

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
OCTOBER 200**

6-Nov-07

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	10/01 BALANCE	INCOME	EXPENSE	10/31 BALANCE
01: General Fund	\$1,232.44	1,000.23	-646.35	1,586.32
03: Golden Age Club	2,562.53	1,605.25	-2,265.29	1,902.49
06: Ballet/Jazz/Tap	12,981.48	17,314.53	-2,309.00	27,987.01
07: Gymnastics	411.61	1,065.00	-184.00	1,292.61
09: Soccer	3,384.80	0.00	-972.20	2,412.60
10: Weightlifting	11,544.21	300.00	-4,395.00	7,449.21
11: Basketball	1,526.73	2,830.00	0.00	4,356.73
14: Tae Kwon Do	987.27	405.00	0.00	1,392.27
15: Aikido	7,591.63	0.00	0.00	7,591.63
16: Wrestling	1,311.09	280.00	0.00	1,591.09
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	8,287.26	4,950.00	-3,772.00	9,465.26
43: North Bay Rugby	1,956.80	1,055.00	-1,074.50	1,937.30
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	6,593.79	0.00	0.00	6,593.79
49: North Bay Rugby Youth Pgm	2,659.90	2,890.00	-2,445.00	3,104.90
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,370.06	2,678.00	0.00	4,048.06
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	7,590.19	0.00	-200.00	7,390.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	11,202.85	0.00	-3,178.48	8,024.37
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	-650.00	182.25
72: Girls Travel Basketball	616.85	0.00	0.00	616.85
99: City \$ Holding Acct	-9,096.25	22,905.87	0.00	13,809.62
00: No Deposit Slip	491.00	0.00	0.00	491.00
TOTALS	\$102,379.33	59,278.88	-22,091.82	139,566.39

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND		
10/31/2007	\$484.60	City \$ - Computer equip & Supplies
10/17/2007	\$87.45	City \$ - Modems (4) for office PC
10/31/2007	\$53.16	City \$ - N Den Phone service (Aug, Sep)
10/31/2007	\$263.96	City \$ - Postage refill & svc (Jul-Oct)
10/10/2007	\$204.96	City \$-Basketball goal (@ Hillsdale ES
10/31/2007	\$2.44	Interest (Bank of America)
10/31/2007	\$2.66	Interest (Harford Natl Bank)
10/31/2007	-\$3.00	Check Enclosure Fee
10/31/2007	-\$81.00	Items Deposited Fee
10/5/2007	-\$15.00	Online Banking Sys monthly fee
** Subtotal		\$1,000.23
** Program 03: GOLDEN AGE CLUB		
10/4/2007	\$577.00	Anniversary luncheon
10/9/2007	\$301.00	Anniversary luncheon
10/12/2007	\$115.00	Anniversary luncheon
10/12/2007	\$51.25	Anniversary luncheon
10/12/2007	\$47.00	Anniversary luncheon
10/17/2007	\$47.00	Anniversary luncheon
10/4/2007	\$50.00	Greeting card sales
10/17/2007	\$417.00	Anniversary luncheon
** Subtotal		\$1,605.25
** Program 06: BALLET/JAZZ/TAP		
10/9/2007	\$1,555.00	Registrations
10/24/2007	\$708.00	Registrations
10/29/2007	\$100.00	Registrations
10/29/2007	\$240.00	Registrations
10/29/2007	\$3,057.53	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$2,003.25	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$1,966.00	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$1,608.25	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$1,478.25	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$1,424.00	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$1,318.50	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$953.50	Joe Corbi Pizza Fundraiser revenue
10/29/2007	\$852.25	Joe Corbi Pizza Fundraiser revenue
10/9/2007	\$50.00	Costume
** Subtotal		\$17,314.53
** Program 07: GYMNASTICS		
10/23/2007	-\$45.00	Bad Check (Angela Jones)
10/23/2007	-\$5.00	Bad Check Svc Chg (Angela Jones)
10/18/2007	\$1,115.00	Registrations
** Subtotal		\$1,065.00
** Program 10: WEIGHTLIFTING		
10/10/2007	\$300.00	Dues
** Subtotal		\$300.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 11: BASKETBALL			
10/31/2007	-\$100.00	Bad Check (Dorene A Rivers)	
10/31/2007	-\$150.00	Bad Check (Leighanya M Webster)	
10/31/2007	-\$50.00	Bad Check (Raymond Green, Jr)	
10/31/2007	-\$50.00	Bad Check (Richard Hyer)	
10/31/2007	-\$5.00	Bad Chk Svc Chg (D. Rivers)	
10/31/2007	-\$5.00	Bad Chk Svc Chg (L. Webster)	
10/31/2007	-\$5.00	Bad Chk Svc Chg (R. Green)	
10/31/2007	-\$5.00	Bad Chk Svc Chg (R. Hyer)	
10/29/2007	\$1,200.00	Registrations	
10/29/2007	\$1,100.00	Registrations	
10/29/2007	\$900.00	Registrations	
** Subtotal			\$2,830.00
** Program 14: TAE KWON DO			
10/16/2007	\$405.00	Registrations	
** Subtotal			\$405.00
** Program 16: WRESTLING			
10/22/2007	\$280.00	Registrations	
** Subtotal			\$280.00
** Program 40: FOOTBALL			
10/15/2007	\$125.00	Registrations	
10/2/2007	\$300.00	Sponsors (2)	
10/2/2007	\$1,614.00	Concession revenue	
10/15/2007	\$2,176.00	Concession revenue	
10/25/2007	\$500.00	Redeposited Concession Check (Rain)	
10/15/2007	\$235.00	Tickets	
** Subtotal			\$4,950.00
** Program 43: NORTH BAY RUGBY			
10/30/2007	-\$75.00	Bad Check (Brian Brandt)	
10/30/2007	-\$5.00	Bad Chk Svc Chg (B. Brandt)	
10/25/2007	\$1,135.00	Registrations	
** Subtotal			\$1,055.00
** Program 49: NORTH BAY RUGBY YOUTH PGM			
10/29/2007	\$255.00	Non-cash deposit correction	
10/29/2007	\$2,210.00	Registrations	
10/29/2007	\$425.00	Registrations	
** Subtotal			\$2,890.00
** Program 53: BASKETBALL CHEERLEADING			
10/30/2007	-\$68.00	Bad Check (Clara M Kayns)	
10/30/2007	-\$5.00	Bad Chk Svc Chg (C. Kayns)	
10/15/2007	\$1,155.00	Registrations	
10/29/2007	\$1,596.00	Registrations	
** Subtotal			\$2,678.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 99: CITY \$ HOLDING ACCT		
10/11/2007	\$24,000.00	City \$ from Aberdeen
10/31/2007	-\$484.60	TFR City \$ to GEN FUND Computer
10/31/2007	-\$53.16	TFR City \$ to GEN FUND phones
10/31/2007	-\$263.96	TFR City \$ to GEN FUND postage
10/10/2007	-\$204.96	TFR City\$ to GEN FUND Hillsdale goal
10/17/2007	-\$87.45	TFR City\$ to GEN FUND modems (4)
** Subtotal		\$22,905.87
*** Total Deposits		\$59,278.88

