

**ABERDEEN BOARD OF PARKS & RECREATION  
MONTHLY TREASURER'S REPORT  
FEBRUARY 2004**

4-Mar-04

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>2/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>2/29 BALANCE</b>
01: General Fund	\$14,850.67	-\$1,071.86	\$0.00	\$13,778.81
03: Golden Age Club	4,485.23	294.00	-342.64	4,436.59
06: Ballet/Jazz/Tap	6,325.20	0.00	-1,314.00	5,011.20
07: Gymnastics	3,565.61	0.00	0.00	3,565.61
09: Soccer	6,026.16	428.00	0.00	6,454.16
10: Weightlifting	3,329.24	0.00	-24.80	3,304.44
11: Basketball	7,076.86	2,475.00	-6,420.00	3,131.86
14: Tae Kwon Do	2,214.56	0.00	0.00	2,214.56
15: Aikido	4,442.63	0.00	0.00	4,442.63
16: Wrestling	2,080.14	0.00	-337.00	1,743.14
20: Tennis	223.66	0.00	0.00	223.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	2,568.71	7,138.25	-85.00	9,621.96
31: Youth Softball	1,473.57	1,130.00	0.00	2,603.57
40: Football	20,795.47	0.00	0.00	20,795.47
41: Football Cheerleading	323.34	0.00	0.00	323.34
43: North Bay Rugby	2,238.30	472.00	-190.00	2,520.30
46: Skateboard Park	5,909.03	586.00	-336.00	6,159.03
48: Martial Arts Unlimited	3,445.71	0.00	0.00	3,445.71
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	2,199.64	1,499.00	0.00	3,698.64
55: Line Dancing	121.01	-121.01	0.00	0.00
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	154.76	175.00	-125.00	204.76
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	6,783.29	0.00	0.00	6,783.29
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
<b>TOTALS</b>	<b>\$113,268.32</b>	<b>\$13,004.38</b>	<b>-\$9,174.44</b>	<b>\$117,098.26</b>

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
02/27	-65.80	TFR: City \$ to Gen Fun (Padlocks)	
02/27	-39.95	TFR: City \$ to Gen Fun (AntiVirus software)	
02/27	-100.00	TFR: City \$ to Gen Fund (Legal Defense Fund)	
02/27	-140.00	TFR: City \$ to Skateboard (Refrigerator)	
02/27	-150.00	TFR: City \$ to Gen Fun (Postage refills)	
02/27	-300.00	TFR: City \$ to Skateboard (Port-a-Pots)	
02/27	-96.00	TFR: City \$ to Skateboard (CPR & 1st aid course)	
02/27	-264.33	TFR: City \$ to Gen Fund (Postage meter rental)	
02/27	-50.00	TFR: City \$ to Skateboard (1st aid supplies)	
02/27	150.00	City \$ - Postage meter refill	
02/27	39.95	City \$ - Computer (antivirus software)	
02/27	65.80	City \$ - Office (Padlocks)	
02/27	100.00	City \$ - Contingency (Legal Defense Fund)	
02/27	264.33	City \$ - Postage meter rental	
02/27	121.01	TFR: Line Dance to Gen Fund	
02/10	-50.00	EFT: Pitney Bowes postage refills	
02/12	108.85	HCCSB Pepsi machine revenue	
02/17	-243.55	CHECKCARD: DellHost (web hosting)	
02/23	-430.70	CHECKCARD: Staples (ink cartridges, paper, etc)	
02/27	2.01	Interest (Bank of America)	
02/29	6.52	Interest (Harford National Bank)	
** Subtotal **			-1,071.86
** PROGRAM 03: GOLDEN AGE CLUB			
02/10	181.00	Dues	
02/10	30.00	Card Sales	
02/18	23.00	Dues	
02/18	60.00	Card sales	
** Subtotal **			294.00
** PROGRAM 09: SOCCER			
02/18	428.00	Fundraiser	
** Subtotal **			428.00
** PROGRAM 11: BASKETBALL			
02/18	2,475.00	Chk #1203	
** Subtotal **			2,475.00
** PROGRAM 30: BASEBALL			
02/06	1,000.00	Sponsors (4)	
02/17	400.00	Sponsors (2)	
02/19	400.00	Sponsor (1)	
02/20	450.00	Registrations (02/19)	
02/20	315.00	Registrations (02/18)	
02/23	1,128.25	Registrations (02/21)	
02/23	200.00	Sponsor (J&K)	
02/24	495.00	Registrations (02/23)	

