

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

5-Jan-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	12/01 BALANCE	INCOME	EXPENSE	12/31 BALANCE
01: General Fund	\$13,609.99	-\$1,501.82	-\$518.46	\$11,589.71
03: Golden Age Club	1,726.96	77.50	-144.69	1,659.77
06: Ballet/Jazz/Tap	11,203.25	2,140.00	-5,360.90	7,982.35
07: Gymnastics	3,030.61	40.00	-392.00	2,678.61
09: Soccer	7,465.70	300.00	-264.00	7,501.70
10: Weightlifting	4,721.99	0.00	-33.00	4,688.99
11: Basketball	4,103.02	1,152.50	-1,187.50	4,068.02
14: Tae Kwon Do	1,619.56	0.00	-73.55	1,546.01
15: Aikido	5,117.63	425.00	0.00	5,542.63
16: Wrestling	1,833.14	0.00	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	4,072.59	0.00	0.00	4,072.59
31: Youth Softball	1,445.27	0.00	0.00	1,445.27
40: Football	12,437.42	0.00	-514.75	11,922.67
41: Football Cheerleading	-429.89	0.00	0.00	-429.89
43: North Bay Rugby	832.45	705.00	-435.00	1,102.45
46: Skateboard Park	6,422.04	125.98	-85.98	6,462.04
48: Martial Arts Unlimited	3,918.06	145.00	0.00	4,063.06
49: North Bay Rugby Youth Pgm	3,451.15	350.00	-3,077.00	724.15
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,358.43	0.00	0.00	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	8,988.45	1,031.48	-1,148.80	8,871.13
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	\$112,296.90	\$4,990.64	-\$13,235.63	\$104,051.91

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
12/06	-30.00	Stop Payment Fee - Chk#20738	
12/14	-366.31	TFR City \$ (Uniforms)	
12/14	-363.69	TFR City \$ (Coaching certif)	
12/17	465.00	HCCSB Candy Machine Revenue	
12/22	372.15	City \$ - New PC for Office	
12/22	-372.15	TFR City \$ (Office PC)	
12/29	-1,187.50	TFR City \$ (Uniforms)	
12/29	-25.98	TFR City \$ (Phone service)	
12/31	1.99	Interest (Bank of America)	
12/31	4.67	Interest (Harford National)	
** Subtotal **			-1,501.82
** PROGRAM 03: GOLDEN AGE CLUB			
12/14	75.50	Greeting card sales	
12/14	2.00	Dues	
** Subtotal **			77.50
** PROGRAM 06: BALLET/JAZZ/TAP			
12/02	70.00	Costumes	
12/02	2,005.00	Costumes	
12/07	-5.00	Bad Chk Svc Chg (B. Card)	
12/07	-35.00	Bad Check (Brenda Card)	
12/08	105.00	Costumes	
** Subtotal **			2,140.00
** PROGRAM 07: GYMNASTICS			
12/13	40.00	Reg (Bad Chk Re-collected)	
** Subtotal **			40.00
** PROGRAM 09: SOCCER			
12/17	260.00	Photo Commission (LifeTouch)	
12/17	40.00	Registrations	
** Subtotal **			300.00
** PROGRAM 11: BASKETBALL			
12/08	-30.00	Bad Check (Davina Denson)	
12/08	-5.00	Bad Chk Svc Chg (D. Denson)	
12/29	1,187.50	City \$ - Uniforms	
** Subtotal **			1,152.50
** PROGRAM 15: AIKIDO			
12/30	425.00	Registrations	
** Subtotal **			425.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
12/02	285.00	Registrations	
12/14	420.00	TFR - 1st Arena chk #20706	
** Subtotal **			705.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 46: SKATEBOARD PARK			
12/22	100.00	Park Revenue	
12/29	25.98	City \$ - Phone Service (Dec)	
** Subtotal **			125.98
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
12/02	145.00	Registrations	
12/07	-5.00	Bad Chk Svc Chg (S. Bailey)	
12/07	-5.00	Bad Check (Sheran Bailey)	
12/23	10.00	Registration (bad check)	
** Subtotal **			145.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
12/14	363.69	City \$ - Coaching certif	
12/14	366.31	City \$ - Uniforms	
12/14	-420.00	TFR - 1st Arena chk #20706	
12/31	40.00	Registrations	
** Subtotal **			350.00
** PROGRAM 67: SWANFEST			
12/06	81.76	Stop Payment - Chk #20738	
12/08	949.72	SwanFest	
** Subtotal **			1,031.48
*** Total ***			4,990.64

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
12/02	20784	Pitney Bowes, Inc.	86.36	Postage Meter Rental
12/30	EFT	Pitney-Bowes	50.00	Postage meter refill
12/17	VISA	Juno Online	9.95	Dialup Internet Service
12/22	VISA	Dell Catalog Sales	19.95	Dell optical mouse
12/22	VISA	Dell Catalog Sales	352.20	Refurbished Pentium 4 PC
** Subtotal **				518.46
** PROGRAM 03: GOLDEN AGE CLUB				
12/15	20815	Patricia A. Cline	144.69	Petty Cash
** Subtotal **				144.69

