

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

11-Sep-07

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>08/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>08/31 BALANCE</b>
01: General Fund	\$1,704.72	14.04	-142.52	1,576.24
03: Golden Age Club	3,243.35	1,537.10	-2,071.74	2,708.71
06: Ballet/Jazz/Tap	5,352.48	724.00	0.00	6,076.48
07: Gymnastics	528.61	0.00	-117.00	411.61
09: Soccer	5,905.35	1,760.00	-3,173.35	4,492.00
10: Weightlifting	11,384.21	300.00	0.00	11,684.21
11: Basketball	1,526.73	0.00	0.00	1,526.73
14: Tae Kwon Do	987.27	0.00	0.00	987.27
15: Aikido	7,537.63	0.00	0.00	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	11,010.07	0.00	-115.00	10,895.07
31: Youth Softball	328.40	0.00	0.00	328.40
40: Football	5,795.91	4,760.00	-3,251.15	7,304.76
43: North Bay Rugby	2,031.80	250.00	-325.00	1,956.80
46: Skateboard Park	5,479.84	0.00	-45.50	5,434.34
48: Martial Arts Unlimited	6,023.79	340.00	0.00	6,363.79
49: North Bay Rugby Youth Pgm	2,934.90	0.00	-275.00	2,659.90
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	130.53	0.00	-7.35	123.18
62: Parks/Special Events	6,840.19	150.00	0.00	6,990.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	20,820.91	580.00	-2,020.00	19,380.91
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	1,498.25	0.00	-666.00	832.25
72: Girls Travel Basketball	616.85	0.00	0.00	616.85
99: City \$ Holding Acct	-6,101.37	-2,994.88	0.00	-9,096.25
00: No Deposit Slip	491.00	0.00	0.00	491.00
<b>TOTALS</b>	<b>\$108,369.42</b>	<b>7,420.26</b>	<b>-12,209.61</b>	<b>103,580.07</b>

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND		
8/7/2007	-\$15.00	Online Banking monthly fee
8/22/2007	\$26.53	City \$ - Phone service N. Deen
8/31/2007	\$0.74	Interest (Bank of America)
8/31/2007	-\$3.00	Check Enclosure Fee
8/31/2007	\$4.77	Interest (Harford Natl Bank)
** Subtotal		\$14.04
** Program 03: GOLDEN AGE CLUB		
8/8/2007	\$389.95	City \$ - Lectern
8/8/2007	\$1,078.40	City \$ - Chairs
8/29/2007	\$10.00	Dues
8/29/2007	\$58.75	Greeting card sales
** Subtotal		\$1,537.10
** Program 06: BALLET/JAZZ/TAP		
8/7/2007	\$600.00	Registrations
8/7/2007	\$124.00	Photo Commission (LifeTouch)
** Subtotal		\$724.00
** Program 09: SOCCER		
8/8/2007	\$1,500.00	City \$ - Uniforms, equip, safety items
8/23/2007	\$260.00	Registrations
** Subtotal		\$1,760.00
** Program 10: WEIGHTLIFTING		
8/20/2007	\$300.00	Dues
** Subtotal		\$300.00
** Program 40: FOOTBALL		
8/1/2007	\$1,000.00	Registrations
8/1/2007	\$510.00	Misc
8/9/2007	\$810.00	Registrations
8/14/2007	-\$110.00	Bad Check (Tracy Ezell)
8/14/2007	-\$5.00	Bad Chk Svc Chg (T. Ezell)
8/22/2007	\$1,374.00	T-shirt sales
8/22/2007	\$151.00	Water sales
8/22/2007	\$1,030.00	Registrations
** Subtotal		\$4,760.00
** Program 43: NORTH BAY RUGBY		
8/9/2007	\$250.00	Registrations
** Subtotal		\$250.00

