

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

6-Apr-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	03/01 BALANCE	INCOME	EXPENSE	03/31 BALANCE
01: General Fund	\$8,710.20	-\$268.08	-\$488.40	\$7,953.72
03: Golden Age Club	3,096.06	-36.50	-517.69	2,541.87
06: Ballet/Jazz/Tap	5,128.99	170.50	-509.30	1,790.19
07: Gymnastics	1,488.61	0.00	-288.00	1,200.61
09: Soccer	5,548.20	140.00	0.00	5,688.20
10: Weightlifting	8,712.71	1,560.00	-456.90	9,815.81
11: Basketball	2,992.34	3,642.00	-2,873.85	3,760.49
14: Tae Kwon Do	1,212.27	0.00	0.00	1,212.27
15: Aikido	6,637.63	352.00	-96.00	6,893.63
16: Wrestling	1,812.09	100.00	-216.00	1,696.09
20: Tennis	631.11	0.00	0.00	631.11
30: Baseball	23,169.53	1,615.00	-3,100.00	21,684.53
31: Youth Softball	2,764.27	1,925.30	-2,304.30	2,385.27
40: Football	4,851.63	0.00	-230.00	4,621.63
41: Football Cheerleading	509.22	1,302.00	-449.00	1,362.22
43: North Bay Rugby	486.05	1,005.00	-375.00	1,116.05
46: Skateboard Park	5,387.31	52.41	-52.41	5,387.31
48: Martial Arts Unlimited	4,279.53	240.00	-120.00	4,399.53
49: North Bay Rugby Youth Pgm	3,104.75	0.00	-1,083.42	2,021.33
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,039.22	0.00	0.00	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	250.00	0.00	5,040.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	6,404.08	2,640.00	-250.00	8,794.08
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	150.00	0.00	191.00
TOTALS	\$114,946.59	\$14,839.63	-\$13,410.27	\$116,375.95

