

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

4-May-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	04/01 BALANCE	INCOME	EXPENSE	04/30 BALANCE
01: General Fund	\$7,557.79	-\$2,043.61	-\$1,274.89	\$4,239.29
03: Golden Age Club	3,026.06	197.98	-126.69	3,097.35
06: Ballet/Jazz/Tap	4,476.35	382.30	-1,959.55	2,899.10
07: Gymnastics	2,050.61	0.00	-337.00	1,713.61
09: Soccer	6,944.55	0.00	0.00	6,944.55
10: Weightlifting	6,682.11	0.00	-33.00	6,649.11
11: Basketball	3,033.02	0.00	-829.68	2,203.34
14: Tae Kwon Do	1,661.01	322.50	0.00	1,983.51
15: Aikido	5,477.63	0.00	0.00	5,477.63
16: Wrestling	1,672.09	0.00	0.00	1,672.09
20: Tennis	253.61	0.00	0.00	253.61
30: Baseball	12,392.90	8,330.90	-5,550.71	15,173.09
31: Youth Softball	1,389.22	1,415.00	-1,635.05	1,169.17
40: Football	7,572.13	10,040.00	-200.00	17,412.13
41: Football Cheerleading	3,597.11	11,205.50	-3,541.50	11,261.11
43: North Bay Rugby	784.95	500.00	0.00	1,284.95
46: Skateboard Park	6,838.56	354.39	-675.69	6,517.26
48: Martial Arts Unlimited	4,628.06	140.00	0.00	4,768.06
49: North Bay Rugby Youth Pgm	1,405.07	2,710.00	-282.55	3,832.52
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,998.64	0.00	0.00	1,998.64
57: Inline Skating	0.00	0.00	0.00	0.00
59: Extended Football Cheerldg	124.82	0.00	0.00	124.82
60: Summer Concerts	-297.22	0.00	0.00	-297.22
62: Parks/Special Events	4,185.94	0.00	0.00	4,185.94
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	7,876.89	0.00	0.00	7,876.89
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	7,641.00	0.00	0.00	7,641.00
71: Summer Basketball Academy	0.00	0.00	0.00	0.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$104,985.68	\$33,554.96	-\$16,446.31	\$122,094.33

