

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

3-Nov-05

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	10/01 BALANCE	INCOME	EXPENSE	10/31 BALANCE
01: General Fund	\$17,729.34	-\$0.54	-\$447.90	\$17,280.90
03: Golden Age Club	3,192.40	481.00	-1,865.48	1,807.92
06: Ballet/Jazz/Tap	6,805.10	11,759.75	-7,799.25	10,765.60
07: Gymnastics	3,074.61	0.00	-249.50	2,825.11
09: Soccer	6,858.65	0.00	-2,445.00	4,413.65
10: Weightlifting	8,409.61	300.00	-54.00	8,655.61
11: Basketball	2,053.34	3,868.50	-225.00	5,696.84
14: Tae Kwon Do	630.92	305.00	-31.80	904.12
15: Aikido	6,151.63	375.00	-144.00	6,382.63
16: Wrestling	1,772.09	0.00	0.00	1,772.09
20: Tennis	631.11	0.00	0.00	631.11
30: Baseball	13,198.53	0.00	0.00	13,198.53
31: Youth Softball	609.02	190.00	0.00	799.02
40: Football	7,941.63	3,050.00	-2,040.00	8,951.63
41: Football Cheerleading	759.72	0.00	0.00	759.72
43: North Bay Rugby	820.05	380.00	-1,149.00	51.05
46: Skateboard Park	6,085.08	135.48	-691.50	5,529.06
48: Martial Arts Unlimited	3,744.53	0.00	0.00	3,744.53
49: North Bay Rugby Youth Pgm	1,873.93	0.00	0.00	1,873.93
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,301.09	3,222.00	-3,279.20	2,243.89
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	4,765.19	25.00	0.00	4,790.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	6,735.55	3,488.00	-1,460.94	8,762.61
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	200.00	0.00	1,220.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$117,092.72	\$27,779.19	-\$21,882.57	\$122,989.34

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
10/19	-178.00	TFR City \$ - Gen Fund Ins Premium
10/26	-24.80	TFR City \$ - Telephone service
10/19	178.00	City \$ - Comml Property Ins Premium
10/31	-36.30	Items deposited fee
10/31	-3.00	Check enclosure fee
10/14	55.85	HCCSB Pepsi machine revenue
10/31	4.71	Interest (Harford Natl Bank)
10/31	3.00	Interest (Bank of America)
** Subtotal **		-0.54
** PROGRAM 03: GOLDEN AGE CLUB		
10/03	-5.00	Bad Chk Svc Chg (L. Burdette)
10/03	-24.50	Bad Check (Lillian Burdette)
10/04	191.50	Anniversary Luncheon
10/11	84.50	Anniversary Luncheon
10/11	24.50	Reimburse Bad Check
10/13	64.00	Greeting card sales
10/19	40.00	Anniversary Luncheon
10/25	6.00	Dues
10/26	100.00	VOID Chk #21282 (Sammy Kay)
** Subtotal **		481.00
** PROGRAM 06: BALLET/JAZZ/TAP		
10/12	65.00	Reimburse Bad Check
10/12	40.00	Costumes
10/12	2,435.00	Registrations
10/18	3,784.75	Pizza fundraiser sales
10/18	839.75	Pizza fundraiser sales
10/18	1,034.50	Pizza fundraiser sales
10/18	1,528.75	Pizza fundraiser sales
10/18	1,685.00	Pizza fundraiser sales
10/21	-25.50	Bad Check (Christobal Anaya)
10/21	-12.75	Bad Check (Lisa Martin)
10/21	-5.00	Bad Chk Svc Chg (C. Anaya)
10/21	-5.00	Bad Chk Svc Chg (L. Martin)
10/25	175.75	Pizza fundraiser sales
10/25	60.00	Registrations
10/25	190.00	Costumes
10/28	-5.00	Bad Chk Svc Chg (Muinll)
10/28	-25.50	Bad Check (Muinll)?
** Subtotal **		11,759.75
** PROGRAM 10: WEIGHTLIFTING		
10/19	300.00	Dues
** Subtotal **		300.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 11: BASKETBALL			
10/31	840.00	Registrations	
10/31	875.00	Registrations	
10/31	1,155.00	Registrations	
10/31	403.50	Registrations	
10/31	595.00	Registrations	
** Subtotal **			3,868.50
** PROGRAM 14: TAE KWON DO			
10/19	305.00	Registrations	
** Subtotal **			305.00
** PROGRAM 15: AIKIDO			
10/04	375.00	Registrations	
** Subtotal **			375.00
** PROGRAM 31: YOUTH SOFTBALL			
10/17	190.00	Deposits	
** Subtotal **			190.00
** PROGRAM 40: FOOTBALL			
10/18	3,050.00	Deposits	
** Subtotal **			3,050.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
10/04	380.00	Dues & Donations	
** Subtotal **			380.00
** PROGRAM 46: SKATEBOARD PARK			
10/19	110.68	Park revenue	
10/26	24.80	City \$ - Telephone service	
** Subtotal **			135.48
** PROGRAM 53: BASKETBALL CHEERLEADING			
10/11	3,381.00	Registrations	
10/17	-5.00	Bad Chk Svc Chg (B. Hope)	
10/17	-114.00	Bad Check (Bobbie Hope)	
10/17	-5.00	Bad Chk Svc Chg (B. Hope)	
10/17	-35.00	Bad Check (Bobbie Hope)	
** Subtotal **			3,222.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
10/26	25.00	Festival Park reservation	
** Subtotal **			25.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST		
10/12	150.00	Void Chk #21214 (HAR-CE Clowns)
10/12	150.00	Void Chk #21215 (Black Horse 4-H)
10/12	170.00	Void Chk #21250 (Robert Ayres)
10/12	750.00	Void Chk #21249 (Beale St Puppets)
10/12	750.00	Void Chk #21248 (Jerry Rowan)
10/12	350.00	Void Chk #21247 (Pam Minor)
10/12	800.00	Void Chk #21246 (Crawdaddies)
10/12	250.00	Void Chk #21216 (Harf Squad Civil Air)
10/17	88.00	SwanFest
10/19	30.00	SwanFest
** Subtotal **		3,488.00
** PROGRAM 71: SUMMER BASKETBALL ACADEMY		
10/20	200.00	Deposit
** Subtotal **		200.00
*** Total ***		27,779.19

