

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

9-Jan-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	12/01 BALANCE	INCOME	EXPENSE	12/31 BALANCE
01: General Fund	\$492.61	1,312.28	-188.89	1,616.00
03: Golden Age Club	884.75	52.00	-64.06	872.69
06: Ballet/Jazz/Tap	15,201.44	549.00	-7,035.27	8,715.17
07: Gymnastics	1,218.61	0.00	-220.00	998.61
09: Soccer	5,216.40	200.00	0.00	5,416.40
10: Weightlifting	11,398.71	60.00	-42.50	11,416.21
11: Basketball	5,612.19	160.00	0.00	5,772.19
14: Tae Kwon Do	1,527.27	425.00	0.00	1,952.27
15: Aikido	7,265.63	75.00	-78.00	7,262.63
16: Wrestling	2,116.09	0.00	0.00	2,116.09
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	5,126.57	0.00	0.00	5,126.57
41: Football Cheerleading	1,023.33	-1,023.33	0.00	0.00
43: North Bay Rugby	2,344.30	0.00	0.00	2,344.30
46: Skateboard Park	5,270.34	26.00	-26.00	5,270.34
48: Martial Arts Unlimited	5,080.79	450.00	0.00	5,530.79
49: North Bay Rugby Youth Pgm	9,250.09	170.00	-2,070.00	7,350.09
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,756.98	0.00	-847.64	1,909.34
57: Inline Skating	0.00	0.00	0.00	0.00
59: Extended Football Cheerldg	124.82	-124.82	0.00	0.00
60: Summer Concerts	540.28	0.00	0.00	540.28
62: Parks/Special Events	5,790.19	0.00	0.00	5,790.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	12,159.91	0.00	0.00	12,159.91
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	1,701.49	405.00	-1,750.00	356.49
72: Girls Travel Basketball	2,801.08	0.00	0.00	2,801.08
99: City \$ Holding Acct	-10,977.23	-26.00	0.00	-11,003.23
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$115,176.26	2,710.13	-12,322.36	105,564.03

* Pending FY 06 City \$ reimbursement

** Defunct program balances transferred to GENERAL FUND as moved by Aberdeen Board @ Dec 06 meeting

Aberdeen Parks & Rec Website: <http://www.aberdeenpr.com/index.html>

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND		
12/1/2006	\$146.98	Refund from HP (Memory returned)
12/7/2006	(\$15.00)	Online Banking Monthly Fee (Pres & VP)
12/14/2006	\$29.54	Surplus from Holiday party food
12/29/2006	\$0.86	Interest (Bank of America)
12/29/2006	(\$3.00)	Check Enclosure Fee
12/31/2006	\$4.75	Interest - Harford National Bank
12/31/2006	\$1,023.33	TFR FB Cheerldg to GEN FUND
12/31/2006	\$124.82	TFR Ext FB Cheerldg to GEN FUND
** Subtotal		\$1,312.28
** Program 03: GOLDEN AGE CLUB		
12/20/2006	\$52.00	Misc
** Subtotal		\$52.00
** Program 06: BALLET/JAZZ/TAP		
12/11/2006	\$570.00	Costumes
12/11/2006	\$24.00	Bad Check Recovery
12/14/2006	(\$40.00)	Bad Check (Jerome Easter)
12/14/2006	(\$5.00)	Bad Chk Svc Chg (J. Easter)
** Subtotal		\$549.00
** Program 09: SOCCER		
12/1/2006	\$200.00	Registrations
** Subtotal		\$200.00
** Program 10: WEIGHTLIFTING		
2/12/2006	\$60.00	Dues
** Subtotal		\$60.00
** Program 11: BASKETBALL		
2/12/2006	\$160.00	Registrations - Boys Basketball
** Subtotal		\$160.00
** Program 14: TAE KWON DO		
12/28/2006	\$425.00	Registrations
** Subtotal		\$425.00
** Program 15: AIKIDO		
12/27/2006	\$75.00	Registrations
** Subtotal		\$75.00
** Program 41: FOOTBALL CHEERLEADING		
12/31/2006	(\$1,023.33)	TFR FB Cheerldg to GEN FUND
** Subtotal		(\$1,023.33)

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 46: SKATEBOARD PARK (ASAP)		
12/20/2006	\$26.00	City \$ - Phone service to N Deen Park
** Subtotal		\$26.00
** Program 48: MARTIAL ARTS UNLIMITED		
12/26/2006	\$450.00	Registrations
** Subtotal		\$450.00
** Program 49: NORTH BAY RUGBY YOUTH PGM		
2/12/2006	\$85.00	Registrations
12/4/2006	\$85.00	Registrations
** Subtotal		\$170.00
** Program 59: EXTENDED FOOTBALL CHEERLD		
12/31/2006	(\$124.82)	TFR Ext FB Cheerldg to GEN FUND
** Subtotal		(\$124.82)
** Program 71: SUMMER BASKETBALL ACADEMY		
12/11/2006	\$130.00	Registrations
12/20/2006	\$275.00	Registrations
** Subtotal		\$405.00
** Program 99: CITY \$ HOLDING ACCT		
12/20/2006	(\$26.00)	City \$ TFR to Skateboard - Phone
** Subtotal		(\$26.00)
*** Total Deposits		\$2,710.13

