

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

5-Jul-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	06/01 BALANCE	INCOME	EXPENSE	06/30 BALANCE
01: General Fund	\$1,170.95	658.03	-50.98	1,778.00
03: Golden Age Club	3,421.71	85.00	-245.68	3,261.03
06: Ballet/Jazz/Tap	5,661.46	216.00	-149.99	5,727.47
07: Gymnastics	528.61	0.00	0.00	528.61
09: Soccer	4,335.35	1,740.00	0.00	6,075.35
10: Weightlifting	11,446.96	800.00	-454.75	11,792.21
11: Basketball	1,526.73	0.00	0.00	1,526.73
14: Tae Kwon Do	772.27	0.00	0.00	772.27
15: Aikido	7,463.63	0.00	0.00	7,463.63
16: Wrestling	1,311.09	0.00	0.00	1,311.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	13,497.62	945.00	-3,272.55	11,170.07
31: Youth Softball	403.40	540.00	-615.00	328.40
40: Football	15,267.63	370.00	-5,725.03	9,912.60
43: North Bay Rugby	1,141.80	890.00	0.00	2,031.80
46: Skateboard Park	5,479.84	26.96	-26.96	5,479.84
48: Martial Arts Unlimited	6,270.79	120.00	-367.00	6,023.79
49: North Bay Rugby Youth Pgm	4,432.41	0.00	-1,243.60	3,188.81
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,427.06	0.00	0.00	1,427.06
57: Inline Skating	0.00	0.00	0.00	0.00
60: Summer Concerts	-2,729.72	0.00	0.00	-2,729.72
62: Parks/Special Events	6,890.19	100.00	0.00	6,990.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	22,289.91	860.00	-170.00	22,979.91
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	373.25	1,075.00	0.00	1,448.25
72: Girls Travel Basketball	966.85	0.00	0.00	966.85
99: City \$ Holding Acct	482.53	-659.53	0.00	-177.00
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$123,883.17	7,766.46	-12,321.54	119,328.09

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>
** Program 01: GENERAL FUND		
6/7/2007	(\$15.00)	Online Banking Monthly Fee
6/29/2007	(\$3.00)	Check Enclosure Fee
6/29/2007	\$37.30	HCCSB Pepsi machine revenue
6/29/2007	\$1.55	Interest (Bank of America)
6/30/2007	\$632.57	City \$ - Misc balance
6/30/2007	\$4.61	Interest (Harford Natl Bank)
** Subtotal		\$658.03
** Program 03: GOLDEN AGE CLUB		
6/14/2007	\$50.00	Greeting card sales
6/20/2007	\$35.00	Void Check #21940 (United Way)
** Subtotal		\$85.00
** Program 06: BALLET/JAZZ/TAP		
6/18/2007	\$216.00	Registrations - Summer
** Subtotal		\$216.00
** Program 09: SOCCER		
6/15/2007	\$600.00	Registrations
6/22/2007	\$720.00	Registrations
6/29/2007	\$420.00	Registrations
** Subtotal		\$1,740.00
** Program 10: WEIGHTLIFTING		
6/15/2007	\$560.00	Dues
6/22/2007	\$120.00	Dues
6/29/2007	\$120.00	Dues
** Subtotal		\$800.00
** Program 30: BASEBALL		
6/15/2007	\$945.00	APG Registrations & Lifetouch commiss
** Subtotal		\$945.00
** Program 31: YOUTH SOFTBALL		
6/4/2007	\$230.00	Registrations
6/18/2007	\$70.00	Registrations
6/28/2007	\$240.00	Misc
** Subtotal		\$540.00
** Program 40: FOOTBALL		
6/8/2007	\$370.00	Registrations
** Subtotal		\$370.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 43: NORTH BAY RUGBY			
6/4/2007	\$890.00	Registrations	
** Subtotal			\$890.00
** Program 46: SKATEBOARD PARK (ASAP)			
6/27/2007	\$26.96	City \$ - Phone service	
** Subtotal			\$26.96
** Program 48: MARTIAL ARTS UNLIMITED			
6/6/2007	\$120.00	Registrations	
** Subtotal			\$120.00
** Program 62: PARK/SPECIAL EVENTS			
6/15/2007	\$100.00	Festival Park reservation	
** Subtotal			\$100.00
** Program 67: SWANFEST			
6/15/2007	\$400.00	Bridal Show	
6/15/2007	\$90.00	Nature Camp	
6/22/2007	\$205.00	Swanfest	
6/29/2007	\$165.00	Nature Camp	
** Subtotal			\$860.00
** Program 71: SUMMER BASKETBALL ACADEMY			
6/25/2007	\$1,075.00	Registrations	
** Subtotal			\$1,075.00
** Program 99: CITY \$ HOLDING ACCT			
6/27/2007	(\$26.96)	TFR City \$ from Gen Fund to 46 (Phone)	
6/30/2007	(\$632.57)	TFR City \$ to Gen Fund (balance)	
** Subtotal			(\$659.53)
*** Total Deposits			\$7,766.46

