

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

8-Jun-04

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	5/01 BALANCE	INCOME	EXPENSE	5/31 BALANCE
01: General Fund	\$6,700.46	-\$1,833.86	\$0.00	\$4,866.60
03: Golden Age Club	4,009.72	111.00	-681.20	3,439.52
06: Ballet/Jazz/Tap	2,972.67	0.00	-10.00	2,962.67
07: Gymnastics	2,784.61	1,100.00	-1,409.00	2,475.61
09: Soccer	6,854.16	0.00	0.00	6,854.16
10: Weightlifting	4,526.99	0.00	-31.00	4,495.99
11: Basketball	3,194.86	126.00	-2,892.84	428.02
14: Tae Kwon Do	2,504.56	0.00	0.00	2,504.56
15: Aikido	4,617.63	0.00	0.00	4,617.63
16: Wrestling	1,743.14	0.00	0.00	1,743.14
20: Tennis	423.66	0.00	0.00	423.66
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	7,367.51	0.00	-134.00	7,233.51
31: Youth Softball	2,753.57	0.00	0.00	2,753.57
40: Football	21,408.34	1,515.00	-4,998.95	17,924.39
41: Football Cheerleading	5,935.34	11,608.75	0.00	17,544.09
43: North Bay Rugby	2,206.20	0.00	0.00	2,206.20
46: Skateboard Park	7,752.37	474.95	-579.29	7,648.03
48: Martial Arts Unlimited	3,680.71	105.00	0.00	3,785.71
49: North Bay Rugby Youth Pgm	1,564.73	820.00	-780.00	1,604.73
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	-3,150.00	-3,019.99 *
62: Parks/Special Events	3,485.94	0.00	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	7,452.29	0.00	-55.92	7,396.37
68: Jean Davis Memorial Fund	1,875.00	0.00	0.00	1,875.00
70: Special Projects	7,141.00	0.00	0.00	7,141.00
00: No Deposit Slip	300.00	0.00	0.00	300.00
TOTALS	\$117,429.95	\$14,026.84	-\$14,722.20	\$116,734.59

*** Pending City \$ Reimbursement:**

60: Summer Concerts	Concert Reimbursements	\$3,350.00
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II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
05/05	-1,100.00	TFR: City \$ to 07: Gymnastics
05/11	-60.00	TFR: City \$ to 46: SKATEBOARD
05/13	-134.95	TFR: City \$ to 46: SKATEBOARD
05/13	-744.00	TFR: City \$ to 01: GEN FUND
05/07	-50.00	EFT TFR: (Pitney Bowes - Postage Refill)
05/10	-150.35	CHECKCARD: TigerDirect (512 MB Memory)
05/11	-96.35	CHECKCARD: TigerDirect (network card)
05/19	-99.99	CHECKCARD: TigerDirect (120 GB hard drive)
05/20	-21.45	CHECKCARD: Macromedia (HS CD)
05/20	-99.00	CHECKCARD: Macromedia (HS 5.5)
05/28	-34.99	CHECKCARD: McAfee (AntiVirus Renewal)
05/13	744.00	City \$ - Laptop for Treas
05/28	6.25	Items Deposited Fee
05/28	2.33	Interest (Bank of America)
05/31	4.64	Interest (Harford Natl)
** Subtotal **		-1,833.86
** PROGRAM 03: GOLDEN AGE CLUB		
05/12	20.00	Dues
05/12	91.00	Card Sales
** Subtotal **		111.00
** PROGRAM 07: GYMNASTICS		
05/05	1,100.00	City \$ - Junior Bar & Balance
** Subtotal **		1,100.00
** PROGRAM 11: BASKETBALL		
05/19	126.00	Void Chk #20438 (E.Battle)
** Subtotal **		126.00
** PROGRAM 40: FOOTBALL		
05/13	1,515.00	Registrations
** Subtotal **		1,515.00
** PROGRAM 41: CHEERLEADING		
05/17	925.00	Registrations
05/25	445.00	Registrations
05/20	2,535.25	Registrations + Joe Corbi Pizza fundraiser
05/17	32.50	Joe Corbi Pizza Fundraiser
05/17	778.75	Joe Corbi Pizza Fundraiser
05/17	423.50	Joe Corbi Pizza Fundraiser
05/17	1,573.50	Joe Corbi Pizza Fundraiser
05/20	340.00	Joe Corbi Pizza Fundraiser
05/17	997.50	Uniform Fittings
05/17	150.00	Uniform Fittings
05/20	2,432.50	Uniform Fittings
05/20	1,509.00	Misc
05/20	-28.75	Bad Check (Audrey Gray)
05/20	-5.00	Bad Chk Svc Chg (A. Gray)

