

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
FEBRUARY 2005**

7-Mar-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	02/01 BALANCE	INCOME	EXPENSE	02/28 BALANCE
01: General Fund	\$10,023.23	\$81.48	-\$266.23	\$9,838.48
03: Golden Age Club	3,006.21	220.00	-132.42	3,093.79
06: Ballet/Jazz/Tap	7,982.35	40.00	-968.00	7,054.35
07: Gymnastics	2,404.11	0.00	0.00	2,404.11
09: Soccer	6,924.55	20.00	0.00	6,944.55
10: Weightlifting	4,642.81	240.00	-20.75	4,862.06
11: Basketball	5,507.02	2,595.00	-6,605.00	1,497.02
14: Tae Kwon Do	1,446.01	270.00	-55.00	1,661.01
15: Aikido	5,477.63	0.00	0.00	5,477.63
16: Wrestling	1,953.14	168.95	0.00	2,122.09
20: Tennis	253.61	0.00	0.00	253.61
23: Men's Fitness	388.15	-388.15	0.00	0.00
30: Baseball	4,072.59	10,120.00	-1,041.50	13,151.09
31: Youth Softball	1,445.27	1,640.00	0.00	3,085.27
40: Football	11,922.67	0.00	-20.00	11,902.67
41: Football Cheerleading	-594.89	75.00	0.00	-519.89
43: North Bay Rugby	1,102.45	0.00	0.00	1,102.45
46: Skateboard Park	6,436.92	206.61	-25.04	6,618.49
48: Martial Arts Unlimited	4,198.06	105.00	0.00	4,303.06
49: North Bay Rugby Youth Pgm	776.07	2,423.64	-782.95	2,416.76
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,544.64	0.00	0.00	2,544.64
57: Inline Skating	0.00	0.00	0.00	0.00
58: North Bay Women's Rugby	325.00	-325.00	0.00	0.00
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	100.00	0.00	4,010.94
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	11,053.13	54.00	-2,400.00	8,707.13
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	\$106,693.05	\$17,646.53	-\$12,316.89	\$112,022.69

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
02/09	388.15	TFR Pgm 23 (Mens Fitness) to Pgm 01 (Gen Fund)	
02/09	-60.95	TFR City \$ to 49-Youth Rugby	
02/23	-25.04	TFR City \$ to 46-Skateboard Park	
02/23	-305.36	TFR City \$ to 49-Youth Rugby	
02/28	87.10	HCCSB Pepsi machine revenue	
02/28	-8.00	Items deposited fee	
02/28	1.35	Interest (Bank of America)	
02/28	4.23	Interest (Harford Natl Bank)	
** Subtotal **		81.48	
** PROGRAM 03: GOLDEN AGE CLUB			
02/01	99.00	Dues	
02/15	99.00	Dues	
02/22	22.00	Dues	
** Subtotal **		220.00	
** PROGRAM 06: BALLETT/JAZZ/TAP			
02/01	40.00	Registration (Bad Check Repaid)	
** Subtotal **		40.00	
** PROGRAM 09: SOCCER			
02/16	20.00	Registration	
** Subtotal **		20.00	
** PROGRAM 10: WEIGHTLIFTING			
02/18	240.00	Dues	
** Subtotal **		240.00	
** PROGRAM 11: BASKETBALL			
02/07	2,595.00	Registrations	
** Subtotal **		2,595.00	
** PROGRAM 14: TAE KWON DO			
02/09	270.00	Registrations	
** Subtotal **		270.00	
** PROGRAM 16: WRESTLING			
02/18	168.95	Registrations	
** Subtotal **		168.95	
** PROGRAM 23: MEN'S FITNESS			
02/09	-388.15	TFR unused pgm to Pgm 01 (Gen Fund)	
** Subtotal **		-388.15	

