

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

8-Aug-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	07/01 BALANCE	INCOME	EXPENSE	07/31 BALANCE
01: General Fund	\$1,146.11	\$80.33	-\$288.01	\$938.43
03: Golden Age Club	2,524.80	21.00	-150.41	2,395.39
06: Ballet/Jazz/Tap	4,415.44	255.00	-553.49	4,116.95
07: Gymnastics	828.61	0.00	0.00	828.61
09: Soccer	8,090.20	655.00	0.00	8,745.20
10: Weightlifting	11,128.31	180.00	0.00	11,308.31
11: Basketball	3,127.19	0.00	-200.00	2,927.19
14: Tae Kwon Do	917.27	0.00	0.00	917.27
15: Aikido	7,084.63	325.00	-108.00	7,301.63
16: Wrestling	1,696.09	0.00	0.00	1,696.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	12,512.48	0.00	-560.00	11,952.48
31: Youth Softball	246.29	0.00	0.00	246.29
40: Football	6,358.70	800.00	-30.00	7,128.70
41: Football Cheerleading	2,719.22	50.00	0.00	2,769.22
43: North Bay Rugby	1,844.30	0.00	0.00	1,844.30
46: Skateboard Park	5,220.48	184.97	-79.03	5,326.42
48: Martial Arts Unlimited	4,909.53	160.00	0.00	5,069.53
49: North Bay Rugby Youth Pgm	3,135.38	0.00	-240.29	2,895.09
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	-2,694.00	0.00	-150.00	-2,844.00 *
62: Parks/Special Events	5,440.19	50.00	0.00	5,490.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	15,242.08	1,100.00	-1,478.00	14,864.08
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	5,715.96	0.00	0.00	5,715.96
71: Summer Basketball Academy	3,815.04	325.00	-151.35	3,988.69
72: Girls Travel Basketball	89.00	0.00	0.00	89.00
00: No Deposit Slip	191.00	0.00	0.00	191.00
TOTALS	\$110,712.23	\$4,186.30	-\$3,988.58	\$110,909.95

* Pending \$3,400 FY 06 City \$ reimbursement

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
07/24	91.57	HCCSB Pepsi machine revenue	
07/10	-15.00	Online Banking Sys monthly fee	
07/31	-3.00	Check enclosure fee (Bank of America)	
07/31	2.03	Interest - Bank of America	
07/31	4.73	Interest - Harford Natl Bank	
** Subtotal **			80.33
** PROGRAM 03: GOLDEN AGE CLUB			
07/26	21.00	Dues	
** Subtotal **			21.00
** PROGRAM 06: BALLET/JAZZ/TAP			
07/17	255.00	Registrations	
** Subtotal **			255.00
** PROGRAM 09: SOCCER			
07/07	460.00	Registrations	
07/12	-5.00	Bad Check Svc Chg (S. Johnson)	
07/12	-40.00	Bad Check (Sandra Johnson)	
07/21	240.00	Registrations	
** Subtotal **			655.00
** PROGRAM 10: WEIGHTLIFTING			
07/07	60.00	Dues	
07/13	60.00	Dues	
07/21	60.00	Dues	
** Subtotal **			180.00
** PROGRAM 15: AIKIDO			
07/07	325.00	Registrations	
** Subtotal **			325.00
** PROGRAM 40: FOOTBALL			
07/12	800.00	Registrations	
** Subtotal **			800.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
07/10	50.00	Registrations	
** Subtotal **			50.00
** PROGRAM 46: SKATEBOARD PARK			
07/21	184.97	Registrations	
** Subtotal **			184.97
** PROGRAM 48: MARTIAL ARTS UNLIMITED			
07/10	160.00	Registrations	
** Subtotal **			160.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION
** PROGRAM 62: PARK/SPECIAL EVENTS		
07/27	50.00	Festival Park reservation
** Subtotal **		50.00
** PROGRAM 67: SWANFEST		
07/07	200.00	Bridal Show
07/13	20.00	Bridal Show
07/27	620.00	Bridal Show
07/13	110.00	Nature Camp
07/21	35.00	Nature Camp
07/13	115.00	SwanFest
** Subtotal **		1,100.00
** PROGRAM 71: SUMMER BASKETBALL ACADEMY		
07/19	325.00	Registrations
** Subtotal **		325.00
*** Total ***		4,186.30

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
07/25	21663	Gene A. Gall	42.90	3 ink cartridges postage
07/06	EFT	Pitney-Bowes	50.00	Postage meter refill
07/31	VISA	Best Buy	109.17	Printer ink cartridges
07/19	VISA	H&R Block Digital	85.94	TaxCut for Business s/w
** Subtotal **				288.01
** PROGRAM 03: GOLDEN AGE CLUB				
07/26	21675	Rosemary Donovan	125.41	Petty cash (McKay, etc)
07/26	21676	Arthritis Foundation	25.00	Memoriam (Jackie Hockman)
** Subtotal **				150.41
** PROGRAM 06: BALLET/JAZZ/TAP				
07/26	21677	Board Of Education Of Har	553.49	Recital/rehearsal (AHS staff)
** Subtotal **				553.49
** PROGRAM 11: BASKETBALL				
07/12	21662	Aaron Diamond	200.00	Scorer (40 games @ \$5)Jan-Feb
** Subtotal **				200.00
** PROGRAM 15: AIKIDO				
07/12	21660	James O. Shell	54.00	Salary (May) 9 hrs @ \$6
07/12	21661	James O. Shell	54.00	Salary (Jun) 9 hrs @ \$6
** Subtotal **				108.00

