

ABERDEEN BOARD OF PARKS & RECREATION

MONTHLY TREASURER'S REPORT

JUNE 2005

13-Jul-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	06/01 BALANCE	INCOME	EXPENSE	06/30 BALANCE
01: General Fund	\$3,804.95	-\$847.22	-\$263.25	\$2,694.48
03: Golden Age Club	2,793.45	44.00	-164.09	2,673.36
06: Ballet/Jazz/Tap	2,899.10	0.00	0.00	2,899.10
07: Gymnastics	1,474.61	0.00	0.00	1,474.61
09: Soccer	6,944.55	1,985.00	0.00	8,929.55
10: Weightlifting	7,016.11	840.00	-26.50	7,829.61
11: Basketball	2,203.34	250.00	-400.00	2,053.34
14: Tae Kwon Do	1,983.51	1,857.41	-3,630.00	210.92
15: Aikido	5,678.63	0.00	0.00	5,678.63
16: Wrestling	1,672.09	200.00	-100.00	1,772.09
20: Tennis	253.61	750.00	0.00	1,003.61
30: Baseball	15,556.84	1,185.00	-3,270.90	13,470.94
31: Youth Softball	1,384.17	250.00	-940.15	694.02
40: Football	12,044.93	250.00	-210.00	12,084.93
41: Football Cheerleading	1,061.22	1,343.00	-104.50	2,299.72
43: North Bay Rugby	2,341.95	52.00	-707.40	1,686.55
46: Skateboard Park	6,491.56	99.99	-473.18	6,118.37
48: Martial Arts Unlimited	4,768.06	145.00	0.00	4,913.06
49: North Bay Rugby Youth Pgm	4,605.43	1,046.00	-1,993.78	3,657.65
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	-420.00	-3,080.00	-2,957.22
62: Parks/Special Events	4,550.94	120.00	0.00	4,670.94
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	7,986.89	2,151.00	0.00	10,137.89
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	950.00	0.00	0.00	950.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$109,945.96	\$12,141.18	-\$15,363.75	\$106,723.39

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
06/01	-500.00	TFR: City \$ to 49-Practice Penneys, Balls	
06/02	-420.00	TFR: City \$ to 60-Mesh Banner	
06/30	66.39	HCCSB Pepsi machine revenue	
06/30	4.55	Interest (Harford Natl Bank)	
06/30	1.84	Interest (Bank of America)	
** Subtotal **			-847.22
** PROGRAM 03: GOLDEN AGE CLUB			
06/14	4.00	Dues	
06/14	40.00	Greeting card sales	
** Subtotal **			44.00
** PROGRAM 09: SOCCER			
06/08	250.00	County - grant distribution	
06/16	820.00	Registrations - Fall Soccer	
06/16	915.00	Registrations - Fall Soccer	
** Subtotal **			1,985.00
** PROGRAM 10: WEIGHTLIFTING			
06/06	180.00	Dues	
06/08	120.00	Dues	
06/23	360.00	Dues	
06/24	180.00	County \$	
** Subtotal **			840.00
** PROGRAM 11: BASKETBALL			
06/08	250.00	County - grant distribution	
** Subtotal **			250.00
** PROGRAM 14: TAE KWON DO			
06/03	166.00	Raffle fundraiser	
06/03	510.41	Car wash fundraiser	
06/03	611.00	Sponsors (San Antonio, TX trip)	
06/03	205.00	Registrations	
06/14	115.00	Registrations	
06/14	250.00	Car Wash fundraiser	
** Subtotal **			1,857.41
** PROGRAM 16: WRESTLING			
06/24	200.00	County \$	
** Subtotal **			200.00
** PROGRAM 20: TENNIS			
06/08	250.00	County - grant distribution	
06/10	300.00	Registrations	
06/24	200.00	County \$	
** Subtotal **			750.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 30: BASEBALL			
06/08	250.00	County - grant distribution	
06/16	35.00	Registrations	
06/23	900.00	APG team fees	
** Subtotal **			1,185.00
** PROGRAM 31: YOUTH SOFTBALL			
06/08	250.00	County - grant distribution	
** Subtotal **			250.00
** PROGRAM 40: FOOTBALL			
06/08	250.00	County - grant distribution	
** Subtotal **			250.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
06/02	280.00	Fundraiser revenue	
06/02	1,091.00	Fundraiser revenue	
06/07	-23.00	Bad Check (Jennifer Bailey)	
06/07	-5.00	Bad Chk Svc Chg (J. Bailey)	
** Subtotal **			1,343.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
06/22	52.00	Payment for Warm-up	
** Subtotal **			52.00
** PROGRAM 46: SKATEBOARD PARK			
06/09	99.99	Void Check 21042 (Pike - Target)	
** Subtotal **			99.99
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
06/09	145.00	Registrations	
** Subtotal **			145.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
06/01	500.00	City \$ - Practice Pinneys, Balls (Summer)	
06/14	40.00	Registrations (Non-cash deposit correction)	
06/14	506.00	Registrations	
** Subtotal **			1,046.00
** PROGRAM 60: SUMMER CONCERTS			
06/02	420.00	City \$ - Mesh Banner	
** Subtotal **			420.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
06/08	50.00	Festival park reservation	
06/23	70.00	Festival Park reservation	
** Subtotal **			120.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 67: SWANFEST			
06/08	741.00	County - grant distribution	
06/08	810.00	SwanFest	
06/24	600.00	County \$	
** Subtotal **			2,151.00
*** Total ***			12,141.18

