

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
JANUARY 2006**

2-Feb-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	01/01 BALANCE	INCOME	EXPENSE	01/31 BALANCE
01: General Fund	\$12,180.30	-\$2,427.18	-\$96.28	\$9,656.84
03: Golden Age Club	1,568.60	1,599.00	-232.50	2,935.10
06: Ballet/Jazz/Tap	7,468.94	0.00	0.00	7,468.94
07: Gymnastics	1,982.61	0.00	-342.50	1,640.11
09: Soccer	6,211.80	80.00	-743.60	5,548.20
10: Weightlifting	8,779.21	30.00	-41.50	8,767.71
11: Basketball	6,409.34	6,714.63	-5,333.63	7,790.34
14: Tae Kwon Do	904.12	335.00	0.00	1,239.12
15: Aikido	6,637.63	0.00	0.00	6,637.63
16: Wrestling	2,022.09	15.00	0.00	2,037.09
20: Tennis	631.11	0.00	0.00	631.11
30: Baseball	13,198.53	4,035.00	0.00	17,233.53
31: Youth Softball	799.02	3,589.75	0.00	4,388.77
40: Football	8,767.63	0.00	0.00	8,767.63
41: Football Cheerleading	729.22	0.00	-220.00	509.22
43: North Bay Rugby	173.05	0.00	0.00	173.05
46: Skateboard Park	5,267.56	144.53	-24.78	5,387.31
48: Martial Arts Unlimited	3,939.53	450.00	-225.00	4,164.53
49: North Bay Rugby Youth Pgm	2,713.93	2,421.89	-321.89	4,813.93
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,871.22	0.00	-432.00	2,439.22
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	6,798.85	0.00	-502.00	6,296.85
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	41.00	0.00	0.00	41.00
TOTALS	\$116,035.08	\$16,987.62	-\$8,515.68	\$124,507.02

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 01: GENERAL FUND			
1/12/2006	(\$1,140.00)	TFR: City \$ to Pgm 49 (Liability Ins)	
1/12/2006	(\$211.89)	TFR: City \$ to Pgm 49 (1sr Aid Supp)	
1/18/2006	(\$966.50)	TFR: City \$ to Pgm 11 (Uniforms)	
1/18/2006	(\$88.13)	TFR: City \$ to Pgm 11 (Basketballs)	
1/25/2006	(\$24.78)	TFR: City \$ to Pgm 46 (Phone)	
1/31/2006	\$4.71	Interest (Harford Natl Bank)	
1/31/2006	\$2.41	Interest (Bank of America)	
1/31/2006	(\$3.00)	Check Enclosure Fee (Bank of America)	
** Subtotal			(\$2,427.18)
** Program 03: GOLDEN AGE CLUB			
1/11/2006	\$354.00	Dues	
1/11/2006	\$517.00	Dues	
1/18/2006	\$298.00	Dues	
1/18/2006	\$298.00	Dues	
1/26/2006	\$132.00	Dues	
** Subtotal			\$1,599.00
** Program 09: SOCCER			
1/12/2006	\$80.00	Registrations - Indoor	
** Subtotal			\$80.00
** Program 10: WEIGHTLIFTING			
1/6/2006	\$30.00	Dues	
** Subtotal			\$30.00
** Program 11: BASKETBALL			
1/13/2006	\$3,375.00	Registrations	
1/18/2006	\$966.50	City \$ - Uniforms (70)	
1/18/2006	\$88.13	City \$ - Girls Basketballs & whistles	
1/31/2006	\$2,285.00	Registrations	
** Subtotal			\$6,714.63
** Program 14: TAE KWON DO			
1/4/2006	\$335.00	Registrations	
** Subtotal			\$335.00
** Program 16: WRESTLING			
1/11/2006	\$15.00	Registrations	
** Subtotal			\$15.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 30: BASEBALL			
1/17/2006	\$1,400.00	Registrations	
1/20/2006	\$835.00	Registrations	
1/20/2006	\$600.00	Sponsors (3)	
1/31/2006	\$1,200.00	Registrations	
** Subtotal			\$4,035.00
** Program 31: YOUTH SOFTBALL			
1/9/2006	\$100.00	Registrations	
1/17/2006	\$360.00	Registrations	
1/17/2006	\$255.00	Registrations	
1/31/2006	\$1,859.75	Basket Bingo	
1/31/2006	\$670.00	Registrations	
1/31/2006	\$270.00	Basket Bingo Donations	
1/31/2006	\$75.00	Basket Bingo Sponsor	
** Subtotal			\$3,589.75
** Program 46: SKATEBOARD PARK (ASAP)			
1/17/2006	\$119.75	Gate revenue	
1/25/2006	\$24.78	City \$ - Phone service (Month)	
** Subtotal			\$144.53
** Program 48: MARTIAL ARTS UNLIMITED			
1/6/2006	\$230.00	Registrations	
1/20/2006	\$220.00	Registrations	
** Subtotal			\$450.00
** Program 49: NORTH BAY RUGBY YOUTH PGM			
1/10/2006	\$175.00	Donation	
1/10/2006	\$225.00	Registrations	
1/12/2006	\$1,140.00	City \$ - USA Rugby liability insurance	
1/12/2006	\$211.89	City \$ - 1st Aid Supplies	
1/20/2006	\$370.00	Registrations	
1/31/2006	\$300.00	Registrations	
** Subtotal			\$2,421.89
*** Total Deposits			\$16,987.62

