

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

12-Sep-06

**I. PROGRAM SUMMARY**

PROGRAM ACCOUNT	08/01 BALANCE	INCOME	EXPENSE	08/31 BALANCE
01: General Fund	\$938.43	\$321.69	\$0.00	\$1,260.12
03: Golden Age Club	2,395.39	1,018.50	-213.04	3,200.85
06: Ballet/Jazz/Tap	4,116.95	755.00	0.00	4,871.95
07: Gymnastics	828.61	0.00	0.00	828.61
09: Soccer	8,745.20	1,620.00	-4,717.55	5,647.65
10: Weightlifting	11,308.31	0.00	-141.00	11,167.31
11: Basketball	2,927.19	50.00	0.00	2,977.19
14: Tae Kwon Do	917.27	155.00	0.00	1,072.27
15: Aikido	7,301.63	0.00	0.00	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	11,952.48	0.00	0.00	11,952.48
31: Youth Softball	246.29	0.00	0.00	246.29
40: Football	7,128.70	11,768.62	-1,520.00	17,377.32
41: Football Cheerleading	2,769.22	0.00	-2,883.39	-114.17
43: North Bay Rugby	1,844.30	250.00	0.00	2,094.30
46: Skateboard Park	5,326.42	209.86	-130.83	5,405.45
48: Martial Arts Unlimited	5,069.53	0.00	-508.74	4,560.79
49: North Bay Rugby Youth Pgm	2,895.09	0.00	-75.00	2,820.09
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	-2,844.00	3,400.00	-15.72	540.28
62: Parks/Special Events	5,490.19	100.00	0.00	5,590.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	14,864.08	1,375.00	-1,397.00	14,842.08
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	3,988.69	0.00	-1,208.60	2,780.09
72: Girls Travel Basketball	89.00	2,962.08	0.00	3,051.08
99: City \$ Holding Acct	0.00	-5,397.87	0.00	-5,397.87 *
00: No Deposit Slip	191.00	0.00	0.00	191.00
<b>TOTALS</b>	<b>\$110,909.95</b>	<b>\$18,587.88</b>	<b>-\$12,810.87</b>	<b>\$116,686.96</b>

\* Pending FY 06 City \$ reimbursement

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 01: GENERAL FUND			
08/23	109.17	City \$ - Printer ink cartridges	
08/23	42.90	City \$ - Postage Meter Ink (Jul)	
08/23	50.00	City \$ - Postage meter refill	
08/23	85.94	City \$ - HR Block TaxCut software	
08/07	-15.00	Online Banking Sys monthly fee	
08/31	-3.00	Check Enclosure Fee	
08/31	-12.90	Items Deposited Fee	
08/31	57.70	HCCSB Pepsi machine revenue	
08/31	2.15	Interest (Bank of America)	
08/31	4.73	Interest (Harford Natl Bank)	
** Subtotal **			321.69
** PROGRAM 03: GOLDEN AGE CLUB			
08/28	10.50	Greeting card resales	
08/30	8.00	Dues	
08/31	1,000.00	Trip	
** Subtotal **			1,018.50
** PROGRAM 06: BALLET/JAZZ/TAP			
08/23	40.00	Recovered Bad Check	
08/23	55.00	Summer Registrations	
08/23	660.00	Registrations	
** Subtotal **			,755.00
** PROGRAM 09: SOCCER			
08/30	1,500.00	City \$ - Uniforms, nets, 1st aid	
08/30	120.00	Registrations	
** Subtotal **			1,620.00
** PROGRAM 11: BASKETBALL			
08/07	50.00	Donation (Mars Foods)	
** Subtotal **			50.00
** PROGRAM 14: TAE KWON DO			
08/16	155.00	Registrations	
** Subtotal **			155.00
** PROGRAM 40: FOOTBALL			
08/08	460.00	Registrations	
08/15	135.00	Registrations	
08/18	-30.00	Bad Check (Long)	
08/18	-5.00	Bad Chk Svc Chg (Long)	
08/23	7,234.88	Fundraiser	
08/25	2,598.40	Fundraiser	
08/29	173.00	Fundraiser	
08/30	-5.00	Bad Chk Svc Chg (M. Lowery)	
08/30	-39.90	Bad Check (Michele Lowery)	
08/29	1,247.24	Concession revenue	
** Subtotal **			11,768.62

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## II. DEPOSITS BY PROGRAM (CONT)

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DATE	AMOUNT	DESCRIPTION	
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
08/25	250.00	Registrations	
** Subtotal **			250.00
** PROGRAM 46: SKATEBOARD PARK			
08/23	60.00	City \$ - Port-a-pot @ N. Deen (Jul)	
08/23	19.03	City \$ - Phone service to N. Deen (Jul)	
08/23	105.00	City \$ - Port-a-pot @ N. Deen (Aug)	
08/23	25.83	City \$ - Phone service to N. Deen (Aug)	
** Subtotal **			209.86
** PROGRAM 60: SUMMER CONCERTS			
08/23	3,400.00	City \$ - Summer Concerts	
** Subtotal **			3,400.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
08/11	100.00	Festival Park reservation	
** Subtotal **			100.00
** PROGRAM 67: SWANFEST			
08/04	710.00	Bridal Show	
08/11	320.00	Bridal Show	
08/18	130.00	Bridal Show	
08/11	215.00	SwanFest	
** Subtotal **			1,375.00
** PROGRAM 72: GIRLS TRAVEL BASKETBALL			
08/09	1,000.00	Void Chk #21639 (Nationals travel \$)	
08/10	1,962.08	Nationals Trip Refund	
** Subtotal **			2,962.08
** PROGRAM 99: CITY \$ HOLDING ACCOUNT			
08/23	-50.00	TFR City \$ to GEN FUND (Postage meter refill)	
08/23	-42.90	TFR City \$ to GEN FUND (Postage meter ink cartridges)	
08/23	-109.17	TFR City \$ to GEN FUND (Printer ink cartridges)	
08/23	-85.94	TFR City \$ to GEN FUND (software)	
08/30	-1,500.00	TFR City \$ to SOCCER (uniforms, etc)	
08/23	-19.03	TFR City \$ to SKATEBRD (Phone) Jul	
08/23	-25.83	TFR City \$ to SKATEBRD (Phone) Aug	
08/23	-60.00	TFR City \$ to SKATEBRD (Port-a-pot) Jul	
08/23	-105.00	TFR City \$ to SKATEBRD (Port-a-pot) Aug	
08/23	-3,400.00	TFR City \$ to SUMMER CONCERTS	
** Subtotal **			-5,397.87
*** Total ***			18,587.88

