

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

11-Sep-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	07/01 BALANCE	INCOME	EXPENSE	07/31 BALANCE
01: General Fund	\$1,778.00	184.27	-257.55	1,704.72
03: Golden Age Club	3,261.03	105.25	-122.93	3,243.35
06: Ballet/Jazz/Tap	5,727.47	300.00	-674.99	5,352.48
07: Gymnastics	528.61	0.00	0.00	528.61
09: Soccer	6,075.35	530.00	-700.00	5,905.35
10: Weightlifting	11,792.21	115.00	-523.00	11,384.21
11: Basketball	1,526.73	0.00	0.00	1,526.73
14: Tae Kwon Do	772.27	215.00	0.00	987.27
15: Aikido	7,463.63	170.00	-96.00	7,537.63
16: Wrestling	1,311.09	0.00	0.00	1,311.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	11,170.07	0.00	-160.00	11,010.07
31: Youth Softball	328.40	0.00	0.00	328.40
40: Football	9,912.60	4,080.00	-8,196.69	5,795.91
43: North Bay Rugby	2,031.80	0.00	0.00	2,031.80
46: Skateboard Park	5,479.84	0.00	0.00	5,479.84
48: Martial Arts Unlimited	6,023.79	0.00	0.00	6,023.79
49: North Bay Rugby Youth Pgm	3,188.81	0.00	-253.91	2,934.90
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	2,975.00	-114.75	130.53
62: Parks/Special Events	6,990.19	50.00	-200.00	6,840.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	22,979.91	65.00	-2,224.00	20,820.91
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	1,448.25	50.00	0.00	1,498.25
72: Girls Travel Basketball	966.85	0.00	-350.00	616.85
99: City \$ Holding Acct	0.00	-6,101.37	0.00	-6,101.37
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$119,505.09	2,738.15	-13,873.82	108,369.42

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 01: GENERAL FUND			
07/25/07	\$26.37	City \$ - N Deen Phone	
07/25/07	\$100.00	City \$ - Postage refill	
07/27/07	\$28.20	HCCSB Pepsi machine revenue	
07/31/07	\$1.23	Interest (Bank of America)	
07/31/07	\$4.76	Interest (Harford Natl Bank)	
07/31/07	(\$3.00)	Check enclosure fee	
07/09/07	(\$15.00)	Extra Online Banking monthly fee (BOA)	
07/27/07	\$41.71	Treas reimb erroneous charge	
** Subtotal			\$184.27
** Program 03: GOLDEN AGE CLUB			
07/05/07	\$12.00	Dues	
07/11/07	\$10.00	Dues	
07/11/07	\$83.25	Greeting card sales	
** Subtotal			\$105.25
** Program 06: BALLET/JAZZ/TAP			
07/23/07	\$240.00	Registrations	
07/23/07	\$60.00	Costume	
** Subtotal			\$300.00
** Program 09: SOCCER			
07/06/07	\$120.00	Registrations	
07/09/07	\$110.00	Registrations	
07/27/07	\$300.00	Registrations	
** Subtotal			\$530.00
** Program 10: WEIGHTLIFTING			
07/05/07	(\$60.00)	Bad Check (La Che R. Ringgold)	
07/05/07	(\$5.00)	Bad Chk Svc Chg (L. Ringgold)	
07/19/07	\$180.00	Dues	
** Subtotal			\$115.00
** Program 14: TAE KWON DO			
07/19/07	\$215.00	Registrations	
** Subtotal			\$215.00
** Program 15: AIKIDO			
07/11/07	(\$25.00)	Bad Check (Clifford Konstans)	
07/11/07	(\$5.00)	Bad chk Svc Chg (C. Konstans)	
07/06/07	\$200.00	Registrations	
** Subtotal			\$170.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 40: FOOTBALL			
07/18/07	\$3,000.00	City \$ - Equipment	
07/26/07	(\$80.00)	Bad Check (Anthony Hamlin)	
07/26/07	(\$50.00)	Bad Check (Rosanna Love)	
07/26/07	(\$5.00)	Bad Chk Svc Chg (A. Hamlin)	
07/26/07	(\$5.00)	Bad Chk Svc Chg (R. Love)	
07/02/07	\$110.00	Registrations	
07/11/07	\$760.00	Registrations	
07/23/07	\$350.00	Registrations	
** Subtotal			\$4,080.00
** Program 60: SUMMER CONCERTS			
07/05/07	\$2,975.00	City \$ - Summer Concerts	
** Subtotal			\$2,975.00
** Program 62: PARK/SPECIAL EVENTS			
07/19/07	\$50.00	Festival Park reservation	
** Subtotal			\$50.00
** Program 67: SWANFEST			
07/19/07	\$40.00	Bridal Show	
07/09/07	\$25.00	Nature Camp registrations	
** Subtotal			\$65.00
** Program 71: SUMMER BASKETBALL ACADEMY			
07/12/07	\$25.00	Registrations	
07/23/07	\$25.00	Registrations	
** Subtotal			\$50.00
** Program 99: CITY \$ HOLDING ACCT			
07/25/07	(\$26.37)	TFR City \$ to GEN FUND Phone	
07/25/07	(\$100.00)	TFR City \$ to GEN FUND Postage	
07/05/07	(\$2,975.00)	TFR City \$ to Summer Concerts	
07/18/07	(\$3,000.00)	TFR Cityt \$ to Football (Equip)	
** Subtotal			(\$6,101.37)
*** Total Deposits			\$2,738.15