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
10/19	21285	Bob Ferdiani	250.00	Donation
10/19	21286	Erie Insurance Group	178.00	Comml property insurance
10/17	VISA	Juno Online	9.95	Internet service (month)
10/03	VISA	Netzero	9.95	Internet service - Office
** Subtotal **				447.90
** PROGRAM 03: GOLDEN AGE CLUB				
10/05	21259	Bush-Clinton Katrina Fund	35.00	Memoriam for Annie Holland
10/14	21282	Sammy Kay	100.00	Anniversary Dinner
10/19	21288	St. Patrick's Catholic Ch	35.00	Memoriam (Dolores Rodgers)
10/19	21290	Bayou Restaurant	1580.50	39th Anniv Luncheon
10/19	21291	Margaret Jacobs	34.00	Petty cash
10/26	21300	Margaret Jacobs	80.98	Petty cash
** Subtotal **				1,865.48
** PROGRAM 06: BALLET/JAZZ/TAP				
10/12	21268	Pam Surette	60.00	Refund registration
10/12	21269	Kelly Pettigen	108.00	Salary (Sep-Oct) 12 hrs@\$9
10/12	21270	Sarah J. Watt	1034.00	Salary (Sep-Oct) 47 hrs@\$22
10/12	21271	Leslie Perry	792.00	Salary (Sep-Oct) 36 hrs@\$22
10/26	21298	Joe Corbi's Pizza	5805.25	Pizza & Cookie Dough FR
** Subtotal **				7,799.25