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
06/02	21054	Pitney Bowes, Inc.	86.36	Postage Meter Rental
06/22	21097	The Printing Press	66.00	Letterhead (1000) [Inv #348]
06/22	21098	The Printing Press	56.00	Envelopes (1000) [Inv #349]
06/02	VISA	Netzero	9.95	Internet service - Office
06/06	VISA	McAfee	34.99	Antivirus software - renewal
06/15	VISA	Juno Online Services	9.95	Internet service - Office
** Subtotal **				263.25
** PROGRAM 03: GOLDEN AGE CLUB				
06/15	21087	Margaret Jacobs	16.94	Petty cash
06/22	21096	Kleinhenn Company	99.75	Cards for resale
06/29	21108	Margaret Jacobs	47.40	Petty cash
** Subtotal **				164.09
** PROGRAM 10: WEIGHTLIFTING				
06/01	21049	Denton Spring Water Co.	26.50	Water (4 @ \$6.50)
** Subtotal **				26.50
** PROGRAM 11: BASKETBALL				
06/08	21057	Owings Mills Summer Leagu	400.00	Summer league (Lady Bulls)
** Subtotal **				400.00
** PROGRAM 14: TAE KWON DO				
06/15	21088	Kathryn Dugan	3600.00	Texas trip (Jr Olympics)
06/22	21099	The Printing Press	30.00	Raffle tickets(500)[Inv#392]
** Subtotal **				3,630.00
** PROGRAM 16: WRESTLING				
06/29	21107	Jay Ellenby	100.00	County tournament (Feb 05)
** Subtotal **				100.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 30: BASEBALL				
06/15	21086	Tri-State Trophies	1584.50	Bobbleheads (48), Trophies
06/29	21102	Your Name Here, Inc.	386.40	Shirts for 11-12 Ripken team
06/29	21103	Brandon Frazier	340.00	Umpire (17 games @ \$20)
06/29	21104	Randy Ewald	340.00	Umpire (17 gms @ \$20)
06/29	21105	Brian Lindecamp	320.00	Umpire (16 games @ \$20)
06/29	21106	Kevin Remines	300.00	Umpire (15 games @ \$20)
**	Subtotal	**		3,270.90
** PROGRAM 31: YOUTH SOFTBALL				
06/15	21081	Karen Steffan	70.00	Rules books
06/15	21082	Karen Steffan	180.00	Pool party (06/25) Pool
06/15	21083	Karen Steffan	100.00	Pool party (06/25) Pizza
06/15	21084	Karen Steffan	566.15	Trophies (71@\$7.95)DinnBros
06/15	21085	Karen Steffan	24.00	Field Lining (Lime) :
**	Subtotal	**		940.15 ;
** PROGRAM 40: FOOTBALL				
06/16	21093	Helen Webster	210.00	Repair/Re-sew uniforms
**	Subtotal	**		210.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
06/08	21060	Sandy Walls	20.00	Refunds from fundraiser
06/08	21061	Art Related Technologies	84.50	Screen printing for t-shirts
**	Subtotal	**		104.50
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
06/01	21052	Jeff Adamczyk	82.11	Family Day (Food) 5/21
06/08	21058	Steamroller Rugby Supply	315.00	Embroidered N Bay kit bags
06/08	21059	Chris Perkins	310.29	Food for team [BJ's]
**	Subtotal	**		707.40
** PROGRAM 46: SKATEBOARD PARK				
06/01	21048	Cynthia M. Pike	12.27	Paint - Balance Due[Walmart]
06/08	21062	Megan R. Pike	435.50	Salary (May) 67 hrs @ \$6.50
06/22	21100	Verizon	25.41	Telephone service @ N Deen
**	Subtotal	**		473.18
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
06/01	21050	Ellen Hickey	227.32	Scrimmage vests (3 dz @ \$72)
06/01	21051	Oregon Youth Rugby	1045.00	Rugby Balls (75 @ \$13) + \$70
06/15	21089	Ellen Hickey	121.46	Program matls, soda, etc
06/15	21090	Classic Team Sports	498.00	Short-sleeve t-shirts(83@\$6)
06/15	21091	Classic Team Sports	102.00	Short-sleeve t-shirts(17@\$6)
**	Subtotal	**		1,993.78