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
1/3/2006	VISA	NetZero	9.95	Monthly Internet Service - Office
1/17/2006	VISA	Juno Online	9.95	Internet service (Month) Office
1/26/2006	VISA	TigerDirect	76.38	New keyboard, mouse, USB hub
** Subtotal				\$96.28
** Program 03: GOLDEN AGE CLUB				
1/12/2006	21401	Rosemary Donovan	34.80	Petty cash
1/19/2006	21411	Rosemary Donovan	11.00	Bud vases (2) [Flowers by Lucy]
1/12/2006	21402	Religious Society Of Friends	35.00	Memorial for Harriet Smith
1/25/2006	21425	Phoenix Fundraising, Inc	151.70	Greeting cards for resale
** Subtotal				\$232.50
** Program 07: GYMNASTICS				
1/4/2006	21393	Tifanee Elbert	29.00	Salary (Dec) 2 hrs @ \$14.50
1/4/2006	21394	Rhonda Schultz	180.00	Salary (Nov-Dec) 12 hrs @ \$15
1/4/2006	21395	Kate Talanchzar	37.50	Salary (Dec) 3 hrs @ \$12.50
1/4/2006	21396	Caitlyn Welch	60.00	Salary (Dec) 6 hrs @ \$10
1/4/2006	21397	Amanda Jane Krantz	36.00	Salary (Dec) 3 hrs @ \$12
** Subtotal				\$342.50
** Program 09: SOCCER				
1/12/2006	21404	Your Name Here, Inc.	743.60	T-shirts for Indoor Season (130) #4200. 1/11/06
** Subtotal				\$743.60
** Program 10: WEIGHTLIFTING				
1/12/2006	21407	Denton Spring Water Co.	41.50	Water (6 @ \$6.75)
** Subtotal				\$41.50
** Program 11: BASKETBALL				
1/19/2006	21412	Danny R. Pierce	2,654.00	Referee & scorer fees - 3 weeks
1/25/2006	21417	Bel Air Recreation Council	400.00	9-10 Boys Tournament (1 Aberdeen, 1 APG)
1/25/2006	21418	Forest Hill Recreation Council	625.00	Boys Tournament (11-12, 13-14. 11-12 Tv)
1/25/2006	21419	Emmorton Recreation Council	200.00	Girls 9-10 Tournament team
1/25/2006	21420	Edgewood Recreation Council	400.00	11-12 Girls Tournament(1 Aberdeen & 1 APG)
1/19/2006	21413	Danny R. Pierce	88.13	Girls basketballs [Dicks] & whistles [Target]
1/19/2006	21414	Your Name Here, Inc.	966.50	Uniforms (70) [Inv #4199, 1/3/06]
** Subtotal				\$5,333.63
** Program 41: FOOTBALL CHEERLEADING				
1/13/2006	21408	Karen Bond	220.00	Pizza Party
** Subtotal				\$220.00
** Program 46: SKATEBOARD PARK (ASAP)				
1/25/2006	21423	Verizon	24.78	Telephone service @ North Deen Park
** Subtotal				\$24.78

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 48: MARTIAL ARTS UNLIMITED				
1/12/2006	21399	Mark L. Kegley	115.00	Instructor fee (Dec 2005)
1/25/2006	21424	Mark L. Kegley	110.00	Instructor fee (Jan 2009)
** Subtotal			\$225.00	
** Program 49: NORTH BAY RUGBY YOUTH PGM				
1/12/2006	21406	EPRU	110.00	Girls team league fees
1/12/2006	21405	Ellen Hickey	211.89	First Aid supplies
** Subtotal			\$321.89	
** Program 53: BASKETBALL CHEERLEADING				
1/12/2006	21400	GTM Sportswear	132.00	Uniform (130313/133136/1032538)
1/25/2006	21426	Tonya Fisher	300.00	Morgan State trip (bus + sodas)
** Subtotal			\$432.00	
** Program 67: SWANFEST				
1/12/2006	21403	Homestead Publishing Co.	502.00	Swanfest ads (Jan HBL)
** Subtotal			\$502.00	
*** Total Checks			\$8,515.68	

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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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
January '06	\$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:

11 BASKETBALL	Uniforms (70)	\$966.50
11 BASKETBALL	Girls' Basketballs & Whistles	\$88.13
46 SKATEBOARD PARK	Phone service @ N Deen	\$24.78
49 N BAY RUGBY YTH	Liability insurance	\$1,140.00
49 N BAY RUGBY YTH	1st Aid Supplies	\$211.89

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 STATUS
As Of 01/31/2006

	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	\$966.50	-\$266.50
Ball bags, lanyards, whistles, ref jerseys	\$230.00	\$88.13	\$141.87
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	\$149.66	\$200.34
49: NORTH BAY YOUTH RUGBY			
1st aid supplies for 5 teams	\$211.89	\$211.89	\$0.00
Replacement jerseys U-19 team	\$723.11	\$0.00	\$723.11
USA Rugby liability insurance	\$1,140.00	\$1,140.00	\$0.00
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	\$12,100.33	\$9,899.67