD PARK				
12/10	20317	Cynthia M. Pike	13.70	Postage stamps, candy to sell
12/10	20318	Megan R. Pike	380.25	Salary (Nov) 58.5 hrs @ \$6.50
**	Subtotal	**	393.95	
** PROGRAM 53: BASKETBALL CHEERLEADING				
12/10	20323	Your Name Here, Inc.	369.98	T-Shirts for youths & parents
**	Subtotal	**	369.98	
** PROGRAM 59: EXTENDED FB CHEERLEADING				
12/10	20322	Pam Gilhooly	805.83	Pro Bowl Trip
**	Subtotal	**	805.83	
***	Total	***	7,833.43	

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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July 2003	\$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	\$88.89
November	-\$145.50	\$0.00	\$0.00	-\$145.50
December	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$96.39	\$0.00	\$0.00	\$96.39
AVG PER MONTH	\$16.07	\$0.00	\$0.00	\$16.07

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.

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.
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V. TREASURER'S NOTES (CONT)

3. **FY 2004 PROGRAM SURVEY:** Although we are just beginning calendar year 2004, our fiscal year 2004 doesn't start until July 1, 2004. During the month of January, however, we will distribute a survey to each program that must be completed and returned to the Board. This survey is very comprehensive and includes the following:

a. **PROGRAM INFORMATION WORKSHEET (REQUIRED):** This form requests routine contact information on program officers and asks which individuals can authorize purchases, request publicity, handle funds (for coverage under our insurance policy), authorize fund raisers, etc.

b. **FY 2004 CITY MONEY REQUEST FORM (OPTIONAL):** To be used to request a share of grant money from the City. Grants are primarily for safety expenses or purchase of long-term capital items (equipment or uniforms that will be re-used from season to season. The Board will review all requests and conduct a scrub (approve/disapprove each request) in the April-May timeframe. Forms received after the scrub cannot be considered.

c. **FY 2003 CITY MONEY REQUEST FORM (OPTIONAL):** Programs with urgent needs for the current fiscal year (prior to July 2004) may request consideration for any surplus or un-used 2003 allocations. This is a competitive process and subject to availability of funds.

d. **PROGRAM WEBPAGE UPDATE:** The package will also include a hardcopy of the program's webpage (as it appears on our website). Please mark this page up with any corrections or updates and return so our webmaster can make the changes on our website.

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 12/31/2003

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$2,000.00	\$0.00	\$2,000.00
Fire/Treasurer Bond Premium	\$500.00	\$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 Equipmen	\$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>