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### III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 03: GOLDEN AGE CLUB				
08/30	21717	Rosemary Donovan	96.00	Petty cash (flowers - M.R.)
08/23	21705	Rosemary Donovan	82.04	Petty cash (Supplies-Vaughn)
08/09	21690	St Joan of Arc Catholic C	35.00	Memoriam (Peter Fedas)
**	Subtotal	**		213.04
** PROGRAM 09: SOCCER				
08/30	21718	Classic Team Sports	3717.55	Uniforms, nets & 1st aid
08/23	21706	Joppa Recreation Council	1000.00	Team entries (4 @ \$250) ESSL
**	Subtotal	**		4,717.55
** PROGRAM 10: WEIGHTLIFTING				
08/09	21691	Denton Spring Water Co.	141.00	Water[#299840,302855,303737]
**	Subtotal	**		141.00
** PROGRAM 40: FOOTBALL				
08/09	21698	Sanford A. Fisher	800.00	Concession start-up (08/28)
08/09	21697	Sanford A. Fisher	720.00	Referee fees (08/28/06)
**	Subtotal	**		1,520.00
** PROGRAM 41: FOOTBALL CHEERLEADING				
08/23	21708	Dehen, Inc.	2883.39	Uniforms [#ABERMD01]
**	Subtotal	**		2,883.39
** PROGRAM 46: SKATEBOARD PARK				
08/23	21711	Verizon	25.83	Telephone service @ N Deen
08/23	21710	Site Services, LLC	105.00	Port-a-pot @ N Deen + TipOv
**	Subtotal	**		130.83
** PROGRAM 48: MARTIAL ARTS UNLIMITED				
08/09	21694	Art Related Technologies	473.74	T-shirts (40)for Ripken demo
08/09	21695	Mark Kegley	35.00	Boards (20) for Ripken demo
**	Subtotal	**		508.74
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM				
08/02	21684	Brian Hickey	75.00	USA Rugby fees (5 @ \$15)
**	Subtotal	**		75.00
** PROGRAM 60: SUMMER CONCERTS				
08/23	21709	Karen Tegges	15.72	Water for Army Band concert
**	Subtotal	**		15.72
** PROGRAM 67: SWANFEST				
08/08	21687	Robert C. Chance	700.00	Nature Camps (20hrs@\$35) wk2
08/23	21707	Craig Lanphear	400.00	Bridal Show (09/10/06)
08/23	21714	Parlett Brothers	97.00	Spraying of pumpkins
08/16	21699	David L. Simmons	200.00	Bee rentals for pumpkins
**	Subtotal	**		1,397.00

### III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 71: SUMMER BASKETBALL ACADEMY				
08/09	21696	Tri-State Trophies	448.60	Trophies (50) Inv #1941
08/16	21704	Scott D. Burgess	120.00	Official (6 gms@\$20)
08/16	21703	Jeffrey A. Ralls	220.00	Official (11 gms@\$20)
08/16	21700	Ken Joseph Vanderwiele	120.00	Official (6 gms@\$20)
08/16	21702	Lionel Howard Perkins	180.00	Official (9 gms@\$20)
08/16	21701	Vanness Saddler	120.00	Official (6 gms@\$20)
**	Subtotal	**	1,208.60	
*** Total ***			12,810.87	

### 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
August	\$57.70	\$0.00	\$0.00	\$57.70
TOTAL - LAST 6 MON	\$322.00	\$0.00	\$0.00	\$322.00
AVG PER MONTH	\$53.67	\$0.00	\$0.00	\$53.67

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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.aberdeenpr.com](http://www.aberdeenpr.com)

**VI. FY 05 CITY BUDGET STATUS**

As Of 08/31/2006

	BUDGETED	USED	BALANCE
01 GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$195.11	\$804.89
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	\$92.90	\$685.10
SUBTOTAL	<u>\$3,278.00</u>	<u>\$288.01</u>	<u>\$2,989.99</u>
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	\$1,200.00	\$0.00
Safety items, 1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
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	\$614.00	\$0.00	\$614.00
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	\$44.86	\$255.14
Portable toilet (10 months @ \$60)	\$600.00	\$165.00	\$435.00
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	\$3,000.00	\$0.00
Helper's salary (10 @ \$30)	\$300.00	\$300.00	\$0.00
Banner datge change	\$50.00	\$50.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
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
	<u>\$24,000.00</u>	<u>\$5,397.87</u>	<u>\$18,602.13</u>