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 00: NO DEPOSIT SLIP		
03/16	150.00	?
** Subtotal **		150.00
** PROGRAM 01: GENERAL FUND		
03/01	-26.59	TFR: City \$ to Pgm 46 (Phone service)
03/01	-25.82	TFR: City \$ to Pgm 46 (Phone service)
03/08	-106.70	TFR: City \$ to Pgm 01 (postage meter)
03/29	-218.95	TFR: City \$ to Gen Fund (Web Hosting)
03/29	-336.36	TFR: City \$ to Gen Fund (Postage meter rental/expenses)
03/29	-175.00	TFR: City \$ to Gen Fund (Treas Bond)
03/29	-1,009.69	TFR: City \$ to Gen Fund (Comp Exp)
03/30	-304.30	TFR: City \$ to Softball (Mouth Guards)
03/08	106.70	City \$ - Postage meter rental
03/29	175.00	City \$ - Treas Bond Insurance
03/29	218.95	City \$ - Web Hosting
03/29	336.36	City \$ - Postage meter rental/expenses
03/29	1,009.69	City \$ - Computer expenses
03/31	84.33	HCCSB Pepsi machine revenue
03/31	-3.00	Check enclosure fee
03/31	2.59	Interest (Bank of America)
03/31	4.71	Interest (Harford Natl Bank)
** Subtotal **		-268.08
** PROGRAM 03: GOLDEN AGE CLUB		
03/07	43.00	Dues?
03/14	-298.00	Treas Error: Duplicated deposit (01/18/06)
03/15	31.00	Dues
03/15	77.50	Sale of cards
03/21	110.00	White Elephant
** Subtotal **		-36.50
** PROGRAM 06: BALLET/JAZZ/TAP		
03/09	15.00	Costumes
03/09	155.50	Recovered bad check
** Subtotal **		170.50
** PROGRAM 09: SOCCER		
03/07	140.00	Registrations
** Subtotal **		140.00
** PROGRAM 10: WEIGHTLIFTING		
03/01	360.00	Dues
03/09	480.00	Dues
03/16	600.00	Dues
03/31	120.00	Dues
** Subtotal **		1,560.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 11: BASKETBALL			
03/06	217.00	Photo commission	
03/06	1,225.00	Joppatown Girls registrations	
03/13	2,200.00	Registrations - APG	
** Subtotal **			3,642.00
** PROGRAM 15: AIKIDO			
03/15	352.00	Registrations	
** Subtotal **			352.00
** PROGRAM 16: WRESTLING			
03/29	100.00	VOID Check #21107 (J. Ellenby)	
** Subtotal **			100.00
** PROGRAM 30: BASEBALL			
03/07	290.00	Registrations	
03/17	325.00	Registrations	
03/17	1,000.00	Sponsors (4)	
** Subtotal **			1,615.00
** PROGRAM 31: YOUTH SOFTBALL			
03/06	45.00	Registrations	
03/06	225.00	Registrations	
03/06	600.00	Sponsors (3)	
03/21	600.00	Sponsors (3)	
03/21	151.00	Fundraiser	
03/30	304.30	City \$ - Mouth guards	
** Subtotal **			1,925.30
** PROGRAM 41: FOOTBALL CHEERLEADING			
03/16	217.00	?	
03/23	1,085.00	?	
** Subtotal **			1,302.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
03/10	1,005.00	Registrations	
** Subtotal **			1,005.00
** PROGRAM 46: SKATEBOARD PARK			
03/01	26.59	City \$ - Phone service (month)	
03/01	25.82	City \$ - Phone service (month)	
** Subtotal **			52.41
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
03/22	240.00	Registrations	
** Subtotal **			240.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 62: PARK/SPECIAL EVENTS		
03/01	100.00	Festival Park Reservations
03/09	50.00	Festival Park reservation
03/31	100.00	Festival Park Reservations (2)
** Subtotal **	250.00	
** PROGRAM 67: SWANFEST		
03/09	400.00	Bridal Show
03/16	400.00	Bridal Show
03/16	1,400.00	Bridal Show
03/16	40.00	?
03/31	400.00	Bridal Show
** Subtotal **	2,640.00	
*** Total ***	14,839.63	

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
03/03	VISA	NetZero	9.95	Internet service - Office
03/08	21477	Pitney Bowes, Inc.	106.70	Postage Meter Rental (3 mon)
03/15	VISA	Juno	9.95	Internet service - Office
03/15	VISA	TigerDirect	186.80	Ink cartridges, router, etc
03/29	21503	Erie Insurance Group	175.00	Treas Bond & Key person Ins
** Subtotal **			488.40	
** PROGRAM 03: GOLDEN AGE CLUB				
03/15	21489	Kleinhenn Company	329.17	Cards for resale
03/15	21491	Carole Perkins	80.76	Petty cash
03/15	21490	Carole Perkins	22.00	Petty cash
03/29	21506	Carole Perkins	50.76	Petty cash reimbursement
03/29	21505	Bynum Simmons	35.00	Tune Piano & Repair Rollers
** Subtotal **			517.69	
** PROGRAM 06: BALLET/JAZZ/TAP				
03/22	21496	Your Name Here, Inc.	509.30	T-shirts (65@\$7.22 + \$20)
** Subtotal **			509.30	
** PROGRAM 07: GYMNASTICS				
03/01	21474	Elizabeth G. Cornelison	150.00	Salary (Feb) 12 hrs @ \$12.50
03/01	21473	Bethany F. Papp	48.00	Salary (Feb) 4 hrs @ \$12
03/01	21475	Caitlyn Welch	90.00	Salary (Feb) 9 hrs @ \$10
** Subtotal **			288.00	

