

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

4-Aug-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	07/01 BALANCE	INCOME	EXPENSE	07/31 BALANCE
01: General Fund	\$2,694.48	-\$168.94	-\$487.71	\$2,037.83
03: Golden Age Club	2,673.36	54.00	-61.29	2,666.07
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	8,929.55	620.00	-1,740.00	7,809.55
10: Weightlifting	7,829.61	60.00	-57.50	7,832.11
11: Basketball	2,053.34	0.00	0.00	2,053.34
14: Tae Kwon Do	210.92	0.00	0.00	210.92
15: Aikido	5,678.63	575.00	-102.00	6,151.63
16: Wrestling	1,772.09	0.00	0.00	1,772.09
20: Tennis	1,003.61	95.00	-364.00	734.61
30: Baseball	13,470.94	0.00	-483.75	12,987.19
31: Youth Softball	694.02	110.00	-165.00	639.02
40: Football	12,084.93	1,285.00	-1,120.00	12,249.93
41: Football Cheerleading	2,299.72	0.00	-300.00	1,999.72
43: North Bay Rugby	1,686.55	40.00	0.00	1,726.55
46: Skateboard Park	6,118.37	553.33	-545.99	6,125.71
48: Martial Arts Unlimited	4,913.06	115.00	0.00	5,028.06
49: North Bay Rugby Youth Pgm	3,657.65	381.00	-1,065.55	2,973.10
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,998.64	302.45	0.00	2,301.09
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	-2,957.22	0.00	-200.00	-3,157.22
62: Parks/Special Events	4,670.94	50.00	-80.75	4,640.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	10,137.89	4,390.00	-842.68	13,685.21
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	70.00	0.00	70.00
TOTALS	\$106,723.39	\$8,531.84	-\$7,616.22	\$107,639.01

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 00: UNIDENTIFIED DEPOSIT SLIP			
07/11	70.00	Checks of \$10, \$20, \$40(no name or number)	
** Subtotal **			70.00
** PROGRAM 01: GENERAL FUND			
07/06	-90.00	City \$ - Port-a-pot (Chk #21119)	
07/25	-60.00	City \$ - Port-a-pot (Chk #21119)	
07/25	-25.49	City \$ - Port-a-pot (Chk #21138)	
07/29	1.85	Interest (Bank of America)	
07/31	4.70	Interest (Harford Natl Bank)	
** Subtotal **			-168.94
** PROGRAM 03: GOLDEN AGE CLUB			
07/12	4.00	Dues	
07/12	50.00	Greeting card resales	
** Subtotal **			54.00
** PROGRAM 09: SOCCER			
07/11	620.00	Registrations	
** Subtotal **			620.00
** PROGRAM 10: WEIGHTLIFTING			
07/15	60.00	Dues	
** Subtotal **			60.00
** PROGRAM 15: AIKIDO			
07/11	575.00	Registrations	
** Subtotal **			575.00
** PROGRAM 20: TENNIS			
07/05	95.00	Registrations	
** Subtotal **			95.00
** PROGRAM 31: YOUTH SOFTBALL			
07/20	110.00	Misc	
** Subtotal **			110.00
** PROGRAM 40: FOOTBALL			
07/06	610.00	Registrations	
07/11	-105.00	Bad Check (Lakisha Edwards)	
07/11	-5.00	Bad Chk Svc Chg (L. Edwards)	
07/26	845.00	Registrations	
07/28	-55.00	Bad Check (Liana Kelley?)	
07/28	-5.00	Bad Chk Savc chg (L. Kelley?)	
** Subtotal **			1,285.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
07/25	40.00	TFR from Yth to Men Rugby - Field Repairs	
** Subtotal **			40.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 46: SKATEBOARD PARK			
07/06	90.00	City \$ - Port-a-pot (Chk #2111	
07/20	253.00	Gate receipts	
07/22	124.84	Gate receipts	
07/25	60.00	City \$ - Port-a-pot (Chk #2111	
07/25	25.49	City \$ - Port-a-pot (Chk #2113	
** Subtotal **			553.33
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
07/18	115.00	Registrations	
** Subtotal **			115.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
07/12	336.00	Registrations	
07/14	51.00	Registrations	
07/21	34.00	Registrations	
07/25	-40.00	TFR from Yth to Men Rugby - Field Repairs	
** Subtotal **			381.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
07/06	302.45	???	
** Subtotal **			302.45
** PROGRAM 62: PARK/SPECIAL EVENTS			
07/22	25.00	Festival Park reservation	
07/28	25.00	Festival Park reservation	
** Subtotal **			50.00
** PROGRAM 67: SWANFEST			
07/15	525.00	Bridal Show	
07/15	2,275.00	Bridal Show	
07/15	205.00	SwanFest	
07/15	290.00	Nature Camp	
07/22	525.00	Bridal Show	
07/22	220.00	Nature Camp	
07/28	350.00	Bridal Show	
** Subtotal **			4,390.00
*** Total ***			8,531.84

