

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

3-Oct-04

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	9/01 BALANCE	INCOME	EXPENSE	9/30 BALANCE
01: General Fund	\$20,830.68	-\$4,268.84	-\$86.36	\$16,475.48
03: Golden Age Club	3,271.17	413.00	-202.99	3,481.18
06: Ballet/Jazz/Tap	5,172.67	0.00	0.00	5,172.67
07: Gymnastics	2,301.61	0.00	0.00	2,301.61
09: Soccer	5,826.66	180.00	-491.96	5,514.70
10: Weightlifting	4,819.99	0.00	-46.00	4,773.99
11: Basketball	428.02	0.00	0.00	428.02
14: Tae Kwon Do	1,309.56	0.00	0.00	1,309.56
15: Aikido	4,677.63	0.00	0.00	4,677.63
16: Wrestling	1,743.14	0.00	0.00	1,743.14
20: Tennis	253.61	0.00	0.00	253.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	3,893.59	529.00	0.00	4,422.59
31: Youth Softball	4,298.57	805.00	-3,658.30	1,445.27
40: Football	17,137.38	8,405.50	-8,310.76	17,232.12
41: Football Cheerleading	235.63	2,411.00	-1,945.00	701.63
43: North Bay Rugby	1,481.20	735.00	-360.00	1,856.20
46: Skateboard Park	7,130.73	402.77	-498.46	7,035.04
48: Martial Arts Unlimited	4,005.71	250.00	-517.65	3,738.06
49: North Bay Rugby Youth Pgm	1,345.94	0.00	-363.69	982.25
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,978.73	795.00	0.00	3,773.73
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	122.78	0.00	0.00	122.78
62: Parks/Special Events	3,835.94	50.00	0.00	3,885.94
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	10,832.82	1,317.00	-6,604.94	5,544.88
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	0.00	0.00	0.00	0.00
TOTALS	\$118,015.51	\$12,024.43	-\$23,086.11	\$106,953.83

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
09/08	-500.00	TFR - City \$ to Football	
09/08	-3,500.00	TFR - City \$ to Football	
09/22	-28.96	TFR - City \$ to Skateboard Park	
09/09	-234.48	CHECKCARD - Staples (printer Ink Cartridges)	
09/16	-80.73	CHECKCARD - Pitney Bowes (postage meter cartirdges)	
09/17	105.20	HCCSB Pepsi machine revenue	
09/24	-30.00	Stop Payment Fee (Rugby check, #20624 (8/4/94))	
09/30	-6.50	Items Deposited Fee	
09/30	4.50	Interest (Harford Natl)	
09/30	2.13	Interest (Bank of America)	
** Subtotal **			-4,268.84
** PROGRAM 03: GOLDEN AGE CLUB			
09/21	100.00	Card Sales	
09/29	313.00	Anniversary luncheon	
** Subtotal **			413.00
** PROGRAM 09: SOCCER			
09/09	80.00	Registrations	
09/30	100.00	Registrations	
** Subtotal **			180.00
** PROGRAM 30: BASEBALL			
09/30	529.00	Registrations (APG)	
** Subtotal **			529.00
** PROGRAM 31: YOUTH SOFTBALL			
09/03	500.00	???	
09/13	105.00	Reg (Hullett)	
09/27	200.00	Unknown	
** Subtotal **			805.00
** PROGRAM 40: FOOTBALL			
09/08	3,500.00	City \$ - Helmet Reconditioning	
09/08	500.00	City \$ - Safety Equipment	
09/08	2,316.00	T-Shirt revenue	
09/16	140.00	T-Shirts, etc	
09/13	-5.00	Bad Chk Svc Chg (B. Frink)	
09/13	-50.00	Bad Check (Bessie Frink)	
09/15	1,720.00	Concession revenue	
09/24	284.50	Misc	
** Subtotal **			8,405.50
** PROGRAM 41: CHEERLEADING			
09/08	497.00	Decal fundraiser	
09/08	940.00	Decal fundraiser	
09/08	668.00	Competition fees	
09/23	506.00	Competition fees	
09/08	75.00	???	