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 41: CHEERLEADING (CONT)			
05/21	-100.00	Bad Check (Millette Davis)	
05/21	-5.00	Bad Chk Svc Chg (M. Davis)	
05/21	-190.00	Bad Check (Lia Young)	
05/21	-5.00	Bad Chk Svc Chg (L. Young)	
05/25	-35.00	Bad Check (Molly Dry)	
05/25	-5.00	Bad Chk Svc Chg (M. Dry)	
05/27	-75.00	Bad Check (Leah Trusty)	
05/27	-5.00	Bad Chk Svc Chg (L. Trusty)	
05/28	-75.00	Bad Check (Andrea Bond)	
05/28	-5.00	Bad Chk Svc Chg (A. Bond)	
** Subtotal **			11,608.75
** PROGRAM 46: SKATEBOARD PARK			
05/03	130.00	Registrations	
05/11	60.00	City \$ - Port-a-pot	
05/12	150.00	Misc	
05/13	134.95	City \$ - Phone setup & 1st month	
** Subtotal **			474.95
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
05/17	105.00	Registrations	
** Subtotal **			105.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
05/14	365.00	Registrations	
05/28	455.00	Registrations	
** Subtotal **			820.00
*** Total ***			14,026.84

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
05/05	20496	Patricia A. Cline	58.85	Petty Cash
05/19	20525	Dorothy Stevenson	200.00	Donation to RSVP food gift
05/19	20526	Harford Co Senior Emergen	200.00	Donation to emergency fund
05/19	20527	Patricia A. Cline	100.00	Gifts to members for 50thAnn
05/26	20533	Patricia A. Cline	122.35	Petty Cash
** Subtotal **				681.20
** PROGRAM 06: BALLET/JAZZ/TAP				
05/12	20508	Sandra Weeks	10.00	Dance Bag [DesignThis,#3126]
** Subtotal **				10.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 07: GYMNASTICS				
05/05	20495	Susan M. Brockmeyer	135.00	Salary (Apr) 9 hrs @ \$15
05/05	20493	Lea Cattagio	42.00	Salary (Apr) 6 hrs @ \$7
05/05	20492	Churchville Recreation Co	1155.00	Pre-school junior bar & bal
05/05	20494	Rhonda Schultz	77.00	Salary (Apr) 7 hrs @ \$11
**	Subtotal	**		1,409.00
** PROGRAM 10: WEIGHTLIFTING				
05/05	20491	Denton Spring Water Co.	31.00	Water (5@\$6.20)#255743 05/05
**	Subtotal	**		31.00
** PROGRAM 11: BASKETBALL				
05/11	20501	Tri-State Trophies	312.00	7-8 TournamentTrophies(36@\$7)
05/11	20500	Tri-State Trophies	892.50	Trophies (170 @ \$5.25)
05/12	20510	Sport Supply Group, Inc,	458.34	Invoices
05/19	20529	Gary Sappington	40.00	Official (Jan) 2 gms @ \$20
05/19	20528	Danny R. Pierce	1190.00	Banquet expenses (17 teams)
**	Subtotal	**		2,892.84
** PROGRAM 30: BASEBALL				
05/11	20503	Mini Container, Inc.	54.00	Port-a-pots @ AMS & Bakerfld
05/12	20509	Tharpe And Green Mill, In	80.00	Turf Liner (20 50-lb bags)
**	Subtotal	**		134.00
** PROGRAM 40: FOOTBALL				
05/05	20490	Circle System Group	4998.95	Helmet Reconditioning (179)
**	Subtotal	**		4,998.95
** PROGRAM 46: SKATEBOARD PARK				
05/11	20499	Megan R. Pike	204.75	Salary (Apr) 31.5 hrs @\$6.50
05/11	20504	Mini Container, Inc.	60.00	Port-a-pot @ N Deen (4 wks)
05/11	20505	Cynthia M. Pike	55.04	Snack supplies(from concert)
05/11	20506	Cynthia M. Pike	95.47	Concert expenses (4/22/04)
05/13	20511	Verizon	134.95	Phone setup & 1st month bill
05/19	20523	Verizon	29.08	Phone bill for North Deen
**	Subtotal	**		579.29
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
05/26	20532	Oregon Youth Rugby	780.00	Youth Rugby Balls (60) #363,
**	Subtotal	**		780.00
** PROGRAM 60: SUMMER CONCERTS				
05/13	20515	Norman Dombeck	350.00	Chuck Baker Orchestra(06/29)
05/13	20517	Jack Berka	250.00	Gentlemen of Jazz (07/13/04)
05/13	20516	Donald Shappelle	250.00	Concert (07/06/04)
05/13	20519	Douglas Jackson	300.00	Doug and Amy (07/27/04)
05/13	20518	Dave Zeigler	300.00	Middle of the Road(07/20/04)
05/13	20514	Upper Chesapeake Chorus O	300.00	Concert (06/22/04)
05/13	20513	Bryan Hillman	350.00	Swingin' Swamis (06/15/04)
05/13	20520	The Crowdaddies LLC	450.00	Concert (08/03/04)
05/13	20521	Bay Country Gentlemen	300.00	Concert (08/10/04)
05/13	20512	Marty Martinez	300.00	On-site Coordinator
**	Subtotal	**		3,150.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST				
05/11	20502	Anderson Lock & Key	5.92	Cut Key (1) [Inv #1203, 4/30]
05/19	20524	Havre De Grace Art Show	50.00	HdG Art Show Program(1/8 pg)
**	Subtotal	**		55.92
*** Total ***				14,722.20

