

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

6-May-04

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	4/01 BALANCE	INCOME	EXPENSE	4/30 BALANCE
01: General Fund	\$13,067.50	-\$4,693.04	-\$1,674.00	\$6,700.46
03: Golden Age Club	3,853.35	501.47	-345.10	4,009.72
06: Ballet/Jazz/Tap	2,238.20	822.63	-88.16	2,972.67
07: Gymnastics	3,202.61	0.00	-418.00	2,784.61
09: Soccer	6,454.16	400.00	0.00	6,854.16
10: Weightlifting	2,976.04	1,600.00	-49.05	4,526.99
11: Basketball	1,594.86	1,600.00	0.00	3,194.86
14: Tae Kwon Do	2,214.56	390.00	-100.00	2,504.56
15: Aikido	4,442.63	175.00	0.00	4,617.63
16: Wrestling	1,743.14	0.00	0.00	1,743.14
20: Tennis	223.66	200.00	0.00	423.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	11,057.96	2,230.00	-5,920.45	7,367.51
31: Youth Softball	2,553.57	200.00	0.00	2,753.57
40: Football	20,144.57	6,555.00	-5,291.23	21,408.34
41: Football Cheerleading	963.34	5,255.00	-283.00	5,935.34
43: North Bay Rugby	1,570.80	1,256.52	-621.12	2,206.20
46: Skateboard Park	5,601.63	2,150.74	0.00	7,752.37
48: Martial Arts Unlimited	3,560.71	120.00	0.00	3,680.71
49: North Bay Rugby Youth Pgm	232.65	1,370.00	-37.92	1,564.73
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,978.73	0.00	0.00	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	124.82	0.00	0.00	124.82
60: Summer Concerts	130.01	0.00	0.00	130.01
62: Parks/Special Events	3,415.94	70.00	0.00	3,485.94
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	6,418.29	1,034.00	0.00	7,452.29
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
70: Special Projects	6,141.00	1,000.00	0.00	7,141.00
00: No Deposit Slip	1,500.00	-1,200.00	0.00	300.00
TOTALS	\$111,220.66	\$21,037.32	-\$14,828.03	\$117,429.95