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## II. DEPOSITS BY PROGRAM

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<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
<b>** Program 48: MARTIAL ARTS UNLIMITED</b>			
8/29/2007	\$340.00	Registrations	
** Subtotal			\$340.00
<b>** Program 62: PARK/SPECIAL EVENTS</b>			
8/7/2007	\$100.00	Festival Park reservations (2)	
8/23/2007	\$50.00	Festival Park reservation	
** Subtotal			\$150.00
<b>** Program 67: SWANFEST</b>			
8/7/2007	\$70.00	Bridal Show	
8/23/2007	\$180.00	SwanFest	
8/23/2007	\$155.00	Bridal Show	
8/31/2007	\$175.00	Bridal Show	
** Subtotal			\$580.00
<b>** Program 99: CITY \$ HOLDING ACCT</b>			
8/8/2007	-\$1,500.00	TFR City \$ to SOCCER for equip, etc	
8/8/2007	-\$389.95	TFR City \$ to GOLDEN AGE Lectern	
8/8/2007	-\$1,078.40	TFR City \$ to GOLDEN AGE Chairs	
8/22/2007	-\$26.53	TFR City \$ to GEN FUND phone N Deen	
** Subtotal			-\$2,994.88
<b>*** Total Deposits</b>			<b>\$7,420.26</b>

### III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 01: GENERAL FUND</b>				
8/22/07	22169	Verizon	\$26.53	Telephone service @ North Deen Park
8/30/07	22178	Gene A. Gall	\$100.00	IRS Return preparation fee
8/6/07	VISA	SCI*Stamps.com	\$15.99	Postal service - monthly fee
<b>** Subtotal</b>				\$142.52
<b>** Program 03: GOLDEN AGE CLUB</b>				
8/8/07	22154	Rosemary L. Donovan	\$13.00	Petty cash (Film & postage to Troops)
8/8/07	22155	Worthington Direct	\$1,623.35	Lectern(\$389.95), Chairs (12@\$89.95)
8/29/07	22173	Kleinhenn Company	\$303.52	Card order [#071497]
8/29/07	22175	Rosemary L. Donovan	\$131.87	Petty cash (Vaughn Anniv, Troops, etc)
<b>** Subtotal</b>				\$2,071.74
<b>** Program 07: GYMNASTICS</b>				
8/1/07	22150	Leigh E. King	\$45.00	Salary (May) 5 hrs @ \$9
8/1/07	22151	Bethany F. Papp	\$72.00	Salary (6 hrs @ \$12) May
<b>** Subtotal</b>				\$117.00
<b>** Program 09: SOCCER</b>				
8/8/07	22163	Classic Team Sports	\$3,173.35	Uniforms, equip, safety items [#13872, 7/23/0
<b>** Subtotal</b>				\$3,173.35
<b>** Program 30: BASEBALL</b>				
8/8/07	22164	Churchville Recreation Council	\$115.00	Umpire assigner fees & forfeit fees
<b>** Subtotal</b>				\$115.00
<b>** Program 40: FOOTBALL</b>				
8/8/07	22157	Spot-A-Pot, Inc	\$60.00	Port-a-pot rental (Aug) @ N Deen [#47823]
8/8/07	22158	Spot-A-Pot, Inc	\$60.00	Port-a-pot rental (Aug) @ Baldwin Fld [#47824
8/26/07	22170	Your Name Here, Inc.	\$1,211.15	T-shirt Fundraiser amount due
8/30/07	22176	Sanford A. Fisher	\$1,200.00	Concession start-up for 09/08/07 games
8/30/07	22177	Sanford A. Fisher	\$720.00	Referee fees (09/08/07 games)
<b>** Subtotal</b>				\$3,251.15
<b>** Program 43: NORTH BAY RUGBY</b>				
8/8/07	PPAL	Wilmington Rugby Football Club	\$325.00	Atlantic Cup tournament entry (08/18/07)
<b>** Subtotal</b>				\$325.00
<b>** Program 46: SKATEBOARD PARK (ASAP)</b>				
8/22/07	22168	Megan R. Pike	\$45.50	Salary (Aug) 7 hrs @ \$6.50
<b>** Subtotal</b>				\$45.50
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>				
8/22/07	22167	Steamroller Rugby Supply Co.	\$275.00	#5 Balls (25 @ \$11) #60586
<b>** Subtotal</b>				\$275.00