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
7/25/07	22143	Verizon	26.37	Telephone service @ North Deen Park
7/3/07	VISA	Radioshack (Aberdeen)	73.48	Printer cartridges (2) [Treas]
7/5/07	VISA	SCI*Stamps.com	15.99	Monthly postal service
7/23/07	VISA	Royal Farms	41.71	Gas (Treas used wrong card)
7/26/07	VISA	Stamps.com	100.00	Postage refill
** Subtotal				257.55
** Program 03: GOLDEN AGE CLUB				
7/18/07	22135	Rosemary L. Donovan	58.95	AM Birthday cake & mail items to Troops
7/25/07	22144	Rosemary L. Donovan	63.98	Kitchen supplies, Troop postage, etc.
** Subtotal				122.93
** Program 06: BALLET/JAZZ/TAP				
7/5/07	22119	Harford County, MD	674.99	Recital spt (overtime to HCPS personnel) 03/07
** Subtotal				674.99
** Program 09: SOCCER				
7/18/07	22133	Churchville Recreation Council	700.00	Field liner paint (25 cases @ \$28) 07/10/07
** Subtotal				700.00
** Program 10: WEIGHTLIFTING				
7/18/07	22126	Daniel Roberts	500.00	Paint, primer, misc cleanup supplies
7/18/07	22134	Denton Spring Water Co.	23.00	Water (3) [#326698, 07/03/07]
** Subtotal				523.00
** Program 15: AIKIDO				
7/18/07	22131	James O. Shell	48.00	Salary (May) 8 hrs @ \$6
7/18/07	22132	James O. Shell	48.00	Salary (Jun) 8 hrs @ \$6
** Subtotal				96.00
** Program 30: BASEBALL				
7/5/07	22122	Tharpe And Green Mill, LLC	40.00	Turf Liner (10 50-lb bags) #15676, 06/30/07
7/18/07	22139	Site Services, LLC	60.00	Port-a-pot (Jun) @ AHS [#5224, 06/30/07]
7/18/07	22140	Site Services, LLC	60.00	Port-a-pot (Jun) @ AMS [#5225, 06/30/07]
** Subtotal				160.00
** Program 40: FOOTBALL				
7/18/07	22127	All Sports America	1,771.66	Footballs, mouth guards, etc.
7/18/07	22128	Shiflett & Horn Sporting Goods	5,725.03	Jerseys & game pants (balance due)
7/18/07	22129	H.B.C.Y.F.L.	200.00	Team fees (8 @ \$25)
7/18/07	22130	Sanford A. Fisher	500.00	Movie concession setup (07/27/07)
** Subtotal				8,196.69

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 49: NORTH BAY RUGBY YOUTH PGM				
7/25/07	22145	Ellen L. Hickey	103.91	End-of-year tournament food, etc.
7/30/07	22146	Ellen L. Hickey	120.00	Reimburse USA Rugby Insurance (9)
7/30/07	22147	Potomac Rugby Union Youth League (30.00	Tournament entrance fee
** Subtotal			253.91	
 ** Program 60: SUMMER CONCERTS				
7/18/07	22141	Board Of Education Of Harford Count	114.75	Tech Spt to 06/19 Concert #OP13479
** Subtotal			114.75	
 ** Program 62: PARK/SPECIAL EVENTS				
7/5/07	22121	Catholic Charities	200.00	Refund Festival Pk 06/23 (comb fee)
** Subtotal			200.00	
 ** Program 67: SWANFEST				
7/5/07	22120	Parlett Brothers	764.00	Pumpkin seeds (20k @ \$38.20/k) #412770
7/18/07	22136	Robert C. Chance	700.00	Nature Camps (20 hrs @ \$35) 07/09-07/13/07
7/18/07	22137	Autumn Sky Outfitters	210.00	Nature Camp Kayak rentals (7@\$30) #14377
7/18/07	22138	Homestead Publishing Co.	550.00	Ad for LPGA shuttle bus [Acct #8807]
** Subtotal			2,224.00	
 ** Program 72: GIRLS BASKETBALL TRAVEL				
7/18/07	22125	Jr. Nationals Championship	350.00	Team entry
** Subtotal			350.00	
 *** Total Checks			 13,873.82	

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	
February	\$37.00
March	\$41.51
April	\$52.76
May	\$34.75
June	\$37.30
July	\$28.20
 TOTAL - LAST 6 MONTHS	 \$231.52
 AVG PER MONTH	 \$38.59

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 08/01/2007

	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	\$100.00	\$563.65
Phone service (12 months @ \$25) @ N Deen	\$300.00	\$26.37	\$273.63
Portable toilet (10 months @ \$60) @ N Deen	\$600.00	\$0.00	\$600.00
SUBTOTAL	\$4,063.65	\$126.37	\$3,937.28
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	\$1,500.00	\$0.00
Essential equipment (dummy bags, etc.)	\$1,500.00	\$1,500.00	\$0.00
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	\$2,550.00	\$0.00
Site Coordinator's salary (10 @ \$30)	\$300.00	\$300.00	\$0.00
Banner date change	\$50.00	\$50.00	\$0.00
Sodas	\$75.00	\$75.00	\$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	\$6,101.37	\$17,898.63