

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

8-Nov-04

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	10/01 BALANCE	INCOME	EXPENSE	10/31 BALANCE
01: General Fund	\$16,475.48	-\$99.04	\$0.00	\$16,376.44
03: Golden Age Club	3,481.18	407.00	-2,102.13	1,786.05
06: Ballet/Jazz/Tap	5,172.67	11,460.73	-1,512.00	15,121.40
07: Gymnastics	2,301.61	1,150.00	-421.00	3,030.61
09: Soccer	5,514.70	1,163.00	-1,638.00	5,039.70
10: Weightlifting	4,773.99	60.00	-72.50	4,761.49
11: Basketball	428.02	960.00	0.00	1,388.02
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	-350.00	1,393.14
20: Tennis	253.61	0.00	0.00	253.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	4,422.59	0.00	-200.00	4,222.59
31: Youth Softball	1,445.27	0.00	0.00	1,445.27
40: Football	17,232.12	0.00	-1,679.00	15,553.12
41: Football Cheerleading	701.63	568.00	-858.00	411.63
43: North Bay Rugby	1,856.20	561.25	-420.00	1,997.45
46: Skateboard Park	7,035.04	301.02	-772.43	6,563.63
48: Martial Arts Unlimited	3,738.06	180.00	0.00	3,918.06
49: North Bay Rugby Youth Pgm	982.25	1,542.62	0.00	2,524.87
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	3,773.73	2,346.82	-3,269.14	2,851.41
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	3,885.94	25.00	0.00	3,910.94
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	5,544.88	4,404.00	-841.90	9,106.98
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	\$106,953.83	\$25,030.40	-\$14,136.10	\$117,848.13

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
10/05	-50.00	DEBIT MEMO Pitney Bowes (Postage renewal)	
10/06	-33.99	TFR City \$ to Skateboard	
10/27	-26.18	TFR City \$ to Skateboard (phone svc)	
10/28	118.85	HCCSB Pepsi machine revenue	
10/29	-75.95	CHECKCARD Website Domain Renewal (to Register.com)	
10/29	-38.75	Items Deposited Fee	
10/29	2.32	Interest (Bank of America)	
10/31	4.66	Interest (Harford Natl)	
** Subtotal **			-99.04
** PROGRAM 03: GOLDEN AGE CLUB			
10/06	3.00	Dues	
10/13	3.00	Dues	
10/06	238.00	Anniversary Luncheon	
10/13	82.00	Anniversary Luncheon	
10/20	36.00	Anniversary Luncheon	
10/13	45.00	White Elephant sale	
** Subtotal **			407.00
** PROGRAM 06: BALLET/JAZZ/TAP			
10/13	2,220.00	Registrations	
10/13	2,760.00	Registrations	
10/18	-120.00	Bad Check (Nerissa Bishop-Giles)	
10/18	-5.00	Bad Chk Svc Chg (N. Bishop-Giles)	
10/18	-120.00	Bad Check (Dana White)	
10/18	-5.00	Bad Chk Svc Chg (D. White)	
10/27	190.00	Registrations	
10/27	50.00	Picture rebate (LifeTouch)	
10/27	1,105.50	Pizza fundraiser	
10/27	3,077.25	Pizza fundraiser	
10/27	1,309.75	Pizza fundraiser	
10/27	998.23	Pizza fundraiser	
** Subtotal **			11,460.73
** PROGRAM 07: GYMNASTICS			
10/25	1,280.00	Registrations	
10/29	-40.00	Bad Check (Amy Fish)	
10/29	-5.00	Bad Chk Svc Chg (A. Fish)	
10/29	-80.00	Bad Check (Bobbie Hope)	
10/29	-5.00	Bad Chk Svc Chg (B. Hope))	
** Subtotal **			1,150.00
** PROGRAM 09: SOCCER			
10/05	1,163.00	Jackets	
** Subtotal **			1,163.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 10: WEIGHTLIFTING			
10/25	30.00	County money	
10/25	30.00	Dues	
** Subtotal **			60.00
** PROGRAM 11: BASKETBALL			
10/29	960.00	Registrations	
** Subtotal **			960.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
10/14	568.00	Competition fees	
** Subtotal **			568.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
10/12	561.25	Registrations?	
** Subtotal **			561.25
** PROGRAM 46: SKATEBOARD PARK			
10/06	33.99	City \$ - Wrist guards, Ramp maintenance	
10/27	26.18	City \$ - Phone service to N. Deen	
10/25	240.85	County money	
** Subtotal **			301.02
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
10/25	180.00	Registrations	
** Subtotal **			180.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
10/13	257.62	Fundraiser	
10/13	1,285.00	Registrations	
** Subtotal **			1,542.62
** PROGRAM 53: BASKETBALL CHEERLEADING			
10/13	2,346.82	Registrations	
** Subtotal **			2,346.82
** PROGRAM 62: PARK/SPECIAL EVENTS			
10/12	25.00	Festival Park reservation	
** Subtotal **			25.00
** PROGRAM 67: SWANFEST			
10/12	3,842.00	SwanFest	
10/12	15.00	SwanFest vendor	
10/12	180.00	Bridal Show	
10/25	367.00	County money	
** Subtotal **			4,404.00
*** Total ***			25,030.40