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
04/13	-988.41	TFR: City \$ to GEN FUND (Ann Dinner)	
04/13	-1,200.00	TFR: City \$ to BASEBALL (uniforms)	
04/13	-600.00	TFR: City \$ to BASEBALL (1st aid)	
04/30	-81.00	TFR: City \$ to 46-Skatebrd (Maint)	
04/30	-142.30	TFR: City \$ to 06-Ballet (Instructor Master classes)	
04/13	988.41	City \$ - Volunteer Recognition	
04/29	-27.50	Items deposited fee (Bank of America)	
04/29	2.65	Interest (Bank of America)	
04/30	4.54	Interest (Harford Natl Bank)	
** Subtotal **			-2,043.61
** PROGRAM 03: GOLDEN AGE CLUB			
04/12	12.00	Dues	
04/19	116.33	White Elephant	
04/19	69.65	Greeting card resale	
** Subtotal **			197.98
** PROGRAM 06: BALLET/JAZZ/TAP			
04/20	240.00	Recital ticket sales	
04/30	142.30	City \$ - Master classes (Sarah Watt)	
** Subtotal **			382.30
** PROGRAM 14: TAE KWON DO			
04/06	322.50	Registrations	
** Subtotal **			322.50
** PROGRAM 30: BASEBALL			
04/05	200.00	Sponsor (Bonsack)	
04/05	155.00	Registrations	
04/06	270.00	Basket Bingo sponsors	
04/06	6,870.90	Basket Bingo revenue	
04/13	600.00	City \$ - 1st Aid kits, etc	
04/13	1,200.00	City \$ - Insurance, uniforms, etc	
04/13	-1,280.00	TFR: Fundraiser share to Softball	
04/22	80.00	Registrations	
04/27	200.00	Sponsor (Am Legion)	
04/27	35.00	Registration	
** Subtotal **			8,330.90
** PROGRAM 31: YOUTH SOFTBALL			
04/05	180.00	Registrations	
04/05	-670.00	Bank Adj - 3/15/05 deposit error	
04/06	90.00	Registrations	
04/06	200.00	Sponsor (Tobin)	
04/13	1,280.00	TFR: Fundraiser share from Baseball	
04/13	67.50	Fundraiser (Edwards)	
04/13	200.00	Sponsor (K & J)	
04/25	67.50	Registrations	
** Subtotal **			1,415.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 40: FOOTBALL		
04/12	6,740.00	Registrations
04/19	210.00	Bank Adj - Deposit Increased
04/19	3,165.00	Registrations
04/25	-70.00	Bad Check (Lakeisha Brooks)
04/25	-5.00	Bad Chk Svc Chg (L. Brooks)
** Subtotal **		10,040.00
** PROGRAM 41: FOOTBALL CHEERLEADING		
04/11	6,987.00	Registrations/Uniforms
04/11	515.50	Registrations/Uniforms
04/11	1,133.50	Registrations/Uniforms
04/11	1,107.50	Registrations/Uniforms
04/11	2,341.00	Registrations/Uniforms
04/14	-28.00	Bad Check (Travis Dean)
04/14	-5.00	Bad Chk Svc Chg (T. Dean)
04/14	-36.00	Bad Check (Sherri Blevins)
04/14	-5.00	Bad Chk Svc Chg (S. Blevins)
04/14	-36.00	Bad Check (Lisa Veale)
04/14	-5.00	Bad Chk Svc Chg (L. Veale)
04/14	-78.00	Bad Check (Susan Sampson)
04/14	-5.00	Bad Chk Svc Chg (S. Sampson)
04/14	-85.00	Bad Check (Chimere Moore)
04/14	-5.00	Bad Chk Svc Chg (C. Moore)
04/14	-85.00	Bad Check (Sherri Blevins)
04/14	-5.00	Bad Chk Svc Chg (S. Blevins)
04/14	-90.00	Bad Check (Lisa Ackinson)
04/14	-5.00	Bad Chk Svc Chg (L. Ackinson)
04/14	-65.00	Bad Check (Lisa McKinney)
04/14	-5.00	Bad Chk Svc Chg (L. McKinney)
04/14	-138.00	Bad Check (Lisa McKinney)
04/14	-5.00	Bad Chk Svc Chg (L. McKinney)
04/14	-78.00	Bad Check (Hether Redman)
04/14	-5.00	Bad Chk Svc Chg (H. Redman)
04/15	-105.00	Bad Check (Angela Jamerson)
04/15	-5.00	Bad Chk Svc Chg (A. Jamerson)
** Subtotal **		11,205.50
** PROGRAM 43: NORTH BAY MEN'S RUGBY		
04/19	500.00	Donation (LF Jennings Construction)
** Subtotal **		500.00
** PROGRAM 46: SKATEBOARD PARK		
04/19	70.00	Port-a-pot facility booking
04/19	203.39	Gate receipts
04/30	81.00	City \$ - Primer & paint for ramp
** Subtotal **		354.39
** PROGRAM 48: MARTIAL ARTS UNLIMITED		
04/22	140.00	Registrations
** Subtotal **		140.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM		
04/05	225.00	Registrations
04/11	1,265.00	Registrations
04/19	500.00	Donation (LF Jennings Construction)
04/19	440.00	Registrations - Summer
04/28	280.00	Registrations
** Subtotal **		2,710.00
*** Total ***		33,554.96