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
6/4/2007	VISA	McAfee.com	34.99	Spamkiller software renewal (Treas)
6/6/2007	VISA	SCI*Stamps.com	15.99	Monthly charge for postal service
** Subtotal			50.98	
** Program 03: GOLDEN AGE CLUB				
6/13/2007	22093	Rosemary Donovan	37.48	Film, stamps, pkg to troops, etc.
6/20/2007	22104	Aberdeen Fire Department	35.00	Memoriam (Edith McFadden)
6/27/2007	22108	Rosemary L. Donovan	20.00	Bingo prizes
6/27/2007	22109	Phoenix Fundraising, Inc	153.20	Greeting cards for resale [#3071]
** Subtotal			245.68	
** Program 06: BALLET/JAZZ/TAP				
6/13/2007	22087	Harford Co Dept of Parks & Rec	149.99	Recital (Custodian 7.75 @ \$17.92)
** Subtotal			149.99	
** Program 10: WEIGHTLIFTING				
6/6/2007	22085	Denton Spring Water Co.	35.75	Water (5) [#324944, 06/06/07]
6/13/2007	22086	Anderson Lock & Key	419.00	Duplicate keys (100) [#8041]
** Subtotal			454.75	
** Program 30: BASEBALL				
6/13/2007	22088	Site Services, LLC	60.00	Port-a-pot (May) @ AMS [#3972, 05/29/07]
6/13/2007	22089	Site Services, LLC	60.00	Port-a-pot (May) @ AHS [#3971, 05/29/07]
6/13/2007	22096	Kenneth W. Wilson	400.00	Soda & pizzas for end of year picnic
6/13/2007	22097	Tri-State Trophies	1,633.80	Trophies (192) & plaques (48)
6/27/2007	22111	Wylie Design	138.75	Banner for Ripken Parade [#2103]
6/27/2007	22112	Randy Ewald	390.00	Umpire (13 gms @ \$30)
6/27/2007	22113	E.C. Wallace	270.00	Umpire (9 games @ \$30)
6/27/2007	22114	Jacob Bays	200.00	Umpire (8 games @ \$25)
6/27/2007	22115	Ethan Wallace	60.00	Umpire (3 games @ \$20)
6/27/2007	22116	Joey Privett	60.00	Umpire (3 games @ \$20)
** Subtotal			3,272.55	
** Program 31: YOUTH SOFTBALL				
6/6/2007	22083	Classic Team Sports	58.00	Softballs (1 dz) [Inv #13352, 04/18/07]
6/6/2007	22084	Classic Team Sports	25.00	Shirt (1) [Inv #13454, 04/30/07]
6/14/2007	22101	Bob Ferdiani	532.00	Trophies (80 @ \$6.25) [Dinn Brothers]
** Subtotal			615.00	
** Program 40: FOOTBALL				
6/13/2007	22098	Shiflett & Horn Sporting Goods	5,725.03	Jerseys & game pants (1/2 down payment)
** Subtotal			5,725.03	