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
07/01	EFT	Pitney-Bowes	50.00	Postage meter refill
07/05	EFT	Pitney-Bowes	50.00	Postage meter refill
07/05	VISA	Digital River (H R Block)	85.90	Tax Cut for Business 2004 s/w
07/05	VISA	NetZero Internet	9.95	Internet - office (Month)
07/18	VISA	Juno	9.95	ISP for Office PC
07/27	VISA	TigerDirect	281.91	250 GB hard drives (2)
**	Subtotal	**		487.71
** PROGRAM 03: GOLDEN AGE CLUB				
07/27	21154	Margaret Jacobs	61.29	Petty cash
**	Subtotal	**		61.29
** PROGRAM 09: SOCCER				
07/27	21150	Churchville Recreation Co	700.00	Field paint (25 cases@\$28)
07/27	21151	Churchville Recreation Co	1040.00	ESSL Team Entries (4@\$260)
**	Subtotal	**		1,740.00
** PROGRAM 10: WEIGHTLIFTING				
07/06	21114	Denton Spring Water Co.	57.50	Water (8 @ \$6.50)
**	Subtotal	**		57.50
** PROGRAM 15: AIKIDO				
07/13	21131	James O. Shell	102.00	Salary (May-Jun) 17 hrs@\$6
**	Subtotal	**		102.00
** PROGRAM 20: TENNIS				
07/06	21121	Jennifer Ann Grant	132.00	Salary (12 hrs @ \$11.00) Jun
07/06	21122	Denise Hevesy	25.00	Program Registration Refund
07/27	21153	Jennifer Ann Grant	207.00	Salary (18 hrs @ \$11.50) Jul
**	Subtotal	**		364.00
** PROGRAM 30: BASEBALL				
07/06	21120	Site Services, LLC	75.00	Port-a-pot rental (BES&AMS)
07/06	21123	Kenny Strong	40.00	Umpire (2 games @ \$20)
07/13	21135	Alfred Johnson	100.00	Umpire (5 games @ \$20)
07/25	21142	Site Services, LLC	120.00	Port-a-pot rental (AMS&BES)
07/27	21152	Your Name Here, Inc.	148.75	All Star Caps (35 @ \$4.25)
**	Subtotal	**		483.75
** PROGRAM 31: YOUTH SOFTBALL				
07/06	21118	Site Services, LLC	60.00	Port-a-pot rental (Roye-Wms)
07/25	21140	Site Services, LLC	105.00	Port-a-pot rental (Roye Wms)
**	Subtotal	**		165.00
** PROGRAM 40: FOOTBALL				
07/28	21156	Home Depot	1120.00	Storage Shed
**	Subtotal	**		1,120.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 41: FOOTBALL CHEERLEADING				
07/01	21111	Charlene Wiggins	300.00	Misc expenses
** Subtotal **			300.00	
** PROGRAM 46: SKATEBOARD PARK				
07/06	21119	Site Services, LLC	90.00	Port-a-pot rental (N Deen)
07/25	21138	Verizon	25.49	Telephone service @ N Deen
07/25	21139	Megan R. Pike	370.50	Salary (Jun) 57 hrs @ \$6.50
07/25	21141	Site Services, LLC	60.00	Port-a-pot rental (N Deen)
** Subtotal **			545.99	
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
07/13	21129	Classic Team Sports	102.00	Short-sleeve t-shirts(17@\$6)
07/13	21130	U.S.A. Rugby	25.00	National membership - Summer
07/13	21136	Ellen Hickey	23.01	Sodas(\$15.01) & hot dogs(\$8)
07/13	21137	Ellen Hickey	26.09	Field paint (Jun) [HomeDepot]
07/25	21143	Steamroller Rugby Supply	35.00	Match balls - size5(5 @ \$7)
07/25	21144	Aberdeen Trophy World	619.85	Trophies (77 @ \$8.05) #12753
07/25	21145	Ellen Hickey	65.39	Hospitality for 4 Jul games
07/25	21146	Ellen Hickey	26.09	Field paint for 4 Jul games
07/27	21147	U.S.A. Rugby	110.00	Under 18 dues (11 @ \$10)
07/27	21148	Ellen Hickey	22.72	Hot dogs, buns, etc(07/24)
07/27	21149	Ellen Hickey	10.40	Mouth guards (10) 07/24 game
** Subtotal **			1,065.55	
** PROGRAM 60: SUMMER CONCERTS				
07/06	21116	Barbara Martin	200.00	Performance (08/16/05)
** Subtotal **			200.00	
** PROGRAM 62: PARK/SPECIAL EVENTS				
07/06	21117	City of Aberdeen	80.75	Pet Sign (DeMarco Park)#2651
** Subtotal **			80.75	
** PROGRAM 67: SWANFEST				
07/06	21115	Maryland Dept Of Business	60.00	Advertising in MD 2005 Cal
07/13	21132	Rebecca Parsons	64.68	50-Qt Coolers (3)
07/13	21133	Parlett Brothers	718.00	Pumpkin seeds (2005) 20@\$35
** Subtotal **			842.68	
*** Total ***			7,616.22	