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 10: WEIGHTLIFTING				
03/01	21470	Denton Spring Water Co.	57.90	Water (6 @ \$6.75), ConeCups
03/08	21480	Anderson Lock & Key	399.00	Duplicate keys (100 @ \$3.99)
**	Subtotal	**		456.90
** PROGRAM 11: BASKETBALL				
03/08	21485	Sport Supply Group, Inc,	458.85	Tabletop Scoreboard
03/08	21484	Danny R. Pierce	2415.00	Fees to referees & scorers
**	Subtotal	**		2,873.85
** PROGRAM 15: AIKIDO				
03/15	21486	James O. Shell	48.00	Salary (Jan) 8 hrs @ \$6
03/15	21487	James O. Shell	48.00	Salary (Feb) 8 hrs @ \$6
**	Subtotal	**		96.00
** PROGRAM 16: WRESTLING				
03/08	21482	Tri-State Trophies	116.00	Trophies (20 @ \$5.80)
03/29	21501	Fallston Recreation Counc	100.00	Harford Co Tournament (Feb05)
**	Subtotal	**		216.00
** PROGRAM 30: BASEBALL				
03/29	21508	Babe Ruth League, Inc. {In	600.00	Accident & Liability Ins
03/29	21507	Your Name Here, Inc.	2500.00	Deposit for half of uniforms
**	Subtotal	**		3,100.00
** PROGRAM 31: YOUTH SOFTBALL				
03/15	21488	Ripken Baseball	2000.00	Ripken Spring Softball Camp
03/29	21510	Karen Steffan	304.30	Face guards (25@\$9.95 + \$55)
**	Subtotal	**		2,304.30
** PROGRAM 40: FOOTBALL				
03/08	21483	Pollitt Signs	230.00	Signs for registration
**	Subtotal	**		230.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
03/08	21478	Loye R. Bolyard	74.00	Refund (3Adult&2Child Shrt)
03/08	21479	Art Related Technologies	217.00	Sweatshirts balance due
03/30	21513	Loye R. Bolyard	158.00	Refund(2Sweatsuits&2HairBow)
**	Subtotal	**		449.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
03/29	21502	Potomac Society of Rugby	375.00	Refs for Fall (5@\$75)
**	Subtotal	**		375.00
** PROGRAM 46: SKATEBOARD PARK				
03/01	21468	Verizon	26.59	Telephone service @ N Deen
03/22	21495	Verizon	25.82	Telephone service @ N Deen
**	Subtotal	**		52.41
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
03/29	21504	Mark L. Kegley	120.00	Instructor fee (Mar 2006)
**	Subtotal	**		120.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
03/01	21471	Ellen Hickey	105.76	Feb 25 games snacks&supplies
03/01	21469	Rugby Imports Limited	492.00	Girls Rugby Jerseys(8 @ \$60)
03/01	21472	Christine Nelson	45.00	Registration refund
03/15	21493	Ellen Hickey	16.54	Squeeze water bottles (7)
03/15	21492	Ellen Hickey	91.88	3/4/06 game's subs & sodas
03/22	21499	Ellen Hickey	19.05	1st aid supplies
03/22	21498	Ellen Hickey	117.78	Hosting supplies(Girls-03/19)
03/22	21497	Ellen Hickey	78.60	Hosting supplies(Boys-03/16)
03/29	21509	Ellen Hickey	116.81	Field paint, 1st aidsupplies
** Subtotal **			1,083.42	
** PROGRAM 67: SWANFEST				
03/08	21481	Craig Lanphear	250.00	Event Staff Orient (refresh)
** Subtotal **			250.00	
*** Total ***			13,410.27	

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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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
March	\$84.33	\$0.00	\$0.00	\$84.33
TOTAL - LAST 6 MON	\$264.23	\$0.00	\$0.00	\$264.23
AVG PER MONTH	\$44.04	\$0.00	\$0.00	\$44.04

V. TREASURER'S NOTES

1. UNIDENTIFIED DEPOSITS:

a. 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.

b. A \$150 deposit was made on 3/16/06 on our deposit slip but failed to identify program name. Please contact me if this is yours'.