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 06: BALLET/JAZZ/TAP				
12/02	20786	Leslie Perry	88.00	Salary (Nov) 4 hrs @ \$22
12/02	20787	Sarah J. Watt	528.00	Salary (Nov) 24 hrs @ \$22
12/02	20788	Amanda Cummings	528.00	Salary (Nov) 24 hrs @ \$22
12/08	20805	Sandra Weeks	188.46	Costumes (\$144.85) & Exp
12/15	20813	Sarah J. Watt	352.00	Salary (Dec) 16 hrs @ \$22
12/15	20814	Amanda Cummings	352.00	Salary (Dec) 16 hrs @ \$22
12/22	20820	Amanda Cummings	3324.44	Costumes [Dansco]
**	Subtotal	**		5,360.90
** PROGRAM 07: GYMNASTICS				
12/02	20791	Susan M. Brockmeyer	32.00	Salary (Nov) 2 hrs @ \$16
12/02	20792	Megan Blackburn	108.00	Salary (Nov) 9 hrs @ \$12
12/02	20793	Rhonda Schultz	65.00	Salary (Nov) 5 hrs @ \$13
12/02	20794	Roxanne R. Moretz	136.00	Salary (Nov) 8 hrs @ \$17
12/02	20795	Lea Cattagio	51.00	Salary (Nov) 6 hrs @ \$8.50
**	Subtotal	**		392.00
** PROGRAM 09: SOCCER				
12/02	20796	C&J Embroidery	264.00	Jackets (5) for children
**	Subtotal	**		264.00
** PROGRAM 10: WEIGHTLIFTING				
12/02	20785	Denton Spring Water Co.	33.00	Water (5 @ \$6.50) Nov '04
**	Subtotal	**		33.00
** PROGRAM 11: BASKETBALL				
12/29	20824	Your Name Here, Inc.	1187.50	Shorts(5@\$14), Tank Shirts
**	Subtotal	**		1,187.50
** PROGRAM 14: TAE KWON DO				
12/22	20821	Kathryn Dugan	73.55	Belts for rank testing (8)
**	Subtotal	**		73.55
** PROGRAM 40: FOOTBALL				
12/08	20802	Tidewater Incentives Grou	514.75	T-Shirt Fundraiser
**	Subtotal	**		514.75
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
12/29	20825	Potomac Rugby Union	435.00	2004 PRU Fees & Dues (Final)
**	Subtotal	**		435.00
** PROGRAM 46: SKATEBOARD PARK				
12/08	20809	Mini Container, Inc.	60.00	Toilet Rental @ N Deen (Nov)
12/29	20823	Verizon	25.98	Telephone service @ N Deen
**	Subtotal	**		85.98
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
12/02	20790	Evania Garcia	75.00	Refund (female)
12/08	20803	Steamroller Rugby Supply	2582.00	Jerseys (34) + Shorts&Socks
12/08	20804	The Arena Club	420.00	Indoor practices (7) - Bal
**	Subtotal	**		3,077.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST				
12/02	20789	P. Craig Lanphear	150.00	Christmas Tree/Refreshmens
12/02	20797	Karen Tegges	47.05	Expenses for 2004 HdG Tour
12/02	20798	J. Priscilla Davis	19.98	Expenses for 2004 HdG Tour
12/02	20799	Karen Green	8.66	Expenses for HdG Tour
12/02	20800	J. Priscilla Davis	81.76	Expenses (2004 HdG Tour)
12/08	20806	Lauren Althouse	100.00	Harpist @ HdG Tour
12/08	20807	Karen Green	5.83	HdG candlelight tour (Paint)
12/08	20808	Karen Tegges	53.03	Expenses for 2004 HdG Tour)
12/15	20811	J. Priscilla Davis	20.99	Decorations (2004 HdG Tour)
12/15	20812	Alan Kootsher	250.00	Murder Mystery Dinner - Dep
12/21	20817	Richard G. Herbig	285.50	Entertainment Exp for Tour
12/21	20818	Keith Williams	50.00	Luminaries for HdG Tour
12/21	20819	Harford Co Dept of Parks	76.00	Wreaths for HdG Tour
**	Subtotal	**	1,148.80	
*** Total ***			13,235.63	

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
-----	-----	-----	-----	-----
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
December	\$0.00	\$0.00	\$465.00	\$465.00
TOTAL - LAST 6 MON	\$313.26	\$0.00	\$465.00	\$778.26
AVG PER MONTH	\$52.21	\$0.00	\$77.50	\$129.71

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Dell PC for Office	\$372.15
11 BASKETBALL	Uniforms	\$1,187.50
46 SKATEBOARD PARK	Telephone service	\$25.98
49 RUGBY YOUTH	Coaching certification expense	\$363.69
49 RUGBY YOUTH	Uniforms	\$366.31

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 12/31/2004

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$372.15	\$627.85
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
SUBTOTAL	\$2,870.00	\$543.15	\$2,326.85
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	\$1,200.00	\$0.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$300.00	\$0.00
11: BASKETBALL			
20 basketballs @ \$21.95, Misc supplies	\$512.50	\$0.00	\$512.50
Uniforms (20 @ \$35)	\$1,187.50	\$1,187.50	\$0.00
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	\$300.00	\$300.00
Safety gear	\$200.00	\$14.99	\$185.01
Phone service (12 months @ \$29)	\$350.00	\$105.24	\$244.76
49: NORTH BAY YOUTH RUGBY			
1st aid kit, air pumps, field paint, etc	\$150.39	\$150.39	\$0.00
Level III coaching certification	\$533.69	\$533.69	\$0.00
Tournament Playoff	\$29.61	\$29.61	\$0.00
Uniform T-shirts	\$1,086.31	\$720.00	\$366.31
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
	\$22,000.00	\$12,303.57	\$9,696.43