

ABERDEEN BOARD OF PARKS & RECREATION

MONTHLY TREASURER'S REPORT

MARCH 2004

*****CORRECTED COPY*****

6-May-04

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	3/01 BALANCE	INCOME	EXPENSE	3/31 BALANCE
01: General Fund	\$13,778.81	-\$58.70	-\$652.61	\$13,067.50
03: Golden Age Club	4,436.59	315.00	-898.24	3,853.35
06: Ballet/Jazz/Tap	5,011.20	0.00	-2,773.00	2,238.20
07: Gymnastics	3,565.61	0.00	-363.00	3,202.61
09: Soccer	6,454.16	0.00	0.00	6,454.16
10: Weightlifting	3,304.44	0.00	-328.40	2,976.04
11: Basketball	3,131.86	2,520.00	-4,057.00	1,594.86
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	1,743.14	0.00	0.00	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	9,621.96	1,475.00	-39.00	11,057.96
31: Youth Softball	2,603.57	-50.00	0.00	2,553.57
40: Football	20,795.47	0.00	-650.90	20,144.57
41: Football Cheerleading	323.34	640.00	0.00	963.34
43: North Bay Rugby	2,520.30	200.00	-1,149.50	1,570.80
46: Skateboard Park	6,159.03	48.67	-606.07	5,601.63
48: Martial Arts Unlimited	3,445.71	115.00	0.00	3,560.71
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	3,698.64	148.00	-867.91	2,978.73
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	204.76	150.00	-229.94	124.82
60: Summer Concerts	130.01	0.00	0.00	130.01
62: Parks/Special Events	3,315.94	100.00	0.00	3,415.94
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	-365.00	6,418.29
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	1,500.00	0.00	1,500.00
TOTALS	\$117,098.26	\$7,102.97	-\$12,980.57	\$111,220.66

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 00: NO DEPOSIT SLIP			
03/17	300.00	Unidentified Deposit	
03/24	600.00	Unidentified Deposit	
03/24	600.00	Unidentified Deposit	
** Subtotal **			1,500.00
** PROGRAM 01: GENERAL FUND			
03/17	-48.67	TFR City \$ to 46-Skateboard Park	
03/17	-450.00	TFR City \$ to 46-Skateboard Park	
03/17	-11.20	CHECKCARD: Web hosting [DellHost]	
03/17	-52.49	CHECKCARD: 990 tax software [Target]	
03/26	44.20	HCCSB Pepsi machine revenue	
03/31	2.49	Interest (Bank of America)	
03/31	-211.00	TFR City \$ to 01-GEN FUND	
03/31	6.97	Interest (Harford National)	
03/31	211.00	City \$ - Treas Bond Premium	
** Subtotal **			-508.70
** PROGRAM 03: GOLDEN AGE CLUB			
03/03	117.00	Dues	
03/17	22.00	Dues	
03/17	100.00	White Elephant sale	
03/17	52.00	Greeting card sales	
03/31	24.00	Dues	
** Subtotal **			315.00
** PROGRAM 11: BASKETBALL			
03/05	2,520.00	Registrations	
** Subtotal **			2,520.00
** PROGRAM 30: BASEBALL			
03/04	400.00	Sponsors (2)	
03/04	135.00	Registrations (02/26)	
03/19	940.00	Registrations + Sponsor (1)	
** Subtotal **			1,475.00
** PROGRAM 31: YOUTH SOFTBALL			
03/04	-45.00	Bad Check (H. Parrish)	
03/04	-5.00	Bad Chk Svc Chg (H. Parrish)	
** Subtotal **			-50.00
** PROGRAM 41: CHEERLEADING			
03/09	640.00	Registrations	
** Subtotal **			640.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
03/11	200.00	Registrations	
** Subtotal **			200.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 46: SKATEBOARD PARK			
03/17	450.00	City \$ - Replace worn equipment	
03/17	48.67	City \$ - Telephone for shack	
** Subtotal **			498.67
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
03/08	115.00	Registrations	
** Subtotal **			115.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
03/25	148.00	Misc	
** Subtotal **			148.00
** PROGRAM 59: EXTENDED FB CHEERLEADING			
03/09	150.00	Registrations	
** Subtotal **			150.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
03/08	100.00	Festival Park reservations (3)	
** Subtotal **			100.00
*** Total ***			7,102.97