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
10/13	20707	Lisa Staudenecker	100.00	Anniv Luncheon entertain
10/20	20724	Bayou Restaurant	1918.00	38th Anniv Luncheon(137@\$14)
10/27	20734	Patricia A. Cline	84.13	Petty Cash
**	Subtotal	**		2,102.13
** PROGRAM 06: BALLET/JAZZ/TAP				
10/20	20725	Lynn Whye	60.00	Refund (Class cancelled)
10/27	20733	Leslie Perry	220.00	Salary (Oct) 10 hrs @ \$22
10/27	20731	Sarah J. Watt	616.00	Salary (Oct) 28 hrs @ \$22
10/27	20732	Amanda Cummings	616.00	Salary (Oct) 28 hrs @ \$22
**	Subtotal	**		1,512.00
** PROGRAM 07: GYMNASTICS				
10/27	20730	Roxanne R. Moretz	204.00	Salary (Oct) 12 hrs @ \$17
10/27	20729	Susan M. Brockmeyer	80.00	Salary (Oct) 5 hrs @ \$16
10/27	20728	Rhonda Schultz	65.00	Salary (Oct) 5 hrs @ \$13
10/27	20727	Megan Blackburn	72.00	Salary (Oct) 6 hrs @ \$12
**	Subtotal	**		421.00
** PROGRAM 09: SOCCER				
10/13	20711	Mini Container, Inc.	120.00	Toilet Rental(2) @ AMS (Sep)
10/27	20739	Tri-State Trophies	1218.00	Trophies (152 @ \$7), Plaques
10/27	20742	Kenneth W. Wilson	300.00	Referee Fees
**	Subtotal	**		1,638.00
** PROGRAM 10: WEIGHTLIFTING				
10/06	20703	Denton Spring Water Co.	39.50	Water (6 @ \$6.50) Sep '04
10/13	20712	Denton Spring Water Co.	33.00	Water (5 @ \$6.50) Aug '04
**	Subtotal	**		72.50
** PROGRAM 16: WRESTLING				
10/13	20715	UCWL	350.00	League fees
**	Subtotal	**		350.00
** PROGRAM 30: BASEBALL				
10/13	20720	William McKean	200.00	Umpire Fees (10 gms @ \$20)
**	Subtotal	**		200.00
** PROGRAM 40: FOOTBALL				
10/05	20698	Sanford A. Fisher	343.00	Hot Dig Machine
10/05	20697	Sanford A. Fisher	638.00	Referees (10/09/04)
10/13	20710	Mini Container, Inc.	60.00	Toilet Rental @ Baldwin Fld
10/13	20716	Lita Hash	638.00	Ref fees - 10/23/04 (6 gms)
**	Subtotal	**		1,679.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 41: FOOTBALL CHEERLEADING				
10/13	20723	Amber Baker	75.00	Refund (3-5 year old pgm)
10/13	20721	Sherri Thomas	75.00	Refund (3-5 year old pgm)
10/13	20722	Kasie Miller	150.00	Refunds (2) 3-5 year old pgm
10/13	20718	Stembridge Cheerleading	558.00	Competition Fees (93 @ \$6)
**	Subtotal	**	858.00	
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
10/13	20706	The Arena Club	420.00	Indoor practices (7) - Dep
**	Subtotal	**	420.00	
** PROGRAM 46: SKATEBOARD PARK				
10/06	20702	Cynthia M. Pike	102.77	Oct Fun Day treats, refresh
10/06	20700	Megan R. Pike	487.50	Salary (Sep) 75 hrs @ \$6.50
10/06	20701	Cynthia M. Pike	33.99	Wrist guards, maint paint
10/13	20709	Mini Container, Inc.	60.00	Toilet Rental @ N Deen Park
10/20	20726	Cynthia M. Pike	61.99	Trick or Treats
10/27	20743	Verizon	26.18	Telephone service @ N Deen
**	Subtotal	**	772.43	
** PROGRAM 53: BASKETBALL CHEERLEADING				
10/13	20717	Cheerleader & Danz Team	3269.14	Uniforms
**	Subtotal	**	3,269.14	
** PROGRAM 67: SWANFEST				
10/13	20708	Mike Getz	468.72	Sea of Balls rental, etc
10/13	20719	MRPA	70.00	MRPA Membership Renewal
10/27	20736	Karen Tegges	68.49	Decorations for '04 HdG Candl
10/27	20737	Karen Green	52.93	Decorations for '04 HdG Candl
10/27	20738	J. Priscilla Davis	81.76	Decorations for '04 HdG Candl
10/27	20735	Pam Minor	100.00	2nd show at SwanFest (10/10)
**	Subtotal	**	841.90	
*** Total ***			14,136.10	

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
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
October	\$118.85	\$0.00	\$0.00	\$118.85
TOTAL - LAST 6 MON	\$257.01	\$0.00	\$0.00	\$257.01
AVG PER MONTH	42.84	\$0.00	\$0.00	\$42.84

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

46 SKATEBOARD PARK Wrist guards, ramp maint, etc.	\$33.99
46 SKATEBOARD PARK Telephone service	\$26.18

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.aberdeenpr.com.

Gene Gall
Treasurer

VI. FY 04 CITY BUDGET STATUS

As Of 10/31/2004

	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	<u>\$2,870.00</u>	<u>\$0.00</u>	<u>\$2,870.00</u>
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	\$19.00	\$81.00
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	\$14.99	\$185.01
Phone service (12 months @ \$29)	\$350.00	\$106.59	\$243.41
49: NORTH BAY YOUTH RUGBY			
1st aid kit, air pumps, field paint, etc	\$270.39	\$150.39	\$120.00
Level III coaching certification	\$330.00	\$170.00	\$160.00
Tournament Playoff	\$29.61	\$29.61	\$0.00
Uniform T-shirts	\$1,170.00	\$720.00	\$450.00
53: BASKETBALL CHEERLEADING			
Training Aids (DVDs, books, etc)	\$200.00	\$0.00	\$200.00
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
	<u>\$22,000.00</u>	<u>\$8,410.58</u>	<u>\$13,589.42</u>