

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

4-Oct-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	09/01 BALANCE	INCOME	EXPENSE	09/30 BALANCE
01: General Fund	\$19,178.59	-\$913.72	-\$535.53	\$17,729.34
03: Golden Age Club	2,490.50	933.00	-231.10	3,192.40
06: Ballet/Jazz/Tap	3,455.10	3,390.00	-40.00	6,805.10
07: Gymnastics	1,474.61	1,600.00	0.00	3,074.61
09: Soccer	6,908.65	100.00	-150.00	6,858.65
10: Weightlifting	8,236.61	240.00	-67.00	8,409.61
11: Basketball	2,053.34	0.00	0.00	2,053.34
14: Tae Kwon Do	630.92	0.00	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	631.11	0.00	0.00	631.11
30: Baseball	12,723.53	475.00	0.00	13,198.53
31: Youth Softball	609.02	0.00	0.00	609.02
40: Football	6,849.93	9,905.20	-8,813.50	7,941.63
41: Football Cheerleading	2,424.72	860.00	-2,525.00	759.72
43: North Bay Rugby	2,292.55	0.00	-1,472.50	820.05
46: Skateboard Park	6,040.08	129.76	-84.76	6,085.08
48: Martial Arts Unlimited	5,188.06	231.00	-1,674.53	3,744.53
49: North Bay Rugby Youth Pgm	2,857.13	0.00	-983.20	1,873.93
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	151.00	0.00	0.00	151.00
62: Parks/Special Events	4,690.19	75.00	0.00	4,765.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	15,141.12	425.00	-8,830.57	6,735.55
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	1,020.00	0.00	0.00	1,020.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$125,050.17	\$17,450.24	-\$25,407.69	\$117,092.72

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
09/08	-860.00	City \$ - Cheerleading uniforms	
09/28	-24.76	City \$ - Phone service to N. Deen Park (Sep)	
09/30	-3.00	Check enclosure fee	
09/30	-33.60	Items deposited fee	
09/30	3.08	Interest (Bank of America)	
09/30	4.56	Interest (Harford Natl bank)	
** Subtotal **			-913.72
** PROGRAM 03: GOLDEN AGE CLUB			
09/13	100.00	Greeting card sales	
09/13	10.00	Dues	
09/20	489.00	Annual Dinner	
09/28	279.00	Luncheon Tickets	
09/28	40.00	White Elephant	
09/28	15.00	Greeting card sales	
** Subtotal **			933.00
** PROGRAM 06: BALLET/JAZZ/TAP			
09/01	1,055.00	Registrations	
09/01	50.00	Photo Reservation Bonus	
09/21	2,350.00	Registrations	
09/27	-60.00	Bad Check (Sonya Konstans)	
09/27	-5.00	Bad Chk Svc Chg (S. Konstans)	
** Subtotal **			3,390.00
** PROGRAM 07: GYMNASTICS			
09/22	1,600.00	Registrations	
** Subtotal **			1,600.00
** PROGRAM 09: SOCCER			
09/14	100.00	Registrations	
** Subtotal **			100.00
** PROGRAM 10: WEIGHTLIFTING			
09/16	120.00	Dues	
09/30	120.00	Dues	
** Subtotal **			240.00
** PROGRAM 30: BASEBALL			
09/09	475.00	Photo Bonus (Tirocchi)	
** Subtotal **			475.00
** PROGRAM 40: FOOTBALL			
09/01	594.00	Fundraiser	
09/07	9,449.20	Fundraiser	
09/12	-32.00	Bad Check (Mildred Clemons)	
09/12	-5.00	Bad Check Svc Chg (M. Clemons)	

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 40: FOOTBALL (CONT)		
09/12	-45.00	Bad Check (Lynette Melvin-Baumer)
09/12	-5.00	Bad Chk Svc Chg (L. Melvin-Baumer)
09/13	-46.00	Bad Check (Cynthia Walker)
09/13	-5.00	Bad Chk Svc Chg (C. Walker)
** Subtotal **		9,905.20
** PROGRAM 41: FOOTBALL CHEERLEADING		
09/08	860.00	City \$ - Cheerleading uniforms
** Subtotal **		860.00
** PROGRAM 46: SKATEBOARD PARK		
09/19	105.00	Skatepark revenue
09/28	24.76	City \$ - Phone service to N. Deen Park (Sep)
** Subtotal **		129.76
** PROGRAM 48: MARTIAL ARTS UNLIMITED		
09/26	231.00	Registrations
** Subtotal **		231.00
** PROGRAM 62: PARK/SPECIAL EVENTS		
09/16	50.00	Festival Park reservation
09/30	25.00	Festival Park reservation
** Subtotal **		75.00
** PROGRAM 67: SWANFEST		
09/16	120.00	Bridal Show
09/16	335.00	Swanfest
09/21	-25.00	Bad Check (Jacqueline Fox)
09/21	-5.00	Bad Chk Svc Chg (J. Fox)
** Subtotal **		425.00
*** Total ***		17,450.24

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
09/02	VISA	Target - Aberdeen	180.88	Printer cartridges (6)
09/06	VISA	Netzero.com	9.95	Internet service (Monthly)
09/15	EFT	Pitney-Bowes	50.00	Postage meter refill
09/15	21212	Bel Air Recreation Commit	100.00	Hurricane Katrina donation
09/16	VISA	Dee's Flower & Gift Shop	84.75	Flowers (S. Fisher)
09/16	VISA	Juno Online	9.95	Internet service (month)
09/28	21231	Gene A. Gall	100.00	IRS Info Return Prep Fee
** Subtotal **				535.53