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
03/03	20403	Pitney Bowes, Inc.	91.61	Postage Meter Rental
03/31	20449	Erie Insurance Group	211.00	Key Person&Treas Bond Policy
03/31	20454	P. Craig Lanphear	350.00	MRPA Conference Room & Meals
** Subtotal **				652.61
** PROGRAM 03: GOLDEN AGE CLUB				
03/10	20409	Patricia A. Cline	54.98	Petty Cash
03/31	20451	Patricia A. Cline	64.31	Petty Cash
03/31	20448	Music Land	778.95	PA system & hand held mike
** Subtotal **				898.24
** PROGRAM 06: BALLET/JAZZ/TAP				
03/31	20453	Amanda Cummings	990.00	Salary (Mar-Apr) 45 hrs@\$22
03/31	20452	Leslie Perry	1230.00	Salary (Mar-Apr) 41 classes
03/31	20450	Aberdeen Trophy World	553.00	Dance Trophies (79 @ \$7)
** Subtotal **				2,773.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 07: GYMNASTICS				
03/03	20399	Rhonda Schultz	99.00	Salary (Feb) 9 hrs @ \$11
03/03	20398	Susan M. Brockmeyer	180.00	Salary (Feb) 12 hrs @ \$15
03/03	20400	Leah Cataggio	84.00	Salary (Feb) 12 hrs @ \$7
**	Subtotal	**		363.00
** PROGRAM 10: WEIGHTLIFTING				
03/10	20415	Anderson Lock & Key	285.00	Duplicate room keys (75)
03/10	20410	Denton Spring Water Co.	43.40	Water (7@\$6.20) #252194
**	Subtotal	**		328.40
** PROGRAM 11: BASKETBALL				
03/05	20406	Danny R. Pierce	1600.00	Referees & Scorers (Mar)
03/24	20430	Joe Watters	70.00	Scorekeeper (Feb-Mar) 14 gms
03/24	20435	Tyreese Johnson	140.00	Official (Feb) 7 gms @ \$20
03/24	20436	Ronald Wilson	286.00	Official (Feb-Mar) 13 gms@\$22
03/24	20433	Ronald Stump	180.00	Official (Feb-Mar) 9 gms@\$20
03/24	20434	Duffy Robertson	80.00	Official (Feb) 4 gms @ \$20
03/24	20444	Hurdist McLane	75.00	Official (Jan-Feb) 5 gms@\$15
03/24	20442	Gary Sappington	200.00	Official (Feb) 10 gms @ \$20
03/24	20429	Matt Vuncannon	132.00	Official (Mar) 11 gms @ \$12
03/24	20441	John Trottie	36.00	Official (Feb) 3 gms @ \$12
03/24	20432	James Robinson	120.00	Official (Feb-Mar) 6 gms@\$20
03/24	20440	Amy Johnson	270.00	Official (Jan-Feb) 18 gms@\$15
03/24	20428	James Ringgold	210.00	Official (Jan-Feb) 14 gms@\$15
03/24	20443	James Bell	60.00	Official (Jan) 3 gms @ \$20
03/24	20431	Eugene Norton	240.00	Official (Feb-Mar) 12 gms@\$20
03/24	20437	Leah Cataggio	77.00	Scorekeeper (Feb) 11 gms@\$7
03/24	20438	Elton Battle	126.00	Official (Jan-Feb) 7 gms@\$18
03/24	20439	Jerry Mentz	135.00	Official (Feb-Mar) 9 gms@\$15
03/31	20447	Your Name Here, Inc.	20.00	Blue Imprints (10@\$2)
**	Subtotal	**		4,057.00
** PROGRAM 30: BASEBALL				
03/03	20397	Printing Press	39.00	June 2004 Raffle Tickets
**	Subtotal	**		39.00
** PROGRAM 40: FOOTBALL				
03/10	20416	Tidewater Incentives Group	650.90	T-Shirt Order (Oct 03) - Bal
**	Subtotal	**		650.90
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
03/10	20412	Potomac Rugby Union	400.00	2003 PRU Fees & Dues (Final)
03/10	20411	Old Gaelic RFC	250.00	Tournament (1 @ \$250)
03/24	20427	Jeff Adamczyk	499.50	Reimbursement 28 yds topsoil
**	Subtotal	**		1,149.50
** PROGRAM 46: SKATEBOARD PARK				
03/17	20422	Aberdeen Post Master	7.40	Postage stamps (20 @ \$.27)
03/17	20421	Cynthia M. Pike	48.67	Phone [Walmart]
03/17	20423	Skatology Board Shop	450.00	Replace worn gear
03/31	20455	Dean Nicewander	100.00	Concert (4/23) Soundman Dep
**	Subtotal	**		606.07

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 53: BASKETBALL CHEERLEADING				
03/10	20419	Tri-State Trophies	350.00	Trophies (50 @ \$7)
03/10	20418	Golden Corral Restaurant	350.00	Banquet (42 girls+10 adults)
03/10	20417	Cheerleader & Danz Team	167.91	Shipping costs (42 uniforms)
**	Subtotal	**		867.91
** PROGRAM 59: EXTENDED FB CHEERLEADING				
03/17	20424	Ice World	229.94	End-of-year party
**	Subtotal	**		229.94
** PROGRAM 67: SWANFEST				
03/10	20413	Craig Lanphear	150.00	Staff Orientation Refresh
03/31	20446	P. Craig Lanphear	165.00	Reimb for MRPA Conf Reg
03/31	20445	Harford County Tourism Co	50.00	Swan Harbor Brochure Adv
**	Subtotal	**		365.00
***	Total	***		12,980.57

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
-----	-----	-----	-----	-----
October '03	\$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
March	\$44.20	\$0.00	\$0.00	\$44.20
TOTAL - LAST 6 MON	\$196.44	\$0.00	\$0.00	\$196.44
AVG PER MONTH	\$32.74	\$0.00	\$0.00	\$32.74

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Treas Bond & Key Person Ins Prem	\$211.00
46 SKATEBOARD PARK	Telephone for shack	\$48.67
46 SKATEBOARD PARK	Replace worn equipment	\$450.00

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.
- 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.

V. TREASURER'S NOTES (CONT)

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.aberdeennpr.com.

Gene Gall
Treasurer

VI. FY 03 CITY BUDGET STATUS**As Of 3/31/2004**

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$2,000.00	\$105.75	\$1,894.25
Fire/Treasurer Bond Premium	\$519.00	\$519.00	\$0.00
Volunteer Recognition	\$904.00	\$0.00	\$904.00
Postage Meter & Contingencies	\$2,082.00	\$514.33	\$1,567.67
SUBTOTAL	\$5,505.00	\$928.08	\$4,576.92
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			
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
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)	\$121.33	\$96.00	\$25.33
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	\$498.67	\$498.67	\$0.00
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
	\$22,000.00	\$11,027.75	\$10,972.25
