

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

2-Mar-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	02/01 BALANCE	INCOME	EXPENSE	02/28 BALANCE
01: General Fund	\$9,656.84	-\$657.79	-\$288.85	\$8,710.20
03: Golden Age Club	2,935.10	301.50	-140.54	3,096.06
06: Ballet/Jazz/Tap	7,468.94	70.00	-2,409.95	5,128.99
07: Gymnastics	1,640.11	0.00	-151.50	1,488.61
09: Soccer	5,548.20	0.00	0.00	5,548.20
10: Weightlifting	8,767.71	0.00	-55.00	8,712.71
11: Basketball	7,790.34	0.00	-4,798.00	2,992.34
14: Tae Kwon Do	1,239.12	0.00	-26.85	1,212.27
15: Aikido	6,637.63	0.00	0.00	6,637.63
16: Wrestling	2,037.09	0.00	-225.00	1,812.09
20: Tennis	631.11	0.00	0.00	631.11
30: Baseball	17,233.53	6,060.00	-124.00	23,169.53
31: Youth Softball	4,388.77	710.00	-2,334.50	2,764.27
40: Football	8,767.63	0.00	-3,916.00	4,851.63
41: Football Cheerleading	509.22	0.00	0.00	509.22
43: North Bay Rugby	173.05	1,900.00	-1,587.00	486.05
46: Skateboard Park	5,387.31	0.00	0.00	5,387.31
48: Martial Arts Unlimited	4,164.53	230.00	-115.00	4,279.53
49: North Bay Rugby Youth Pgm	4,813.93	948.11	-2,657.29	3,104.75
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,439.22	0.00	-400.00	2,039.22
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	6,296.85	312.50	-205.27	6,404.08
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	\$124,507.02	\$9,874.32	-\$19,434.75	\$114,946.59

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
02/01	-723.11	TFR: City \$ to Pgm 49 (Uniforms)	
02/01	61.45	HCCSB Pepsi machine revenue	
02/28	2.61	Interest - Bank of America	
02/28	4.26	Interest - Harford National Bank	
02/28	-3.00	Check enclosure fee	
** Subtotal **			-657.79
** PROGRAM 03: GOLDEN AGE CLUB			
02/01	88.00	Dues	
02/09	106.00	Dues	
02/28	107.50	Dues	
** Subtotal **			301.50
** PROGRAM 06: BALLET/JAZZ/TAP			
02/15	60.00	Registrations	
02/15	135.00	Costume	
02/21	-120.00	Bad Check (Tremayne Aytes)	
02/21	-5.00	Bad Check Svc Chg (T. Aytes)	
** Subtotal **			70.00
** PROGRAM 30: BASEBALL			
02/03	1,355.00	Registrations	
02/03	1,000.00	Sponsors	
02/08	1,350.00	Registrations	
02/08	835.00	Registrations	
02/10	765.00	Registrations	
02/10	400.00	Sponsor (Harford Lanes)	
02/13	-45.00	Bad Check (Cynthia Levario)	
02/13	-5.00	Bad Check Svc Chg (C. Levario)	
02/24	405.00	Registrations	
** Subtotal **			6,060.00
** PROGRAM 31: YOUTH SOFTBALL			
02/01	-50.00	Bad Check (W. Cline)	
02/01	-5.00	Bad Chk Svc Chg (W. Cline)	
02/07	630.00	Registrations	
02/21	135.00	Registrations	
** Subtotal **			710.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
02/03	1,900.00	Registrations	
** Subtotal **			1,900.00
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
02/13	230.00	Registrations	
** Subtotal **			230.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
02/01	723.11	City \$ - Uniforms	
02/03	150.00	Registrations	
02/07	75.00	Registrations	
** Subtotal **			948.11
** PROGRAM 67: SWANFEST			
02/17	312.50	SwanFest	
** Subtotal **			312.50
*** Total ***			9,874.32

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
02/03	EFT	Pitney Bowes	50.00	Postage meter refill
02/03	VISA	NetZero	9.95	Internet service - office
02/14	VISA	PureHost	218.95	Web hosting (1 yr)
02/15	VISA	Juno Online	9.95	Internet Service (Office)
** Subtotal **				288.85
** PROGRAM 03: GOLDEN AGE CLUB				
02/01	21432	Rosemary Donovan	105.54	Petty cash (film,birthday)
02/01	21433	JoWanda Strickland-Lucas	35.00	Memorial (DorothyStrickland)
** Subtotal **				140.54
** PROGRAM 06: BALLET/JAZZ/TAP				
02/01	21435	Leslie Perry	418.00	Salary (Jan) 19 hrs @ \$22
02/01	21436	Sarah J. Watt	462.00	Salary (Jan) 21 hrs @ \$22
02/01	21437	Kelly Pettigen	36.00	Salary (Jan) 4 hrs @ \$9.00
02/22	21464	Sandra Weeks	79.95	Costume expense
02/22	21465	Kelly Pettigen	72.00	Salary (Feb) 8 hrs @ \$9.00
02/22	21466	Sarah J. Watt	704.00	Salary (Feb) 32 hrs @ \$22
02/22	21467	Leslie Perry	638.00	Salary (Feb) 29 hrs @ \$22
** Subtotal **				2,409.95
** PROGRAM 07: GYMNASTICS				
02/01	21438	Caitlyn Welch	30.00	Salary (Jan) 3 hrs @ \$10
02/01	21439	Bethany F. Papp	24.00	Salary (Jan) 2 hrs @ \$12
02/01	21440	Rhonda Schulz	60.00	Salary (Jan) 4 hrs @ \$15
02/01	21441	Elizabeth G. Cornelison	37.50	Salary (Jan) 3 hrs @ \$12.50
** Subtotal **				151.50