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
04/13	20974	Bel Air Recreation Commit	1100.00	Annual Dinner (40 @ \$27.50)
04/08	EFT	Pitney-Bowes	50.00	Postage meter refill
04/18	Visa	Juno Online Svcs	9.95	Internet service (monthly)
04/07	Visa	NetZero	9.95	Internet service - month
04/04	Visa	Staples	104.99	Adobe Acrobat 7.0 upgrade
** Subtotal **				1,274.89
** PROGRAM 03: GOLDEN AGE CLUB				
04/13	20978	American Heart Assn.	35.00	Memoriam Gift (HelenM.Tiffan)
04/30	21010	Margaret Jacobs	91.69	Petty cash
** Subtotal **				126.69
** PROGRAM 06: BALLET/JAZZ/TAP				
04/20	20992	Sarah J. Watt	418.00	Salary (Apr) 19 hrs @ \$22
04/20	20993	Leslie Perry	297.00	Salary (Apr) 13.5 hrs @ \$22
04/20	20994	Amanda Cummings	385.00	Salary (Apr) 17.5 hrs @ \$22
04/20	20995	Aberdeen High School Musi	100.00	Donation for Recital Help
04/20	20996	Aberdeen High School Dram	100.00	Donation for Recital Help
04/20	20997	Your Name Here, Inc.	517.25	T-Shirts (28@\$7.00, 45@\$6.25)
04/30	21008	Joy Of Dance Center, Inc.	142.30	Classes (3) [Sarah Watt]
** Subtotal **				1,959.55
** PROGRAM 07: GYMNASTICS				
04/20	20998	Susan M. Brockmeyer	80.00	Salary (Mar) 5 hrs @ \$16
04/20	20999	Lea Cattagio	85.00	Salary (Mar) 10 hrs @ \$8.50
04/20	21000	Megan Blackburn	120.00	Salary (Mar) 10 hrs @ \$12
04/20	21001	Rhonda Schultz	52.00	Salary (Mar) 4 hrs @ \$13
** Subtotal **				337.00
** PROGRAM 10: WEIGHTLIFTING				
04/06	20968	Denton Spring Water Co.	33.00	Water (5 @ \$6.50)
** Subtotal **				33.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 11: BASKETBALL				
04/06	20969	Danny R. Pierce	180.00	Referee fees
04/06	20970	Frank's Pizza	180.00	Banquet - Pizzas (30 @ \$6)
04/06	20971	Danny R. Pierce	63.68	Banquet - Sodas (16 @ \$3.79)
04/06	20972	Corey Nemmo	60.00	Referee (3 games @ \$20)
04/13	20980	Emmorton Recreation Counc	250.00	Tournament team entry-Girls
04/13	20981	Karen Woodland	96.00	Official (12 games @ \$8)
** Subtotal **				829.68
** PROGRAM 30: BASEBALL				
04/06	20967	Michelle Hash	1959.16	Basket Bingo fundraiser cost
04/13	20973	Anderson Lock & Key	223.60	Locks (8 @ \$27.95)
04/13	20977	Eabe Ruth League, Inc.	354.00	Insurance & charter fees
04/13	20979	Classic Team Sports	606.00	Ice packs, 1st aid, tape meas
04/20	20991	Your Name Here, Inc.	1527.95	T-Shirts (115@\$6.40, 115@\$6.05)
04/30	21003	The Printing Press	79.00	Raffle tickets (3000)
04/30	21009	Classic Team Sports	675.00	Field liner (5 25-lb bags)
04/30	21011	Harford Co Dept of Parks	126.00	Turface Soil Amendment (20)
** Subtotal **				5,550.71
** PROGRAM 31: YOUTH SOFTBALL				
04/13	20982	Aztec Team Sports, Inc.	298.05	Field liner, ice packs, ump
04/13	20983	Derrick Lozzi	249.00	Storage box (48 x 24)
04/13	20984	Derrick Lozzi	50.00	Lime supply
04/13	20985	Danny R. Pierce	680.00	Officials (30 games)
04/13	20986	K & J Athletic Apparel	308.00	Uniforms (8@\$35), shirts
04/30	21007	Derek Lozzi	50.00	Lime to line the fields
** Subtotal **				1,635.05
** PROGRAM 40: FOOTBALL				
04/13	20975	H.B.C.Y.F.L.	200.00	Team fees (8 @ \$25)
** Subtotal **				200.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
04/13	20976	Simply Funds	3541.50	Fundraiser costs (Spring'05)
** Subtotal **				3,541.50
** PROGRAM 46: SKATEBOARD PARK				
04/06	20964	Megan R. Pike	65.00	Salary (Mar) 10 hrs @ \$6.50
04/06	20965	Van's Stitchery	337.00	T-shirt order
04/30	21004	Cynthia M. Pike	99.99	Folding canopy [Target]
04/30	21005	Walmart	81.00	Primer & paint for maint
04/30	21006	Cynthia M. Pike	92.70	Film, stamps, concession
** Subtotal **				675.69
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
04/06	20966	Brad Spence	25.00	Referee (4/3/05 Girls' game)
04/13	20987	Ellen Hickey	175.39	Pizzas, hot dogs, etc
04/13	20988	U.S.A. Rugby	30.00	National registration (3)
04/13	20989	Joseph Kaut	52.16	Field liner paint (2 boxes)
** Subtotal **				282.55
*** Total ***				16,446.31

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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November	\$56.25	\$0.00	\$0.00	\$56.25
December '04	\$0.00	\$0.00	\$465.00	\$465.00
January '05	\$74.70	\$0.00	\$0.00	\$74.70
February	\$87.10	\$0.00	\$0.00	\$87.10
March	\$71.20	\$0.00	\$0.00	\$71.20
April	\$0.00	\$0.00	\$0.00	\$0.00
 TOTAL - LAST 6 MON	 \$289.25	 \$0.00	 \$465.00	 \$754.25
 AVG PER MONTH	 \$48.21	 \$0.00	 \$77.50	 \$125.71

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Volunteer recognition (Annual Dinner)	\$1,100.00
06 BALLET	Master classes (Sarah Watt)	\$142.30
30 BASEBALL	Uniforms	\$1,200.00
30 BASEBALL	1st aid kits, etc	\$600.00
46 SKATEBOARD PARK	Paint supplies for ramp maint	\$81.00

2. CITY MONEY REMAINING: Unspent FY 04 City Money was transferred back to GENERAL FUND for reallocation except as follows:

11 BASKETBALL	20 basketballs	\$512.50
46 SKATEBOARD PARK	Portable toilet (10 months @ \$60)	\$179.65
46 SKATEBOARD PARK	Phone service (12 months @ \$29)	\$79.30

3. CITY MONEY REALLOCATIONS: Unspent FY 04 City Money was reallocated as follows:

49 N BAY YOUTH RUGBY	Practice pinneys etc for summer program	\$500.00
60 SUMMER CONCERTS	New banner system	\$470.00

V. TREASURER'S NOTES (CONT)

4. DEPOSITS:

- 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.

