

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

11-Dec-07

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>11/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>11/30 BALANCE</b>
01: General Fund	\$1,586.32	961.92	-916.77	1,631.47
03: Golden Age Club	1,902.49	15.00	0.00	1,917.49
06: Ballet/Jazz/Tap	27,987.01	3,893.25	-20,498.69	11,381.57
07: Gymnastics	1,292.61	0.00	-727.00	565.61
09: Soccer	2,412.60	2,007.00	-2,257.70	2,161.90
10: Weightlifting	7,449.21	-1,000.00	-374.95	6,074.26
11: Basketball	4,356.73	410.00	0.00	4,766.73
14: Tae Kwon Do	1,392.27	0.00	0.00	1,392.27
15: Aikido	7,591.63	100.00	-90.00	7,601.63
16: Wrestling	1,591.09	170.00	0.00	1,761.09
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	9,465.26	3,300.00	-11,019.95	1,745.31
43: North Bay Rugby	1,937.30	0.00	-225.00	1,712.30
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	6,593.79	220.00	0.00	6,813.79
49: North Bay Rugby Youth Pgm	3,104.90	3,780.00	-357.00	6,527.90
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	4,048.06	4.00	-2,764.85	1,287.21
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	7,390.19	0.00	0.00	7,390.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	8,024.37	0.00	-780.40	7,243.97
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	182.25	220.00	-75.00	327.25
72: Girls Travel Basketball	616.85	0.00	0.00	616.85
99: City \$ Holding Acct		-905.82	0.00	12,903.80
00: No Deposit Slip	491.00	50.00	0.00	541.00
<b>TOTALS</b>	<b>\$139,566.39</b>	<b>13,225.35</b>	<b>-40,087.31</b>	<b>112,704.43</b>

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
<b>** Program 00: PROGRAM NOT IDENTIFIED</b>		
11/27/2007	\$50.00	Donation (Coon & Cole) <i>SEE TREAS NOTES 1-d ON PAGE 6</i>
<b>** Subtotal</b>		\$50.00
<b>** Program 01: GENERAL FUND</b>		
11/5/2007	\$15.99	City \$ - Postage svc
11/7/2007	-\$15.00	OLBS Monthly fee
11/15/2007	\$191.03	City \$ - Ink cartridges for Treas PC
11/15/2007	\$198.42	City \$ - Ink cartridges for Office printer
11/21/2007	\$197.00	City \$ - Comml Fire Policy Premium
11/21/2007	\$56.38	City \$ - Phone svc @ N Deen
11/21/2007	\$250.00	City \$ - XMAS Board Mtg refreshments
11/27/2007	\$65.60	Postage reimbursement
11/30/2007	\$2.92	Interest (Bank of America)
11/30/2007	-\$3.00	Check enclosure fee
11/30/2007	\$2.58	Interest (Harford National Bank)
<b>** Subtotal</b>		\$961.92
<b>** Program 03: GOLDEN AGE CLUB</b>		
11/28/2007	\$15.00	Dues
<b>** Subtotal</b>		\$15.00
<b>** Program 06: BALLET/JAZZ/TAP</b>		
11/7/2007	\$767.50	Joe Corbi Pizza Fundraiser
11/13/2007	\$2,610.00	Costumes
11/13/2007	\$343.00	Registrations
11/13/2007	\$125.00	Recovered Bad Check
11/13/2007	\$47.75	Joe Corbi Pizza Fundraiser
<b>** Subtotal</b>		\$3,893.25
<b>** Program 09: SOCCER</b>		
11/6/2007	\$201.00	Lifetouch photo commission
11/6/2007	\$270.00	Registrations
11/9/2007	\$640.00	Registrations
11/16/2007	\$896.00	Registrations
<b>** Subtotal</b>		\$2,007.00
<b>** Program 10: WEIGHTLIFTING</b>		
11/15/2007	-\$1,000.00	TFR Donation to FOOTBALL
<b>** Subtotal</b>		-\$1,000.00
<b>** Program 11: BASKETBALL</b>		
11/26/2007	\$410.00	Registrations
<b>** Subtotal</b>		\$410.00