III. CHECKS BY PROGRAM

DATE	CHK NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
10/10/2007	22227	Harford County Parks & Recreation	\$204.96	Breakaway goal for Hillsdale Elem School
10/31/2007	VISA	Stamps.com	\$200.00	Postage refill (USPS)
10/5/2007	VISA	SCI*Stamps.com	\$15.99	Monthly fee for Stamps.com
10/9/2007	VISA	Register.com	\$137.95	5-yr renewal of website domain name
10/11/2007	VISA	TigerDirect.com	\$87.45	2 modems, 2 backups for office PC
** Subtotal				\$646.35
** Program 03: GOLDEN AGE CLUB				
10/17/2007	22238	Bayou Restaurant	\$1,785.00	Anniv Luncheon (105@)\$17)
10/17/2007	22239	Jack Foreaker	\$300.00	Anniv Lunch Entertainment
10/17/2007	22240	Rosemary L. Donovan	\$25.00	Petty cash (Flowers- centerpiece)
10/17/2007	22241	Carmen & Howard Houseman	\$50.00	50th Anniversary
10/24/2007	22252	Rosemary L. Donovan	\$83.98	Petty cash (bingo prize, plants, etc)
10/31/2007	22260	Rosemary L. Donovan	\$21.31	Petty cash (film devel, flowers)
** Subtotal				\$2,265.29
** Program 06: BALLET/JAZZ/TAP				
10/24/2007	22249	Sarah J. Watt	\$1,386.00	Salary (Sep-Oct) 63 hrs @ \$22
10/24/2007	22250	Leslie Perry	\$638.00	Salary (Sep-Oct) 29 hrs @ \$22
10/24/2007	22251	Clifford Hubbard	\$60.00	Registration Refund
10/31/2007	22268	Kelsey Kearney	\$225.00	Salary (Sep-Oct) 15 hrs x \$15
** Subtotal				\$2,309.00
** Program 07: GYMNASTICS				
10/18/2007	22242	Rhonda L. Schulz	\$64.00	Salary (Sep) 4 hrs @ \$16
10/18/2007	22243	Bethany F. Papp	\$84.00	Salary (7 hrs @ \$12) Sep
10/18/2007	22244	Leigh E. King	\$36.00	Salary (Sep) 4 hrs @ \$9
** Subtotal				\$184.00