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 10: WEIGHTLIFTING				
02/01	21431	Denton Spring Water Co.	55.00	Water (8 @ \$6.75)
**	Subtotal	**		55.00
** PROGRAM 11: BASKETBALL				
02/01	21434	Danny R. Pierce	1736.00	Fees for referees & scorers
02/22	21459	Danny R. Pierce	2462.00	Fees to referees & scorers
02/22	21460	Bel Air Recreation Council	200.00	13-14 Girls Tournament entry
02/22	21461	Forest Hill Recreation Co	200.00	13-14 Boys Tournament entry
02/22	21462	Bel Air Recreation Council	200.00	9-10 Boys Tournament entry
**	Subtotal	**		4,798.00
** PROGRAM 14: TAE KWON DO				
02/22	21458	Kathryn Dugan	26.85	Belts (2) for rank testing
**	Subtotal	**		26.85
** PROGRAM 16: WRESTLING				
02/08	21446	UCWL	225.00	Tournament (15 @ \$15)
**	Subtotal	**		225.00
** PROGRAM 30: BASEBALL				
02/15	21453	Babe Ruth League, Inc.	124.00	Charter (4 Jr teams, 4 Sr)
**	Subtotal	**		124.00
** PROGRAM 31: YOUTH SOFTBALL				
02/08	21444	K & J Athletic Apparel	2172.00	Uniforms (44@\$38), CoachShirts
02/08	21445	Girl Scout Troop 1553	162.50	Reimburse Fire Hall Rental
**	Subtotal	**		2,334.50
** PROGRAM 40: FOOTBALL				
02/08	21447	Riddell	3866.00	Helmet Reconditioning (200)
02/08	21448	Donald Coulter	50.00	Washing & drying uniforms
**	Subtotal	**		3,916.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
02/08	21451	Brian Hickey	675.00	Toward S.Hermesen's Ireland
02/08	21452	Steamroller Rugby Supply	912.00	Jerseys (27 @ \$32 +)
**	Subtotal	**		1,587.00
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
02/22	21463	Mark L. Kegley	115.00	Instructor fee (Feb 06)
**	Subtotal	**		115.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
02/01	21429	Steamroller Rugby Supply	2598.00	Shorts, socks, jerseys, etc
02/01	21430	Ellen Hickey	59.29	Misc admin & sports supplies
**	Subtotal	**		2,657.29
** PROGRAM 53: BASKETBALL CHEERLEADING				
02/08	21449	Golden Corral Restaurant	250.00	Banquet (3/1/06)
02/08	21450	Tri-State Trophies	150.00	Trophies
**	Subtotal	**		400.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST				
02/22	21456	Allsign Products, Inc	157.50	Signs for SwanFest (10@\$15)
02/22	21457	Richard G. Herbig	47.77	Items for SwanFest
** Subtotal **				205.27
*** Total ***				19,434.75

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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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
February	\$61.45	\$0.00	\$0.00	\$61.45
TOTAL - LAST 6 MON	\$179.90	\$0.00	\$0.00	\$179.90
AVG PER MONTH	\$29.98	\$0.00	\$0.00	\$29.98

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:

49 N BAY RUGBY YTH Uniforms	\$723.11
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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 PROGRAM FORMS:** 3 forms were distributed to each program in Jan; they were due back to the Treasurer 3/1/06.

a. **Program Info Worksheets:** This form identifies program officers and anyone handling money (to be added to our insurance policy). It also identifies who is authorized to request checks for your program. **After the 3/8/06 Board Meeting, I will not write checks for any program which has not completed and filed a completed copy of this form with me.**

b. **City Money Request Forms:** Sometime after the 3/8/06 Board Meeting, the Aberdeen Board will "scrub" the requests and submit our FY 06 request to the city council. **Any submissions after this date cannot be included in this process; delinquent requests can only be considered for surplus FY 05 funds (if any).**

c. **Webpage Modifications:** No time limit. You can print your webpage off anytime during the year, annotate changes, and forward them to me for posting.

6. **WEBSITE:** www.aberdeenpr.com

Gene Gall
Treasurer

VI. FY 05 CITY BUDGET STATUS
As Of 02/28/2006

	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	<u>\$3,465.00</u>	<u>\$264.36</u>	<u>\$3,200.64</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)	\$314.79	\$314.79	\$0.00
Uniforms (20 sets @ \$36)	\$966.50	\$966.50	\$0.00
Ball bags, lanyards, whistles, ref jerseys	\$198.71	\$88.13	\$110.58
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	\$723.11	\$0.00
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
	<u>\$22,000.00</u>	<u>\$12,823.44</u>	<u>\$9,176.56</u>