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 30: BASEBALL (CONT)			
02/25	405.00	Registrations (02/24)	
02/26	910.00	Registrations (02/25)	
02/27	-5.00	Bad Chk Svc Chg (H. Parrish)	
02/27	-90.00	Bad Check (H. Parrish)	
02/27	1,530.00	Registrations (02/26)	
** Subtotal **			7,138.25
** PROGRAM 31: YOUTH SOFTBALL			
02/26	1,130.00	Registrations	
** Subtotal **			1,130.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
02/27	472.00	Registrations	
** Subtotal **			472.00
** PROGRAM 46: SKATEBOARD PARK			
02/27	300.00	City \$ - Port-a-pot (Jul-Nov)	
02/27	96.00	City \$ - CPR & 1st Aid Course	
02/27	140.00	City \$ - Small Refrigerator [Home Depot]	
02/27	50.00	City \$ - 1st Aid Supplies [Walmart]	
** Subtotal **			586.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
02/25	1,499.00	Fundraiser	
** Subtotal **			1,499.00
** PROGRAM 55: LINE DANCE			
02/27	-121.01	TFR: Line Dance to Gen Fund	
** Subtotal **			-121.01
** PROGRAM 59: EXTENDED FB CHEERLEADING			
02/12	175.00	Misc	
** Subtotal **			175.00
*** Total ***			13,004.38

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## III. CHECKS BY PROGRAM

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DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
02/11	20374	Kleinhenn Company	254.00	Cards for resale(Ref 135903)
02/11	20375	Patricia A. Cline	88.64	Petty Cash
** Subtotal **				342.64

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### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 06: BALLET/JAZZ/TAP				
02/25	20388	Leslie Perry	720.00	Salary (Feb) 24 classes@\$30
02/25	20389	Amanda Cummings	594.00	Salary (Feb) 27 hrs@\$22
**		Subtotal **		1,314.00
** PROGRAM 10: WEIGHTLIFTING				
02/04	20364	Denton Spring Water Co.	24.80	Water (4@\$6.20) #250464
**		Subtotal **		24.80
** PROGRAM 11: BASKETBALL				
02/04	20367	Danny R. Pierce	2400.00	Referees & Scorers (Jan)
02/11	20370	Bel Air Parks & Recreatio	180.00	Harf Co Tourn (13-14 Girls)
02/11	20373	Bel Air Parks & Recreatio	360.00	9-10 Boys (2@\$180)
02/11	20371	Emmorton Recreation Counc	360.00	9-10 & 11-12 Girls Teams
02/11	20372	Forest Hill Recreation Co	720.00	11-12 & 13-14 Boys (4@\$180)
02/18	20377	Danny R. Pierce	2400.00	Referees & Scorers (Feb)
**		Subtotal **		6,420.00
** PROGRAM 16: WRESTLING				
02/25	20386	Gordon Sports	137.00	Trophies (30)
02/25	20387	Michael Finley	200.00	Banquet @ Pizza Hut HdG
**		Subtotal **		337.00
** PROGRAM 30: BASEBALL				
02/25	20385	Pollitt Signs, Inc	85.00	Signs for Registration (9)
**		Subtotal **		85.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
02/18	20376	PSRFR	190.00	Referees - Fall 2003 season
**		Subtotal **		190.00
** PROGRAM 46: SKATEBOARD PARK				
02/18	20382	Home Depot	140.00	Small Refrigerator for Stand
02/18	20381	Wal-Mart	50.00	1st Aid Supplies
02/18	20380	Harford Community College	96.00	CPR 1st Aid Class
02/18	20379	Cynthia M. Pike	50.00	Cash drawer start-up (03/04)
**		Subtotal **		336.00
** PROGRAM 59: EXTENDED FB CHEERLEADING				
02/18	20378	Joanne Dumbauld Esp Speci	125.00	Embroidery (25 jackets@\$5)
**		Subtotal **		125.00
***		Total ***		9,174.44

