

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

8-Jul-04

**I. PROGRAM SUMMARY**

| <b>PROGRAM ACCOUNT</b>         | <b>6/01<br/>BALANCE</b> | <b>INCOME</b>     | <b>EXPENSE</b>      | <b>6/30<br/>BALANCE</b> |
|--------------------------------|-------------------------|-------------------|---------------------|-------------------------|
| 01: General Fund               | \$4,866.60              | -\$317.04         | -\$186.36           | \$4,363.20              |
| 03: Golden Age Club            | 3,439.52                | 142.00            | -115.05             | 3,466.47                |
| 06: Ballet/Jazz/Tap            | 2,962.67                | 0.00              | 0.00                | 2,962.67                |
| 07: Gymnastics                 | 2,475.61                | 0.00              | 0.00                | 2,475.61                |
| 09: Soccer                     | 6,854.16                | 1,570.00          | 0.00                | 8,424.16                |
| 10: Weightlifting              | 4,495.99                | 190.00            | 0.00                | 4,685.99                |
| 11: Basketball                 | 428.02                  | 0.00              | 0.00                | 428.02                  |
| 14: Tae Kwon Do                | 2,504.56                | 55.00             | -1,475.00           | 1,084.56                |
| 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                  | 140.00            | 0.00                | 563.66                  |
| 23: Men's Fitness              | 388.15                  | 0.00              | 0.00                | 388.15                  |
| 30: Baseball                   | 7,233.51                | 500.00            | -1,862.15           | 5,871.36                |
| 31: Youth Softball             | 2,753.57                | 0.00              | 0.00                | 2,753.57                |
| 40: Football                   | 17,924.39               | 240.00            | -1,367.00           | 16,797.39               |
| 41: Football Cheerleading      | 17,544.09               | 510.20            | -4,537.00           | 13,517.29               |
| 43: North Bay Rugby            | 2,206.20                | 345.00            | 0.00                | 2,551.20                |
| 46: Skateboard Park            | 7,648.03                | 343.56            | -368.82             | 7,622.77                |
| 48: Martial Arts Unlimited     | 3,785.71                | 85.00             | 0.00                | 3,870.71                |
| 49: North Bay Rugby Youth Pgm  | 1,604.73                | 1,005.00          | -840.39             | 1,769.34                |
| 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            | -3,019.99               | 0.00              | -45.00              | -3,064.99 *             |
| 62: Parks/Special Events       | 3,485.94                | 150.00            | 0.00                | 3,635.94                |
| 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                   | 7,396.37                | 3,100.00          | -75.00              | 10,421.37               |
| 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                  |
| <b>TOTALS</b>                  | <b>\$116,734.59</b>     | <b>\$8,058.72</b> | <b>-\$10,871.77</b> | <b>\$113,921.54</b>     |

**\* Pending City \$ Reimbursement:**

60: Summer Concerts                      Concert Reimbursements                      \$3,350.00

