

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

8-Aug-06

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>06/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>06/30 BALANCE</b>
01: General Fund	\$2,327.26	-\$1,015.13	-\$166.02	\$1,146.11
03: Golden Age Club	2,471.23	147.50	-93.93	2,524.80
06: Ballet/Jazz/Tap	3,899.44	516.00	0.00	4,415.44
07: Gymnastics	828.61	0.00	0.00	828.61
09: Soccer	6,188.20	2,030.00	-128.00	8,090.20
10: Weightlifting	10,888.31	240.00	0.00	11,128.31
11: Basketball	3,127.19	0.00	0.00	3,127.19
14: Tae Kwon Do	1,717.27	75.00	-875.00	917.27
15: Aikido	7,084.63	0.00	0.00	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	15,486.98	756.00	-3,730.50	12,512.48
31: Youth Softball	1,809.45	90.00	-1,653.16	246.29
40: Football	11,247.51	-220.00	-4,668.81	6,358.70
41: Football Cheerleading	2,739.22	950.00	-970.00	2,719.22
43: North Bay Rugby	519.30	1,325.00	0.00	1,844.30
46: Skateboard Park	5,486.98	104.00	-370.50	5,220.48
48: Martial Arts Unlimited	4,744.53	165.00	0.00	4,909.53
49: North Bay Rugby Youth Pgm	3,360.13	960.00	-1,184.75	3,135.38
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	-2,244.00	0.00	-450.00	-2,694.00
62: Parks/Special Events	5,440.19	50.00	-50.00	5,440.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	13,112.08	2,380.00	-250.00	15,242.08
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	8,641.00	0.00	-2,925.04	5,715.96
71: Summer Basketball Academy	1,770.00	3,061.00	-1,015.96	3,815.04
72: Girls Travel Basketball	0.00	4,489.00	-4,400.00	89.00
00: No Deposit Slip	191.00	0.00	0.00	191.00
<b>TOTALS</b>	<b>\$117,540.53</b>	<b>\$16,103.37</b>	<b>-\$22,931.67</b>	<b>\$110,712.23</b>

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
06/14	-900.00	City \$ Tfr to Yth Rugby	
06/14	-75.00	City \$ Tfr to Skateboard (Port-a-pot)	
06/22	-29.00	City \$ Tfr to Skateboard (Phone svc)	
06/30	-669.96	City \$ Tfr to Gen Fund	
06/30	669.96	City \$ - End of FY Contingencies	
06/07	-15.00	Online Banking Sys Monthly fee	
06/30	-3.00	Check Enclosure Fee	
06/30	4.57	Interest (Harford Natl Bank)	
06/30	2.30	Interest (Bank of America)	
** Subtotal **			-1,015.13
** PROGRAM 03: GOLDEN AGE CLUB			
06/13	7.00	Dues	
06/13	77.00	Greeting card sales	
06/20	63.50	White Elephant Sale	
** Subtotal **			147.50
** PROGRAM 06: BALLET/JAZZ/TAP			
06/15	216.00	Registrations - Summer	
06/15	300.00	Registrations - Fall	
** Subtotal **			516.00
** PROGRAM 09: SOCCER			
06/14	1,000.00	Registrations	
06/19	-20.00	Bad Check (Tanika Brown-McCutcheon)	
06/19	-5.00	Bad Chk Svc Chg (T. Brown-McCutcheon)	
06/23	820.00	Registrations	
06/26	260.00	Registrations	
06/28	-5.00	Bad Check Svc Chg (A. Omara)	
06/28	-20.00	Bad Check (Aloysius Omara IV)	
** Subtotal **			2;030.00
** PROGRAM 10: WEIGHTLIFTING			
06/08	60.00	Dues	
06/23	60.00	Dues	
06/30	120.00	Dues	
** Subtotal **			240.00
** PROGRAM 14: TAE KWON DO			
06/21	75.00	Registrations	
** Subtotal **			75.00
** PROGRAM 30: BASEBALL			
06/02	45.00	Registrations	
06/23	200.00	Sponsor	
06/27	511.00	Lifetouch Photo Commission	
** Subtotal **			756.00