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
<b>** Program 15: AIKIDO</b>			
11/20/2007	\$100.00	Registrations	
<b>** Subtotal</b>			\$100.00
<b>** Program 16: WRESTLING</b>			
11/16/2007	\$170.00	Registrations	
<b>** Subtotal</b>			\$170.00
<b>** Program 40: FOOTBALL</b>			
11/6/2007	\$1,074.00	Trip donations	
11/14/2007	\$450.00	Canton OH Trip Donations	
11/15/2007	\$1,000.00	TFR Donation from WEIGHTLIFTING	
11/16/2007	\$250.00	Donations	
11/29/2007	\$526.00	Returned check & photo sponsor	
<b>** Subtotal</b>			\$3,300.00
<b>** Program 48: MARTIAL ARTS UNLIMITED</b>			
11/1/2007	\$220.00	Registrations	
<b>** Subtotal</b>			\$220.00
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>			
11/5/2007	\$1,190.00	Registrations	
11/9/2007	\$770.00	Donation	
11/9/2007	\$510.00	Registrations	
11/30/2007	\$1,310.00	Freestate Refund & registrations	
<b>** Subtotal</b>			\$3,780.00
<b>** Program 53: BASKETBALL CHEERLEADING</b>			
11/1/2007	-\$206.00	Bad Check (Valerie E Colby)	
11/1/2007	-\$5.00	Bad Chk Svc Chg (V. Colby)	
11/1/2007	-\$180.00	Bad Check (Laura Stockdale)	
11/1/2007	-\$5.00	Bad Chk Svc Chg (L. Stockdale)	
11/16/2007	\$400.00	Registrations	
<b>** Subtotal</b>			\$4.00
<b>** Program 71: SUMMER BASKETBALL ACADEMY</b>			
11/2/2007	\$220.00	Late Registrations	
<b>** Subtotal</b>			\$220.00
<b>** Program 99: CITY \$ HOLDING ACCT</b>			
11/5/2007	-\$15.99	TFR to GEN FUND - Postal svc	
11/15/2007	-\$191.03	TFR to GEN FUND - Ink Cart [Treas]	
11/15/2007	-\$198.42	TFR to GEN FUND - Ink Cart [Office]	
11/21/2007	-\$197.00	TFR to GEN FUND - Comml Fire Prem	
11/21/2007	-\$53.38	TFR to GEN FUND - Phone @ N Deen	
11/21/2007	-\$250.00	TFR to GEN FUND - XMAS Brd Mtg	
<b>** Subtotal</b>			-\$905.82
<b>*** Total Deposits</b>			\$13,225.35