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 30: BASEBALL			
02/16	1,600.00	Sponsors	
02/18	1,780.00	Registration	
02/18	630.00	Registration	
02/18	270.00	Registration	
02/18	1,495.00	Registration	
02/18	90.00	Non-cash deposit correction (\$270 + \$90)	
02/28	1,655.00	Registrations	
02/28	2,600.00	Registrations	
** Subtotal **		10,120.00	
** PROGRAM 31: YOUTH SOFTBALL			
02/28	1,640.00	Registrations	
** Subtotal **		1,640.00	
** PROGRAM 41: FOOTBALL CHEERLEADING			
02/23	75.00	Void Check #20723 (3-5 Refund) [Amber Baker]	
** Subtotal **		75.00	
** PROGRAM 46: SKATEBOARD PARK			
02/18	181.57	Park revenue	
02/23	25.04	City \$ - Phone service to N Deen Park	
** Subtotal **		206.61	
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
02/07	105.00	Registrations	
** Subtotal **		105.00	
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
02/07	650.00	Registrations	
02/09	60.95	City \$ - 1st Aid Kit & Supplies	
02/23	325.00	TFR Women Rugby balance to Youth Rugby	
02/23	1,082.33	Registrations	
02/23	305.36	City \$ - Shorts & Jerseys	
** Subtotal **		2,423.64	
** PROGRAM 58: NORTH BAY WOMEN'S RUGBY			
02/23	-325.00	TFR Women Rugby balance to Youth Rugby	
** Subtotal **		-325.00	
** PROGRAM 62: PARK/SPECIAL EVENTS			
02/18	100.00	Festival park reservation	
** Subtotal **		100.00	
** PROGRAM 67: SWANFEST			
02/18	54.00	SwanFest	
** Subtotal **		54.00	
*** Total ***		17,646.53	

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
02/25	VISA	Staples	37.33	Inkjet paper (1 ream)
02/14	VISA	PureHost	218.95	Web Hosting (1 year)
02/01	VISA	NetZero	9.95	Internet Svc Provider
**	Subtotal	**		266.23
** PROGRAM 03: GOLDEN AGE CLUB				
02/16	20875	Margaret Jacobs	132.42	Petty Cash
**	Subtotal	**		132.42
** PROGRAM 06: BALLETT/JAZZ/TAP				
02/02	20853	Leslie Perry	132.00	Salary (Jan) 6 hrs @ \$22
02/02	20854	Sarah J. Watt	418.00	Salary (Jan) 19 hrs @ \$22
02/02	20855	Amanda Cummings	418.00	Salary (Jan) 19 hrs @ \$22
**	Subtotal	**		968.00
** PROGRAM 10: WEIGHTLIFTING				
02/02	20851	Denton Spring Water Co.	20.75	Water (3 @ \$6.50) Jan '05
**	Subtotal	**		20.75
** PROGRAM 11: BASKETBALL				
02/09	20864	Danny R. Pierce	2255.00	Referees & Scorers
02/09	20865	Steve Davis	150.00	Reimburse Travel team dep
02/09	20866	Bel Air Recreation Council	200.00	Team entry (1) 13-14 girls
02/09	20867	Bel Air Recreation Council	200.00	Team Entry (1) 9-10 boys
02/09	20868	Emmorton Recreation Council	400.00	Team entry (2) 11-12 girls
02/09	20869	Emmorton Recreation Council	200.00	Team entry (1) 9-10 girls
02/09	20870	Forest Hill Recreation Co	400.00	Team Entry (2) 11-12 boys
02/09	20871	Forest Hill Recreation Co	400.00	Team Entry (2) 13-14 boys
02/26	20883	Danny R. Pierce	2400.00	Referees & Scorers
**	Subtotal	**		6,605.00
** PROGRAM 14: TAE KWON DO				
02/09	20859	Kathryn Dugan	55.00	Referee Seminar
**	Subtotal	**		55.00
** PROGRAM 30: BASEBALL				
02/02	20850	Babe Ruth League, Inc..	292.00	Insurance premium
02/02	20852	Magnet America	687.50	AberdeenP&R Baseball magnets
02/16	20876	Babe Ruth League, Inc..	62.00	Charter fees
**	Subtotal	**		1,041.50
** PROGRAM 40: FOOTBALL				
02/09	20862	Donald Coulter	20.00	Wash & dry dirty uniforms
**	Subtotal	**		20.00
** PROGRAM 46: SKATEBOARD PARK				
02/23	20877	Verizon	25.04	Telephone service @ N Deen
**	Subtotal	**		25.04