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
December '03	\$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
May	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$342.80	\$0.00	\$0.00	\$342.80
AVG PER MONTH	\$57.13	\$0.00	\$0.00	\$57.13

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Laptop Computer for Secy	\$744.00
46 SKATEBOARD PARK	Phone setup & First Month	\$134.95
46 SKATEBOARD PARK	Port-a-pot	\$60.00

V. TREASURER'S NOTES (CONT)

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.

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.
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VI. FY 03 CITY BUDGET STATUS**As Of 5/31/2004**

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$2,310.70	\$2,310.70	\$0.00
Fire/Treasurer Bond Premium	\$308.00	\$308.00	\$0.00
Volunteer Recognition	\$864.00	\$864.00	\$0.00
Postage Meter & Contingencies	\$2,134.14	\$1,804.69	\$329.45
SUBTOTAL	\$5,616.84	\$5,287.39	\$329.45
06: BALLET			
Boom Boxes	\$88.16	\$88.16	\$0.00
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$1,000.00	\$0.00
Pre-school Bar	\$1,100.00	\$1,100.00	\$0.00
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			
Phone, Fridge, Supplies, Toilet, etc	\$1,580.00	\$1,279.62	\$300.38
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
	\$22,000.00	\$19,270.17	\$2,729.83

VII. FY 04 CITY BUDGET REQUESTS
For Fiscal Year 07/01/2004 - 06/30/2005
As Submitted 05/31/04

	AMOUNT REQUESTED
01: GENERAL FUND	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$900.00
Postage Meter & Contingencies	\$470.00
SUBTOTAL	<u>\$2,870.00</u>
06: BALLET/TAP/JAZZ	
Boom Boxes	\$100.00
Master classes for instructors (3)	\$500.00
07: GYMNASTICS	
Liability Insurance	\$1,000.00
09: SOCCER	
Uniforms, balls, nets, flags, etc	\$1,200.00
1st aid kits, shin guards, ice packs, etc	\$300.00
11: BASKETBALL	
20 basketballs @ \$21.95	\$450.00
Uniforms (20 @ \$35)	\$700.00
Misc supplies	\$550.00
16: WRESTLING	
Wrestling singlets	\$400.00
30: BASEBALL	
Bats, bases, catchers' equip, etc	\$1,500.00
1st aid kits, ice packs, etc	\$300.00
31: SOFTBALL	
Equipment & 1st Aid Supplies	\$900.00
40: FOOTBALL	
Helmet Reconditioning	\$3,500.00
Safety Equipment	\$500.00
43: North Bay Rugby - Men	
Medical Kit for emergencies	\$150.00
Level II Coaching Certification (Joe Kaut)	\$80.00
46: SKATEBOARD PARK	
Maintenance - Ramps	\$100.00
1st aid supplies & disinfectant	\$50.00
Portable toilet (10 months @ \$60)	\$600.00
Safety gear	\$200.00
Phone service (12 months @ \$29)	\$350.00
49: NORTH BAY YOUTH RUGBY	
1st aid kit	\$150.00
Level III coaching certification	\$320.00
Jerseys for travel team (30 @ \$40)	\$600.00
53: BASKETBALL CHEERLEADING	
Training Aids (DVDs, books, etc)	\$200.00
60: SUMMER CONCERTS	
10 Tuesday Concerts @ \$300	\$2,850.00
Helper's salary (10 x \$30)	\$300.00
Sodas	\$50.00
63: NORTH BAY RUGBY UNDER-19	
Level III Coaching Accreditation	\$160.00
Puff Bags (3 @ \$80)	\$120.00
Jerseys (20 @ \$45)	\$450.00
70: SPECIAL PROJECTS	
Athletic Lighting Fund	\$500.00
TOTAL	<u><u>\$22,000.00</u></u>