### III. CHECKS BY PROGRAM

DATE	CHK NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 01: GENERAL FUND</b>				
11/21/2007	22317	James McClenahan	\$250.00	Food for XMAS Board Meeting
11/21/2007	22318	Eric Insurance Group	\$197.00	Comml Fire Policy Prem [Q241050026]
11/21/2007	22319	Verizon	\$53.38	Telephone service @ North Deen Park
11/5/2007	VISA	SCT*Stamps.com	\$15.99	Monthly charge for postal service
11/15/2007	VISA	Staples	\$191.03	Ink cartridges for Treas PC
11/16/2007	VISA	Staples	\$198.42	Ink cartridges for office printer
11/26/2007	VISA	People PC Int Svc	\$10.95	Dialup internet svc (Office PC)
<b>** Subtotal</b>				<b>\$916.77</b>
<b>** Program 06: BALLET/JAZZ/TAP</b>				
11/7/2007	22277	Joe Corbi's Pizza	10,165.50	Pizza Fundraiser Cost
11/21/2007	22325	Kelsey Kearney	\$90.00	Salary (Nov) 6 hrs @ \$15
11/21/2007	22326	Leslie Perry	\$396.00	Salary (Nov) 18 hrs @ \$22
11/21/2007	22327	Sarah J. Watt	\$858.00	Salary (Nov) 39 hrs @ \$22
11/21/2007	22328	Sandra Weeks	\$8,989.19	Reimbursement for costumes [Curtain Call]
<b>** Subtotal</b>				<b>\$20,498.69</b>
<b>** Program 07: GYMNASTICS</b>				
11/7/2007	22270	Chelsea C. Hoffman	\$30.00	Salary (Oct) 4 hrs @ \$7.50
11/7/2007	22271	Leigh E. King	\$81.00	Salary (Oct) 9 hrs @ \$9
11/7/2007	22272	Bethany F. Papp	\$144.00	Salary (Oct) 12 hrs @ \$12
11/7/2007	22273	Rhonda L. Schulz	\$256.00	Salary (Oct) 16 hrs @ \$16
11/7/2007	22275	Leigh E. King	\$72.00	Salary (Oct) 8 hrs @ \$9
11/7/2007	22276	Rhonda L. Schulz	\$144.00	Salary (Oct) 9 hrs @ \$16
<b>** Subtotal</b>				<b>\$727.00</b>
<b>** Program 09: SOCCER</b>				
11/7/2007	22278	Tri-State Trophies	\$1,472.50	Trophies(145@a)\$8.50), Plaques(30@a)\$8.00)#2734
11/15/2007	22289	Sean Foley	\$410.00	Referee (20 gms @) \$20 + \$10/Clinic)
11/15/2007	22290	Kasey Lindcamp	\$320.00	Referee (16 gms @) \$20)
11/15/2007	22309	Spot-A-Pot, Inc	\$27.60	Port-a-pot rental (15 days) AHS [#50302]
11/15/2007	22310	Spot-A-Pot, Inc	\$27.60	Port-a-pot rental (15 days) AMS [#50305]
<b>** Subtotal</b>				<b>\$2,257.70</b>
<b>** Program 10: WEIGHTLIFTING</b>				
11/7/2007	22279	Denton Spring Water Co.	\$74.95	Water (Aug, Sep, Oct deliveries)
11/15/2007	22306	Daniel Roberts	\$300.00	Utility cart and supplies
<b>** Subtotal</b>				<b>\$374.95</b>
<b>** Program 15: AIKIDO</b>				
11/21/2007	22323	James O. Shell	\$36.00	Salary (Sep) 6 hrs @ \$6
11/21/2007	22324	James O. Shell	\$54.00	Salary (Oct) 9 hrs @ \$6
<b>** Subtotal</b>				<b>\$90.00</b>

