

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

5-Apr-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	03/01 BALANCE	INCOME	EXPENSE	03/31 BALANCE
01: General Fund	\$1,279.30	1,630.84	-1,585.99	1,324.15
03: Golden Age Club	3,662.80	319.00	-447.49	3,534.31
06: Ballet/Jazz/Tap	7,955.17	1,409.26	-4,062.97	5,301.46
07: Gymnastics	1,203.61	0.00	-155.00	1,048.61
09: Soccer	4,035.35	100.00	0.00	4,135.35
10: Weightlifting	11,470.46	40.00	0.00	11,510.46
11: Basketball	2,990.73	0.00	-739.00	2,251.73
14: Tae Kwon Do	1,952.27	465.00	0.00	2,417.27
15: Aikido	7,262.63	150.00	-84.00	7,328.63
16: Wrestling	1,351.09	0.00	-40.00	1,311.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	21,037.48	905.00	-2,674.75	19,267.73
31: Youth Softball	246.29	1,410.00	0.00	1,656.29
40: Football	4,367.63	0.00	0.00	4,367.63
43: North Bay Rugby	1,476.80	360.00	-150.00	1,686.80
46: Skateboard Park	5,319.74	0.00	-166.54	5,153.20
48: Martial Arts Unlimited	5,850.79	0.00	0.00	5,850.79
49: North Bay Rugby Youth Pgm	3,337.92	0.00	-1,101.15	2,236.77
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,402.06	25.00	0.00	1,427.06
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	5,890.19	150.00	0.00	6,040.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	15,164.91	1,775.00	-475.00	16,464.91
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	6,715.96	0.00	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	-725.00	2,076.08
99: City \$ Holding Acct	5,376.36	-1,570.00	0.00	3,806.36
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$126,498.04	7,169.10	-12,406.89	121,260.25

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 01: GENERAL FUND			
3/7/2007	\$175.00	City \$ - Treas Bond Premium	
3/7/2007	(\$15.00)	OLBS Monthly Fee	
3/19/2007	\$31.00	Annual Dinner	
3/21/2007	\$1,395.00	City \$ - Annual Dinner	
3/30/2007	\$41.51	HCCSB Pepsi machine revenue	
3/30/2007	\$1.58	Interest (Bank of America)	
3/30/2007	(\$3.00)	Check Enclosure Fee	
3/31/2007	\$4.75	Interest (Harford National Bank)	
** Subtotal			\$1,630.84
** Program 03: GOLDEN AGE CLUB			
3/12/2007	\$75.00	Dues	
3/14/2007	\$45.00	Dues	
3/14/2007	\$90.00	Greeting card sales	
3/22/2007	\$79.00	Greeting card sales	
3/28/2007	\$30.00	Dues	
** Subtotal			\$319.00
** Program 06: BALLET/JAZZ/TAP			
3/22/2007	\$65.00	Registrations	
3/29/2007	\$1,102.76	Registrations	
3/29/2007	\$241.50	Registrations	
** Subtotal			\$1,409.26
** Program 09: SOCCER			
3/16/2007	\$100.00	Registrations	
** Subtotal			\$100.00
** Program 10: WEIGHTLIFTING			
3/19/2007	\$40.00	Dues	
** Subtotal			\$40.00
** Program 14: TAE KWON DO			
3/13/2007	\$465.00	Registrations	
** Subtotal			\$465.00
** Program 15: AIKIDO			
3/5/2007	\$150.00	Registrations	
** Subtotal			\$150.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 30: BASEBALL			
3/5/2007	\$180.00	Registrations	
3/16/2007	\$280.00	Registrations	
3/21/2007	\$45.00	Registrations	
3/21/2007	\$400.00	Sponsors (2)	
** Subtotal			\$905.00
** Program 31: YOUTH SOFTBALL			
3/19/2007	\$1,735.00	Registrations	
3/19/2007	(\$45.00)	Bank correction to 03/21 deposit	
3/22/2007	(\$135.00)	Bad Check (Michael Mills)	
3/22/2007	(\$5.00)	Bad Chk Svc Chg (Michael Mills)	
3/26/2007	(\$135.00)	Bad Check (Marlene Harvey)	
3/26/2007	(\$5.00)	Bad Chk Svc Chg (Marlene Harvey)	
** Subtotal			\$1,410.00
** Program 43: NORTH BAY RUGBY			
3/22/2007	\$360.00	Dues	
** Subtotal			\$360.00
** Program 53: BASKETBALL CHEERLEADING			
3/5/2007	\$25.00	Registrations	
** Subtotal			\$25.00
** Program 62: PARK/SPECIAL EVENTS			
3/2/2007	\$50.00	Festival Park reservation	
3/19/2007	\$100.00	Festival Park reservations (2)	
** Subtotal			\$150.00
** Program 67: SWANFEST			
3/2/2007	\$1,000.00	Bridal Show	
3/9/2007	\$375.00	SwanFest	
3/9/2007	\$200.00	Bridal Show	
3/19/2007	\$200.00	Bridal Show	
** Subtotal			\$1,775.00
** Program 99: CITY \$ HOLDING ACCT			
3/7/2007	(\$175.00)	TFR City \$ to GEN FUND - Treas Bond	
3/21/2007	(\$1,395.00)	TFR City \$ to GEN FUND - Ann Dinner	
** Subtotal			(\$1,570.00)
*** Total Deposits			\$7,169.10