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 00: NO DEPOSIT SLIP		
04/28	-600.00	TFR: Claimed Deposit (Basketball)
04/28	-600.00	TFR: Claimed Deposit (Basketball)
** Subtotal **		-1,200.00
** PROGRAM 01: GENERAL FUND		
04/02	-118.09	CHECKCARD: Staples (Ink Cartridges)
04/05	-68.15	CHECKCARD: Staples (Ink Cartridges)
04/26	-21.95	CHECKCARD: Laptop Surge Prot (Dell)
04/26	-744.00	CHECKCARD: Laptop - Treas (Dell)
04/26	-629.00	CHECKCARD: Laptop - Secy (Dell)
04/28	-59.95	CHECKCARD: Laptop Case (Dell)
04/28	-426.46	CHECKCARD: CD/DVD Media(TigerDirect)
04/28	-59.95	CHECKCARD: Laptop Case (Dell)
04/08	-1,500.00	TFR: City \$ to 30: Baseball (Equip)
04/14	-1,000.00	TFR: City \$ to 70: Special Projects
04/21	-810.00	TFR: City \$ to 01: Gen Fund (Comp/Office)
04/21	-88.16	TFR: City \$ to 06: Ballet (Boom Box)
04/21	-864.00	TFR: City \$ to 01: Gen Fund (Comp/Office)
04/28	-546.36	TFR: City \$ to 01: Gen Fund (Comp/Office)
04/21	864.00	City \$ - Volunteer Recog (Annual Dinner)
04/21	810.00	City \$ - Computer/Office
04/28	546.36	City \$ - Computer/Office (Laptop Accessories)
04/15	-120.65	DEBIT: Check Reorder (BOA)
04/30	-7.50	Items Deposited Fee
04/20	54.00	Annual Dinner Payment
04/28	89.75	HCCSB Pepsi machine revenue
04/30	2.05	Interest (Bank of America)
04/30	5.02	Interest (Harford Natl Bank)
** Subtotal **		-4,693.04
** PROGRAM 03: GOLDEN AGE CLUB		
04/07	389.47	Donation - 1/2 PA Sys (Sr Ctr)
04/21	12.00	Greeting Card Sales
04/21	100.00	Dues
** Subtotal **		501.47
** PROGRAM 06: BALLET/JAZZ/TAP		
04/14	371.47	Ticket Sales
04/21	88.16	City \$ - Boom Boxes
04/26	45.00	Jacket Reimbursement (Thurman)
04/26	318.00	Photo Commission (LifeTouch)
** Subtotal **		822.63
** PROGRAM 09: SOCCER		
04/30	400.00	County \$
** Subtotal **		400.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 10: WEIGHTLIFTING			
04/20	200.00	Dues	
04/30	1,400.00	Dues	
** Subtotal **			1,600.00
** PROGRAM 11: BASKETBALL			
04/28	600.00	TFR: Claimed Deposit (Basketball)	
04/28	600.00	TFR: Claimed Deposit (Basketball)	
04/30	400.00	County \$	
** Subtotal **			1,600.00
** PROGRAM 14: TAE KWON DO			
04/07	390.00	Registrations	
** Subtotal **			390.00
** PROGRAM 15: AIKIDO			
04/09	175.00	Registrations	
** Subtotal **			175.00
** PROGRAM 20: TENNIS			
04/30	200.00	County \$	
** Subtotal **			200.00
** PROGRAM 30: BASEBALL			
04/01	100.00	Registrations	
04/08	1,500.00	City \$ - Uniforms	
04/19	30.00	Registration	
04/19	200.00	Sponsor (Travers)	
04/30	400.00	County \$	
** Subtotal **			2,230.00
** PROGRAM 31: YOUTH SOFTBALL			
04/30	200.00	County \$	
** Subtotal **			200.00
** PROGRAM 40: FOOTBALL			
04/22	-5.00	Bad Chk Svc Chg (Angela Butler)	
04/22	-70.00	Bad Check (Angela Butler)	
04/23	-5.00	Bad Chk Svc Chg (Barry Dyson)	
04/23	-70.00	Bad Check (Barry Dyson)	
04/19	6,495.00	Registrations	
04/30	210.00	Miscellaneous	
** Subtotal **			6,555.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 41: CHEERLEADING			
04/29	-75.00	Bad Check (Nerissa Giles)	
04/29	-5.00	Bad Chk Svc Chg (N. Giles)	
04/29	-75.00	Bad Check (Anthony Johnson)	
04/29	-5.00	Bad Chk Svc Chg (A.Johnson)	
04/29	-75.00	Bad Check (Michelle Cooper)	
04/29	-5.00	Bad Chk Svc Chg (M.Cooper)	
04/16	825.00	Registrations	
04/19	300.00	Registrations	
04/26	800.00	Fittings	
04/26	545.00	Fittings	
04/26	675.00	Registrations	
04/26	75.00	Non-cash Deposit Correction	
04/26	1,375.00	Registrations	
04/26	900.00	Registrations	
** Subtotal **			5,255.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
04/19	310.00	Registrations	
04/22	946.52	Registrations	
** Subtotal **			1,256.52
** PROGRAM 46: SKATEBOARD PARK			
04/26	130.74	Miscellaneous	
04/26	2,020.00	Fundraiser	
** Subtotal **			2,150.74
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
04/09	120.00	Registrations	
** Subtotal **			120.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
04/07	550.00	Registrations	
04/19	820.00	Registrations	
** Subtotal **			1,370.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
04/23	-25.00	Bad Check (Janice Grant)	
04/23	-5.00	Bad Chk Svc Chg (Janice Grant)	
04/20	-25.00	Non-cash Deposit Correction	
04/20	150.00	Park Reservations	
04/20	-25.00	Non-cash Deposit Correction	
** Subtotal **			70.00
** PROGRAM 67: SWANFEST			
04/30	1,034.00	County \$	
** Subtotal **			1,034.00
** PROGRAM 70: SPECIAL PROJECTS			
04/14	1,000.00	City \$ - Spec Project Fund	
** Subtotal **			1,000.00
*** Total ***			21,037.32