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 41: CHEERLEADING (CONT)		
09/08	-100.00	BANK ADJ deposit lowered
09/13	-28.00	Bad Check (Lakisha Edwards)
09/13	-5.00	Bad Chk Svc Chg (A. Johnson)
09/13	-60.00	Bad Check (Alfred Johnson)
09/13	-5.00	Bad Chk Svc Chg (Alfred Johnso
09/13	-5.00	Bad Chk Svc Chg (S. Spencer)
09/13	-28.00	Bad Check (Alfred Johnson)
09/13	-5.00	Bad Chk Svc Chg (L. Edwards)
09/13	-12.00	Bad Check (Sandra Spencer)
09/29	-5.00	Bad Chk Svc Chg (L. Hinkle)
09/29	-22.00	Bad Check (Lorie Hinkle)
** Subtotal **		2,411.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY		
09/01	375.00	Registrations
09/23	360.00	VOID Check #20624 (8/4/94)
** Subtotal **		735.00
** PROGRAM 46: SKATEBOARD PARK		
09/22	28.96	City \$ - Telephone Service (Se
09/01	267.81	Park revenue
09/27	106.00	Park revenue
** Subtotal **		402.77
** PROGRAM 48: MARTIAL ARTS UNLIMITED		
09/13	80.00	Registrations
09/24	170.00	Registrations
** Subtotal **		250.00
** PROGRAM 53: BASKETBALL CHEERLEADING		
09/24	1,070.00	Registrations
09/29	-270.00	Bad Check (Patricia Rae-Clark)
09/29	-5.00	Bad Chk Svc Chg (P. Rae-Clark)
** Subtotal **		795.00
** PROGRAM 62: PARK/SPECIAL EVENTS		
09/29	50.00	Reservation - Festival Park
** Subtotal **		50.00
** PROGRAM 67: SWANFEST		
09/16	342.00	Bridal Show
09/16	1,130.00	Bridal Show
09/22	-175.00	Bad Check (Barbara Williams)
09/22	-5.00	Bad Chk Svc Chg (B. Williams)
09/29	25.00	SwanFest
** Subtotal **		1,317.00
*** Total ***		12,024.43

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
09/01	20649	Pitney Bowes, Inc.	86.36	Postage Meter Rental (10/16)
**	Subtotal	**		86.36
** PROGRAM 03: GOLDEN AGE CLUB				
09/08	20669	Kleinhenn Company	119.70	Cards for resale(Ref 152981)
09/29	20695	Patricia A. Cline	83.29	Petty Cash
**	Subtotal	**		202.99
** PROGRAM 09: SOCCER				
09/01	20651	Your Name Here, Inc.	491.96	T-shirts + Numbers #3829
**	Subtotal	**		491.96
** PROGRAM 10: WEIGHTLIFTING				
09/01	20650	Denton Spring Water Co.	46.00	Water (7 @ \$6.50) Aug '04
**	Subtotal	**		46.00
** PROGRAM 31: YOUTH SOFTBALL				
09/08	20655	Yorktowne Sports	2283.25	Shirts, Shorts, Visor (87)
09/08	20656	Yorktowne Sports	269.70	Dudley yellow softballs 6dz
09/08	20657	Yorktowne Sports	240.00	Dudley softballs (64@\$3.75)
09/08	20658	Baltimore Trophy House	625.35	Trophies(78@\$6.95), Keychains
09/15	20672	Amber Stewart	40.00	Umpire (2 gms @ \$20)
09/15	20671	Amanda Nickoles	20.00	Umpire (1 gm @ \$20)
09/15	20670	Loren Edwards	100.00	Umpire (5 gms @ \$20)
09/15	20673	Danice Gregorowicz	40.00	Umpire (2 gms @ \$20)
09/15	20674	Keira Gruber	40.00	Umpire (2 gms @ \$20)
**	Subtotal	**		3,658.30
** PROGRAM 40: FOOTBALL				
09/08	20662	Simply Funds, Inc.	805.40	Pizza fundraiser (Balance)
09/08	20659	Tidewater Incentives Grou	2045.00	T-Shirt Fundraiser
09/08	20661	C.M.S. Food Service	2976.65	Refrigerator for concession
09/08	20666	Mini Container, Inc.	38.71	Toilet Rental @ Baldwin Fld
09/08	20660	All Sports America	445.00	Youth game pants (30 prs)
09/23	20680	Sanford A. Fisher	2000.00	Concession + referee fee
**	Subtotal	**		8,310.76
** PROGRAM 41: FOOTBALL CHEERLEADING				
09/08	20667	H.B.C.C.L.	1125.00	HB Competition fees
09/08	20668	TLC Sign And Banner	820.00	Decal Fundraiser
**	Subtotal	**		1,945.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
09/23	20679	PSRFR	360.00	Referees for Spring 2004
**	Subtotal	**		360.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 46: SKATEBOARD PARK				
09/01	20652	Megan R. Pike	409.50	Salary (Aug) 63 hrs @ \$6.50
09/08	20665	Mini Container, Inc.	60.00	Toilet Rental (Aug) #P844
09/22	20676	Verizon	28.96	Telephone service @ N Deen
** Subtotal **			498.46	
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
09/22	20677	Mark L. Kegley	517.65	Kicking bags, shields, pads
** Subtotal **			517.65	
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
09/01	20653	Brian Hickey	363.69	Coaching certification
** Subtotal **			363.69	
** PROGRAM 67: SWANFEST				
09/08	20663	Homestead Publishing Co.	1694.30	Advertising (BridalShowcase)
09/08	20664	Jeff Teate	45.00	Deposit for SwanFest
09/29	20694	Chesapeake Rent All	890.64	Bridal Show - Tables, Linens
09/29	20693	Preston's Stationery, Inc	235.00	Programs for Bridal Show
09/29	20682	Harford Squadron Civil Ai	250.00	10-15 people to help
09/29	20687	Jennifer Hutt	325.00	Band for SwanFest (10/10/04)
09/29	20684	West Richardson	750.00	Pumpkins (1000)
09/29	20685	P. Craig Lanphear	500.00	Petty cash for SwanFest
09/29	20686	Elizabeth A. England	325.00	Band for SwanFest (10/10/04)
09/29	20683	Black Horse 4-H Club	150.00	Petting zoo
09/29	20688	Jeffe Teate Nothin' Up My	80.00	Magic Show (10/10/04)
09/29	20689	Pam Minor	250.00	Pre-school entertainer
09/29	20690	Jerry Rowan	750.00	Funny Guy Show (10/10/04)
09/29	20691	Don Shappelle	200.00	Folk singer (SwanFest)
09/29	20692	Bob Ayres	160.00	Fife & Drum (SwanFest)
** Subtotal **			6,604.94	
*** Total ***			23,086.11	