### III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 60: SUMMER CONCERTS</b>				
8/8/07	22160	Karen Tegges	\$7.35	Water (2 cases) for Army Jazz Band
<b>** Subtotal</b>				\$7.35
<b>** Program 67: SWANFEST</b>				
8/8/07	22156	Craig Lanphear	\$500.00	Petty cash, etc. for Bridal Show (9/9/07)
8/8/07	22159	Ripken Professional Baseball	\$585.00	Beverages for Annual Dinner (7/21/07)
8/8/07	22161	Autumn Sky Outfitters	\$235.00	Nature Camp Kayak rentals (7@\$40) #14770
8/8/07	22162	Robert C. Chance	\$700.00	Nature Camps (20 hrs @ \$35) 07/23-07/27/07
<b>** Subtotal</b>				\$2,020.00
<b>** Program 71: SUMMER BASKETBALL ACADEMY</b>				
8/1/07	22149	Eugene Norton	\$200.00	Official (10 games @ \$20) Aug
8/8/07	22152	Tri-State Trophies	\$286.00	Trophies (20@\$7,20@\$6.50,2)
8/8/07	22153	Danyelle Barnes	\$120.00	Scorekeeper (\$20 @ 6 days)
8/29/07	22174	Ken Vanderviele	\$60.00	Ref fees (3@\$20) semis & finals
<b>** Subtotal</b>				\$666.00
<b>*** Total Checks</b>				<b>\$12,209.61</b>

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### IV. VENDING MACHINES SUMMARY

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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	
March	\$41.51
April	\$52.76
May	\$34.75
June	\$37.30
July	\$28.20
August	\$0.00
<b>TOTAL - LAST 6 MONTHS</b>	<b>\$194.52</b>
<b>AVG PER MONTH</b>	<b>\$32.42</b>

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## V. TREASURER'S NOTES

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### 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.

### 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.

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## V. TREASURER'S NOTES (CONT)

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### 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](http://www.aberdeenpr.com)

**VI. FY 07 CITY BUDGET STATUS**

**As Of 08/31/2007**

	<b>BUDGETED</b>	<b>USED</b>	<b>BALANCE</b>
<b>01: GENERAL FUND</b>			
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
<b>SUBTOTAL</b>	<b>\$4,063.65</b>	<b>\$126.37</b>	<b>\$3,937.28</b>
<b>03: GOLDEN AGE CLUB</b>			
Oklahoma Power-Plus Sound Lectern	\$389.95	\$389.95	\$0.00
Stackable seminar chairs (12 @ \$89.95)	\$1,078.40	\$1,078.40	\$0.00
<b>06: BALLET</b>			
Master classes for instructors	\$400.00	\$0.00	\$400.00
<b>07: GYMNASTICS</b>			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
<b>09: SOCCER</b>			
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
<b>11: BASKETBALL</b>			
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
<b>30: BASEBALL</b>			
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
<b>31: SOFTBALL</b>			
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
<b>40: FOOTBALL</b>			
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
<b>43: NORTH BAY RUGBY</b>			
Medical / 1st aid supplies	\$200.00	\$0.00	\$200.00
<b>46: SKATEBOARD PARK</b>			
Maint, phones, refrigerator, etc.	\$934.00	\$0.00	\$934.00
<b>49: NORTH BAY YOUTH RUGBY</b>			
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
<b>60: SUMMER CONCERTS</b>			
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
<b>70: SPECIAL PROJECTS</b>			
Athletic Lighting Fund	\$1,000.00	\$0.00	\$1,000.00
<b>71: SUMMER BASKETBALL ACADEMY</b>			
Whistles, basketballs, uniforms, etc.	\$1,000.00	\$0.00	\$1,000.00
	<b>\$24,000.00</b>	<b>\$9,069.72</b>	<b>\$14,930.28</b>