

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
FEBRUARY 2007**

8-Mar-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	02/01 BALANCE	INCOME	EXPENSE	02/28 BALANCE
01: General Fund	\$1,531.54	24.65	-276.89	1,279.30
03: Golden Age Club	3,462.56	384.25	-184.01	3,662.80
06: Ballet/Jazz/Tap	7,955.17	0.00	0.00	7,955.17
07: Gymnastics	1,203.61	0.00	0.00	1,203.61
09: Soccer	4,035.35	0.00	0.00	4,035.35
10: Weightlifting	11,476.21	30.00	-35.75	11,470.46
11: Basketball	5,719.19	6,334.49	-9,062.95	2,990.73
14: Tae Kwon Do	1,952.27	0.00	0.00	1,952.27
15: Aikido	7,262.63	0.00	0.00	7,262.63
16: Wrestling	1,351.09	0.00	0.00	1,351.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	13,352.48	7,685.00	0.00	21,037.48
31: Youth Softball	246.29	0.00	0.00	246.29
40: Football	5,431.96	0.00	-1,064.33	4,367.63
43: North Bay Rugby	2,344.30	0.00	-867.50	1,476.80
46: Skateboard Park	5,319.74	27.08	-27.08	5,319.74
48: Martial Arts Unlimited	5,530.79	320.00	0.00	5,850.79
49: North Bay Rugby Youth Pgm	3,979.60	0.00	-641.68	3,337.92
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,979.34	0.00	-577.28	1,402.06
57: Inline Skating	0.00	0.00	0.00	0.00
60: Summer Concerts	540.28	0.00	0.00	540.28
62: Parks/Special Events	5,790.19	100.00	0.00	5,890.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	12,159.91	3,005.00	0.00	15,164.91
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	5,715.96	1,000.00	0.00	6,715.96
71: Summer Basketball Academy	472.25	0.00	0.00	472.25
72: Girls Travel Basketball	2,801.08	0.00	0.00	2,801.08
99: City \$ Holding Acct	6,987.93	-1,611.57	0.00	5,376.36
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$121,936.61	17,298.90	-12,737.47	126,498.04

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 01: GENERAL FUND			
2/7/2007	(\$15.00)	Online Banking Sys monthly fee	
2/28/2007	\$37.00	HCCSB Pepsi machine revenue	
2/28/2007	\$4.29	Interest (Harford Natl Bank)	
2/28/2007	\$1.36	Interest (Bank of America)	
2/28/2007	(\$3.00)	Check Enclosure Fee	
** Subtotal			\$24.65
** Program 03: GOLDEN AGE CLUB			
2/1/2007	\$225.00	Dues	
2/8/2007	\$52.00	Dues	
2/21/2007	\$30.00	Dues	
2/28/2007	\$30.00	Dues	
2/28/2007	\$47.25	Ways & Means	
** Subtotal			\$384.25
** Program 10: WEIGHTLIFTING			
2/12/2007	\$30.00	Dues	
** Subtotal			\$30.00
** Program 11: BASKETBALL			
2/14/2007	\$1,350.00	Registrations (Belcamp)	
2/22/2007	\$1,250.00	Registrations (Joppatown)	
2/26/2007	\$3,150.00	Registrations (Havre de Grace)	
2/28/2007	\$584.49	City \$ - Trophies	
** Subtotal			\$6,334.49
** Program 30: BASEBALL			
2/2/2007	\$1,195.00	Registrations	
2/2/2007	\$135.00	Non-cash correction (low amt on check)	
2/9/2007	\$2,565.00	Registrations	
2/9/2007	\$1,620.00	Registrations	
2/7/2007	(\$45.00)	Bad Check (Walter Damida)	
2/7/2007	(\$5.00)	Bad Chk Svc Chg (W. Dalmida)	
2/16/2007	\$545.00	Registrations	
2/22/2007	\$200.00	Sponsor (Aberdeen Lions Club)	
2/23/2007	\$675.00	Registrations	
2/28/2007	\$800.00	Sponsors (3)	
** Subtotal			\$7,685.00
** Program 46: SKATEBOARD PARK (ASAP)			
2/21/2007	\$27.08	City \$ - Phone service N. Deen	
** Subtotal			\$27.08

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 48: MARTIAL ARTS UNLIMITED		
2/14/2007	\$320.00	Registrations
** Subtotal		\$320.00
** Program 62: PARK/SPECIAL EVENTS		
2/12/2007	\$100.00	Festival Park reservation
** Subtotal		\$100.00
** Program 67: SWANFEST		
2/12/2007	\$200.00	Bridal Show
2/22/2007	\$2,600.00	Bridal Show
2/22/2007	\$205.00	SwanFest
** Subtotal		\$3,005.00
** Program 70: SPECIAL PROJECTS		
2/28/2007	\$1,000.00	City \$ - Spec Projects
** Subtotal		\$1,000.00
** Program 99: CITY \$ HOLDING ACCT		
2/21/2007	(\$27.08)	TFR City \$ to Skateboard - Phone svc
2/28/2007	(\$584.49)	TFR City \$ to Basketball - Trophies
2/28/2007	(\$1,000.00)	TFR City \$ to Basketball - Spec Projs
** Subtotal		(\$1,611.57)
*** Total Deposits		\$17,298.90

