

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

10-Oct-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	09/01 BALANCE	INCOME	EXPENSE	09/30 BALANCE
01: General Fund	\$1,576.24	-28.01	-315.79	1,232.44
03: Golden Age Club	2,708.71	10.00	-156.18	2,562.53
06: Ballet/Jazz/Tap	6,076.48	7,265.00	-360.00	12,981.48
07: Gymnastics	411.61	0.00	0.00	411.61
09: Soccer	4,492.00	60.00	-1,167.20	3,384.80
10: Weightlifting	11,684.21	360.00	-500.00	11,544.21
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	150.00	-96.00	7,591.63
16: Wrestling	1,311.09	0.00	0.00	1,311.09
20: Tennis	831.11	0.00	0.00	831.11
30: Baseball	10,895.07	0.00	0.00	10,895.07
31: Youth Softball	328.40	0.00	0.00	328.40
40: Football	7,304.76	3,582.00	-2,599.50	8,287.26
43: North Bay Rugby	1,956.80	0.00	0.00	1,956.80
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	6,363.79	230.00	0.00	6,593.79
49: North Bay Rugby Youth Pgm	2,659.90	100.00	-100.00	2,659.90
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,427.06	0.00	-57.00	1,370.06
57: Inline Skating	0.00	0.00	0.00	0.00
60: Summer Concerts	123.18	0.00	0.00	123.18
62: Parks/Special Events	6,990.19	600.00	0.00	7,590.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	19,380.91	625.00	-8,803.06	11,202.85
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	832.25	0.00	0.00	832.25
72: Girls Travel Basketball	616.85	0.00	0.00	616.85
99: City \$ Holding Acct	-9,096.25	0.00	0.00	-9,096.25
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$103,580.07	12,953.99	-14,154.73	102,379.33

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 01: GENERAL FUND			
9/10/2007	(\$15.00)	OLBS Monthly Fee	
9/10/2007	(\$14.95)	Online Banking Fee	
9/28/2007	\$1.01	Interest (Bank of America)	
9/28/2007	(\$3.00)	Check Enclosure Fee	
9/30/2007	\$3.93	Interest (Harford Natl Bank)	
** Subtotal			(\$28.01)
** Program 03: GOLDEN AGE CLUB			
9/12/2007	\$10.00	Dues	
** Subtotal			\$10.00
** Program 06: BALLET/JAZZ/TAP			
9/6/2007	\$1,420.00	Registrations	
9/18/2007	\$1,860.00	Registrations	
9/19/2007	\$2,990.00	Registrations	
9/24/2007	(\$120.00)	Bad Check (Carmen Anderson)	
9/24/2007	(\$5.00)	Bad Chk Svc Chg (C. Anderson)	
9/26/2007	\$1,120.00	Registrations	
** Subtotal			\$7,265.00
** Program 09: SOCCER			
9/21/2007	\$60.00	Registrations	
** Subtotal			\$60.00
** Program 10: WEIGHTLIFTING			
9/24/2007	\$360.00	Dues	
** Subtotal			\$360.00
** Program 15: AIKIDO			
9/5/2007	\$150.00	Registrations	
** Subtotal			\$150.00
** Program 40: FOOTBALL			
9/4/2007	\$1,225.00	Registrations & Sponsors	
9/10/2007	\$1,952.00	Concession revenue	
9/10/2007	\$110.00	Registrations	
9/13/2007	(\$110.00)	Bad Check (Carmen D Anderson)	
9/13/2007	(\$5.00)	Bad Chk Svc Chg (C. Anderson)	
9/19/2007	\$110.00	Registration	
9/24/2007	\$300.00	Sponsors (2)	
** Subtotal			\$3,582.00
** Program 48: MARTIAL ARTS UNLIMITED			
9/24/2007	\$230.00	Registrations	
** Subtotal			\$230.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 49: NORTH BAY RUGBY YOUTH PGM		
9/19/2007	\$100.00	Void Check #20910 - reissued
** Subtotal		\$100.00
** Program 62: PARK/SPECIAL EVENTS		
9/19/2007	\$600.00	Festival Park reservations
** Subtotal		\$600.00
** Program 67: SWANFEST		
9/7/2007	\$190.00	Swanfest
9/7/2007	\$95.00	Bridal Show
9/19/2007	\$185.00	Bridal Show
9/19/2007	\$155.00	SwanFest
** Subtotal		\$625.00
*** Total Deposits		\$12,953.99

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
9/19/2007	22200	Gene A. Gall	\$57.97	Lexmark ink cartridges [Walmart]
9/26/2007	22209	Verizon	\$26.63	Telephone service @ North Deen Park
9/4/2007	VISA	BestBuy	\$85.03	UPS for office PC
9/5/2007	VISA	SCI*Stamps.com	\$15.99	Monthly postal service fee
9/18/2007	VISA	Staples	\$130.17	Ink cartridges for Office copier
** Subtotal				\$315.79
** Program 03: GOLDEN AGE CLUB				
9/6/2007	22179	Harford Hospice	\$35.00	Memorial for Myrtle Cogswell
9/26/2007	22210	Rosemary Donovan	\$121.18	Petty cash (AM, KS, RV, Band)
** Subtotal				\$156.18
** Program 06: BALLET/JAZZ/TAP				
9/12/2007	22187	Sarah J. Watt	\$330.00	Salary (Jun-Sep) 22 hrs @ \$15
9/26/2007	22212	Regina Primm	\$30.00	Refund - Kazarea Jeremiah (too young)
** Subtotal				\$360.00
** Program 09: SOCCER				
9/12/2007	22184	Spot-A-Pot, Inc	\$83.60	Port-a-pot rental (Aug-Sep) @ AHS [#48670]
9/12/2007	22185	Spot-A-Pot, Inc	\$83.60	Port-a-pot rental (Aug-Sep) @ AMS [#48673]
9/12/2007	22188	Joppatowne Recreation Council {churchville}	\$1,000.00	Entry fees (4 teams @ \$250)
** Subtotal				\$1,167.20