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
3/8/2007	12951	Erie Insurance Group	175.00	Treas bond Insurance Prem [Q89 5550030 M]
3/21/2007	21984	Jarrettsville Recreation Council	1,395.00	Annual Dinner (45 @) \$31)
3/6/2007	VISA	SCI*Stamps	15.99	Monthly charge for postal service
** Subtotal				\$1,585.99
** Program 03: GOLDEN AGE CLUB				
3/15/2007	21974	Rosemary Donovan	10.70	Petty cash
3/15/2007	21975	Kleinhenn Company	333.73	Greeting cards [Order #062774]
3/28/2007	21992	Rosemary L. Donovan	60.00	Cake (AM), Bingo prizes (MO)
3/28/2007	21993	Rosemary L. Donovan	43.06	Kitchen Supplies, flowers, etc.
** Subtotal				\$447.49
** Program 06: BALLET/JAZZ/TAP				
3/15/2007	21968	Leslie Perry	660.00	Salary (Feb) 30 hrs @) \$22
3/15/2007	21969	Leslie Perry	858.00	Salary (Mar) 39 hrs @) \$22
3/15/2007	21970	Sarah J. Watt	693.00	Salary (Feb) 31.5 hrs @) \$22
3/15/2007	21971	Sarah J. Watt	891.00	Salary (Mar) 40.5 hrs @) \$22
3/15/2007	21972	Your Name Here, Inc.	960.97	Recital T-shirts (121) [#4472, 3/6/07]
** Subtotal				\$4,062.97
** Program 07: GYMNASTICS				
3/28/2007	21988	Bethany F. Papp	60.00	Salary (5 hrs @) \$12) Feb
3/28/2007	21989	Leigh E. King	27.00	Salary (Feb) 3 hrs @) \$9
3/28/2007	21990	Rhonda L. Schulz	48.00	Salary (Feb) 3 hrs @) \$16
3/28/2007	21991	Caitlyn Welch	20.00	Salary (Feb) 2 hrs @) \$10
** Subtotal				\$155.00
** Program 11: BASKETBALL				
3/15/2007	21978	Bel Air Recreation Committee	225.00	13-14 Girls Tournament entry
3/21/2007	21985	Danny R. Pierce	514.00	Referee & scorer fees (thru end of season)
** Subtotal				\$739.00
** Program 15: AIKIDO				
3/8/2007	12953	James O. Shell	48.00	Salary (Jan) 8 hrs @) \$6
3/8/2007	12954	James O. Shell	36.00	Salary (Feb) 6 hrs @) \$6
** Subtotal				\$84.00
** Program 16: WRESTLING				
3/8/2007	12957	Classic Team Sports	40.00	Equip - Inv #12727, 1/10/07
** Subtotal				\$40.00
** Program 30: BASEBALL				
3/15/2007	21964	Harford Co Dept of Parks & Rec{BelAir	87.75	Turface (15 50# Bags @) \$5.85) 3/6/07
3/21/2007	21983	Your Name Here, Inc.	2,500.00	Caps & Uniforms (Deposit)
3/28/2007	21987	The Printing Press	87.00	Tickets for \$500 Gas Card (3,000) raffle[#1726
** Subtotal				\$2,674.75

