

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

8-Sep-05

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>08/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>08/31 BALANCE</b>
01: General Fund	\$2,037.83	\$17,247.02	-\$106.26	\$19,178.59
03: Golden Age Club	2,666.07	76.00	-251.57	2,490.50
06: Ballet/Jazz/Tap	2,899.10	556.00	0.00	3,455.10
07: Gymnastics	1,474.61	0.00	0.00	1,474.61
09: Soccer	7,809.55	1,855.00	-2,755.90	6,908.65
10: Weightlifting	7,832.11	480.00	-75.50	8,236.61
11: Basketball	2,053.34	0.00	0.00	2,053.34
14: Tae Kwon Do	210.92	420.00	0.00	630.92
15: Aikido	6,151.63	0.00	0.00	6,151.63
16: Wrestling	1,772.09	0.00	0.00	1,772.09
20: Tennis	734.61	0.00	-103.50	631.11
30: Baseball	12,987.19	10.00	-273.66	12,723.53
31: Youth Softball	639.02	0.00	-30.00	609.02
40: Football	12,249.93	1,600.00	-7,000.00	6,849.93
41: Football Cheerleading	1,999.72	425.00	0.00	2,424.72
43: North Bay Rugby	1,726.55	566.00	0.00	2,292.55
46: Skateboard Park	6,125.71	0.00	-85.63	6,040.08
48: Martial Arts Unlimited	5,028.06	160.00	0.00	5,188.06
49: North Bay Rugby Youth Pgm	2,973.10	0.00	-115.97	2,857.13
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,301.09	0.00	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	-3,157.22	3,350.00	-41.78	151.00
62: Parks/Special Events	4,640.19	75.00	-25.00	4,690.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	13,685.21	3,575.00	-2,119.09	15,141.12
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	70.00	0.00	1,020.00
00: No Deposit Slip	70.00	-70.00	0.00	0.00
<b>TOTALS</b>	<b>\$107,639.01</b>	<b>\$30,395.02</b>	<b>-\$12,983.86</b>	<b>\$125,050.17</b>

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION
** PROGRAM 00: NO DEPOSIT SLIP		
08/10	-70.00	Pgm 71 claimed unidentified deposit of 07/11/05
** Subtotal **	-70.00	
** PROGRAM 01: GENERAL FUND		
08/10	-70.00	Pgm 71 claimed unidentified deposit of 07/11/05
08/03	-1,500.00	City \$ - Uniforms, equip, 1st aid supplies, etc
08/15	-3,000.00	City \$ - Concerts (10 @ \$300)
08/15	-50.00	City \$ - Sodas
08/15	-300.00	City \$ - Helper's salary (10 @ \$30)
08/15	22,000.00	City \$ deposit
08/31	2.62	Interest (Bank of America)
08/31	-3.00	Check Enclosure Fee
08/31	4.70	Interest (Harford Natl Bank)
08/31	92.70	HCCSB Pepsi machine revenue
** Subtotal **	17,247.02	
** PROGRAM 03: GOLDEN AGE CLUB		
08/10	6.00	Dues
08/10	70.00	Greeting cards sales
** Subtotal **	76.00	
** PROGRAM 06: BALLET/JAZZ/TAP		
08/10	470.00	Registrations
08/10	86.00	Photo commission (LifeTouch)
** Subtotal **	556.00	
** PROGRAM 09: SOCCER		
08/03	1,500.00	City \$ - Uniforms, equip, 1st aid supplies, etc
08/10	180.00	Registrations - Fall
08/16	220.00	Registrations
08/22	-40.00	Bad Check (L. Swarthout)
08/22	-5.00	Bad Chk Svc Chg (L. Swarthout)
** Subtotal **	1,855.00	
** PROGRAM 10: WEIGHTLIFTING		
08/04	360.00	Dues
08/12	60.00	Dues
08/26	60.00	Dues
** Subtotal **	480.00	
** PROGRAM 14: TAE KWON DO		
08/10	420.00	Registrations
** Subtotal **	420.00	
** PROGRAM 30: BASEBALL		
08/31	10.00	TFR: Magnet F/R from Football
** Subtotal **	10.00	

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 40: FOOTBALL			
08/10	875.00	Registrations	
08/18	735.00	Registrations	
08/31	-10.00	TFR: Magnet F/R due Baseball	
** Subtotal **			1,600.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
08/22	600.00	Registrations	
08/25	-170.00	Bad Check (R. Oldland)	
08/25	-5.00	Bad Chk Svc Chg (R. Oldland)	
** Subtotal **			425.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
08/24	566.00	Registrations	
** Subtotal **			566.00
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
08/03	90.00	Registrations	
08/30	70.00	Registrations	
** Subtotal **			160.00
** PROGRAM 60: SUMMER CONCERTS			
08/15	300.00	City \$ - Helper's salary (10 @ \$30)	
08/15	3,000.00	City \$ - Concerts (10 @ \$300)	
08/15	50.00	City \$ - Sodas	
** Subtotal **			3,350.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
08/12	25.00	Festival Park reservation	
08/26	50.00	Festival Park reservation	
** Subtotal **			75.00
** PROGRAM 67: SWANFEST			
08/04	900.00	Bridal Show	
08/12	875.00	Bridal Show	
08/19	330.00	SwanFest	
08/19	1,105.00	Bridal Show	
08/26	215.00	Bridal Show	
08/31	150.00	SwanFest	
** Subtotal **			3,575.00
** PROGRAM 71: SUMMER BASKETBALL ACADEMY			
08/10	70.00	Pgm 71 claimed unidentified deposit of 07/11/05	
** Subtotal **			70.00
*** Total ***			30,395.02