DEPOSIT TICKET

NOTE: CURRENCY COINS

AMOUNTS BOARD PARKS & REC

34 N. PHILADELPHIA BLVD

ABERDEEN MD 21001-2802

04-05

Bank of America

ACT. NO. 20001100

\$ 150.00

15405201090 003928420950

5/0000015000

2. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Postage meter, Web Site, etc	\$1846.70
31 SOFTBALL	Mouth guards	\$304.30
46 SKATEBOARD PARK	Phone service N. Deen (2 mon)	\$52.41

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).

V. TREASURER'S NOTES (CONT)

3. DEPOSIT SLIPS (CONT):

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.

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. CITY MONEY:

a. The City Money allocations in part VI (next page) expire on 6/30/06. Programs have until 5/1/06 to spend their remaining funds. After that, the Board will reallocate funds to ensure they are used before 6/30/06.

b. The City Money allocations in part VII (last page) can be used effect 7/1/06.

6. WEBSITE: www.aberdeenpr.com

Gene Gall
Treasurer

VI. FY 05 CITY BUDGET STATUS

As Of 03/31/2006

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,009.69	\$1,009.69	\$0.00
Fire/Treasurer Bond Premium	\$353.00	\$353.00	\$0.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$1,102.31	\$748.37	\$353.94
SUBTOTAL	<u>\$3,465.00</u>	<u>\$2,111.06</u>	<u>\$1,353.94</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	\$176.25	\$173.75
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>\$14,696.73</u>	<u>\$7,303.27</u>

VII. FY 06 CITY BUDGET REQUESTS
 For Fiscal Year 07/01/2006 - 06/30/2007
 As Submitted 03/13/06

	AMOUNT
	APPROVED
01 GENERAL FUND	
Computer/Office Equipment	\$1,000 00
Fire/Treasurer Bond Premium	\$500 00
Volunteer Recognition	\$1,000 00
Postage Meter & Contingencies	\$778 00
SUBTOTAL	<u>\$3,278 00</u>
06 BALLET	
Master classes for instructors	\$400 00
8' free standing barre w/barres both sides	\$298 00
07 GYMNASTICS	
Liability Insurance	\$1,000 00
09 SOCCER	
Uniforms, socks and nets	\$1,200 00
Safety items, 1st aid kits, ice packs, etc	\$300 00
11 BASKETBALL	
New basketballs (30 @ \$22)	\$720 00
Uniforms (20 sets @ \$40)	\$600 00
Ball bags, whistles, grease boards, etc	\$614 00
30 BASEBALL	
Bats bases, catchers' equip, etc	\$1,200 00
1st aid kits ice packs, etc	\$300 00
31 SOFTBALL	
Face guards for all batting helmets	\$300 00
Large gear bags & ball bags per team	\$100 00
1st aid kits ice packs	\$300 00
40 FOOTBALL	
Recondition helmets (200)	\$4,000 00
1st aid equipment & equipment replacement	\$1,000 00
43 NORTH BAY RUGBY MEN	
1st aid supplies	\$125 00
Tackle bags	\$215 00
46 SKATEBOARD PARK	
Maintenance - Ramps	\$200 00
1st aid supplies & disinfectant	\$60 00
Safety gear	\$200 00
Phone & answering machine replacements	\$90 00
Phone service (12 months @ \$25)	\$300 00
Portable toilet (10 months @ \$60)	\$600 00
49 NORTH BAY YOUTH RUGBY	
1st aid supplies for 5 teams	\$350 00
Replacement jerseys for Girls' team	\$1,450 00
Coaches online certification (5 @ \$40)	\$200 00
53 BASKETBALL CHEERLEADING	
Literature & videos for coaches	\$200 00
60 SUMMER CONCERTS	
Performer fees	\$3,000 00
Helper's salary (10 @ \$30)	\$300 00
Banner date change	\$50 00
Sodas	\$50 00
70 SPECIAL PROJECTS	
Athletic Lighting Fund	\$500 00
71. SUMMER BASKETBALL ACADEMY	
Whistles basketballs uniforms, etc	\$500 00
TOTAL	<u><u>\$24,000 00</u></u>