

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

6-Dec-04

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>11/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>11/31 BALANCE</b>
01: General Fund	\$16,376.44	-\$2,064.45	-\$702.00	\$13,609.99
03: Golden Age Club	1,786.05	80.00	-139.09	1,726.96
06: Ballet/Jazz/Tap	15,121.40	420.60	-4,338.75	11,203.25
07: Gymnastics	3,030.61	0.00	0.00	3,030.61
09: Soccer	5,039.70	3,690.00	-1,264.00	7,465.70
10: Weightlifting	4,761.49	0.00	-39.50	4,721.99
11: Basketball	1,388.02	2,715.00	0.00	4,103.02
14: Tae Kwon Do	1,309.56	310.00	0.00	1,619.56
15: Aikido	4,677.63	600.00	-160.00	5,117.63
16: Wrestling	1,393.14	440.00	0.00	1,833.14
20: Tennis	253.61	0.00	0.00	253.61
23: Men's Fitness	388.15	0.00	0.00	388.15
30: Baseball	4,222.59	0.00	-150.00	4,072.59
31: Youth Softball	1,445.27	0.00	0.00	1,445.27
40: Football	15,553.12	1,135.00	-4,250.70	12,437.42
41: Football Cheerleading	411.63	0.00	-841.52	-429.89
43: North Bay Rugby	1,997.45	0.00	-1,165.00	832.45
46: Skateboard Park	6,563.63	410.24	-551.83	6,422.04
48: Martial Arts Unlimited	3,918.06	0.00	0.00	3,918.06
49: North Bay Rugby Youth Pgm	2,524.87	926.28	0.00	3,451.15
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,851.41	0.00	-492.98	2,358.43
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	3,910.94	0.00	0.00	3,910.94
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	9,106.98	0.00	-118.53	8,988.45
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
<b>TOTALS</b>	<b>\$117,848.13</b>	<b>\$8,662.67</b>	<b>-\$14,213.90</b>	<b>\$112,296.90</b>

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
11/04	-300.00	Deposit slip order (1,200)
11/10	-1,500.00	TFR City \$ to SOCCER (Equip, etc.)
11/10	-171.00	TFR City \$ to GEN FUND (Comml Ins Premium)
11/25	-60.00	TFR City \$ to SKATEBOARD (Port-a-pot) Jun
11/25	-60.00	TFR City \$ to SKATEBOARD (Port-a-pot) Jul
11/25	-60.00	TFR City \$ to SKATEBOARD (Port-a-pot) Aug
11/25	-60.00	TFR City \$ to SKATEBOARD (Port-a-pot) Sep
11/25	-60.00	TFR City \$ to SKATEBOARD (Port-a-pot) Oct
11/25	-27.33	TFR City \$ to SKATEBOARD (Phone)
11/10	171.00	City \$ - Comml Property Insurance Premium
11/24	56.25	HCCSB Pepsi machine revenue
11/30	4.52	Interest (Harf Natl)
11/30	2.11	Interest (Bank of America)
** Subtotal **		-2,064.45
** PROGRAM 03: GOLDEN AGE CLUB		
11/10	80.00	Greeting Card Sales
** Subtotal **		80.00
** PROGRAM 06: BALLET/JAZZ/TAP		
11/01	-5.00	Bad Chk Svc Chg (P. Surette)
11/01	-60.00	Bad Check (Pamela Surette)
11/01	-5.00	Bad Chk Svc Chg (K. Smith)
11/01	-81.25	Bad Check (Katherine Smith)
11/02	160.60	Pizza fundraiser
11/02	125.00	Redeposited bad check
11/04	10.00	Deposit correction (10/29/04)
11/24	276.25	Recovered bad check
** Subtotal **		420.60
** PROGRAM 09: SOCCER		
11/10	1,500.00	City \$ - 1st Aid, Equipment, etc.
11/19	740.00	Registrations
11/24	670.00	Registrations
11/24	780.00	Registrations
** Subtotal **		3,690.00
** PROGRAM 11: BASKETBALL		
11/03	-30.00	Bad Check (Tammy Brown)
11/03	-5.00	Bad Chk Svc Chg (T. Brown)
11/08	420.00	Registrations
11/08	1,200.00	Registrations
11/15	600.00	Registrations
11/15	570.00	Registrations
11/15	-100.00	Non-cash Deposit Correction
11/29	60.00	Registrations
** Subtotal **		2,715.00