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 07: GYMNASTICS				
10/05	21254	Tifanee Elbert	72.50	Salary (Sep) 5 hrs @ \$14.50
10/05	21255	Elizabeth G. Cornelison	100.00	Salary (Sep) 8 hrs @ \$12.50
10/05	21256	Rhonda Schulz	60.00	Salary (Sep) 4 hrs @ \$15
10/05	21257	Susan M. Brockmeyer	17.00	Salary (Sep) 1 hr @ \$17
** Subtotal **			249.50	
** PROGRAM 09: SOCCER				
10/12	21272	Your Name Here, Inc.	714.00	SoccerMoms' shirts (120@\$5.95)
10/19	21289	Tri-State Trophies	1521.00	Trophies (163) & Coaches Plaques
10/26	21299	Joppatowne Recreation Cou	210.00	Tournament team entries
** Subtotal **			2,445.00	
** PROGRAM 10: WEIGHTLIFTING				
10/05	21258	Denton Spring Water Co.	54.00	Water (8 @ \$6.50)
** Subtotal **			54.00	
** PROGRAM 11: BASKETBALL				
10/26	21301	Cornelius Scott	225.00	Notre Dame Girls tournament
** Subtotal **			225.00	
** PROGRAM 14: TAE KWON DO				
10/19	21287	Kathryn Dugan	31.80	Belts (3) for rank testing
** Subtotal **			31.80	
** PROGRAM 15: AIKIDO				
10/05	21260	James O. Shell	48.00	Salary (Jul) 8 hrs @ \$6
10/05	21261	James O. Shell	42.00	Salary (Aug) 7 hrs @ \$6
10/05	21262	James O. Shell	54.00	Salary (Sep) 9 hrs @ \$6
** Subtotal **			144.00	
** PROGRAM 40: FOOTBALL				
10/12	21266	Donald Coulter	720.00	Referee fees (10/15/05)
10/12	21278	Site Services, LLC	60.00	Port-a-pot rental (Baldwin)
10/31	21303	Sanford A. Fisher	460.00	Referee fees (11/05/05)
10/31	21304	Sanford A. Fisher	800.00	Concession start-up (11/05)
** Subtotal **			2,040.00	
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
10/12	21267	Steamroller Rugby Supply	1149.00	Custom warm-ups
** Subtotal **			1,149.00	
** PROGRAM 46: SKATEBOARD PARK				
10/05	21252	Megan R. Pike	568.75	Salary (Aug-Sep) 87.5 hrs@\$6
10/05	21253	Cynthia M. Pike	37.95	Gatorade, water, soda, snacks
10/12	21279	Site Services, LLC	60.00	Port-a-pot rental (N Deen)
10/26	21297	Verizon	24.80	Telephone service @ N Deen
** Subtotal **			691.50	
** PROGRAM 53: BASKETBALL CHEERLEADING				
10/12	21264	Tonya Fisher	50.00	Return mdse for uniform fits
10/12	21265	GTM Sportswear	3229.20	Uniforms
** Subtotal **			3,279.20	

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST				
10/12	21273	The Crawdaddies LLC	400.00	Entertainers (10/09/2005)
10/12	21274	Jerry Rowan	375.00	Funny Guy Show (10/09/2005)
10/12	21275	Beale Street Puppets	300.00	Entertainer (10/09/05)
10/12	21276	Pam Minor	175.00	Entertainer (10/09/05)
10/12	21277	Robert Ayres	35.00	Entertainer (10/09/2005)
10/19	21292	Stacey Rakaczky	40.00	SpecialRequestRefund-vendor
10/19	21293	Kathy Hall	25.58	Reimburse for sodas/rolls
10/19	21294	Rebecca Parsons	60.26	Reimburse coolers & candy
**	Subtotal	**	1,460.94	
*** Total ***			21,882.57	

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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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
October	\$55.85	\$0.00	\$0.00	\$55.85
TOTAL - LAST 6 MON	\$298.50	\$0.00	\$0.00	\$298.50
AVG PER MONTH	\$49.75	\$0.00	\$0.00	\$49.75

V. TREASURER'S NOTES

1. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Comml Property Ins Prem	\$178.00
46 SKATEBOARD PARK	Phone service @ N Deen	\$24.80

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 10/31/2005

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$0.00	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00	\$178.00	\$322.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$965.00	\$0.00	\$965.00
SUBTOTAL	\$3,465.00	\$178.00	\$3,287.00
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	\$75.05	\$274.95
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	\$6,113.05	\$15,886.95