

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

20-Jun-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	05/01 BALANCE	INCOME	EXPENSE	05/31 BALANCE
01: General Fund	\$4,239.29	\$790.16	-\$1,224.50	\$3,804.95
03: Golden Age Club	3,097.35	63.00	-366.90	2,793.45
06: Ballet/Jazz/Tap	2,899.10	145.00	-145.00	2,899.10
07: Gymnastics	1,713.61	0.00	-239.00	1,474.61
09: Soccer	6,944.55	0.00	0.00	6,944.55
10: Weightlifting	6,649.11	400.00	-33.00	7,016.11
11: Basketball	2,203.34	0.00	0.00	2,203.34
14: Tae Kwon Do	1,983.51	0.00	0.00	1,983.51
15: Aikido	5,477.63	375.00	-174.00	5,678.63
16: Wrestling	1,672.09	0.00	0.00	1,672.09
20: Tennis	253.61	0.00	0.00	253.61
30: Baseball	15,173.09	934.00	-550.25	15,556.84
31: Youth Softball	1,169.17	215.00	0.00	1,384.17
40: Football	17,412.13	1,580.00	-6,947.20	12,044.93
41: Football Cheerleading	11,261.11	120.00	-10,319.89	1,061.22
43: North Bay Rugby	1,284.95	1,057.00	0.00	2,341.95
46: Skateboard Park	6,517.26	681.14	-706.84	6,491.56
48: Martial Arts Unlimited	4,768.06	0.00	0.00	4,768.06
49: North Bay Rugby Youth Pgm	3,832.52	1,200.00	-427.09	4,605.43
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	365.00	0.00	4,550.94
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	7,876.89	460.00	-350.00	7,986.89
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	950.00	0.00	950.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$122,094.33	\$9,335.30	-\$21,483.67	\$109,945.96

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
05/11	-145.00	TFR: City \$ to 06-Master Class (Perry)
05/11	-25.52	TFR: City \$ to 46-Skatebrd (Phone svc)
05/18	-26.08	TFR: City \$ to 46-Skatebrd (Phone svc)
05/18	-250.00	TFR: City \$ to 46-Skatebrd (Port-a-pot rental)
05/04	-30.00	Stop Payment fee (Ann Dinner Chk)
05/04	1,100.00	VOID Check 20974 (Ann Dinner)
05/02	83.56	HCCSB Pepsi machine revenue
05/12	75.88	VISA reimbursements (Treasurer)
05/31	4.70	Interest (Harford National Bank)
05/31	2.62	Interest (Bank of America)
** Subtotal **		790.16
** PROGRAM 03: GOLDEN AGE CLUB		
05/10	8.00	Dues
05/17	55.00	Greeting card sales
** Subtotal **		63.00
** PROGRAM 06: BALLET/JAZZ/TAP		
05/11	145.00	City \$ - Master class (Leslie Perry)
** Subtotal **		145.00
** PROGRAM 10: WEIGHTLIFTING		
05/13	400.00	Dues
** Subtotal **		400.00
** PROGRAM 15: AIKIDO		
05/03	375.00	Registrations
** Subtotal **		375.00
** PROGRAM 30: BASEBALL		
05/12	619.00	Raffle fundraiser
05/25	115.00	Registrations
05/25	200.00	Sponsor (Summit)
** Subtotal **		934.00
** PROGRAM 31: YOUTH SOFTBALL		
05/24	45.00	Registrations
05/24	170.00	T-shirt fundraiser
** Subtotal **		215.00
** PROGRAM 40: FOOTBALL		
05/02	1,295.00	Registrations
05/11	-120.00	TFR: Bad Check from 41 to 40 (Jamerson)
05/25	405.00	Registrations
** Subtotal **		1,580.00
** PROGRAM 41: FOOTBALL CHEERLEADING		
05/11	120.00	TFR: Bad Check from 41 to 40 (Jamerson)
** Subtotal **		120.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
05/23	1,040.00	Tournament entry fees	
05/27	17.00	T-Shirt purchases	
** Subtotal **			1,057.00
** PROGRAM 46: SKATEBOARD PARK			
05/11	25.52	City \$ - Phone service (N. Deen Pk)	
05/18	26.08	City \$ - Phone service (N. Deen Pk)	
05/18	250.00	City \$ - Port-a-pot rental (N. Deen Pk)	
05/13	88.65	Park revenue	
05/18	120.90	Park revenue	
05/19	-30.00	Stop payment order chk #21004	
05/19	99.99	VOID Check 21004 (Pike - Target)	
05/31	100.00	Party (Miller)	
** Subtotal **			681.14
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
05/11	390.00	Registrations	
05/31	810.00	Registrations	
** Subtotal **			1,200.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
05/13	365.00	Festival Park reservations	
** Subtotal **			365.00
** PROGRAM 67: SWANFEST			
05/13	460.00	SwanFest	
** Subtotal **			460.00
** PROGRAM 71: SUMMER BASKETBALL ACADEMY			
05/11	950.00	Registrations - Deposited 04/19/05	
** Subtotal **			950.00
*** Total ***			9,335.30