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 60: SUMMER CONCERTS				
06/08	21063	Beal Street Puppets	150.00	Deposit for SwanFest Perform
06/08	21064	Bel Air Community Band	300.00	Concert (06/21/05)
06/08	21065	Upper Chesapeake Chorus O	300.00	Concert (06/28/05)
06/08	21066	Norm Dombeck	350.00	Chuck Baker Orchestra(07/05)
06/08	21067	John A. Jones	300.00	"Defractions" Perform(07/12)
06/08	21068	Marianne Pastelak	350.00	"Vocal Obsession" (07/19)
06/08	21069	Samuel Berry	300.00	"Sammy K" Perform (07/26)
06/08	21070	Jack Berka	300.00	"Gentlemen of Jazz" (08/02)
06/08	21071	Leslie A. Ziegler	300.00	"Middle of the Road" (08/09)
06/08	21073	Michael G. Hiob	100.00	Performance (08/30/05)
06/08	21074	Zeferino H. Martinez	180.00	On-site coord (6 concerts)
06/08	21078	Zeferino H. Martinez	150.00	On-site coord (last 5)
** Subtotal **			3,080.00	
*** Total ***			15,363.75	

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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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
June	\$66.39	\$0.00	\$0.00	\$66.39
TOTAL - LAST 6 MON	\$382.95	\$0.00	\$0.00	\$382.95
AVG PER MONTH	\$63.83	\$0.00	\$0.00	\$63.83

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

49 N BAY RUGBY YOUTH	Practice Penneys, Balls	\$500.00
60 SUMMER CONCERTS	Mesh Banner System	\$420.00

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).

V. TREASURER'S NOTES (CONT)

3. CHECK REQUESTS (CONT):

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. FY 05 CITY MONEY FUNDS: See Part VI for FY 05 allocations approved by Aberdeen Board. These funds became available 07/01/2005.

5. WEBSITE: www.aberdeenpr.com

Gene Gall
Treasurer

VI. FY 05 CITY BUDGET STATUS
As Of 07/01/2005

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$0.00	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00	\$0.00	\$500.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$965.00	\$0.00	\$965.00
SUBTOTAL	<u>\$3,465.00</u>	<u>\$0.00</u>	<u>\$3,465.00</u>
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
09: SOCCER			
3 sets uniforms, new goals for U-8, new nets	\$1,200.00	\$0.00	\$1,200.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$0.00	\$300.00
11: BASKETBALL			
New basketballs (24 @ \$22)	\$550.00	\$0.00	\$550.00
Uniforms (20 sets @ \$36)	\$700.00	\$0.00	\$700.00
Ball bags, lanyards, whistles, ref jerseys	\$230.00	\$0.00	\$230.00
Multipurpose scoreboard	\$370.00	\$0.00	\$370.00
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			
Batting helmets, bases, catchers equip	\$400.00	\$0.00	\$400.00
1st aid kits, ice packs	\$200.00	\$0.00	\$200.00
40: FOOTBALL			
Safety Equipment	\$3,000.00	\$0.00	\$3,000.00
41: FOOTBALL CHEERLEADING			
1st aid kits	\$160.00	\$0.00	\$160.00
Coaches certification	\$400.00	\$0.00	\$400.00
Cheerleading bullhorns	\$300.00	\$0.00	\$300.00
46: SKATEBOARD PARK			
Maint, safety gear, 1st aid, etc	\$350.00	\$0.00	\$350.00
Portable toilet (10 months @ \$60)	\$600.00	\$90.00	\$510.00
Phone service (12 months @ \$29)	\$350.00	\$0.00	\$350.00
49: NORTH BAY YOUTH RUGBY			
1st aid supplies for 5 teams	\$350.00	\$0.00	\$350.00
Postage, flyers, etc for 5 teams in 3 leagues	\$175.00	\$0.00	\$175.00
Replacement jerseys U-19 team	\$300.00	\$0.00	\$300.00
Scrum sled with ground rollers	\$1,250.00	\$0.00	\$1,250.00
53: BASKETBALL CHEERLEADING			
Coaching clinics, videos	\$200.00	\$0.00	\$200.00
60: SUMMER CONCERTS			
10 Tuesday Concerts @ \$300	\$3,000.00	\$0.00	\$3,000.00
Helper's salary (10 x \$30)	\$300.00	\$0.00	\$300.00
Sodas	\$50.00	\$0.00	\$50.00
70: SPECIAL PROJECTS			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
	<u>\$22,000.00</u>	<u>\$90.00</u>	<u>\$21,910.00</u>