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### III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
08/31	21192	Pitney Bowes, Inc.	86.36	Postage Meter Rental
08/16	VISA	Juno Online Svcs	9.95	Internet Svc (Office) mon
08/03	VISA	NetZero	9.95	Internet service (Month)
** Subtotal **				106.26
** PROGRAM 03: GOLDEN AGE CLUB				
08/01	21159	John Wesley United Method	35.00	Memoriam (LillianM.Ringgold)
08/03	21163	St Joan of Arc Catholic C	35.00	Memoriam (Lucy R. Cullum)
08/10	21168	Margaret Jacobs	52.18	Petty cash
08/31	21194	Margaret Jacobs	129.39	Petty cash
** Subtotal **				251.57
** PROGRAM 09: SOCCER				
08/03	21166	Classic Team Sports	1680.90	Ice Packs, Supplies, Jerseys
08/31	21196	Shiflett & Horn Sporting	1075.00	Folding 5 x 10 Soccer goal
** Subtotal **				2,755.90
** PROGRAM 10: WEIGHTLIFTING				
08/03	21162	Denton Spring Water Co.	75.50	Water (10 @ \$6.50)
** Subtotal **				75.50
** PROGRAM 20: TENNIS				
08/03	21164	Jennifer Ann Grant	103.50	Salary (9 hrs @ \$11.50)Aug05
** Subtotal **				103.50
** PROGRAM 30: BASEBALL				
08/03	21165	Kenneth W. Wilson	273.66	Picnic (Pizzas & tableware)
** Subtotal **				273.66
** PROGRAM 31: YOUTH SOFTBALL				
08/10	21171	Site Services, LLC	30.00	Port-a-pot rental (Roye Wms)
** Subtotal **				30.00
** PROGRAM 40: FOOTBALL				
08/10	21174	Tidewater Incentives Grou	1036.00	T-Shirt Fundraiser
08/10	21175	Sanford A. Fisher	1200.00	Concession start-up
08/10	21176	Sanford A. Fisher	615.00	Referee fees
08/10	21177	Your Name Here, Inc.	2000.00	Coaches shirts (60)
08/10	21178	Your Name Here, Inc.	696.00	Put names on jerseys (232)
08/10	21179	Jeppi Nut & Candy Distrib	1453.00	Cotton candy & snowball mach
** Subtotal **				7,000.00
** PROGRAM 46: SKATEBOARD PARK				
08/10	21172	Site Services, LLC	60.00	Port-a-pot rental (N Deen)
08/17	21180	Verizon	25.63	Telephone service @ N Deen
** Subtotal **				85.63

### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
08/10	21169	Ellen Hickey	40.97	End tourn pgms & refresh
08/31	21193	Potomac Society of Rugby	75.00	Refs for U19 Spring games(3)
**	Subtotal	**		115.97
** PROGRAM 60: SUMMER CONCERTS				
08/24	21186	Karen Tegges	16.78	Soda & water for Army Band
08/31	21195	Kristy Metz	25.00	Equip damage (08/23 concert)
**	Subtotal	**		41.78
** PROGRAM 62: PARK/SPECIAL EVENTS				
08/17	21183	Stacey Baines	25.00	Park Reservation Refund
**	Subtotal	**		25.00
** PROGRAM 67: SWANFEST				
08/10	21170	Craig Lanphear	400.00	Bridal Show petty cash, etc
08/10	21173	David L. Simmons	200.00	Pumpkin patch (pollination)
08/17	21181	The Elegant Touch	150.00	Bridal Show (09/11)performer
08/17	21182	Homestead Publishing Co.	455.00	Ad (Harf Bus Ledger- Jan)
08/17	21184	Skylight Creative Ideas,	714.09	Gifts (book&kit) Bridal Show
08/24	21187	Eva Jones	20.00	Nature Camp reg refund
08/24	21188	Christina Menard	90.00	Nature Camp reg refund
08/24	21189	Angela Carlotta	90.00	Nature Camp reg refund
**	Subtotal	**		2,119.09
***	Total	***		12,983.86

### 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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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
August	\$92.70	\$0.00	\$0.00	\$92.70
TOTAL - LAST 6 MON	\$313.85	\$0.00	\$0.00	\$313.85
AVG PER MONTH	\$52.31	\$0.00	\$0.00	\$52.31

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## V. TREASURER'S NOTES

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### 1. CITY MONEY TRANSACTIONS:

09 SOCCER	Uniforms, equip, 1st aid, etc	\$1,500.00
60 SUMMER CONCERTS	Concerts (10 @ \$300)	\$3,000.00
60 SUMMER CONCERTS	Helper's salary (10 @ \$30)	\$300.00
60 SUMMER CONCERTS	Sodas	\$50.00

### 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.

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## V. TREASURER'S NOTES (CONT)

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### 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.

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](http://www.aberdeenpr.com)

Gene Gall  
Treasurer

**VI. FY 05 CITY BUDGET STATUS**  
**As Of 08/31/2005**

	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	<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	\$1,200.00	\$0.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$300.00	\$0.00
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	\$3,000.00	\$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	\$1,000.00	\$0.00	\$1,000.00
	<u>\$22,000.00</u>	<u>\$5,025.49</u>	<u>\$16,974.51</u>