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
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
July	\$146.16	\$0.00	\$0.00	\$146.16
August	-\$113.20	\$0.00	\$0.00	-\$113.20
September	\$105.20	\$0.00	\$0.00	\$105.20
TOTAL - LAST 6 MON	\$227.91	\$0.00	\$0.00	\$227.91
AVG PER MONTH	\$37.99	\$0.00	\$0.00	\$37.99

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

40 FOOTBALL	Helmet Reconditioning	\$3,500.00
40 FOOTBALL	Safety Equipment	\$500.00
46 SKATEBOARD PARK	Telephone service	\$28.96

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 04 CITY BUDGET STATUS
As Of 9/30/2004

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
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
SUBTOTAL	\$2,870.00	\$0.00	\$2,870.00
06: BALLET			
Boom Boxes	\$100.00	\$0.00	\$100.00
Master classes for instructors (3)	\$500.00	\$0.00	\$500.00
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
09: SOCCER			
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
11: BASKETBALL			
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
16: WRESTLING			
Wrestling singlets	\$400.00	\$0.00	\$400.00
30: BASEBALL			
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
31: SOFTBALL			
Equipment & 1st Aid Supplies	\$900.00	\$0.00	\$900.00
40: FOOTBALL			
Helmet Reconditioning	\$3,500.00	\$3,500.00	\$0.00
Safety Equipment	\$500.00	\$500.00	\$0.00
43: NORTH BAY RUGBY - MEN			
Medical Kit for emergencies	\$150.00	\$0.00	\$150.00
Level II Coaching Certification (Joe Kaut)	\$80.00	\$0.00	\$80.00
46: SKATEBOARD PARK			
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	\$80.41	\$269.59
49: NORTH BAY YOUTH RUGBY			
1st aid kit, air pumps, field paint, etc	\$150.39	\$150.39	\$0.00
Level III coaching certification	\$170.00	\$170.00	\$0.00
Tournament Playoff	\$29.61	\$29.61	\$0.00
Uniform T-shirts	\$720.00	\$720.00	\$0.00
53: BASKETBALL CHEERLEADING			
Training Aids (DVDs, books, etc)	\$200.00	\$0.00	\$200.00
63: NORTH BAY RUGBY UNDER-10			
Level III Coaching Accreditation	\$160.00	\$0.00	\$160.00
1st Aid Kits, Air Pumps, Field Paint, etc	\$120.00	\$0.00	\$120.00
Uniform T-shirts	\$450.00	\$0.00	\$450.00
60: SUMMER CONCERTS			
10 Tuesday Concerts @ \$300	\$2,850.00	\$2,850.00	\$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	\$500.00	\$0.00	\$500.00
	\$22,000.00	\$8,350.41	\$13,649.59