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 31: YOUTH SOFTBALL			
06/02	90.00	Registrations	
** Subtotal **			90.00
** PROGRAM 40: FOOTBALL			
06/05	-5.00	Bad Chk Svc Chg (Sheryl Wright)	
06/05	-105.00	Bad Check (S. Wright)	
06/06	-5.00	Bad Chk Svc Chg (Eugene Bishop)	
06/06	-105.00	Bad Check (E. Bishop)	
** Subtotal **			-220.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
06/01	760.00	Fundraiser	
06/08	190.00	Fundraiser	
** Subtotal **			950.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
06/29	1,325.00	Tournament Fees	
** Subtotal **			1,325.00
** PROGRAM 46: SKATEBOARD PARK			
06/14	75.00	City \$ - Port-a-pot	
06/22	29.00	City \$ - Phone service to N Deen	
** Subtotal **			104.00
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
06/19	180.00	Registrations	
06/21	-5.00	Bad Chk Svc Chg (B. Maxwell)	
06/21	-10.00	Bad Check (Bruce A. Maxwell)	
** Subtotal **			165.00
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
06/14	900.00	City \$ - Rugby balls (partial)	
06/19	60.00	Registrations	
** Subtotal **			960.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
06/23	50.00	Festival Park reservation	
** Subtotal **			50.00
** PROGRAM 67: SWANFEST			
06/07	400.00	Bridal Show	
06/16	215.00	Bridal Show	
06/30	200.00	Bridal Show	
06/08	180.00	Nature Camp	
06/16	200.00	Nature Camp	
06/23	900.00	Nature Camp	
06/30	180.00	Nature Camp	
06/16	105.00	SwanFest	
** Subtotal **			2,380.00

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 71: SUMMER BASKETBALL ACADEMY			
06/12	25.00	Registration	
06/19	1,150.00	Registrations	
06/27	1,106.00	Registrations	
06/30	780.00	Registrations	
** Subtotal **			3,061.00
** PROGRAM 72: GIRLS TRAVEL BASKETBALL			
06/09	3,489.00	Donations	
06/21	1,000.00	Donation	
** Subtotal **			4,489.00
*** Total ***			16,103.37

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## III. CHECKS BY PROGRAM

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DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
06/06	21606	Pitney Bowes, Inc.	96.04	Postage Meter Rental
06/05	VISA	McAfee.com	34.99	Antivirus software sub
06/28	VISA	McAfee.com	34.99	Antivirus subscription renew
** Subtotal **				166.02
** PROGRAM 03: GOLDEN AGE CLUB				
06/28	21652	St. James A.M.E. Church	35.00	Memorial for WilliamM.Clark
06/28	21653	Carole Perkins	58.93	Petty cash reimbursement
** Subtotal **				93.93
** PROGRAM 09: SOCCER				
06/07	21615	Kayla Wetherell	128.00	Referee (16 games @ \$8)
** Subtotal **				128.00
** PROGRAM 14: TAE KWON DO				
06/22	21637	Kathryn Dugan	875.00	Tourn travel money (July 06)
** Subtotal **				875.00

