

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

5-Jan-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	12/01 BALANCE	INCOME	EXPENSE	12/31 BALANCE
01: General Fund	\$15,893.58	-\$3,046.39	-\$666.89	\$12,180.30
03: Golden Age Club	1,785.77	64.00	-281.17	1,568.60
06: Ballet/Jazz/Tap	11,764.10	815.00	-5,110.16	7,468.94
07: Gymnastics	1,982.61	0.00	0.00	1,982.61
09: Soccer	6,211.80	120.00	-120.00	6,211.80
10: Weightlifting	8,862.86	60.00	-143.65	8,779.21
11: Basketball	6,409.34	0.00	0.00	6,409.34
14: Tae Kwon Do	904.12	0.00	0.00	904.12
15: Aikido	6,382.63	375.00	-120.00	6,637.63
16: Wrestling	1,772.09	250.00	0.00	2,022.09
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	799.02	0.00	0.00	799.02
40: Football	6,767.63	3,000.00	-1,000.00	8,767.63
41: Football Cheerleading	1,163.22	0.00	-434.00	729.22
43: North Bay Rugby	51.05	122.00	0.00	173.05
46: Skateboard Park	5,529.06	296.98	-558.48	5,267.56
48: Martial Arts Unlimited	4,029.53	0.00	-90.00	3,939.53
49: North Bay Rugby Youth Pgm	4,123.93	675.00	-2,085.00	2,713.93
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,243.89	3,392.00	-2,764.67	2,871.22
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	4,790.19	0.00	0.00	4,790.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	7,428.03	225.00	-854.18	6,798.85
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	1,220.00	0.00	0.00	1,220.00
00: No Deposit Slip	0.00	41.00	0.00	41.00
TOTALS	\$123,873.69	\$6,389.59	-\$14,228.20	\$116,035.08

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 00: NO PROGRAM NAME			
12/02	41.00	Unidentified deposit	
** Subtotal **			41.00
** PROGRAM 01: GENERAL FUND			
12/07	-86.36	TFR: City \$ to Gen Fund (Postage meter)	
12/07	86.36	City \$ - Postage meter rental	
12/15	-1,120.00	TFR: City \$ to Football (Storage Shed)	
12/15	-1,453.00	TFR: City \$ to Football (Concess machines)	
12/15	-427.00	TFR: City \$ to Football (Coaches shirts)	
12/21	-25.98	TFR: City \$ to SkatePark (Phone svc to N Deen)	
12/28	-45.00	TFR: City \$ to SkatePark (Port-a-pot @ N Deen)	
12/15	20.00	Christmas meeting - refreshment money surplus	
12/30	-3.00	Check Enclosure Fee	
12/30	2.88	Interest - Bank of America	
12/31	4.71	Interest - Harford Natl Bank	
** Subtotal **			-3,046.39
** PROGRAM 03: GOLDEN AGE CLUB			
12/20	64.00	Greeting card sales	
** Subtotal **			64.00
** PROGRAM 06: BALLET/JAZZ/TAP			
12/07	815.00	Costumes	
** Subtotal **			815.00
** PROGRAM 09: SOCCER			
12/02	120.00	Registrations	
** Subtotal **			120.00
** PROGRAM 10: WEIGHTLIFTING			
12/15	60.00	Dues	
** Subtotal **			60.00
** PROGRAM 15: AIKIDO			
12/28	375.00	Registrations	
** Subtotal **			375.00
** PROGRAM 16: WRESTLING			
12/15	250.00	Registrations	
** Subtotal **			250.00
** PROGRAM 40: FOOTBALL			
12/15	1,120.00	City \$ - Storage Shed (Home Depot)	
12/15	1,453.00	City \$ - Cotton Candy & Snowball makers (for concession)	
12/15	427.00	City \$ - Coaches Shirts (60) partial reimbursement	
** Subtotal **			3,000.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
12/07	122.00	Registrations	
** Subtotal **			122.00
** PROGRAM 46: SKATEBOARD PARK			
12/06	226.00	Registrations	
12/21	25.98	City \$ - Phone svc to N. Deen Pk	
12/28	45.00	City \$ - Port-a-pot (Nov) at N. Deen Pk	
** Subtotal **			296.98
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
12/06	675.00	Registrations	
** Subtotal **			675.00
** PROGRAM 53: BASKETBALL CHEERLEADING			
12/02	3,364.00	Fundraiser (?)	
12/21	28.00	Registrations	
** Subtotal **			3,392.00
** PROGRAM 67: SWANFEST			
12/15	25.00	Pumpkins	
12/15	200.00	SwanFest	
** Subtotal **			225.00
*** Total ***			6,389.59

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
12/07	21359	Pitney Bowes, Inc.	86.36	Postage Meter Rental (3 mo)
12/28	21384	Bel Air Recreation Commit	100.00	2006 Legal Defense Fund
12/28	21385	Bel Air Recreation Commit	100.00	2007 Legal Defense Fund
12/22	EFT	Bank of America	93.65	Re-ordered checks (1000)
12/06	EFT	Pitney-Bowes	50.00	Postage meter refill
12/02	VISA	Netzero	9.95	Internet service for month
12/01	VISA	Pitney-Bowes	109.83	Ink cartridges (3)
12/12	VISA	TigerDirect	107.15	Uninterruptible power source
12/16	VISA	Juno	9.95	Monthly internet service
** Subtotal **				666.89