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 14: TAE KWON DO			
11/29	310.00	Registrations	
** Subtotal **			310.00
** PROGRAM 15: AIKIDO			
11/09	600.00	Registrations	
** Subtotal **			600.00
** PROGRAM 16: WRESTLING			
11/23	440.00	Registrations	
** Subtotal **			440.00
** PROGRAM 40: FOOTBALL			
11/09	1,135.00	Misc	
** Subtotal **			1,135.00
** PROGRAM 46: SKATEBOARD PARK			
11/18	82.91	Park Revenue	
11/25	60.00	City \$ - Port-a-pot (N. Deen) Jun	
11/25	60.00	City \$ - Port-a-pot (N. Deen) Jul	
11/25	60.00	City \$ - Port-a-pot (N. Deen) Aug	
11/25	60.00	City \$ - Port-a-pot (N. Deen) Sep	
11/25	60.00	City \$ - Port-a-pot (N. Deen) Oct	
11/25	27.33	City \$ - Phone service (N. Deen)	
** Subtotal **			410.24
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
11/09	740.00	Registrations	
11/29	186.28	Registrations	
** Subtotal **			926.28
*** Total ***			8,662.67

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## III. CHECKS BY PROGRAM

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DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
11/03	20745	Bel Air Recreation Commit	100.00	Legal Defense Fund (2005)
11/10	20756	Dee's Flowers & Gifts	81.00	Flowers (Susan Tucker)#95917
11/11	20771	Erie Insurance Group	171.00	Comml Property InsurancePrem
11/11	20772	James McClenahan	250.00	Food for XMAS Board Meeting
11/12	20775	Gene A. Gall	100.00	IRS Return - Prep fee
** Subtotal **				702.00

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### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
11/25	20778	Cal Farley's Boys' Ranch	35.00	Memoriam Gift (Thelma Brosius)
11/25	20779	Ronald McDonald House	35.00	Memoriam (Mary Fraser)
11/25	20780	Patricia A. Cline	69.09	Petty Cash
**		Subtotal **		139.09
** PROGRAM 06: BALLET/JAZZ/TAP				
11/03	20746	P.D.Q. Distributors	4,338.75	Pizza Fundraiser Kits
**		Subtotal **		4,338.75
** PROGRAM 09: SOCCER				
11/10	20757	Churchville Recreation Co	245.00	ESSL Fall Tournament entries
11/11	20770	C&J Embroidery	899.00	Jackets (17) for program
11/11	20767	Mini Container, Inc.	120.00	Toilet Rental(2) @ AMS (Oct)
**		Subtotal **		1,264.00
** PROGRAM 10: WEIGHTLIFTING				
11/03	20747	Denton Spring Water Co.	39.50	Water (6 @ \$6.50) Oct '04
**		Subtotal **		39.50
** PROGRAM 15: AIKIDO				
11/10	20754	James O. Shell	80.00	Salary (Jul-Aug '04) 16 hrs
11/10	20755	James O. Shell	80.00	Salary (Sep-Oct '04) 16 hrs
**		Subtotal **		160.00
** PROGRAM 30: BASEBALL				
11/11	20766	Michelle Hash	150.00	Rental Fee for Fire Hall
**		Subtotal **		150.00
** PROGRAM 40: FOOTBALL				
11/03	20748	Mondell Moore	309.50	Custodian (Sep-Oct) 26hrs@\$15
11/03	20749	Christopher Browne	221.20	Custodian (Sep-Oct) 20hrs@\$16
11/11	20763	Golden Corral Restaurant	1350.00	Banquet (200 Youth@\$4.50+adlt)
11/11	20761	Tri-State Trophies	1360.00	Trophies (200 @ \$6.80)
11/11	20769	Mini Container, Inc.	60.00	Toilet Rental @ Baldwin Fld
11/11	20760	Olive Tree Restaurant	750.00	Dinner for Volunteers (30)
11/11	20762	Pat Guary	200.00	Banquet decorations&Team Moms
**		Subtotal **		4,250.70
** PROGRAM 41: FOOTBALL CHEERLEADING				
11/03	20750	Cheerleader & Danz Team	841.52	Overdue Shipping Charges
**		Subtotal **		841.52
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
11/12	20776	Ball's Out! Rugby	1165.00	Jerseys (23 @ \$58), etc
**		Subtotal **		1,165.00
** PROGRAM 46: SKATEBOARD PARK				
11/03	20751	Kenneth Bare	81.00	Salary (Sep) 13.5 hrs@\$6.00
11/11	20768	Mini Container, Inc.	60.00	Toilet Rental @ N Deen (Oct)
11/25	20781	Megan R. Pike	383.50	Salary (Oct) 59 hrs @ \$6.50
11/25	20782	Verizon	27.33	Telephone service @N Deen
**		Subtotal **		551.83

### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 53: BASKETBALL CHEERLEADING				
11/11	20765	Cheerleader & Danz Team	285.37	Additional Uniforms
11/11	20764	Tonya Maye	207.61	Boom boxes (2)
**		Subtotal **		492.98
** PROGRAM 67: SWANFEST				
11/03	20753	Caroline Jasper	100.00	Note cards (20 boxes)
11/03	20752	Karen Green	18.53	Decoration items (HdG Tour)
**		Subtotal **		118.53
***		Total ***		14,213.90

### 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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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
November	\$56.25	\$0.00	\$0.00	\$56.25
TOTAL - LAST 6 MON	\$313.26	\$0.00	\$0.00	\$313.26
AVG PER MONTH	\$52.21	\$0.00	\$0.00	\$52.21

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## V. TREASURER'S NOTES

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### 1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Commercial Property Ins Prem	\$171.00
09 SOCCER	Equipment, etc.	\$1,500.00
46 SKATEBOARD PARK	Port-a-pot (5 @ \$60) Jun-Oct	\$300.00
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.

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## V. TREASURER'S NOTES (CONT)

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### 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](http://www.aberdeenpr.com).

Gene Gall  
Treasurer

**VI. FY 04 CITY BUDGET STATUS**

As Of 11/30/2004

	BUDGETED	USED	BALANCE
<b>01: GENERAL FUND</b>			
Computer/Office Equipment	\$1,000.00	\$0.00	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00	\$171.00	\$329.00
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>\$171.00</b>	<b>\$2,699.00</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	\$1,200.00	\$0.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$300.00	\$0.00
<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	\$3,500.00	\$0.00
Safety Equipment	\$500.00	\$500.00	\$0.00
<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	\$19.00	\$81.00
1st aid supplies & disinfectant	\$50.00	\$0.00	\$50.00
Portable toilet (10 months @ \$60)	\$600.00	\$300.00	\$300.00
Safety gear	\$200.00	\$14.99	\$185.01
Phone service (12 months @ \$29)	\$350.00	\$79.26	\$270.74
<b>49: NORTH BAY YOUTH RUGBY</b>			
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
<b>53: BASKETBALL CHEERLEADING</b>			
Training Aids (DVDs, books, etc)	\$200.00	\$0.00	\$200.00
<b>60: SUMMER CONCERTS</b>			
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
<b>70: SPECIAL PROJECTS</b>			
Athletic Lighting Fund	\$500.00	\$0.00	\$500.00
	<b>\$22,000.00</b>	<b>\$10,354.25</b>	<b>\$11,645.75</b>