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
04/21	20479	Gene A. Gall	385.00	Reimb 1/2 Desktop PC Upgrade
04/21	20478	Gene A. Gall	425.00	Reimb JT Hosting fee
04/21	20483	Bel Air Recreation Commit	864.00	Annual Dinner (32guests@\$27)
**	Subtotal	**		1,674.00
** PROGRAM 03: GOLDEN AGE CLUB				
04/07	20460	Kleinhenn Company	245.10	Cards for resale(Ref 143164)
04/21	20480	Havre de Grace Recreation	100.00	Donation (Promenade Fund)
**	Subtotal	**		345.10
** PROGRAM 06: BALLET/JAZZ/TAP				
04/21	20482	Sandra Weeks	88.16	Reimbursement for Boom Boxes
**	Subtotal	**		88.16
** PROGRAM 07: GYMNASTICS				
04/07	20457	Rhonda Schultz	88.00	Salary (Mar) 8 hrs @ \$11
04/07	20459	Susan M. Brockmeyer	225.00	Salary (Mar) 15 hrs @ \$15
04/07	20458	Lea Cattagio	105.00	Salary (Mar) 15 hrs @ \$7
**	Subtotal	**		418.00
** PROGRAM 10: WEIGHTLIFTING				
04/14	20467	Denton Spring Water Co.	49.05	Water (6@\$6.20)#254295 04/07
**	Subtotal	**		49.05
** PROGRAM 14: TAE KWON DO				
04/07	20461	Kathryn Dugan	100.00	Coaches Passes(2) MD St Comp
**	Subtotal	**		100.00
** PROGRAM 30: BASEBALL				
04/07	20462	Your Name Here, Inc.	2000.00	Caps & T-Shirts (Deposit)
04/13	20463	Home Depot	633.65	Storage Boxes (2) #2576-4380
04/14	20468	Babe Ruth League, Inc.	143.00	Ripken shoulder emblems(120)
04/14	20466	Classic Team Sports	156.00	Pants (24@\$6.50) #5517
04/14	20469	Classic Team Sports	1681.00	Ice Packs, 1st Aid, Socks,
04/21	20481	Your Name Here, Inc.	577.00	Caps & T-Shirts (Balance)
04/21	20484	Harford Co Dept of Parks	119.80	Turface Soil Amendment(20bg)
04/28	20487	Babe Ruth League, Inc.	62.00	Charter Additional Teams
04/28	20488	Babe Ruth League, Inc.	548.00	Insurance (4 major + 4 minor
**	Subtotal	**		5,920.45
** PROGRAM 40: FOOTBALL				
04/14	20474	All Sports America	5009.23	Helmets, Footballs, Sled, etc.
04/14	20473	Tri-State Trophies	282.00	Trophies&Medals (RipkenComp)
**	Subtotal	**		5,291.23
** PROGRAM 41: FOOTBALL CHEERLEADING				
04/14	20472	Tri-State Trophies	283.00	Trophies & Medals (Ripken)
**	Subtotal	**		283.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
04/14	20475	Joe Kaut	246.12	Roller rental for DeMarco Pk
04/14	20471	Rental Service Corporatio	375.00	Lights for practice (4 wks)
**	Subtotal	**		621.12
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
04/14	20470	Ellen Hickey	37.92	Postage stamps (\$29.97)+Logo
**	Subtotal	**		37.92
***	Total	***		14,828.03

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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November '03	-\$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
April	\$89.75	\$0.00	\$0.00	\$89.75
TOTAL - LAST 6 MON	\$197.30	\$0.00	\$0.00	\$197.30
AVG PER MONTH	\$32.88	\$0.00	\$0.00	\$32.88

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Laptop Computer & Case - Treas	\$810.00
01 GENERAL FUND	Laptop Accessories & Comp Media	\$546.36
01 GENERAL FUND	Volunteer Recognition - Annual Dinner	\$211.00
06 BALLET	Boom Box	\$88.16
30 BASEBALL	Uniforms	\$1,500.00
70 SPECIAL PROJECTS	Special Projects	\$1,000.00

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.

VI. FY 03 CITY BUDGET STATUS

As Of 4/30/2004

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$2,310.70	\$2,310.70	\$0.00
Fire/Treasurer Bond Premium	\$500.00	\$308.00	\$192.00
Volunteer Recognition	\$904.00	\$864.00	\$40.00
Postage Meter & Contingencies	\$1,790.30	\$1,060.69	\$729.61
SUBTOTAL	<u>\$5,505.00</u>	<u>\$4,543.39</u>	<u>\$961.61</u>
06: BALLET			
Boom Boxes	\$200.00	\$88.16	\$111.84
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			
Uniforms, Bats, Catchers Equip, etc	\$1,500.00	\$1,500.00	\$0.00
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	\$1,000.00	\$0.00
	<u>\$22,000.00</u>	<u>\$17,231.22</u>	<u>\$4,768.78</u>