

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

12-Jun-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	05/01 BALANCE	INCOME	EXPENSE	05/31 BALANCE
01: General Fund	\$2,373.58	\$3.68	-\$50.00	\$2,327.26
03: Golden Age Club	2,589.17	125.50	-243.44	2,471.23
06: Ballet/Jazz/Tap	3,547.44	352.00	0.00	3,899.44
07: Gymnastics	828.61	0.00	0.00	828.61
09: Soccer	6,188.20	0.00	0.00	6,188.20
10: Weightlifting	10,528.31	360.00	0.00	10,888.31
11: Basketball	4,473.34	0.00	-1,346.15	3,127.19
14: Tae Kwon Do	1,642.27	140.00	-65.00	1,717.27
15: Aikido	6,893.63	275.00	-84.00	7,084.63
16: Wrestling	1,696.09	0.00	0.00	1,696.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	16,307.04	1,319.00	-2,139.06	15,486.98
31: Youth Softball	2,854.70	0.00	-1,045.25	1,809.45
40: Football	12,856.63	5,812.00	-7,421.12	11,247.51
41: Football Cheerleading	1,992.22	910.00	-163.00	2,739.22
43: North Bay Rugby	1,341.05	0.00	-821.75	519.30
46: Skateboard Park	5,586.60	112.75	-212.37	5,486.98
48: Martial Arts Unlimited	4,399.53	470.00	-125.00	4,744.53
49: North Bay Rugby Youth Pgm	4,067.62	1,080.00	-1,787.49	3,360.13
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	-2,395.00	-2,244.00
62: Parks/Special Events	5,190.19	250.00	0.00	5,440.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	11,549.08	2,065.00	-502.00	13,112.08
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	8,641.00	0.00	0.00	8,641.00
71: Summer Basketball Academy	1,770.00	0.00	0.00	1,770.00
00: No Deposit Slip	191.00	0.00	0.00	191.00
TOTALS	\$122,666.23	\$13,274.93	-\$18,400.63	\$117,540.53

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
05/05	-15.00	OLBS Month Fee (Bank of America)	
05/24	-26.75	City \$ TFR to Skateboard (Phone svc)	
05/31	40.85	HCCSB Pepsi machine revenue	
05/31	4.72	Interest - Harford Natl Bank	
05/31	2.86	Interest - Bank of America	
05/31	-3.00	Check Enclosure Fee	
** Subtotal **			3.68
** PROGRAM 03: GOLDEN AGE CLUB			
05/10	109.50	?	
05/30	16.00	Dues	
** Subtotal **			125.50
** PROGRAM 06: BALLET/JAZZ/TAP			
05/16	300.00	Registrations	
05/22	52.00	Flower Proceeds	
** Subtotal **			352.00
** PROGRAM 10: WEIGHTLIFTING			
05/12	180.00	Dues	
05/19	120.00	Dues	
05/31	60.00	Dues	
** Subtotal **			360.00
** PROGRAM 14: TAE KWON DO			
05/24	140.00	Registrations	
** Subtotal **			140.00
** PROGRAM 15: AIKIDO			
05/03	275.00	Registrations	
** Subtotal **			275.00
** PROGRAM 30: BASEBALL			
05/02	659.50	Fundraiser	
05/02	659.50	Fundraiser	
** Subtotal **			1,319.00
** PROGRAM 40: FOOTBALL			
05/01	-105.00	Bad Check (Anthony Kenion Sr.)	
05/01	-5.00	Bad Chk Svc Chg (A. Kenion Sr.)	
05/01	-105.00	Bad Check (Katherine Matos)	
05/01	-5.00	Bad Chk Svc Chg (K. Matos)	
05/10	5,552.00	Registrations	
05/15	-105.00	Bad Check (Curtis D. McClain)	
05/15	-5.00	Bad Chk Svc Chg (C. McClain)	
05/30	590.00	Registrations	
** Subtotal **			5,812.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 41: FOOTBALL CHEERLEADING			
05/04	650.00	Registrations	
05/04	110.00	Fundraiser	
05/18	150.00	Registration	
** Subtotal **			910.00
** PROGRAM 46: SKATEBOARD PARK			
05/10	86.00	Park Revenue	
05/24	26.75	City \$ - Telephone service (month)	
** Subtotal **			112.75
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
05/01	250.00	Registrations	
05/30	220.00	Registrations	
** Subtotal **			470.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
05/01	520.00	Registrations	
05/16	180.00	Registrations	
05/23	260.00	Registrations	
05/31	120.00	Registrations	
** Subtotal **			1,080.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
05/12	100.00	Festival Park reservation	
05/19	50.00	Festival Park reservation	
05/31	100.00	Festival Park reservation	
** Subtotal **			250.00
** PROGRAM 67: SWANFEST			
05/05	200.00	Bridal Show	
05/12	600.00	Bridal Show	
05/19	400.00	Bridal Show	
05/31	100.00	Bridal Show	
05/05	315.00	Nature Camp	
05/19	450.00	Nature Camp	
** Subtotal **			2,065.00
*** Total ***			13,274.93

