

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
JANUARY 2008**

6-Feb-08

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	01/01 BALANCE	INCOME	EXPENSE	01/31 BALANCE
01: General Fund	\$1,535.34	601.85	-653.11	1,484.08
03: Golden Age Club	1,994.35	1,425.00	0.00	3,419.35
06: Ballet/Jazz/Tap	10,025.57	3,435.00	-126.60	13,333.97
07: Gymnastics	118.61	1,000.00	-1,000.00	118.61
09: Soccer	2,361.90	189.00	-588.60	1,962.30
10: Weightlifting	3,339.26	420.00	-9.75	3,749.51
11: Basketball	9,605.41	2,405.00	-5,006.00	7,004.41
14: Tae Kwon Do	1,392.27	0.00	0.00	1,392.27
15: Aikido	7,701.63	0.00	-78.00	7,623.63
16: Wrestling	1,761.09	2,061.14	-150.00	3,672.23
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	1,745.31	1,506.00	0.00	3,251.31
43: North Bay Rugby	1,712.30	0.00	0.00	1,712.30
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	6,813.79	460.00	-240.00	7,033.79
49: North Bay Rugby Youth Pgm	5,169.13	1,770.24	-517.27	6,422.10
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	1,115.28	100.00	-1,528.25	-312.97
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	7,480.07	364.01	0.00	7,844.08
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	327.25	0.00	0.00	327.25
72: Girls Travel Basketball	616.85	0.00	0.00	616.85
99: City \$ Holding Acct	12,676.02	-2,385.18	0.00	10,290.84
00: No Deposit Slip	691.00	0.00	0.00	691.00
TOTALS	\$111,913.46	13,352.06	-9,897.58	115,367.95

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 01: GENERAL FUND			
1/8/2008	(\$15.00)	OLBS monthly fee	
1/16/2008	\$15.99	City \$ - Monthly postage fee	
1/30/2008	\$599.00	City \$ - Treas PC (1/2)	
1/31/2008	\$2.66	Interest (Harford Natl Bank)	
1/31/2008	(\$3.00)	Check enclosure fee	
1/31/2008	\$2.20	Interest (Bank of America)	
** Subtotal			\$601.85
** Program 03: GOLDEN AGE CLUB			
1/8/2008	\$330.00	Dues	
1/15/2008	\$300.00	Dues	
1/15/2008	\$240.00	Dues	
1/15/2008	\$195.00	Dues	
1/22/2008	\$240.00	Dues	
1/29/2008	\$120.00	Dues	
** Subtotal			\$1,425.00
** Program 06: BALLET/JAZZ/TAP			
1/7/2008	\$2,850.00	Costumes	
1/7/2008	\$165.00	Costumes	
1/7/2008	\$70.00	Registrations	
1/14/2008	\$230.00	Costumes	
1/14/2008	\$120.00	Registrations	
** Subtotal			\$3,435.00
** Program 07: GYMNASTICS			
1/30/2008	\$1,000.00	City \$ - Liability Insurance Prem	
** Subtotal			\$1,000.00
** Program 09: SOCCER			
1/4/2008	\$100.00	Registrations	
1/25/2008	\$89.00	Registrations	
** Subtotal			\$189.00
** Program 10: WEIGHTLIFTING			
1/10/2008	\$420.00	Dues	
** Subtotal			\$420.00
** Program 11: BASKETBALL			
1/8/2008	\$2,100.00	Registrations	
1/8/2008	\$250.00	Registrations	
1/8/2008	\$55.00	Redeposit bad check	
** Subtotal			\$2,405.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 16: WRESTLING			
1/23/2008	\$750.00	Donation	
1/23/2008	\$80.00	Registrations	
1/23/2008	\$1,231.14	Concession revenue	
** Subtotal			\$2,061.14
** Program 40: FOOTBALL			
1/15/2008	\$25.00	Misc	
1/31/2008	\$1,481.00	Misc	
** Subtotal			\$1,506.00
** Program 48: MARTIAL ARTS UNLIMITED			
1/3/2008	\$170.00	Registrations	
1/10/2008	\$290.00	Registrations	
** Subtotal			\$460.00
** Program 49: NORTH BAY RUGBY YOUTH PGM			
1/7/2008	\$120.00	City \$ - USA Rugby Liability Insurance	
1/7/2008	\$20.00	City \$ - USA Rugby Liability Insurance	
1/7/2008	\$133.77	City \$ - 1st Aid Supplies	
1/7/2008	\$87.47	City \$ - 1st Aid Supplies	
1/16/2008	\$46.00	City \$ - USA Rugby Liability Insurance	
1/16/2008	\$73.00	City \$ - 1st Aid Supplies	
1/16/2008	\$290.00	City \$ - Coaching Workshop (2)	
1/31/2008	\$1,000.00	Donation	
** Subtotal			\$1,770.24
** Program 53: BASKETBALL CHEERLEADING			
1/15/2008	\$100.00	Registrations	
** Subtotal			\$100.00
** Program 67: SWANFEST			
1/23/2008	\$364.01	SwanFest	
** Subtotal			\$364.01
** Program 99: CITY \$ HOLDING ACCT			
1/7/2008	(\$120.00)	TFR City \$ - Rugby Liab Insurance	
1/7/2008	(\$20.00)	TFR City \$ - Rugby Liab Insurance	
1/7/2008	(\$133.77)	TFR City \$ - 1st Aid Supplies	
1/7/2008	(\$87.42)	TFR City \$ - 1st Aid Supplies	
1/16/2008	(\$46.00)	TFR City \$ - Rugby Liab Insurance	
1/16/2008	(\$73.00)	TFR City \$ - 1st Aid Supplies	
1/16/2008	(\$290.00)	TFR City \$ - Coaching Workshop (2)	
1/16/2008	(\$15.99)	TFR City \$ - Monthly postage fee	
1/30/2008	(\$1,000.00)	TFR City \$ - Liability Insurance	
1/30/2008	(\$599.00)	TFR City \$ - Treas Pc (1/2)	
** Subtotal			(\$2,385.18)
*** Total Deposits			\$13,352.06