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
12/1/2006	VISA	Adobe System	172.90	Adobe 8.0 upgrade
12/5/2006	VISA	Stamps.com	15.99	Stamps.com monthly fee
** Subtotal				\$188.89
** Program 03: GOLDEN AGE CLUB				
12/20/2006	21875	Rosemary Donovan	64.06	Petty cash (flowers, bingo prizes, etc)
** Subtotal				\$64.06

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 06: BALLET/JAZZ/TAP				
12/6/2006	21858	Sandra Weeks	3,969.52	Reimbursement for costumes [Dansco]
12/6/2006	21859	Sandra Weeks	1,910.75	Reimbursement for costumes [Dansco]
12/20/2006	21872	Sarah J. Watt	627.00	Salary (Dec) 28.5 hrs @ \$22
12/20/2006	21873	Leslie Perry	528.00	Salary (Dec) 24 hrs @ \$22
** Subtotal				\$7,035.27
** Program 07: GYMNASTICS				
12/14/2006	21863	Bethany F. Papp	48.00	Salary (4 hrs @ \$12) Nov
12/14/2006	21864	Rhonda L. Schulz	64.00	Salary (Nov) 4 hrs @ \$16
12/14/2006	21865	Leigh E. King	108.00	Salary (Nov) 12 hrs @ \$9
** Subtotal				\$220.00
** Program 10: WEIGHTLIFTING				
12/14/2006	21861	Denton Spring Water Co.	42.50	Water [#313978, 12/6/06] 6 @ \$6.75
** Subtotal				\$42.50
** Program 15: AIKIDO				
12/28/2006	21879	James O. Shell	42.00	Salary (Nov) 7 hrs @ \$6
12/28/2006	21880	James O. Shell	36.00	Salary (Dec) 6 hrs @ \$6
** Subtotal				\$78.00
** Program 46: SKATEBOARD PARK (ASAP)				
12/20/2006	21870	Verizon	26.00	Telephone service @ North Deen Park
** Subtotal				\$26.00
** Program 49: NORTH BAY RUGBY YOUTH PGM				
12/6/2006	21857	Potomac Society of Rugby Referees	50.00	Fees for 2 games last season
12/6/2006	21860	U.S.A. Rugby	630.00	Order #10439633006760541250000
12/14/2006	21862	Paula Schafer	85.00	Registration Refund
12/20/2006	21871	The Arena Club	760.00	Indoor practices (U-19) Balance
12/20/2006	21876	Lisa Everhart	85.00	Registration refund
12/20/2006	21877	EPRU	110.00	Girls U-19 team league fees
12/20/2006	21878	Normandy Farms	350.00	Practice facility (7 dates @ \$50)
** Subtotal				\$2,070.00
** Program 53: BASKETBALL CHEERLEADING				
12/15/2006	21867	GTM Sportswear	103.00	Merchandise (#000000258377)
12/15/2006	21868	GTM Sportswear	744.64	Merchandise (#000000249342)
** Subtotal				\$847.64
** Program 71: SUMMER BASKETBALL ACADEMY				
12/6/2006	21855	Emmorton Recreation Council	325.00	Boys 7-8 Travel Team Entry Fee
12/6/2006	21856	Forest Hill Recreation Council	425.00	Boys 11-12 Travel Team Entry Fee
12/20/2006	21874	Ken Solomon	1,000.00	Value Card fundraiser
** Subtotal				\$1,750.00
*** Total Checks				\$12,322.36

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	
July	\$91.57
August	\$57.70
September	\$46.33
October	\$33.40
November	\$32.55
December	\$0.00
TOTAL - LAST 6 MONTHS	\$293.25
AVG PER MONTH	\$48.88

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'.

c. A \$300 deposit was made on 11/13/06 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.

V. TREASURER'S NOTES (CONT)

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 12/31/2006

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$662.80	\$337.20
Fire/Treasurer Bond Premium	\$500.00	\$180.00	\$320.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$778.00	\$261.64	\$516.36
SUBTOTAL	\$3,278.00	\$1,104.44	\$2,173.56
06: BALLET			
Master classes for instructors	\$400.00	\$200.00	\$200.00
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	\$3,000.00	\$0.00
1st aid equipment & equipment replacement	\$1,000.00	\$1,000.00	\$0.00
43: NORTH BAY RUGBY MEN			
1st aid supplies	\$125.00	\$0.00	\$125.00
Tackle bags	\$216.00	\$0.00	\$216.00
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	\$122.96	\$177.04
Portable toilet (10 months @ \$60)	\$600.00	\$270.00	\$330.00
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	\$200.00	\$0.00
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 date 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
	\$24,000.00	\$10,797.40	\$13,202.60