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
09/15	21210	Margaret Jacobs	12.52	Petty cash
09/28	21244	Kleinhenn Company/Cheerfu	154.25	Cards for resale
09/28	21245	Margaret Jacobs	64.33	Petty cash
**	Subtotal	**		231.10
** PROGRAM 06: BALLET/JAZZ/TAP				
09/28	21242	Linda Eulert	40.00	Refund (Class Cancelled)
**	Subtotal	**		40.00
** PROGRAM 09: SOCCER				
09/15	21219	Site Services, LLC	150.00	Port-a-pot rental (AHS&AMS)
**	Subtotal	**		150.00
** PROGRAM 10: WEIGHTLIFTING				
09/07	21198	Denton Spring Water Co.	67.00	Water (10 @ \$6.50)
**	Subtotal	**		67.00
** PROGRAM 40: FOOTBALL				
09/15	21227	Tri-State Trophies	224.00	Homecoming Trophies (32@\$7)
09/15	21226	Simply Funds, Inc.	6369.50	Fundraiser costs
09/15	21225	City of Havre De Grace	300.00	Rental of Community Ctr
09/15	21224	Stephanie Scott	105.00	Registration refund
09/15	21229	Aberdeen Football	300.00	Sponsorships (Privett, Guary)
09/15	21228	Donald Coulter	720.00	Referee fees (09/17/05)
09/15	21220	Site Services, LLC	75.00	Port-a-pot rental (Baldwin)
09/28	21232	Sanford A. Fisher	720.00	Referee fees (10/01/05)
**	Subtotal	**		8,813.50
** PROGRAM 41: FOOTBALL CHEERLEADING				
09/08	21204	Dehen Cheer	2400.00	Shells (Aberdeen Bulldogs)
09/15	21213	Donna Lozzi	125.00	Uniform refund (2004)
**	Subtotal	**		2,525.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
09/07	21201	Christopher Perkins	350.00	reimburse entry fee (Aug 05)
09/07	21199	Potomac Society of Rugby	705.00	Refs for Spring 2005
09/07	21200	Potomac Rugby Union	417.50	2005 PRU Fees & Dues (Final)
**	Subtotal	**		1,472.50
** PROGRAM 46: SKATEBOARD PARK				
09/15	21218	Site Services, LLC	60.00	Port-a-pot rental (N Deen)
09/28	21233	Verizon	24.76	Telephone service @ N Deen
**	Subtotal	**		84.76
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
09/15	21221	Mark L. Kegley	550.00	Battle of Balt tourn(11@\$50)
09/15	21222	Art Related Technologies	433.11	Logo patches (110@\$3.62)
09/15	21223	Art Related Technologies	575.42	T-shirts (72 @ \$6.95)
09/28	21234	Mark Kegley	115.00	Instructor fee (Sep 05)
**	Subtotal	**		1,674.53

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
09/15	21211	Brian Hickey	38.20	Shed materials
09/28	21243	The Arena Club	945.00	Indoor practices (14@\$135)
** Subtotal **			983.20	
** PROGRAM 67: SWANFEST				
09/08	21208	Homestead Publishing Co.	1436.21	Bridal Show - Aegis ads
09/08	21206	Chesapeake Publishing Cor	307.20	Bridal Show ad in Cecil Whig
09/08	21205	Bob Chance	700.00	Nature Camps (20 hrs @ \$35)
09/08	21207	Mike Getz	507.60	Reimburse amusement equip
09/15	21216	Harford Squadron Civil Ai	250.00	Providing people for parking
09/15	21217	Chesapeake Rent All	1239.56	Bridal Show - Tables, Linens
09/15	21215	Black Horse 4-H Club	150.00	Donation for petting zoo
09/15	21214	HAR-CE Clowns	150.00	Clown performers (2-4)
09/28	21239	Homestead Publishing Co.	502.00	Swanfest ad - HBL
09/28	21235	Maureen Berry	125.00	Entertainer (10/09/05)
09/28	21236	Janice Davis	100.00	Entertainer (10/09/05)
09/28	21237	Beth Knight	125.00	Entertainer (10/09/05)
09/28	21238	Ed Kitlowski	200.00	Entertainer (10/09/05)
09/28	21241	Preston's Stationery, Inc	148.00	Programs for Bridal Show
09/28	21240	Maryland Recreation & Par	70.00	MRPA Membership Renewal
09/30	21250	Robert Ayres	170.00	Entertainer (10/09/2005)
09/30	21249	Beale Street Puppets	750.00	Entertainer (10/09/05)
09/30	21248	Jerry Rowan	750.00	Funny Guy Show (10/09/2005)
09/30	21247	Pam Minor	350.00	Entertainer (10/09/05)
09/30	21246	The Crawdaddies LLC	800.00	Entertainers (10/09/2005)
** Subtotal **			8,830.57	
*** Total ***			25,407.69	

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
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
September	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$242.65	\$0.00	\$0.00	\$242.65
AVG PER MONTH	\$40.44	\$0.00	\$0.00	\$40.44

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

41 FOOTBASLL CHEERLDG	Helper's salary (10 @ \$30)	\$860.00
46 SKATEBOARD PARK	Phone service @ N Deen	\$24.76

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.

V. TREASURER'S NOTES (CONT)

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

Gene Gall
Treasurer

VI. FY 05 CITY BUDGET STATUS

As Of 09/30/2005

	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	\$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			
Cheerleading uniforms	\$860.00	\$860.00	\$0.00
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	\$50.25	\$299.75
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
	\$22,000.00	\$5,910.25	\$16,089.75