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 43: NORTH BAY RUGBY				
3/8/2007	12955	USA Rugby	150.00	Club Reg #4303633087671361093750
** Subtotal				\$150.00
** Program 46: SKATEBOARD PARK (ASAP)				
3/15/2007	21963	Anderson Lock & Key	139.90	Service call & 2 deadbolts [#8016]
3/21/2007	21982	Verizon	26.64	Telephone service @ North Deen Park
** Subtotal				\$166.54
** Program 49: NORTH BAY RUGBY YOUTH PGM				
3/8/2007	12952	Ellen L. Hickey	26.05	Safety & 1st aid supplies
3/8/2007	12956	USA Rugby	630.00	Team Reg #10439633018967572187500
3/15/2007	21967	Ellen L. Hickey	191.87	Hosting for 3/11 & 3/13 games
3/21/2007	21981	Ellen L. Hickey	99.44	Hosting for 3/17 game
3/21/2007	21986	Ellen L. Hickey	153.79	Hosting for 3/24 & 3/25 games
** Subtotal				\$1,101.15
** Program 67: SWANFEST				
3/15/2007	21965	P. Craig Lanphear	300.00	Event staff orientation meeting - refreshments
3/15/2007	21966	City of Havre De Grace	175.00	Ad in 2007 Havre de Grace Visitor Guide [#507
** Subtotal				\$475.00
** Program 72: GIRLS BASKETBALL TRAVEL				
3/15/2007	21960	Maryland Elite Tournament	325.00	Tournament entry
3/15/2007	21961	Bel Air Parks & Recreation	400.00	Girls Travel Team Entry
** Subtotal				\$725.00
*** Total Checks:				\$12,406.89

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	
October	\$33.40
November	\$32.55
December	\$0.00
January	\$64.24
February	\$37.00
March	\$41.51
 TOTAL - LAST 6 MONTHS	 \$208.70
 AVG PER MONTH	 \$34.78

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. **FY06 CITY MONEY:** The City Money allocations in part VI (next page) expire 6/30/07. **Any unspent allocations will be re-allocated 01 May 07 unless the program chairperson provides me with a firm commitment to spend these funds.** If you are unable or unwilling to spend them, we have other programs who are.

5. **FY07 CITY MONEY:** 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 conducted a "scrub" (see part VII) to get requests down to our probable budgeted amount and submitted this to the City Council for approval on 03/13/07. 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 06 CITY BUDGET STATUS

As Of 03/31/2007

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,093.18	\$1,093.18	\$0.00
Fire/Treasurer Bond Premium	\$355.00	\$355.00	\$0.00
Volunteer Recognition	\$1,395.00	\$1,395.00	\$0.00
Postage Meter & Contingencies	\$434.82	\$416.53	\$18.29
SUBTOTAL	\$3,278.00	\$3,259.71	\$18.29
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	\$19,987.81	\$4,012.19

VII. FY 07 CITY BUDGET REQUESTS
For Fiscal Year 07/01/2007 - 06/30/2008
As Submitted 03/13/07

	AMOUNT APPROVED
01: GENERAL FUND	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$1,000.00
Postage Meter & Contingencies	\$663.65
Phone service (12 months @ \$25) @ N Deen	\$300.00
Portable toilet (10 months @ \$60) @ N Deen	\$600.00
SUBTOTAL	\$4,063.65
03: GOLDEN AGE CLUB	
Oklahoma Power-Plus Sound Lectern	\$389.95
Stackable seminar chairs (12 @ \$89.95)	\$1,078.40
06: BALLET	
Master classes for instructors	\$400.00
07: GYMNASTICS	
Liability Insurance	\$1,000.00
09: SOCCER	
Uniforms, socks and nets	\$1,200.00
Safety items, 1st aid kits, ice packs, etc	\$300.00
11: BASKETBALL	
New basketballs (30 @ \$22)	\$720.00
Uniforms (20 sets @ \$40)	\$600.00
Ball bags, whistles, grease boards, etc	\$614.00
30: BASEBALL	
Bats, bases, catchers' equip, etc	\$1,200.00
1st aid kits, ice packs, etc	\$300.00
31: SOFTBALL	
Umpire fees	\$450.00
7 First Aid Kits, Ice Packs, etc	\$100.00
Helmets Face Guards Large	\$150.00
40: FOOTBALL	
Replace worn or outdated safety equipment	\$1,500.00
Essential equipment (dummy bags, etc.)	\$1,500.00
43: NORTH BAY RUGBY MEN	
Medical / 1st aid supplies	\$200.00
46: SKATEBOARD PARK	
Maintenance - Ramps	\$450.00
1st aid supplies & disinfectant	\$105.00
Safety gear	\$150.00
Phone & answering machine replacements	\$90.00
Mini-refrigerator	\$139.00
49: NORTH BAY YOUTH RUGBY	
Rucking/tackling pads	\$500.00
1st aid kits & supplies	\$325.00
USA Rugby liability insurance	\$1,500.00
60: SUMMER CONCERTS	
Performer fees	\$2,550.00
Site Coordinator's salary (10 @ \$30)	\$300.00
Banner date change	\$50.00
Sodas	\$75.00
70: SPECIAL PROJECTS	
Athletic Lighting Fund	\$1,000.00
71: SUMMER BASKETBALL ACADEMY	
Whistles, basketballs, uniforms, etc.	\$1,000.00
TOTAL	\$24,000.00