III. CHECKS BY PROGRAM

DATE	CHK NR	PAYEE	AMOUNT	DESCRIPTION
** Program 09: SOCCER				
10/10/2007	22229	Spot-A-Pot, Inc	\$55.00	Port-a-pot rental (Oct)(@)AMS [#49505]
10/10/2007	22230	Spot-A-Pot, Inc	\$55.00	Port-a-pot rental (Oct)(@)AHS [#49502]
10/24/2007	22248	Kenneth W. Wilson	\$700.00	Referee fees for tournament
10/31/2007	22267	Your Name Here, Inc.	\$162.20	T-shirts for Parents (24) [#4637, 10/26/07]
** Subtotal			\$972.20	
** Program 10: WEIGHTLIFTING				
10/10/2007	22224	Gym Source	\$4,395.00	Mats & Rack [Quote #831631]
** Subtotal			\$4,395.00	
** Program 40: FOOTBALL				
10/3/2007	22220	Sanford A. Fisher	\$1,500.00	Concessions (10/13/07) Homecoming
10/3/2007	22221	Sanford A. Fisher	\$720.00	Referee fees (10/13/07 games) Homecoming
10/3/2007	22222	Tri-State Trophies	\$272.00	Trophies
10/3/2007	22223	Patricia Guary	\$150.00	Mascot costume (10/13/07) Homecoming
10/10/2007	22231	Spot-A-Pot, Inc	\$110.00	Port-a-pot rentals (Oct)2(@)N Deen [#49504]
10/24/2007	22245	Sanford A. Fisher	\$180.00	Referee fees (10/27/07 Play-off games)
10/24/2007	22246	Sanford A. Fisher	\$500.00	Concession startup (10/27/07 Play-off games)
10/31/2007	22254	Erna Coley	\$300.00	Hold fee for bus to Cleveland (Thanksgiving)
10/31/2007	22255	Sanford A. Fisher	\$40.00	Kitty litter for field maintenance
** Subtotal			\$3,772.00	
** Program 43: NORTH BAY RUGBY				
10/17/2007	22236	Potomac Rugby Union	\$900.00	2007 PRU dues (Final installment)
10/31/2007	22256	Steamroller Rugby Supply Co.	\$174.50	Paint, tickets, Bag for coach [#60789]
** Subtotal			\$1,074.50	
** Program 49: NORTH BAY RUGBY YOUTH PGM				
10/10/2007	22225	Potomac Society of Rugby Football Refs	\$160.00	Referee Course fees (4)(@)\$40)
10/10/2007	22226	Freestate Sports Arena	\$1,140.00	Rental deposit for indoor arena
10/17/2007	22237	USA Rugby	\$20.00	Coach Reg [Inv #110424]
10/31/2007	22257	The Arena Club	\$1,125.00	Indoor practices (U-19)
** Subtotal			\$2,445.00	
** Program 62: PARK/SPECIAL EVENTS				
10/10/2007	22232	Lisa Brown	\$200.00	Refund of deposit
** Subtotal			\$200.00	

III. CHECKS BY PROGRAM

DATE	CHE. NR	PAYEE	AMOUNT	DESCRIPTION
** Program 67: SWANFEST				
10/10/2007	22228	David L. Simmons	\$240.00	Rental of bees to pollinate pumpkins [#7091]
10/10/2007	22233	Homestead Publishing Co.	\$809.14	Bridal Show ads (3) Acct #8807
10/10/2007	22234	Design This	\$442.00	Staff T-shirts (72@)\$6 + \$10) #6105
10/31/2007	22261	Spot-A-Pot, Inc	\$775.00	Port-a-pot rentals (13) [#49415]
10/31/2007	22262	Kathy Hall	\$25.27	Reimburse for food&paper prods for SwanFest
10/31/2007	22263	Becky Parsons	\$312.07	Arts & Craft mats for SawmFest children actys
10/31/2007	22264	Edward Kitlowski	\$200.00	Entertainer (10/14/07)
10/31/2007	22265	Teclin School Of Irish Dance	\$300.00	Entertainment for SwanFest (10/14/07)
10/31/2007	22266	MRPA	\$75.00	MRPA Membership Renewal
** Subtotal			\$3,178.48	
** Program 71: SUMMER BASKETBALL ACADEMY				
10/3/2007	22219	Ken Solomon	\$650.00	Value Card fundraiser - remainder
** Subtotal			\$650.00	
*** Total Checks			.\$22,091.82	

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
May	\$34.75
June	\$37.30
July	\$28.20
August	\$0.00
September	\$0.00
October	\$0.00
TOTAL - LAST 6 MONTHS	\$100.25
AVG PER MONTH	\$16.71

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 11/03/2007

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,000.00	\$572.05	\$427.95
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	\$568.92	\$94.73
Phone service (12 months @ \$25) @ N Deen	\$300.00	\$79.53	\$220.47
Portable toilet (10 months @ \$60) @ N Deen	\$600.00	\$0.00	\$600.00
SUBTOTAL	\$4,063.65	\$1,220.50	\$2,843.15
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
	<u>\$24,000.00</u>	<u>\$10,163.85</u>	<u>\$13,836.15</u>