III. CHECKS BY PROGRAM

DATE	CHK NR	PAYEE	AMOUNT	DESCRIPTION
** Program 10: WEIGHTLIFTING				
9/12/2007	22194	Daniel Roberts	\$500.00	Material & labor to fix up Weight Room
** Subtotal				\$500.00
** Program 15: AIKIDO				
9/6/2007	22180	James O. Shell	\$48.00	Salary (Jul) 8 hrs @ \$6
9/6/2007	22181	James O. Shell	\$48.00	Salary (Aug) 8 hrs @ \$6
** Subtotal				\$96.00
** Program 40: FOOTBALL				
9/12/2007	22186	Spot-A-Pot, Inc	\$159.50	Port-a-pot rentals(2Aug-Sep)@NDeen [#48672]
9/12/2007	22195	Sanford A. Fisher	\$1,000.00	Concession startup (09/22/07 games)
9/12/2007	22196	Sanford A. Fisher	\$720.00	Referee fees (09/22/07 games)
9/12/2007	22197	Sanford A. Fisher	\$720.00	Referee fees (09/29/07 games)
** Subtotal				\$2,599.50
** Program 49: NORTH BAY RUGBY YOUTH PGM				
9/19/2007	22201	Maryland Exiles Youth Rugby	\$100.00	Team entry (Mar 07) reissued
** Subtotal				\$100.00
** Program 53: BASKETBALL CHEERLEADING				
9/12/2007	22198	GTM Sportswear	\$57.00	Cheer gear
** Subtotal				\$57.00
** Program 67: SWANFEST				
9/12/2007	22182	Homestead Publishing Co.	\$809.14	Bridal Show Ad 8/29-8/31/07 [Acct #8807]
9/12/2007	22183	Harford Co Dept of Parks & Rec{BelAir}	\$80.00	Christmas Wreaths (4@\$20) Swan Harbor
9/12/2007	22189	Chesapeake Rent All	\$1,337.92	Rent tables & linens for Bridal Show #33465
9/12/2007	22190	The Souza Agency, Inc	\$1,045.00	Harf Co Visitor Guide 2008 (1/2 page color ad)
9/12/2007	22191	Harford Squadron Civil Air Patrol	\$250.00	For 10 people to help with SwanFest parking
9/12/2007	22192	HAR-CE Clowns	\$150.00	Swanfest Clown performer (2 hours)
9/12/2007	22193	Preston's Stationery, Inc.	\$180.00	Copy booklets for Bridal Show [#43057-0]
9/19/2007	22202	Horn's Punch & Judy Show	\$350.00	Entertainer fee (10/14/07)
9/19/2007	22203	T.A.G.	\$350.00	Entertainer fee (10/14/07)
9/19/2007	22204	Pam Minor	\$375.00	Entertainer (10/14/07)
9/19/2007	22205	Jerry Rowan	\$750.00	Funny Guy Show (10/14/2007)
9/19/2007	22206	Karen Green	\$250.00	Money for food for SwanFest workers
9/19/2007	22207	Craig Lanphear	\$600.00	Petty cash for SwanFest (10/14/07)
9/26/2007	22211	Homestead Publishing Co.	\$21.00	Harford Business Ledger (1 yr) #6134051

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 67: SWANFEST				
9/26/2007	22213	Richard Carr	\$600.00	Just Foolin' Around Band (10/14/07)
9/26/2007	22214	Robert Ayres	\$180.00	Swanfest performer (10/14/2007) Fife & Drum
9/26/2007	22215	William Jones	\$600.00	Moon Bounces (3 @ \$200) 10/14/07
9/26/2007	22216	Party Animalz Farm	\$875.00	Petting Zoo (5 hrs @ \$175) 10/14/07
** Subtotal				\$8,803.06
*** Total Checks				\$14,154.73

IV. VENDING MACHINES SUMMARY

The revenue from the Parks & Rec **Pepsi** machine (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	
April	\$52.76
May	\$34.75
June	\$37.30
July	\$28.20
August	\$0.00
September	\$0.00
TOTAL - LAST 6 MONTHS	\$153.01
AVG PER MONTH	\$25.50

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 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.

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 09/30/2007

	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	\$389.95	\$0.00
Stackable seminar chairs (12 @ \$89.95)	\$1,078.40	\$1,078.40	\$0.00
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	\$1,200.00	\$0.00
Safety items, 1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
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			
Maint, phones, refrigerator, etc.	\$934.00	\$0.00	\$934.00
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	\$9,069.72	\$14,930.28