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## II. DEPOSITS BY PROGRAM

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| DATE                           | AMOUNT    | DESCRIPTION                                         |          |
|--------------------------------|-----------|-----------------------------------------------------|----------|
| ** PROGRAM 01: GENERAL FUND    |           |                                                     |          |
| 06/10                          | -55.84    | CHECKCARD: USB NIC [TigerDirect]                    |          |
| 06/10                          | -76.38    | CHECKCARD: Ethernet cables [TigerDirect]            |          |
| 06/28                          | -34.99    | CHECKCARD: SpamKiller subscription [McAfee]         |          |
| 06/28                          | -69.94    | CHECKCARD: Antivirus software subscription [McAfee] |          |
| 06/16                          | -60.00    | TFR City \$ to 46: SKATEBOARD PARK                  |          |
| 06/23                          | -26.56    | TFR City \$ to 46: SKATEBOARD PARK                  |          |
| 06/23                          | -2,643.27 | TFR City \$ to 01: GEN FUND                         |          |
| 06/23                          | 2,643.27  | City \$ (Laptops, Postage meter, etc)               |          |
| 06/30                          | 4.49      | Interest (Harford Natl Bank)                        |          |
| 06/30                          | 2.18      | Interest (Bank of America)                          |          |
| ** Subtotal **                 |           |                                                     | -317.04  |
| ** PROGRAM 03: GOLDEN AGE CLUB |           |                                                     |          |
| 06/21                          | 12.00     | Dues                                                |          |
| 06/21                          | 80.00     | White Elephant sale                                 |          |
| 06/22                          | 50.00     | Greeting Card Sales                                 |          |
| ** Subtotal **                 |           |                                                     | 142.00   |
| ** PROGRAM 09: SOCCER          |           |                                                     |          |
| 06/28                          | 720.00    | Registrations                                       |          |
| 06/28                          | 850.00    | Registrations                                       |          |
| ** Subtotal **                 |           |                                                     | 1,570.00 |
| ** PROGRAM 10: WEIGHTLIFTING   |           |                                                     |          |
| 06/10                          | 150.00    | Dues (3)                                            |          |
| 06/18                          | 40.00     | Dues                                                |          |
| ** Subtotal **                 |           |                                                     | 190.00   |
| ** PROGRAM 14: TAE KWON DO     |           |                                                     |          |
| 06/21                          | 130.00    | Registrations                                       |          |
| 06/22                          | -5.00     | Bad Chk Svc Chg (L. Cook)                           |          |
| 06/22                          | -70.00    | Bad Check (Loretta Cook)                            |          |
| ** Subtotal **                 |           |                                                     | 55.00    |
| ** PROGRAM 20: TENNIS          |           |                                                     |          |
| 06/09                          | 140.00    | Registrations                                       |          |
| ** Subtotal **                 |           |                                                     | 140.00   |
| ** PROGRAM 30: BASEBALL        |           |                                                     |          |
| 06/17                          | 105.00    | Fundraiser                                          |          |
| 06/29                          | 395.00    | Fundraiser (LifeTouch)                              |          |
| ** Subtotal **                 |           |                                                     | 500.00   |
| ** PROGRAM 40: FOOTBALL        |           |                                                     |          |
| 06/15                          | 240.00    | Registrations                                       |          |
| ** Subtotal **                 |           |                                                     | 240.00   |
| ** PROGRAM 41: CHEERLEADING    |           |                                                     |          |
| 06/23                          | 510.20    | Registrations                                       |          |
| ** Subtotal **                 |           |                                                     | 510.20   |

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## II. DEPOSITS BY PROGRAM (CONT)

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| DATE                                     | AMOUNT   | DESCRIPTION                 |          |
|------------------------------------------|----------|-----------------------------|----------|
| ** PROGRAM 43: NORTH BAY MEN'S RUGBY     |          |                             |          |
| 06/07                                    | 345.00   | Registrations               |          |
| ** Subtotal **                           |          |                             | 345.00   |
| ** PROGRAM 46: SKATEBOARD PARK           |          |                             |          |
| 06/15                                    | 257.00   | Registrations               |          |
| 06/16                                    | 60.00    | City \$ (Port-a-pot) May 04 |          |
| 06/23                                    | 26.56    | City \$ (Telephone) May 04  |          |
| ** Subtotal **                           |          |                             | 343.56   |
| ** PROGRAM 48: MARTIAL ARTS UNLIMITED    |          |                             |          |
| 06/01                                    | 85.00    | Registrations               |          |
| ** Subtotal **                           |          |                             | 85.00    |
| ** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM |          |                             |          |
| 06/03                                    | -55.00   | Bad Check (Elaina Denu)     |          |
| 06/03                                    | -5.00    | Bad Chk Svc Chg (E. Denu)   |          |
| 06/15                                    | 580.00   | Registrations               |          |
| 06/24                                    | 240.00   | Registrations               |          |
| 06/24                                    | 245.00   | Registrations               |          |
| ** Subtotal **                           |          |                             | 1,005.00 |
| ** PROGRAM 62: PARK/SPECIAL EVENTS       |          |                             |          |
| 06/10                                    | 150.00   | Park reservations (3)       |          |
| ** Subtotal **                           |          |                             | 150.00   |
| ** PROGRAM 67: SWANFEST                  |          |                             |          |
| 06/18                                    | 750.00   | Nature Camps                |          |
| 06/18                                    | 775.00   | Nature Camp                 |          |
| 06/18                                    | 1,575.00 | Bridal Showcase by the Bay  |          |
| ** Subtotal **                           |          |                             | 3,100.00 |
| *** Total ***                            |          |                             | 8,058.72 |