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 46: SKATEBOARD PARK (ASAP)				
6/27/2007	22107	Verizon	26.96	Telephone service @ North Deen Park
** Subtotal			26.96	
** Program 48: MARTIAL ARTS UNLIMITED				
6/13/2007	22100	Mark L. Kegley	367.00	Instructor uniforms, patches
** Subtotal			367.00	
** Program 49: NORTH BAY RUGBY YOUTH PGM				
6/13/2007	22094	Ellen L. Hickey	107.41	Water, soda, tent for tournament
6/13/2007	22095	Steamroller Rugby Supply Co.	546.00	T-shirts (78@\$7) #60599
6/13/2007	22099	Subway	107.88	Sandwich for HS end of season party
6/27/2007	22110	K2 Trophies And Awards	482.31	Trophies (69@\$6.99) #Hic5410 #X43314
** Subtotal			1,243.60	
** Program 67: SWANFEST				
6/13/2007	22090	Maryland Dept Of Business & Econ Devel	60.00	Ads in Calendar of Events (Bridal Sh & SwanF
6/13/2007	22091	Jennifer Kelley	90.00	Nature Camp registration refund (Austin)
6/13/2007	22092	NYSCA	20.00	Membership renewal (1 yr)
** Subtotal			170.00	
*** Total Checks			12,321.54	

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	
January	\$64.24
February	\$37.00
March	\$41.51
April	\$52.76
May	\$34.75
June	\$37.30
TOTAL - LAST 6 MONTHS	\$267.56
AVG PER MONTH	\$44.59

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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.

5. FY07 CITY MONEY: The funds shown at Part VI. Are now available to the programs (as of July 1, 2007).

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

VI. FY 07 CITY BUDGET STATUS
As Of 07/05/2007

	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	\$663.65	\$0.00	\$663.65
Phone service (12 months @ \$25) @ N Deen	\$300.00	\$0.00	\$300.00
Portable toilet (10 months @ \$60) @ N Deen	\$600.00	\$0.00	\$600.00
SUBTOTAL	\$4,063.65	\$0.00	\$4,063.65
03: GOLDEN AGE CLUB			
Oklahoma Power-Plus Sound Lectern	\$389.95	\$0.00	\$389.95
Stackable seminar chairs (12 @ \$89.95)	\$1,078.40	\$0.00	\$1,078.40
06: BALLET			
Master classes for instructors	\$400.00	\$0.00	\$400.00
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	\$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			
Umpire fees	\$450.00	\$0.00	\$450.00
7 First Aid Kits, Ice Packs, etc	\$100.00	\$0.00	\$100.00
Helmets Face Guards Large	\$150.00	\$0.00	\$150.00
40: FOOTBALL			
Replace worn or outdated safety equipment	\$1,500.00	\$0.00	\$1,500.00
Essential equipment (dummy bags, etc.)	\$1,500.00	\$0.00	\$1,500.00
43: NORTH BAY RUGBY			
Medical / 1st aid supplies	\$200.00	\$0.00	\$200.00
46: SKATEBOARD PARK			
Maintenance - Ramps	\$450.00	\$0.00	\$450.00
1st aid supplies & disinfectant	\$105.00	\$0.00	\$105.00
Safety gear	\$150.00	\$0.00	\$150.00
Phone & answering machine replacements	\$90.00	\$0.00	\$90.00
Mini-refrigerator	\$139.00	\$0.00	\$139.00
49: NORTH BAY YOUTH RUGBY			
Rucking/tackling pads	\$500.00	\$0.00	\$500.00
1st aid kits & supplies	\$325.00	\$0.00	\$325.00
USA Rugby liability insurance	\$1,500.00	\$0.00	\$1,500.00
60: SUMMER CONCERTS			
Performer fees	\$2,550.00	\$0.00	\$2,550.00
Site Coordinator's salary (10 @ \$30)	\$300.00	\$0.00	\$300.00
Banner date change	\$50.00	\$0.00	\$50.00
Sodas	\$75.00	\$0.00	\$75.00
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