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
-----	-----	-----	-----	-----
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
July	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$308.25	\$0.00	\$0.00	\$308.25
AVG PER MONTH	\$51.38	\$0.00	\$0.00	\$51.38

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

46 SKATEBOARD PARK	Port-Pot	\$90.00
46 SKATEBOARD PARK	Port-Pot	\$60.00
46 SKATEBOARD PARK	Port-Pot	\$25.49

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).

V. TREASURER'S NOTES (CONT)

2. DEPOSIT SLIPS (cont):

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).

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



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Deposit Slip Image - Front

UNIDENTIFIED DEPOSIT

IS THIS YOUR DEPOSIT?

Posting Date: 07/11/2005

Amount: \$70.00

Reference: 83810650358

Account: DDA-0950

Nickname:

DEPOSIT TICKET	DATE	CURRENCY	CHECKS	COINS	OTHER	TOTAL
	7/19/05		10	20	40	70
						70.00

ABERDEEN BOARD PARKS & REC 04-05 Bank of America
 34 N. PHILADELPHIA BLVD
 ABERDEEN MD 21013-3282
 ACH A/T 08207188 \$
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 ①540520105① 003928420950① 5①0000007000①

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Stop writing checks and save \$53. Let's assume you pay 12 bills a month the old-fashioned way. Over the course of a year, that adds up to \$53 in stamps. Take advantage of Free Bill Pay today, and keep the \$53. It's on us.

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VI. FY 05 CITY BUDGET STATUS

As Of 07/31/2005

	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	\$3,465.00	\$0.00	\$3,465.00
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	\$150.00	\$450.00
Phone service (12 months @ \$29)	\$350.00	\$25.49	\$324.51
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
	\$22,000.00	\$175.49	\$21,824.51