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## III. CHECKS BY PROGRAM

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| DATE                           | CHECK | PAYEE              | AMOUNT | DESCRIPTION                  |
|--------------------------------|-------|--------------------|--------|------------------------------|
| ** PROGRAM 01: GENERAL FUND    |       |                    |        |                              |
| 06/08                          | 20541 | Pitney Bowes, Inc. | 86.36  | Postage Meter Rental (07/16) |
| 06/16                          | 20553 | Gene A. Gall       | 100.00 | Memoriam (C.J. DeHaven, Jr)  |
| ** Subtotal **                 |       |                    |        | 186.36                       |
| ** PROGRAM 03: GOLDEN AGE CLUB |       |                    |        |                              |
| 06/23                          | 20564 | Patricia A. Cline  | 115.05 | Petty Cash                   |
| ** Subtotal **                 |       |                    |        | 115.05                       |

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### III. CHECKS BY PROGRAM (CONT)

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| DATE                                     | CHECK    | PAYEE                     | AMOUNT  | DESCRIPTION                   |
|------------------------------------------|----------|---------------------------|---------|-------------------------------|
| ** PROGRAM 14: TAE KWON DO               |          |                           |         |                               |
| 06/23                                    | 20565    | Kathryn Dugan             | 1475.00 | Trip money for Chicago tourn  |
| **                                       | Subtotal | **                        |         | 1,475.00                      |
| ** PROGRAM 30: BASEBALL                  |          |                           |         |                               |
| 06/16                                    | 20554    | Babe Ruth League, Inc.    | 120.00  | Patches & emblems for tourn   |
| 06/16                                    | 20561    | Tri-State Trophies        | 1312.15 | Trophies & plaques [#12992]   |
| 06/16                                    | 20560    | Mini Container, Inc.      | 180.00  | Port-a-pots (2@AMS, 1@BES)    |
| 06/16                                    | 20555    | Churchville Recreation Co | 125.00  | Team entry fee (11-12 tourn   |
| 06/23                                    | 20563    | Bel Air Recreation        | 125.00  | Team entry (1 @ \$125) 9-10   |
| **                                       | Subtotal | **                        |         | 1,862.15                      |
| ** PROGRAM 40: FOOTBALL                  |          |                           |         |                               |
| 06/10                                    | 20549    | Sanford A. Fisher         | 500.00  | Dance at Swim Club            |
| 06/10                                    | 20550    | HHASC                     | 425.00  | Use of Aberdeen Swim Club     |
| 06/10                                    | 20547    | Sanford A. Fisher         | 250.00  | Training tapes for Football   |
| 06/10                                    | 20548    | Helen Webster             | 192.00  | Repair/Re-sew game uniforms   |
| **                                       | Subtotal | **                        |         | 1,367.00                      |
| ** PROGRAM 41: FOOTBALL CHEERLEADING     |          |                           |         |                               |
| 06/03                                    | 20535    | P.D.Q. Distributors       | 4537.00 | Pizza & Cookie Dough Kits     |
| **                                       | Subtotal | **                        |         | 4,537.00                      |
| ** PROGRAM 46: SKATEBOARD PARK           |          |                           |         |                               |
| 06/03                                    | 20538    | Megan Pike                | 188.50  | Salary (May) 29 hrs @ \$6.50  |
| 06/03                                    | 20540    | Cynthia M. Pike           | 69.76   | Film, Card Stock, Ink, juice  |
| 06/03                                    | 20539    | Christopher Pike          | 24.00   | Salary (May) 4 hrs @ \$6      |
| 06/16                                    | 20559    | Mini Container, Inc.      | 60.00   | Port-a-pot (N. Deen) May 04   |
| 06/23                                    | 20562    | Verizon                   | 26.56   | Telephone service @ N Deen    |
| **                                       | Subtotal | **                        |         | 368.82                        |
| ** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM |          |                           |         |                               |
| 06/08                                    | 20544    | Ellen Hickey              | 29.37   | Air pumps [Target], Art Paper |
| 06/16                                    | 20558    | Ellen Hickey              | 72.25   | 1st aid kit & supplies, ink   |
| 06/16                                    | 20557    | Classic Team Sports       | 690.00  | T-shirts (115 @ \$6) #5711,   |
| 06/16                                    | 20556    | Ellen Hickey              | 48.77   | Duct tape, field paint, sodas |
| **                                       | Subtotal | **                        |         | 840.39                        |
| ** PROGRAM 60: SUMMER CONCERTS           |          |                           |         |                               |
| 06/03                                    | 20537    | F. W. Haxel Co., Inc.     | 45.00   | Date Change on Mesh Banner    |
| **                                       | Subtotal | **                        |         | 45.00                         |
| ** PROGRAM 67: SWANFEST                  |          |                           |         |                               |
| 06/03                                    | 20536    | Homestead Publishing Co.  | 75.00   | Ad in The Record              |
| **                                       | Subtotal | **                        |         | 75.00                         |
| ***                                      | Total    | ***                       |         | 10,871.77                     |