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### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
<b>** PROGRAM 30: BASEBALL</b>				
06/14	21625	Site Services, LLC	165.00	Port-a-pots @ AMS & AHS
06/14	21630	Tri-State Trophies	2105.50	Trophies(222@\$8.50,54@\$7.75)
06/22	21635	H.F.G. Recreation Council	100.00	Team entry (11-12 Ripken)
06/22	21636	Kenneth W. Wilson	400.00	Picnic (Pizzas & Sodas)
06/28	21642	Randy Ewald	320.00	Umpire (16 gms @ \$20)
06/28	21643	Kenny Strong	80.00	Umpire (4 games @ \$20)
06/28	21644	Brandon Frazier	420.00	Umpire (21 games @ \$20)
06/28	21645	Josh Rollyson	100.00	Umpire (5 games @ \$20)
06/28	21646	Ethan Wallace	40.00	Umpire (2 games @ \$20)
**	Subtotal	**	3,730.50	
<b>** PROGRAM 31: YOUTH SOFTBALL</b>				
06/06	21607	Bob Ferdiani	300.00	Umpire fees (20 games @ \$15)
06/06	21608	Bob Ferdiani	200.00	Trophies
06/06	21609	Bob Ferdiani	125.96	Helmets
06/06	21610	Bob Ferdiani	30.00	Locks
06/28	21647	Karen Steffan	173.45	IcePks(24), Balls(12)
06/28	21648	Karen Steffan	498.75	Party(2 Spheres, 2 PonyHops)
06/28	21649	Karen Steffan	150.00	Party (Pizzas)
06/28	21650	Karen Steffan	175.00	All Star Tournament (9-10's)
**	Subtotal	**	1,653.16	
<b>** PROGRAM 40: FOOTBALL</b>				
06/14	21631	All Sports America	4468.81	Sleds,dummies,footballs,etc
06/14	21632	H.B.C.Y.F.L.	200.00	Team fees (8 @ \$25)
**	Subtotal	**	4,668.81	
<b>** PROGRAM 41: FOOTBALL CHEERLEADING</b>				
06/14	21620	Scholars Discount Card	520.00	Discount Card Fundraiser
06/08	VISA	Just Fundraising	450.00	Fundraiser cost
**	Subtotal	**	970.00	
<b>** PROGRAM 46: SKATEBOARD PARK</b>				
06/14	21619	Jon A. Smith	266.50	Salary (May) 41 hrs @ \$6.50
06/14	21626	Site Services, LLC	75.00	Port-a-pot @ N Deen [#2493]
06/22	21633	Verizon	29.00	Telephone service @ N Deen
**	Subtotal	**	370.50	
<b>** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM</b>				
06/14	21618	Steamroller Rugby Supply	736.25	T-shirts (30@\$6, 89@\$6.25)
06/22	21634	Crown Awards	448.50	Trophies (78@\$5.75)Ord#18579
**	Subtotal	**	1,184.75	
<b>** PROGRAM 60: SUMMER CONCERTS</b>				
06/14	21621	Rebecca Gallo	150.00	Site Coord (5 performances)
06/14	21623	Samuel Berry	300.00	Festival Park concert@07/18
**	Subtotal	**	450.00	
<b>** PROGRAM 62: PARK/SPECIAL EVENTS</b>				
06/14	21622	Susquehanna Chapter, BIG	50.00	Refund (Festival Pk reserv)
**	Subtotal	**	50.00	

### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST			
06/28	21651 Homestead Publishing Co.	250.00	LPGA ads in Aegis & Record
**	Subtotal **		250.00
** PROGRAM 70: SPECIAL PROJECTS			
06/14	21629 D&P Electrical Co., Inc.	2925.04	Repair lights @ N Deen Pk
**	Subtotal **		2,925.04
** PROGRAM 71: SUMMER BASKETBALL ACADEMY			
06/06	21611 Edgewood Rec Council - Ba	750.00	Summer team entries (2@\$375)
06/06	21612 Stephen J. Davis	97.96	Cramer Team 1st AidKits(2)
06/14	21624 F. W. Haxel Co., Inc.	168.00	Opening Day Banner [#75233]
**	Subtotal **		1,015.96
** PROGRAM 72: GIRLS TRAVEL BASKETBALL			
06/14	21627 Staybridge Suites	1962.08	Nationals (Loading)
06/14	21628 Cornelius Scott	1437.92	Nationals (2 van rentals)
06/27	21639 Cornelius Scott	1000.00	Nationals (travel money)
**	Subtotal **		4,400.00
***	Total ***		22,931.67

### 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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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
Jun	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL - LAST 6 MON	\$234.18	\$0.00	\$0.00	\$234.18
AVG PER MONTH	\$39.03	\$0.00	\$0.00	\$39.03

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## V. TREASURER'S NOTES

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### 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'.

### 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.

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.

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## V. TREASURER'S NOTES (CONT)

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### 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: The City Money allocations in part VI (next page) can now be used (effective 7/1/06).