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 30: BASEBALL				
07/12	21657	Scott Chevront	160.00	Umpire (8 games @ \$20)
07/12	21658	Randy Piper	80.00	Umpire (4 games @ \$20)
07/12	21659	Joey Privett	200.00	Umpire (10 games @ \$20)
07/25	21667	Site Services, LLC	60.00	Port-a-pot @ AHS
07/25	21668	Site Services, LLC	60.00	Port-a-pot @ AMS
** Subtotal **				560.00
** PROGRAM 40: FOOTBALL				
07/25	21665	UPS Freight	30.00	Past Due Frt Bill [AllSprt]
** Subtotal **				30.00
** PROGRAM 46: SKATEBOARD PARK				
07/25	21664	Verizon	19.03	Telephone service @ N Deen
07/25	21666	Site Services, LLC	60.00	Port-a-pot @ N Deen [#2607]
** Subtotal **				79.03
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
07/25	21673	Ellen Hickey	85.78	Field paint, whistle, sodas
07/26	21678	Potomac Rugby Union (PRUY)	30.00	U17 team fee for PRUYL Tourn
07/26	21679	Ellen Hickey	39.93	Ball pump & coaches whistles
07/26	21680	Ellen Hickey	21.58	Icc, cups, water (July games)
07/26	21681	Ellen Hickey	63.00	Pizzas for end of season
** Subtotal **				240.29
** PROGRAM 60: SUMMER CONCERTS				
07/25	21669	Rebecca Gallo	150.00	Site Coord (5 @ \$30)
** Subtotal **				150.00
** PROGRAM 67: SWANFEST				
07/25	21670	Robert C. Chance	700.00	Nature Camps (20 hrs @ \$35)
07/25	21671	Parlett Brothers	718.00	Pumpkin seeds (20 @ \$35)
07/25	21672	MD Dept Business & Econ D	60.00	Adv Fee (2007 MD Calendar)
** Subtotal **				1,478.00
** PROGRAM 71: SUMMER BASKETBALL ACADEMY				
07/05	21654	Your Name Here, Inc.	151.35	Staff T-shirts (15) #16584
** Subtotal **				151.35
*** Total ***				3,988.58

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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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
Jul	\$91.57	\$0.00	\$0.00	\$91.57
TOTAL - LAST 6 MON	\$325.75	\$0.00	\$0.00	\$325.75
AVG PER MONTH	\$54.29	\$0.00	\$0.00	\$54.29

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'.

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: 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.aberdeenpr.com

VI. FY 05 CITY BUDGET STATUS
As Of 07/31/2006

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$0.00	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00	\$0.00	\$500.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$778.00	\$0.00	\$778.00
SUBTOTAL	\$3,278.00	\$0.00	\$3,278.00
06: BALLET			
Master classes for instructors	\$400.00	\$0.00	\$400.00
8' free standing barre w/barres both sides	\$298.00	\$0.00	\$298.00
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
09: SOCCER			
Uniforms, socks and nets	\$1,200.00	\$0.00	\$1,200.00
Safety items, 1st aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
11: BASKETBALL			
New basketballs (30 @ \$22)	\$720.00	\$0.00	\$720.00
Uniforms (20 sets @ \$40)	\$600.00	\$0.00	\$600.00
Ball bags, whistles, grease boards, etc	\$814.00	\$0.00	\$814.00
30: BASEBALL			
Bats, bases, catchers' equip, etc	\$1,200.00	\$0.00	\$1,200.00
1st aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
31: SOFTBALL			
Face guards for all batting helmets	\$300.00	\$0.00	\$300.00
Large gear bags & ball bags per team	\$100.00	\$0.00	\$100.00
1st aid kits, ice packs	\$300.00	\$0.00	\$300.00
40: FOOTBALL			
Recondition helmets (200)	\$3,000.00	\$0.00	\$3,000.00
1st aid equipment & equipment replacement	\$1,000.00	\$0.00	\$1,000.00
43: NORTH BAY RUGBY MEN			
1st aid supplies	\$125.00	\$0.00	\$125.00
Tackle bags	\$215.00	\$0.00	\$215.00
46: SKATEBOARD PARK			
Maintenance - Ramps	\$200.00	\$0.00	\$200.00
1st aid supplies & disinfectant	\$60.00	\$0.00	\$60.00
Safety gear	\$200.00	\$0.00	\$200.00
Phone & answering machine replacements	\$90.00	\$0.00	\$90.00
Phone service (12 months @ \$25)	\$300.00	\$0.00	\$300.00
Portable toilet (10 months @ \$60)	\$600.00	\$0.00	\$600.00
49: NORTH BAY YOUTH RUGBY			
1st aid supplies for 5 teams	\$350.00	\$0.00	\$350.00
Replacement jerseys for Girls' team	\$1,450.00	\$0.00	\$1,450.00
Postage, flyers, admin supplies	\$0.00	\$0.00	\$0.00
Coaches online certification (5 @ \$40)	\$200.00	\$0.00	\$200.00
53: BASKETBALL CHEERLEADING			
Literature & videos for coaches	\$200.00	\$0.00	\$200.00
60: SUMMER CONCERTS			
Performer fees	\$3,000.00	\$0.00	\$3,000.00
Helper's salary (10 @ \$30)	\$300.00	\$0.00	\$300.00
Banner datge change	\$50.00	\$0.00	\$50.00
Sodas	\$50.00	\$0.00	\$50.00
70: SPECIAL PROJECTS			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
71: SUMMER BASKETBALL ACADEMY			
Whistles, basketballs, uniforms, etc.	\$1,000.00	\$0.00	\$1,000.00
	\$24,000.00	\$0.00	\$24,000.00