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
05/02	VISA	Murphy USA	15.97	Gas [Treas] reimbursed
05/02	VISA	Walmart	53.64	Merchandise [Treas] reimb
05/03	VISA	NetZero Internet	9.95	Office internet service
05/04	21012	Bel Air Recreation Commit	1100.00	Annual Dinner (40 @ \$27.50)
05/16	VISA	Juno Online Services	9.95	Dialup internet service
05/31	VISA	McAfee	34.99	Antivirus software (1-year)
** Subtotal **				1,224.50

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
05/11	21026	Margaret Jacobs	47.93	Petty cash
05/11	21025	Rosemary L. Donovan	123.00	Card assortment for resale
05/18	21038	Kleinhenn Company	133.25	Cards for resale
05/25	21045	Margaret Jacobs	62.72	Petty cash
**	Subtotal	**		366.90
** PROGRAM 06: BALLET/JAZZ/TAP				
05/11	21030	The Rage Box Contemporary	145.00	Master classes (LesliePerry)
**	Subtotal	**		145.00
** PROGRAM 07: GYMNASTICS				
05/04	21019	Susan M. Brockmeyer	64.00	Salary (Apr) 4 hrs @ \$16
05/04	21020	Megan Blackburn	72.00	Salary (Apr) 6 hrs @ \$12
05/04	21018	Lea Cattagio	51.00	Salary (Apr) 6 hrs @ \$8.50
05/04	21021	Rhonda Schultz	52.00	Salary (Apr) 4 hrs @ \$13
**	Subtotal	**		239.00
** PROGRAM 10: WEIGHTLIFTING				
05/04	21013	Denton Spring Water Co.	33.00	Water (5 @ \$6.50)
**	Subtotal	**		33.00
** PROGRAM 15: AIKIDO				
05/04	21023	James O. Shell	90.00	Salary (Mar-Apr) 15 hrs @ \$6
05/04	21022	James O. Shell	84.00	Salary (Jan-Feb) 14 hrs @ \$6
**	Subtotal	**		174.00
** PROGRAM 30: BASEBALL				
05/11	21024	Tharpe And Green Mill, In	40.00	Turf Liner (10 50-lb bags)
05/18	21041	Site Services, LLC	120.00	Port-a-pot rental (2)
05/18	21039	Your Name Here, Inc.	390.25	Caps(35), Umpire caps(7)
**	Subtotal	**		550.25
** PROGRAM 40: FOOTBALL				
05/11	21029	Donna Seibert	210.00	Registration refund (Jamie)
05/11	21027	All Sports America	6737.20	Jerseys (220 @ \$30.62)
**	Subtotal	**		6,947.20
** PROGRAM 41: FOOTBALL CHEERLEADING				
05/12	21033	Dehen Cheer	10319.89	Uniforms [Aberdeen Bulldogs]
**	Subtotal	**		10,319.89
** PROGRAM 46: SKATEBOARD PARK				
05/11	21028	Verizon	25.52	Telephone service @ N Deen
05/18	21036	Megan R. Pike	315.25	Salary (Apr) 48.5 hrs @\$6.50
05/18	21037	Verizon	26.08	Telephone service @ N Deen
05/18	21040	Site Services, LLC	240.00	Port-a-pot rental (2)
05/19	21042	Cynthia M. Pike	99.99	Folding canopy [Target]
**	Subtotal	**		706.84

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
05/04	21017	Ellen Hickey	132.29	Hospitality (Apr-May) 6 gms
05/04	21014	Potomac Rugby Union High	150.00	Tournament (05/14-15)
05/04	21015	Ellen Hickey	77.80	Mouth guards, 1st aid, hosp
05/04	21016	Steamroller Rugby Supply	67.00	Shirts (6@\$7), Socks (5@\$5)
**	Subtotal	**		427.09
** PROGRAM 67: SWANFEST				
05/25	21046	LPGA First Tee Of Harford	350.00	Sponsorship ad
**	Subtotal	**		350.00
*** Total ***				21,483.67

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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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
May	\$83.56	\$0.00	\$0.00	\$83.56
TOTAL - LAST 6 MON	\$316.56	\$0.00	\$465.00	\$781.56
AVG PER MONTH	\$52.76	\$0.00	\$77.50	\$130.26

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

06	BALLET	Master class (Leslie Perry)	\$145.00
46	SKATEBOARD PARK	Telephone service	\$25.52
46	SKATEBOARD PARK	Telephone service	\$26.08
46	SKATEBOARD PARK	Port-a-pot (twice weekly service)	\$250.00

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.

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.

V. TREASURER'S NOTES (CONT)

3. CHECK REQUESTS (CONT):

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. CITY MONEY FUNDS:

a. **EXPIRING FUNDS:** FY 04 allocations (see Part VI) will expire 06/30/2005. Consequently, the Aberdeen Board reallocated the un-used funds as of 05/01/2005.

b. **NEW FUNDS:** see Part VII for FY 05 allocations approved by Aberdeen Board. These funds will be available 07/01/2005.

Gene Gall
Treasurer

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 net	\$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>