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**III. CHECKS BY PROGRAM**

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DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 40: FOOTBALL</b>				
11/7/2007	22269	Executive Coach	\$859.00	Ohio bus trip (balance)
11/15/2007	22291	Tri-State Trophies	\$1,336.00	Trophies
11/15/2007	22292	Henry Lieske	\$150.00	End of year banquet (5-6 team)
11/15/2007	22293	Antonio Brown	\$150.00	End of year banquet (6-7 team)
11/15/2007	22294	Eugene Norton	\$150.00	End of year banquet (6-8 team)
11/15/2007	22295	Tito Coley	\$150.00	End of year banquet (7-9 team)
11/15/2007	22296	Christopher Allen	\$150.00	End of year banquet (8-10 team)
11/15/2007	22297	David Williams	\$150.00	End of year banquet (9-11 team)
11/15/2007	22298	Troy Malloy	\$150.00	End of year banquet (10-12)
11/15/2007	22299	Claudell Taylor	\$150.00	End of year banquet (11-13 team)
11/15/2007	22300	Executive Coach	\$150.00	Donation for bus trip payment
11/15/2007	22301	David Williams	\$550.00	Hall of Fame (Canton, OH) trip meals. etc.
11/15/2007	22302	Raechel McCrac	\$32.00	Food supplies for Homecoming meal
11/15/2007	22303	Stacey Wallace	\$40.00	Pants (2 pr) for 11-13 team
11/15/2007	22304	Olive Tree Restaurant	\$1,000.00	Staff dinner (40 @ \$25)
11/15/2007	22305	Shiflett & Horn Sporting Goods	\$533.00	Game pants (15 @ \$30), unsold t-shirts (\$83)
11/15/2007	22308	Spot-A-Pot, Inc	\$36.80	Port-a-pot rentals (2 for 10 days) [#50304]
11/18/2007	22317	David Williams	\$500.00	Hall of Fame trip
11/18/2007	22318	Tito Coley	\$735.00	Hall of Fame trip
11/28/2007	22330	Shiflett & Horn Sporting Goods	\$2,657.15	Equipment/Clothing [#22558, 9/15/07]
11/28/2007	22331	Shiflett & Horn Sporting Goods	\$239.00	Practice Jerseys [#22584, 9/27/07]
11/28/2007	22332	Shiflett & Horn Sporting Goods	\$1,152.00	Long sleeve T's [#22629, 10/15/07]
<b>** Subtotal</b>				\$11,019.95
<b>** Program 43: NORTH BAY RUGBY</b>				
11/9/2007	22284	Potomac Society of Rugby Referees	\$225.00	Spring 2007 Referees (3 @ \$75) #7130
<b>** Subtotal</b>				\$225.00
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>				
11/15/2007	22288	Steamroller Rugby Supply Co.	\$272.00	Practice equip [#60813]
11/28/2007	22329	Phil Belfiori	\$85.00	Refund (ACL/meniscus surgery)
<b>** Subtotal</b>				\$357.00
<b>** Program 53: BASKETBALL CHEERLEADING</b>				
11/7/2007	22281	GTM Sportswear	\$2,764.85	Uniforms [#000000370302]
<b>** Subtotal</b>				\$2,764.85
<b>** Program 67: SWANFEST</b>				
11/15/2007	22307	Chesapeake Publishing Corp.	\$190.40	SwanFest ads in Cecil Whig [#118412]
11/15/2007	22314	Homestead Publishing Co.	\$590.00	SwanFest ads in HBL [#DS0111822]
<b>** Subtotal</b>				\$780.40
<b>** Program 71: SUMMER BASKETBALL ACADEMY</b>				
11/28/2007	22333	Jeff Ralls	\$75.00	Late ref fees (3 gms @ \$25)
<b>** Subtotal</b>				\$75.00
<b>*** Total Checks</b>				\$40,087.31

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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 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'.

d. A \$50 donation was received the law firm of Coon & Cole in Towson. Please advise me if you solicited this firm for a donation.

### 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). you specify delivery option.

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**V. TREASURER'S NOTES (CONT)**

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3. CHECK REQUESTS (CONT):

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

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 11/30/2007**

	<b>BUDGETED</b>	<b>USED</b>	<b>BALANCE</b>
<b>01: GENERAL FUND</b>			
Computer/Office Equipment	\$1,000.00	\$961.50	\$38.50
Fire/Treasurer Bond Premium	\$500.00	\$197.00	\$303.00
Volunteer Recognition	\$1,000.00	\$250.00	\$750.00
Postage Meter & Contingencies	\$663.65	\$584.91	\$78.74
Phone service (12 months @ \$25) @ N Deen	\$300.00	\$135.91	\$184.09
Portable toilet (10 months @ \$60) @ N Deen	\$600.00	\$0.00	\$600.00
<b>SUBTOTAL</b>	<b>\$4,063.65</b>	<b>\$2,129.32</b>	<b>\$1,934.33</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>			
Masler 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	\$814.00	\$0.00	\$814.00
<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>\$11,072.67</b>	<b>\$12,927.33</b>