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#### IV. VENDING MACHINES SUMMARY

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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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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
January '04	\$100.00	\$0.00	\$0.00	\$100.00
February	\$108.85	\$0.00	\$0.00	\$108.85
 TOTAL - LAST 6 MON	 \$305.24	 \$0.00	 \$0.00	 \$305.24
 AVG PER MONTH	 \$50.87	 \$0.00	 \$0.00	 \$50.87

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#### V. TREASURER'S NOTES

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##### 1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Postage meter rental (9 months)	\$264.33
01 GENERAL FUND	Postage refills (3)	\$150.00
01 GENERAL FUND	Antivirus software	\$39.95
01 GENERAL FUND	Padlocks	\$65.80
01 GENERAL FUND	Legal Defense Fund	\$100.00
46 SKATEBOARD PARK	Spot-a-pot rentals (Jul-Nov)	\$300.00
46 SKATEBOARD PARK	CPR & 1st Aid Course [HCC]	\$96.00
46 SKATEBOARD PARK	Refrigerator for snack stand	\$140.00
46 SKATEBOARD PARK	1st Aid Supplies [Walmart]	\$50.00

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

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### 2. DEPOSIT SLIPS (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](http://www.aberdeenpr.com).

Gene Gall  
Treasurer

**VI. FY 03 CITY BUDGET STATUS**

**As Of 2/29/2004**

	BUDGETED	USED	BALANCE
<b>01: GENERAL FUND</b>			
Computer/Office Equipment	\$2,000.00	\$105.75	\$1,894.25
Fire/Treasurer Bond Premium	\$500.00	\$308.00	\$192.00
Volunteer Recognition	\$904.00	\$0.00	\$904.00
Postage Meter & Contingencies	\$2,101.00	\$514.33	\$1,586.67
<b>SUBTOTAL</b>	<b>\$5,505.00</b>	<b>\$928.08</b>	<b>\$4,576.92</b>
<b>06: BALLET</b>			
Boom Boxes	\$200.00	\$0.00	\$200.00
<b>07: GYMNASTICS</b>			
Liability Insurance	\$1,000.00	\$1,000.00	\$0.00
Pre-school Bar	\$1,100.00	\$0.00	\$1,100.00
<b>09: SOCCER</b>			
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
<b>11: BASKETBALL</b>			
Basketballs	\$350.00	\$350.00	\$0.00
Ball Bags, Whistles, Scorebooks, etc	\$715.00	\$715.00	\$0.00
Uniforms (20)	\$600.00	\$600.00	\$0.00
<b>30: BASEBALL</b>			
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
<b>31: SOFTBALL</b>			
Equipment & 1st Aid Supplies	\$900.00	\$0.00	\$900.00
<b>40: FOOTBALL</b>			
Replace Worn/Damaged Safety Equipmen	\$1,500.00	\$1,500.00	\$0.00
<b>41: FOOTBALL CHEERLEADING</b>			
Mats (Gymnastic-type)	\$1,200.00	\$0.00	\$1,200.00
<b>46: SKATEBOARD PARK</b>			
Refresher CPR for attendants (3)	\$120.00	\$96.00	\$24.00
Portable toilet	\$770.00	\$300.00	\$470.00
1st aid supplies & disinfectant	\$50.00	\$50.00	\$0.00
Small refrigerator for shed	\$140.00	\$140.00	\$0.00
Put in phone at skatepark	\$500.00	\$0.00	\$500.00
<b>60: SUMMER CONCERTS</b>			
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
<b>70: SPECIAL PROJECTS</b>			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
	<b>\$22,000.00</b>	<b>\$10,529.08</b>	<b>\$11,470.92</b>