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 49: NORTH BAY RUGBY YOUTH FGM				
02/09	20863	Ellen Hickey	60.95	1st aid & supplies (G U-19)
02/16	20874	EPRU	100.00	U19 Girls Membership
02/23	20879	Steamroller Rugby Supply	342.00	Shorts (18 @ \$19)
02/23	20880	USA Rugby	150.00	Dues (15 players @ \$10)
02/23	20881	Rugby Imports Limited	130.00	Oversize Jerseys (2 @ \$65)
**	Subtotal	**		782.95
** PROGRAM 67: SWANFEST				
02/02	20856	Manor Tavern	2400.00	Catering for Murder Mystery
**	Subtotal	**		2,400.00
***	Total	***		12,316.89

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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September '04	\$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
January '05	\$74.70	\$0.00	\$0.00	\$74.70
December	\$87.10	\$0.00	\$0.00	\$87.10
TOTAL - LAST 6 MON	\$442.10	\$0.00	\$465.00	\$907.10
AVG PER MONTH	\$73.68	\$0.00	\$77.50	\$151.18

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

46 SKATEBOARD PARK	Telephone service	\$25.04
49 RUGBY YOUTH	First Aid Kit & Supplies	\$60.95
49 RUGBY YOUTH	Shorts & Jerseys	\$305.36

2. OTHER TRANSACTIONS:

a. PGM 23 - MEN'S FITNESS: The \$388.15 balance of this obsolete program was transferred to 01 - GENERAL FUND.

b. PGM 30 - BASEBALL: A bank memo raised a 02/18/05 deposit from \$270 to \$360 because a \$90 check was left off the deposit slip [non-cash deposit correction].

c. PGM 41 - FOOTBALL CHEERLEADING: Check #20723 to Amber Baker in amount of \$75 was voided by the Treasurer. This refund check was written 10/13/04, contingent upon Ms. Baker returning her daughter's uniform for the failed 3-5 year-old Cheerleading program. Two other ladies complied and received their refunds for the same program but this lady never returned her gear to Craig Lanphear as specified.

d. PGM 58 - NORTH BAY RUGBY WOMEN: The last registered leaders of this inactive program agreed the program was defunct and asked their \$305.36 balance be donated to PGM 49 - NORTH BAY RUGBY YOUTH.

3. 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)

4. 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.

5. CITY MONEY REQUESTS:

a. All programs were mailed surveys in Jan about their needs for FY 05 City Money (to be available 07/01/05). The deadline for these surveys was 03/01/05. The Aberdeen Board of Parks & Recreation will to a "scrub" and trim these requests down to the total amount we expect to receive from the city of Aberdeen. These funds will be included in the Apr-Jun treasurer's reports and will be available 07/01/05.

b. The survey packet also included a Program Information Worksheet which basically allows a program to identify its officers and who is authorized to request purchases, flyers, use of facilities, etc. This form was also due back to the Treasurer by 03/01/05. Checks and purchase approvals will not be processed for any program delinquent in submitting this information.

c. Any FY 04 City Money (expiring 06/30/05) that hasn't been spent or committed by 05/01/05 will be reallocated by the Aberdeen Board at the May 05 meeting. Please read and heed: USE IT OR LOSE IT!

6. 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 02/28/2005

	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	<u>\$2,870.00</u>	<u>\$543.15</u>	<u>\$2,326.85</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	\$1,000.00	\$0.00
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	\$130.28	\$219.72
49: NORTH BAY YOUTH RUGBY			
1st aid kit, air pumps, field paint, etc	\$211.34	\$211.34	\$0.00
Level III coaching certification	\$533.69	\$533.69	\$0.00
Tournament Playoff	\$29.61	\$29.61	\$0.00
Uniform T-shirts	\$1,025.36	\$1,025.36	\$0.00
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>\$15,694.92</u>	<u>\$8,305.08</u>