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUE				
12/21	21376	Margaret Jacobs	82.15	Petty cash
12/21	21377	Grace Memorial Church	35.00	Memoriam (Ann Kelly)
12/27	21381	Aberdeen Trophy World	49.84	Placque (Loretta Crites)
12/27	21382	Dee's Flowers & Gifts	14.18	Corsage (Loretta Crites)
12/27	21383	Margaret Jacobs	100.00	Retirement gift (Crites)
**	Subtotal	**		281.17**
PROGRAM 06: BALLET/JAZZ/TAP				
12/07	21360	Katie Sullivan	120.00	Substitute Salary (Nov-Dec)
12/07	21361	Kelly Pettigen	18.00	Salary (Dec) 2 hrs @ \$9.00
12/07	21362	Sarah J. Watt	616.00	Salary (Nov-Dec) 28 hrs@\$22
12/07	21363	Leslie Perry	660.00	Salary (Nov-Dec) 30 hrs@\$22
12/21	21378	Sandra Weeks	3680.16	Costumes [Wolff Fording]
12/28	21386	Sandra Weeks	16.00	Reimb handling fee [Wolff]
**	Subtotal	**		5,110.16
** PROGRAM 09: SOCCER				
12/28	21387	Site Services, LLC	120.00	Port-a-pots (2) @ AMS (Nov)
**	Subtotal	**		120.00
** PROGRAM 10: WEIGHTLIFTING				
12/07	21357	Denton Spring Water Co.	143.65	Water (15 @ \$6.75)
**	Subtotal	**		143.65
** PROGRAM 15: AIKIDO				
12/28	21389	James O. Shell	78.00	Salary (Oct-Nov) 13 hrs @ \$6
12/28	21390	James O. Shell	42.00	Salary (Dec) 7 hrs @ \$6
**	Subtotal	**		120.00
** PROGRAM 40: FOOTBALL				
12/15	21369	Olive Tree Restaurant	1000.00	Dinner for Volunteers
**	Subtotal	**		1,000.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
12/15	21374	Tri-State Trophies	434.00	Trophies (60 + 2 @ \$7)
**	Subtotal	**		434.00
** PROGRAM 46: SKATEBOARD PARK				
12/07	21365	Megan R. Pike	487.50	Salary (Oct-Nov) 75 hrs@\$6.5
12/21	21375	Verizon	25.98	Telephone service @ N Deen
12/28	21388	Site Services, LLC	45.00	Port-a-pot @ N Deen
**	Subtotal	**		558.48
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
12/07	21358	Mark L. Kegley	90.00	Instructor fee (Nov 2005)
**	Subtotal	**		90.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
12/15	21370	USA Rugby	1140.00	Dues (Boys, Girls team,42)
12/15	21371	The Arena Club	945.00	Indoor practices (14@\$135)
**	Subtotal	**		2,085.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 53: BASKETBALL CHEERLEADING				
12/07	21364	Tidewater Incentives Grou	240.00	Staff/Trainer shirts (8)
12/08	21366	Simply Funds, Inc.	2524.67	Fundraiser costs
**	Subtotal	**		2,764.67
** PROGRAM 67: SWANFEST				
12/15	21372	Karen Tegges	4.18	Wreath hangers (2)
12/15	21373	The Souza Agency, Inc	850.00	Harf Co Visitor Guide 2006
**	Subtotal	**		854.18
***	Total	***		14,228.20

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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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
November	\$62.60	\$0.00	\$0.00	\$62.60
December	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$211.15	\$0.00	\$0.00	\$211.15
AVG PER MONTH	\$35.19	\$0.00	\$0.00	\$35.19

V. TREASURER'S NOTES

1. **UNIDENTIFIED DEPOSIT:** A \$41 deposit was made on 12/2/05 through a Bank of America teller (vs. our deposit slips) and didn't annotate the program name on it. Additionally, the pink (Treasurer's) copy was never turned in. Since all programs on page 1 of this report share the same bank account, I am unable to credit this deposit to its rightful owner. To claim this deposit, please submit the pink copy to the Treasurer (as per Board policy). If unclaimed after 6 months, it will be transferred to the General Fund.

2. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Postage meter rental (3 mo)	\$86.36
40 FOOTBALL	Storage shed	\$1,120.00
40 FOOTBALL	Concession machines (2)	\$1,453.00
40 FOOTBALL	Coaches shirts	\$427.00
46 SKATEBOARD PARK	Phone service @ N Deen	\$25.98
46 SKATEBOARD PARK	Port-a-pot @ N Deen (part mon)	\$45.00

3. 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)

4. 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.

5. FY 06 CITY MONEY REQUEST FORMS:

a. Forms will be mailed to eligible programs this month to compete for available grant money from the City of Aberdeen (fiscal year starting 7/1/06); forms must be completed and returned by the March Board meeting to receive consideration.

b. Program Info Worksheets will also be included for programs to identify their officers and/or key personnel; after the March meeting, the Treasurer will take **NO ACTION** on check requests from programs that have not completed this form and returned it.

c. Additionally, a copy of the program's webpage will be included so it can be reviewed, corrected (if necessary), and returned for action.

6. WEBSITE: www.aberdeenpr.com

Gene Gall
Treasurer

VI. FY 05 CITY BUDGET STATUSAs Of 12/31/2005

	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	\$86.36	\$878.64
SUBTOTAL	\$3,465.00	\$264.36	\$3,200.64
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	\$314.79	\$235.21
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			
Storage shed (Home Depot)	\$1,120.00	\$1,120.00	\$0.00
Cotton candy & snowball machines	\$1,453.00	\$1,453.00	\$0.00
Coaches shirts (60) partial reimbursement	\$427.00	\$427.00	\$0.00
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	\$255.00	\$345.00
Phone service (12 months @ \$29)	\$350.00	\$124.88	\$225.12
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	\$9,669.03	\$12,330.97