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
1/30/2008	VISA	People PC	10.95	Internet service for office - monthly
1/24/2008	22379	Verizon	27.17	Telephone service @ North Deen Park
1/7/2008	VISA	SCI*Stamps.com	15.99	Monthly postage service
1/30/2008	22386	Gene A. Gall	599.00	Treas PC (Board paying 1/2)
** Subtotal				\$653.11
** Program 06: BALLET/JAZZ/TAP				
1/24/2008	22378	Sarah J. Watt	126.60	Costume Postage, Photo Drapes, Boombox
** Subtotal				\$126.60
** Program 07: GYMNASTICS				
1/30/2008	22389	Churchville Recreation Council Gymnæ	1,000.00	Aberdeen share of liability insurance premium
** Subtotal				\$1,000.00
** Program 09: SOCCER				
1/16/2008	22375	Your Name Here, Inc.	588.60	T-shirts for Indoor program (90) [#4677]
** Subtotal				\$588.60
** Program 10: WEIGHTLIFTING				
1/3/2008	22362	Denton Spring Water Co.	9.75	Water (Jan delivery) one 5-gal bottle
** Subtotal				\$9.75
** Program 11: BASKETBALL				
1/16/2008	22373	Danny R. Pierce	2,451.00	Referee fees (1/05 & 1/12/08)
1/24/2008	22377	Danny R. Pierce	1,256.00	Referee fees (1/05 & 1/12/08)
1/30/2008	22383	Danny R. Pierce	1,299.00	Referee, scorer, and monitor fees
** Subtotal				\$5,006.00
** Program 15: AIKIDO				
1/3/2008	22363	James O. Shell	42.00	Salary (Nov) 7 hrs @ \$6
1/3/2008	22364	James O. Shell	36.00	Salary (Dec) 6 hrs @ \$6
** Subtotal				\$78.00
** Program 16: WRESTLING				
1/16/2008	22374	Upper Chesapeake Wrestling League	150.00	Duals tournament (1/19/08)
** Subtotal				\$150.00
** Program 48: MARTIAL ARTS UNLIMITED				
1/16/2008	22372	Aberdeen Board of Parks & Rec	240.00	Weight training for class
** Subtotal				\$240.00

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 49: NORTH BAY RUGBY YOUTH PGM				
1/16/2008	22368	USA Rugby	46.00	Coach Reg #10439633357206244687500
1/16/2008	22371	USA Rugby{Training}	290.00	Reg + Coach Tng (2) PO #CDP-1056
1/7/2008	22365	Ellen L. Hickey	87.47	1st Aid supplies [Rite Aid]
1/16/2008	22370	Steamroller Rugby Supply Co.	73.00	Tape, ice packs, mouthpieces #60934
1/16/2008	22369	Kenny Leonard	20.80	stakes, signs, rope to cordon field
** Subtotal				\$517.27
** Program 53: BASKETBALL CHEERLEADING				
1/29/2008	22380	Joe Corbi's Pizza	1,528.25	Pizza Fundraiser Cost
** Subtotal				\$1,528.25
*** Total Checks				\$9,897.58

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	
September	\$0.00
October	\$0.00
November	\$0.00
December	\$0.00
January	\$0.00
February	\$0.00
TOTAL - LAST 6 MONTHS	\$0.00
AVG PER MONTH	\$0.00

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.

c. A \$150 deposit was made on 03/16/06 on our deposit slip but failed to identify program name. Please contact me if this is yours'.

e. 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.

e. A \$150 deposit was made on 12/10/07 on our deposit slip but failed to identify program name. Deposit consisted of three \$50 checks (#1688, #1518, #914). 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). you specify delivery option.

V. TREASURER'S NOTES (CONT)

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).

6. FY08 CITY MONEY: A survey went out to programs in Jan along with web page (for editing) and Program Information Worksheet. Forms and information available via:
http://www.aberdeenpr.com/City_Moneyv.htm

Gene Gall, Treasurer
Aberdeen Board of Parks & Recreation
Website: www.aberdecnpr.com

VI. FY 07 CITY BUDGET STATUS

As Of 01/31/2008

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,560.50	\$1,560.50	\$0.00
Fire/Treasurer Bond Premium	\$300.00	\$197.00	\$103.00
Volunteer Recognition	\$1,000.00	\$250.00	\$750.00
Postage Meter & Contingencies	\$603.15	\$600.90	\$2.25
Phone service (12 months @ \$25) @ N Deen	\$300.00	\$162.43	\$137.57
Portable toilet (10 months @ \$60) @ N Deen	\$300.00	\$0.00	\$300.00
SUBTOTAL	\$4,063.65	\$2,770.83	\$1,292.82
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	\$1,000.00	\$0.00
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	\$201.26	\$518.74
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	\$294.24	\$30.76
USA Rugby liability insurance	\$1,500.00	\$476.00	\$1,024.00
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	\$13,665.66	\$10,314.32