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION	SCAT
** Program 01: GENERAL FUND					
2/12/2007	VISA	Intuit	41.95	S/w upgrade to Quicken 2007	
2/14/2007	VISA	PureHost (FKA DellHost)	218.95	Web hosting (one year)	
2/5/2007	VISA	Stamps.com	15.99	Postal svc monthly charge	
** Subtotal				276.89	
** Program 03: GOLDEN AGE CLUB					
2/21/2007	21939	Rosemary Donovan	74.01	Petty Cash	
2/21/2007	21940	United Way	35.00	Memoriam (Edith McFadden)	
2/28/2007	21949	Rosemary Donovan	40.00	Birthday cake (A. Mathias)	
2/28/2007	21950	Aberdeen Fire Department	35.00	Memoriam (Virginia Lattam)	
** Subtotal				184.01	
** Program 10: WEIGHTLIFTING					
2/7/2007	21930	Denton Spring Water Co.	35.75	Water [#317977, 2/7/07] 5 @ \$6.75	
** Subtotal				35.75	

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION	SCAT
** Program 11: BASKETBALL					
2/7/2007	21931	Danny R. Pierce	2,493.00	Referee fees (Feb 07)	
2/7/2007	21932	Forest Hill Recreation Council	675.00	11-12 Boys Tourn Team Entries (3 @ \$225)	
2/7/2007	21933	Forest Hill Recreation Council	675.00	13-14 Boys Tourn Team Entries (3 @ \$225)	
2/7/2007	21934	Bel Air Recreation Council	225.00	9-10 Boys Tourn Team Entry (1 @ \$225)	
2/7/2007	21935	Emmorton Recreation Council	225.00	9-10 Girls Tourn Team Entry (1 @ \$225)	
2/28/2007	21942	Danny R. Pierce	3,808.00	Referee fees (3 weeks)	
2/28/2007	21943	Tri-State Trophies	961.95	Trophies (Inv #2275)	
** Subtotal				9,062.95	
** Program 40: FOOTBALL					
2/28/2007	21946	United Rentals, Inc.	1,064.33	Light tower rental - Balance [#59480457-003]	
** Subtotal				1,064.33	
** Program 43: NORTH BAY RUGBY					
2/28/2007	21944	Potomac Rugby Union	417.50	Fall 2006 PRU Fees & Dues (Final)	
2/28/2007	21945	PSRFR	450.00	Referees for 2006 season [Inv#6100]	
** Subtotal				867.50	
** Program 46: SKATEBOARD PARK (ASAP)					
2/21/2007	21936	Verizon	27.08	Phone bill for North Deen (Jan 07)	
** Subtotal				27.08	
** Program 49: NORTH BAY RUGBY YOUTH PGM					
2/21/2007	21937	Ellen L. Hickey	141.68	Ink cartridges, paper supplies	
2/21/2007	21938	Dillon's Bus Service, Inc.	500.00	Bus to/from New York City	
** Subtotal				641.68	
** Program 53: BASKETBALL CHEERLEADING					
2/28/2007	21947	Golden Corral Restaurant	299.78	Banquet (25 girls + 12 adults)	
2/28/2007	21948	Tri-State Trophies	277.50	Trophies (25), Plaques (12)	
** Subtotal				577.28	
*** Total Checks				11,037.47	

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

September	\$46.33
October	\$33.40
November	\$32.55
December	\$0.00
January	\$64.24
February	\$37.00
TOTAL - LAST 6 MONTHS	\$213.52

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'.

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.

3. CHECK REQUESTS:

a. Blank check requests are kept in the office on the shelf beneath the mailboxes. Requests **under \$200** may be approved by your Board liaison; requests **over \$200** 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.

V. TREASURER'S NOTES (CONT)

3. CHECK REQUESTS:

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) expire 6/30/07. **Eligible programs were sent forms in January to request City Money for the next fiscal year (effective 7/1/07). These forms were due back to me by March 1, 2007.** The Board will conduct a "scrub" to get requests down to our probably budgeted amount and submit this to the City Council for approval. Once approved, these funds will be available to the programs beginning July 1, 2007.

Gene Gall, Treasurer
Aberdeen Board of Parks & Recreation
Website: www.aberdeenpr.com

VI. FY 05 CITY BUDGET STATUS

As Of 02/28/2007

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,200.00	\$1,093.18	\$106.82
Fire/Treasurer Bond Premium	\$300.00	\$180.00	\$120.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$778.00	\$416.53	\$361.47
SUBTOTAL	\$3,278.00	\$1,689.71	\$1,588.29
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	\$1,000.00	\$0.00
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			
Basketballs, uniforms, whistles, etc.	\$1,934.00	\$1,934.00	\$0.00
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	\$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	\$176.10	\$123.90
Portable toilet (10 months @ \$60)	\$600.00	\$318.00	\$282.00
49: NORTH BAY YOUTH RUGBY			
Replacement jerseys for Girls' team	\$2,000.00	\$2,000.00	\$0.00
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	\$1,000.00	\$0.00
71: SUMMER BASKETBALL ACADEMY			
Whistles, basketballs, uniforms, etc.	\$1,000.00	\$1,000.00	\$0.00
	\$24,000.00	\$18,417.81	\$5,582.19