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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<br>----- | PEPSI<br>MACHINE<br>----- | NEW<br>BEVERAGE<br>----- | CANDY<br>MACHINE<br>----- | TOTAL<br>----- |
|---------------------|---------------------------|--------------------------|---------------------------|----------------|
| 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         |
| June                | \$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        |

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#### V. TREASURER'S NOTES

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1. CITY MONEY TRANSACTIONS:

|                    |                                |            |
|--------------------|--------------------------------|------------|
| 01 GENERAL FUND    | Postage meter, PCs, Ann Dinner | \$2,643.27 |
| 46 SKATEBOARD PARK | Phone (May 04)                 | \$26.56    |
| 46 SKATEBOARD PARK | Port-a-pot (May 04)            | \$60.00    |

2. EXPIRING (JUNE 30) CITY MONEY REALLOCATED TO GENERAL FUND:

|                    |                    |            |
|--------------------|--------------------|------------|
| 31 SOFTBALL        | Uniforms/equipment | \$900.00   |
| 41 CHEERLEADING    | Mats               | \$1,200.00 |
| 46 SKATEBOARD PARK | Ending Balance     | \$213.82   |

3. FY 04 City Money (became available July 1) is shown at Part VI of this report.

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## V. TREASURER'S NOTES (CONT)

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### 4. 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.

### 5. 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.

6. **WEBSITE:** The URL of the Aberdeen Board of Parks & Rec website is [www.aberdeenpr.com](http://www.aberdeenpr.com).
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**VI. FY 04 CITY BUDGET STATUS**