Gene Gall, Treasurer  
Aberdeen Board of Parks & Recreation  
Website: [www.aberdeennpr.com](http://www.aberdeennpr.com)

**VI. FY 05 CITY BUDGET STATUS**

**As Of 06/30/2006**

	BUDGETED	USED	BALANCE
<b>01: GENERAL FUND</b>			
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	\$2,318.33	\$2,318.33	\$0.00
<b>SUBTOTAL</b>	<b>\$4,917.38</b>	<b>\$4,917.38</b>	<b>\$0.00</b>
<b>07: GYMNASTICS</b>			
Liability Insurance	\$0.00	\$0.00	\$0.00
<b>09: SOCCER</b>			
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
<b>11: BASKETBALL</b>			
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
<b>30: BASEBALL</b>			
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
<b>31: SOFTBALL</b>			
Batting helmets, bases, catchers equip	\$304.30	\$304.30	\$0.00
Field locker	\$295.70	\$295.70	\$0.00
<b>40: FOOTBALL</b>			
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
<b>41: FOOTBALL CHEERLEADING</b>			
Cheerleading uniforms	\$860.00	\$860.00	\$0.00
<b>46: SKATEBOARD PARK</b>			
Maint, safety gear, 1st aid, etc	\$350.00	\$350.00	\$0.00
Portable toilet (10 months @ \$60)	\$510.00	\$510.00	\$0.00
Phone service (12 months @ \$29)	\$309.35	\$309.35	\$0.00
<b>49: NORTH BAY YOUTH RUGBY</b>			
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
Rugby balls	\$900.00	\$900.00	\$0.00
<b>53: BASKETBALL CHEERLEADING</b>			
Coaching clinics, videos	\$0.00	\$0.00	\$0.00
<b>60: SUMMER CONCERTS</b>			
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
<b>70: SPECIAL PROJECTS</b>			
Athletic Lighting Fund	\$1,000.00	\$1,000.00	\$0.00
	<b>\$23,000.00</b>	<b>\$23,000.00</b>	<b>\$0.00</b>

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

	<b>AMOUNT APPROVED</b>
<b>01: GENERAL FUND</b>	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$1,000.00
Postage Meter & Contingencies	\$778.00
<b>SUBTOTAL</b>	<b>\$3,278.00</b>
<b>06: BALLET</b>	
Master classes for Instructors	\$400.00
8' free standing barre w/barres both sides	\$298.00
<b>07: GYMNASTICS</b>	
Liability Insurance	\$1,000.00
<b>09: SOCCER</b>	
Uniforms, socks and nets	\$1,200.00
Safety items, 1st aid kits, ice packs, etc	\$300.00
<b>11: BASKETBALL</b>	
New basketballs (30 @ \$22)	\$720.00
Uniforms (20 sets @ \$40)	\$600.00
Ball bags, whistles, grease boards, etc	\$614.00
<b>30: BASEBALL</b>	
Bats, bases, catchers' equip, etc	\$1,200.00
1st aid kits, ice packs, etc	\$300.00
<b>31: SOFTBALL</b>	
Face guards for all batting helmets	\$300.00
Large gear bags & ball bags per team	\$100.00
1st aid kits, ice packs	\$300.00
<b>40: FOOTBALL</b>	
Recondition helmets (200)	\$4,000.00
1st aid equipment & equipment replacement	\$1,000.00
<b>43: NORTH BAY RUGBY MEN</b>	
1st aid supplies	\$125.00
Tackle bags	\$215.00
<b>48: SKATEBOARD PARK</b>	
Maintenance - Ramps	\$200.00
1st aid supplies & disinfectant	\$80.00
Safety gear	\$200.00
Phone & answering machine replacements	\$90.00
Phone service (12 months @ \$25)	\$300.00
Portable toilet (10 months @ \$80)	\$800.00
<b>49: NORTH BAY YOUTH RUGBY</b>	
1st aid supplies for 5 teams	\$350.00
Replacement jerseys for Girls' team	\$1,450.00
Coaches online certification (5 @ \$40)	\$200.00
<b>53: BASKETBALL CHEERLEADING</b>	
Literature & videos for coaches	\$200.00
<b>60: SUMMER CONCERTS</b>	
Performer fees	\$3,000.00
Helper's salary (10 @ \$30)	\$300.00
Banner data change	\$50.00
Sodas	\$50.00
<b>70: SPECIAL PROJECTS</b>	
Athletic Lighting Fund	\$500.00
<b>71: SUMMER BASKETBALL ACADEMY</b>	
Whistles, basketballs, uniforms, etc.	\$500.00
<b>TOTAL</b>	<b>\$24,000.00</b>