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
05/04	EFT	Pitney Bowes	50.00	Postage meter refill
**	Subtotal	**		50.00
** PROGRAM 03: GOLDEN AGE CLUB				
05/11	21585	St. Paul's Lutheran Churc	35.00	Memoram (Marge Escobar)
05/11	21586	Carole Perkins	93.59	Petty cash reimbursement
05/24	21602	Carole Perkins	114.85	Petty cash reimbursement
**	Subtotal	**		243.44
** PROGRAM 11: BASKETBALL				
05/11	21582	Tri-State Trophies	1093.65	Trophies (171) Inv#1678, 04/28
05/11	21583	Danny R. Pierce	52.50	Banquet (Sodas)
05/11	21584	Carl Penroe	200.00	Banquet (25 Pizzas@\$8) 05/05
**	Subtotal	**		1,346.15
** PROGRAM 14: TAE KWON DO				
05/24	21605	Kathryn Dugan	65.00	Referee Seminar
**	Subtotal	**		65.00
** PROGRAM 15: AIKIDO				
05/03	21556	James O. Shell	48.00	Salary (Mar) 8 hrs @ \$6
05/03	21557	James O. Shell	36.00	Salary (Apr) 6 hrs @ \$6
**	Subtotal	**		84.00
** PROGRAM 30: BASEBALL				
05/03	21558	Your Name Here, Inc.	968.78	Irreg Uniform Pants (120)
05/11	21581	Tharpe And Green Mill, In	80.00	Turf Liner (20 50-lb bags)
05/17	21591	Wawa	500.00	Raffle prize (\$500 GiftCard)
05/24	21601	Your Name Here, Inc.	100.98	Jerseys (4), Caps (6)
05/03	VISA	Anaconda Sports, Inc.	489.30	Merchandise
**	Subtotal	**		2,139.06
** PROGRAM 31: YOUTH SOFTBALL				
05/11	21568	Sandy Pierce	400.00	Payment of umpires for games
05/11	21569	Ripken Baseball	85.25	Ripken Camp (Apr) Balance
05/17	21597	Karen Steffan	560.00	Trophies
**	Subtotal	**		1,045.25
** PROGRAM 40: FOOTBALL				
05/11	21566	All Sports America	6024.01	Jerseys (200) & Game Pants (200)
05/11	21567	All Sports America	1397.11	Helmets (30)
**	Subtotal	**		7,421.12
** PROGRAM 41: FOOTBALL CHEERLEADING				
05/10	21561	Debbie Frost	68.00	Sweatsuit refund
05/11	21565	Annemarie Fink	95.00	Sweatsuit & T-shirt Refund
**	Subtotal	**		163.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 43: NORTH BAY MEN'S RUGBY				
05/17	21593	Potomac Rugby Union	417.50	2006 PRU Spring dues (1st)
05/17	21594	Chesapeake Rent All	254.25	Tourn (20x30 tent, 2 tables)
05/17	21595	Ken Leonard	150.00	Tourn (reimb port-a-pots)
** Subtotal **			821.75	
** PROGRAM 46: SKATEBOARD PARK				
05/03	21555	Jon A. Smith	130.00	Salary (Apr) 20 hrs @ \$6.50
05/11	21570	Cynthia M. Pike	55.62	Phone & Soda concession
05/24	21600	Verizon	26.75	Telephone service @ N Deen
** Subtotal **			212.37	
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
05/11	21564	Mark L. Kegley	125.00	Instructor fee (Apr 06)
** Subtotal **			125.00	
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
05/11	21587	Ellen Hickey	285.00	Referee training (3)
05/11	21588	Ellen Hickey	22.49	Sodas & water (Apr 29 game)
05/11	21589	Ellen Hickey	20.00	USA Rugby dues (1 @ \$20)
05/17	21592	Ellen Hickey	140.00	Reimb for Under-18 Dues (7)
05/24	21603	Oregon Youth Rugby	1260.00	Rugby Balls (90@\$13) + \$90
05/24	21604	Jennifer Brown	60.00	Registration refund
** Subtotal **			1,787.49	
** PROGRAM 60: SUMMER CONCERTS				
05/11	21571	F. W. Haxel Co., Inc.	45.00	Change dates on mesh banner
05/11	21572	Roger Green	400.00	Annapolis Bluegrass Coaltn
05/11	21573	Jerry Haines	300.00	Concert (06/20/2006)
05/11	21574	Paul J. Howshall	300.00	Paul Howshall Trio
05/11	21575	Norman Dombek	350.00	Chuck Baker Orchestra (07/11)
05/11	21576	Michael Hiob	300.00	No Pro Bono (07/25/2006)
05/11	21577	Upper Chesapeake Chorus,	300.00	Sweet Adelines (08/01/2006)
05/11	21578	Gary Diamond	100.00	Travelin Easy concert (08/08)
05/11	21579	Bay Country Gentlemen	300.00	Concert (08/15/2006)
** Subtotal **			2,395.00	
** PROGRAM 67: SWANFEST				
05/11	21580	Homestead Publishing Co.	502.00	Swanfest ads (Jan HBL)
** Subtotal **			502.00	
*** Total ***			18,400.63	