**As Of 7/07/2004**

|                                            | <b>BUDGETED</b>    | <b>USED</b>   | <b>BALANCE</b>     |
|--------------------------------------------|--------------------|---------------|--------------------|
| <b>01: GENERAL FUND</b>                    |                    |               |                    |
| Computer/Office Equipment                  | \$1,000.00         | \$0.00        | \$1,000.00         |
| Fire/Treasurer Bond Premium                | \$500.00           | \$0.00        | \$500.00           |
| Volunteer Recognition                      | \$900.00           | \$0.00        | \$900.00           |
| Postage Meter & Contingencies              | \$470.00           | \$0.00        | \$470.00           |
| <b>SUBTOTAL</b>                            | <b>\$2,870.00</b>  | <b>\$0.00</b> | <b>\$2,870.00</b>  |
| <b>06: BALLET</b>                          |                    |               |                    |
| Boom Boxes                                 | \$100.00           | \$0.00        | \$100.00           |
| Master classes for instructors (3)         | \$500.00           | \$0.00        | \$500.00           |
| <b>07: GYMNASTICS</b>                      |                    |               |                    |
| Liability Insurance                        | \$1,000.00         | \$0.00        | \$1,000.00         |
| <b>09: SOCCER</b>                          |                    |               |                    |
| Uniforms, balls, nets, flags, etc          | \$1,200.00         | \$0.00        | \$1,200.00         |
| 1st aid kits, shin guards, ice packs, etc  | \$300.00           | \$0.00        | \$300.00           |
| <b>11: BASKETBALL</b>                      |                    |               |                    |
| 20 basketballs @ \$21.95                   | \$450.00           | \$0.00        | \$450.00           |
| Uniforms (20 @ \$35)                       | \$700.00           | \$0.00        | \$700.00           |
| Misc supplies                              | \$550.00           | \$0.00        | \$550.00           |
| <b>16: WRESTLING</b>                       |                    |               |                    |
| Wrestling singlets                         | \$400.00           | \$0.00        | \$400.00           |
| <b>30: BASEBALL</b>                        |                    |               |                    |
| Bats, bases, catchers' equip, etc          | \$1,500.00         | \$0.00        | \$1,500.00         |
| 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>                        |                    |               |                    |
| Helmet Reconditioning                      | \$3,500.00         | \$0.00        | \$3,500.00         |
| Safety Equipment                           | \$500.00           | \$0.00        | \$500.00           |
| <b>43: NORTH BAY RUGBY - MEN</b>           |                    |               |                    |
| Medical Kit for emergencies                | \$150.00           | \$0.00        | \$150.00           |
| Level II Coaching Certification (Joe Kaut) | \$80.00            | \$0.00        | \$80.00            |
| <b>46: SKATEBOARD PARK</b>                 |                    |               |                    |
| Maintenance - Ramps                        | \$100.00           | \$0.00        | \$100.00           |
| 1st aid supplies & disinfectant            | \$50.00            | \$0.00        | \$50.00            |
| Portable toilet (10 months @ \$60)         | \$600.00           | \$0.00        | \$600.00           |
| Safety gear                                | \$200.00           | \$0.00        | \$200.00           |
| Phone service (12 months @ \$29)           | \$350.00           | \$0.00        | \$350.00           |
| <b>49: NORTH BAY YOUTH RUGBY</b>           |                    |               |                    |
| 1st aid kit                                | \$150.00           | \$0.00        | \$150.00           |
| Level III coaching certification           | \$320.00           | \$0.00        | \$320.00           |
| Jerseys for travel team (30 @ \$40)        | \$600.00           | \$0.00        | \$600.00           |
| <b>53: BASKETBALL CHEERLEADING</b>         |                    |               |                    |
| Training Aids (DVDs, books, etc)           | \$200.00           | \$0.00        | \$200.00           |
| <b>63: NORTH BAY RUGBY UNDER-19</b>        |                    |               |                    |
| Level III Coaching Accreditation           | \$160.00           | \$0.00        | \$160.00           |
| Puff Bags (3 @ \$60)                       | \$120.00           | \$0.00        | \$120.00           |
| Jerseys (20 @ \$45)                        | \$450.00           | \$0.00        | \$450.00           |
| <b>60: SUMMER CONCERTS</b>                 |                    |               |                    |
| 10 Tuesday Concerts @ \$300                | \$2,850.00         | \$0.00        | \$2,850.00         |
| Helper's salary (10 x \$30)                | \$300.00           | \$0.00        | \$300.00           |
| Sodas                                      | \$50.00            | \$0.00        | \$50.00            |
| <b>70: SPECIAL PROJECTS</b>                |                    |               |                    |
| Athletic Lighting Fund                     | \$500.00           | \$0.00        | \$500.00           |
|                                            | <b>\$22,000.00</b> | <b>\$0.00</b> | <b>\$22,000.00</b> |