5. 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.

6. **FY 05 CITY MONEY FUNDS:** See Part VII for FY 05 allocations approved by Aberdeen Board. These funds will be available 07/01/2005.

Gene Gall
Treasurer

VI. FY 04 CITY BUDGET STATUS
As Of 05/04/2005

	BUDGETED	USED	BALANCE	
01: GENERAL FUND				
Computer/Office Equipment	\$949.53	\$949.53	\$0.00	
Fire/Treasurer Bond Premium	\$382.00	\$382.00	\$0.00	
Volunteer Recognition	\$988.41	\$988.41	\$0.00	
Postage Meter & Contingencies	\$767.76	\$550.06	\$217.70	
SUBTOTAL	\$3,087.70	\$2,870.00	\$217.70	
06: BALLET				
Master classes for instructors (3)	\$142.30	\$142.30	\$0.00	
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	\$100.00	\$100.00	\$0.00	
30: BASEBALL				
Insurance fees, uniforms, etc	\$1,200.00	\$1,200.00	\$0.00	
1st aid kits, ice packs, etc	\$600.00	\$600.00	\$0.00	
31: SOFTBALL				
Equipment & 1st Aid Supplies	\$900.00	\$900.00	\$0.00	
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	\$0.00	\$0.00	\$0.00	
Level II Coaching Certification (Joe Kaut)	\$0.00	\$0.00	\$0.00	
46: SKATEBOARD PARK				
Maint, safety gear, 1st aid, etc	\$500.95	\$500.95	\$0.00	
Portable toilet (10 months @ \$60)	\$539.65	\$360.00	\$179.65	
Phone service (12 months @ \$29)	\$259.40	\$180.10	\$79.30	
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	
Practice pinneys, etc for summer pgm	\$500.00	\$0.00	\$500.00	500
53: BASKETBALL CHEERLEADING				
Training Aids (DVDs, books, etc)	\$0.00	\$0.00	\$0.00	
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	
Banner (7 yrs old & can't be cleaned)	\$470.00	\$0.00	\$470.00	470
70: SPECIAL PROJECTS				
Athletic Lighting Fund	\$500.00	\$500.00	\$0.00	
	<u>\$22,000.00</u>	<u>\$20,040.85</u>	<u>\$1,959.15</u>	

VII. FY 05 CITY BUDGET REQUESTS
For Fiscal Year 07/01/2005 - 06/30/2006
As Submitted 03/31/05

	AMOUNT APPROVED
01: GENERAL FUND	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$1,000.00
Postage Meter & Contingencies	\$965.00
SUBTOTAL	<u>\$3,465.00</u>
07: GYMNASTICS	
Liability Insurance	\$1,000.00
09: SOCCER	
3 sets uniforms, new goals for U-8, new ne	\$1,200.00
1st aid kits, shin guards, ice packs, etc	\$300.00
11: BASKETBALL	
New basketballs (24 @ \$22)	\$550.00
Uniforms (20 sets @ \$36)	\$700.00
Ball bags, lanyards, whistles, ref jerseys	\$230.00
Multipurpose scoreboard	\$370.00
30: BASEBALL	
Bats, bases, catchers' equip, etc	\$1,500.00
1st aid kits, ice packs, etc	\$300.00
31: SOFTBALL	
Batting helmets, bases, catchers equip	\$400.00
1st aid kits, ice packs	\$200.00
40: FOOTBALL	
Safety Equipment	\$3,000.00
41: FOOTBALL CHEERLEADING	
1st aid kits	\$160.00
Coaches certification	\$400.00
Cheerleading bullhorns	\$300.00
46: SKATEBOARD PARK	
Maint, safety gear, 1st aid, etc	\$350.00
Portable toilet (10 months @ \$60)	\$600.00
Phone service (12 months @ \$29)	\$350.00
49: NORTH BAY YOUTH RUGBY	
1st aid supplies for 5 teams	\$350.00
Postage, flyers, etc for 5 teams in 3 league	\$175.00
Replacement jerseys U-19 team	\$300.00
Scrum sled with ground rollers	\$1,250.00
53: BASKETBALL CHEERLEADING	
Coaching clinics, videos	\$200.00
60: SUMMER CONCERTS	
10 Tuesday Concerts @ \$300	\$3,000.00
Helper's salary (10 x \$30)	\$300.00
Sodas	\$50.00
70: SPECIAL PROJECTS	
Athletic Lighting Fund	\$1,000.00
TOTAL	<u><u>\$22,000.00</u></u>