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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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
April	\$47.55	\$0.00	\$0.00	\$47.55
May	\$40.85	\$0.00	\$0.00	\$40.85
TOTAL - LAST 6 MON	\$234.18	\$0.00	\$0.00	\$234.18
AVG PER MONTH	\$39.03	\$0.00	\$0.00	\$39.03

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 it's 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'.

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.

V. TREASURER'S NOTES (CONT)

2. DEPOSIT SLIPS (CONT):

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.

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. CITY MONEY:

a. The City Money allocations in part VI (next page) expire on 6/30/06. Except for Skateboard Park (still in progress) the Board pulled back all unspent funds as of 5/1/06. The funds will be reallocated by the Board to ensure they are used within this FY (i.e., by 6/30/06).

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

VI. FY 05 CITY BUDGET STATUS

As Of 05/31/2008

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,201.05	\$1,201.05	\$0.00
Fire/Treasurer Bond Premium	\$353.00	\$353.00	\$0.00
Volunteer Recognition	\$1,045.00	\$1,045.00	\$0.00
Postage Meter & Contingencies	\$2,087.68	\$748.37	\$1,339.31
SUBTOTAL	\$4,666.73	\$3,347.42	\$1,339.31
07: GYMNASTICS			
Liability Insurance	\$0.00	\$0.00	\$0.00
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	\$88.13	\$88.13	\$0.00
Multipurpose scoreboard	\$458.85	\$458.85	\$0.00
30: BASEBALL			
Bats, bases, catchers' equip, etc	\$1,500.00	\$1,500.00	\$0.00
1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
31: SOFTBALL			
Batting helmets, bases, catchers equip	\$304.30	\$304.30	\$0.00
Field locker	\$295.70	\$295.70	\$0.00
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	\$350.00	\$0.00
Portable toilet (10 months @ \$60)	\$600.00	\$435.00	\$165.00
Phone service (12 months @ \$29)	\$350.00	\$280.35	\$69.65
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	\$0.00	\$0.00	\$0.00
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	\$1,000.00	\$0.00
	\$22,000.00	\$20,426.04	\$1,573.96

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	\$3,278.00
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)	\$800.00
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	\$24,000.00