

**ABERDEEN BOARD OF PARKS & RECREATION  
MONTHLY TREASURER'S REPORT  
MAY 2009**

**02-Jun-09**

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>05/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>05/31 BALANCE</b>
01: General Fund	\$780.79	\$34.81	-\$124.09	\$691.51
03: Golden Age Club	3,595.99	285.00	-110.87	3,770.12
06: Ballet/Jazz/Tap	9,472.37	1,608.00	-735.73	10,344.64
07: Gymnastics	1,605.61	0.00	-346.00	1,259.61
09: Soccer	291.27	0.00	0.00	291.27
10: Weightlifting	3,887.98	0.00	-52.73	3,835.25
11: Basketball	3,822.89	0.00	0.00	3,822.89
14: Tae Kwon Do	980.21	445.00	0.00	1,425.21
15: Aikido	7,943.63	150.00	-96.00	7,997.63
16: Wrestling	7,029.72	0.00	0.00	7,029.72
20: Tennis	431.13	0.00	0.00	431.13
30: Baseball	10,823.73	1,477.00	-110.00	12,190.73
31: Youth Softball	1,821.45	1,706.00	-1,705.38	1,822.07
40: Football	18,746.95	1,120.00	0.00	19,866.95
43: North Bay Rugby	3,211.93	0.00	-979.00	2,232.93
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	7,491.89	0.00	0.00	7,491.89
49: North Bay Rugby Youth Pgm	5,898.22	65.00	0.00	5,963.22
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	994.68	0.00	0.00	994.68
57: Inline Skating	0.00	0.00	0.00	0.00
60: Summer Concerts	109.72	0.00	-2,665.00	-2,555.28
62: Parks/Special Events	9,255.19	250.00	0.00	9,505.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	8,945.25	3,210.00	-100.00	12,055.25
68: Jean Davis Memorial Fund	1,625.00	0.00	0.00	1,625.00
70: Special Projects	5,000.00	0.00	0.00	5,000.00
71: Summer Basketball Academy	1,697.25	0.00	0.00	1,697.25
72: Girls Travel Basketball	616.85	0.00	0.00	616.85
73: Football Year-End Trip	4,010.88	0.00	0.00	4,010.88
74: AHS Summer Football Camp	0.00	0.00	0.00	0.00
75: Track & Field Team	2,430.00	240.00	0.00	2,670.00
99: City \$ Holding Acct	-275.22	0.00	0.00	-275.22
00: Unclaimed Deposits	600.00	0.00	0.00	600.00
<b>TOTALS</b>	<b>\$128,507.48</b>	<b>10,590.81</b>	<b>-7,024.80</b>	<b>132,073.49</b>

## II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
<b>** Program 01: GENERAL FUND</b>			
05/29/09	\$32.95	HCCSB Pepsi machine revenue	
05/29/09	\$0.57	Interest (Bank of America)	
05/31/09	\$2.69	Interest (Harford National)	
05/29/09	(\$1.40)	Cash deposit processing	
<b>** Subtotal</b>			\$34.81
<b>** Program 03: GOLDEN AGE CLUB</b>			
05/05/09	\$15.00	Dues	
05/19/09	\$45.00	Dues	
05/26/09	\$95.00	Bounty Share	
05/19/09	\$45.00	Elephant's Sale	
05/12/09	\$85.00	Greeting card sales	
<b>** Subtotal</b>			\$285.00
<b>** Program 06: BALLET/JAZZ/TAP</b>			
05/11/09	\$1,608.00	Registrations	
<b>** Subtotal</b>			\$1,608.00
<b>** Program 14: TAE KWON DO</b>			
05/18/09	\$445.00	Registrations	
<b>** Subtotal</b>			\$445.00
<b>** Program 15: AIKIDO</b>			
05/26/09	\$150.00	Registrations	
<b>** Subtotal</b>			\$150.00
<b>** Program 30: BASEBALL</b>			
05/07/09	\$115.00	Registrations	
05/07/09	\$1,150.00	Sponsors (5@\$150, 2@\$200)	
05/07/09	\$212.00	Lifetouch Photo commission	
<b>** Subtotal</b>			\$1,477.00
<b>** Program 31: YOUTH SOFTBALL</b>			
05/18/09	\$30.00	Deposit correction	
05/18/09	\$701.00	Registrations, Raffle	
05/01/09	\$225.00	Sponsors (\$100, \$125)	
05/14/09	\$750.00	Donation (Verizon)	
<b>** Subtotal</b>			\$1,706.00
<b>** Program 40: FOOTBALL</b>			
05/14/09	(\$120.00)	Bad Check (Courtney Rzepka)	
05/14/09	(\$5.00)	Bad Chk Svc Chg (C. Rzepka)	
05/05/09	\$580.00	Registrations	
05/12/09	\$665.00	Registrations	
<b>** Subtotal</b>			\$1,120.00

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>			
05/27/09	\$65.00	Registrations	
<b>** Subtotal</b>			\$65.00
<b>** Program 62: PARK/SPECIAL EVENTS</b>			
05/29/09	\$150.00	Festival Park reservation	
05/20/09	\$100.00	Park reservation	
<b>** Subtotal</b>			\$250.00
<b>** Program 67: SWANFEST</b>			
05/05/09	\$720.00	Swanfest	
05/20/09	\$45.00	SwanFest	
05/27/09	\$2,370.00	SwanFest	
05/29/09	\$75.00	SwanFest	
<b>** Subtotal</b>			\$3,210.00
<b>** Program 75: TRACK &amp; FIELD TEAM</b>			
05/13/09	\$240.00	Registrations	
<b>** Subtotal</b>			\$240.00
<b>*** Total Deposits</b>			<b>\$10,590.81</b>

## III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 01: GENERAL FUND</b>				
05/27/09	23125	Verizon	27.04	Telephone service @ North Deen Park
05/05/09	VISA	SCI*Stamps.com	15.99	Postal service (monthly fee)
05/07/09	VISA	Online Bus Suite Acct Mgt Svcs	15.00	Monthly fee for Pres & Vice-Pres access
05/26/09	VISA	People PC Int Svc	10.95	Monthly Office internet service
05/28/09	VISA	Staples	55.11	Replace broken keyboard drawer
<b>** Subtotal</b>				124.09
<b>** Program 03: GOLDEN AGE CLUB</b>				
05/13/09	23097	Smith's Chapel United Methodist Chu	35.00	Memorial (Helen Weinhold)
05/27/09	23124	Carole Perkins	75.87	Petty cash (coffee, vases, cake)
<b>** Subtotal</b>				110.87
<b>** Program 06: BALLET/JAZZ/TAP</b>				
05/20/09	23106	Board Of Education Of Harford Coun	364.49	Recital (tech at AHS) 13.5 hrs @ \$25 [#OP142
05/20/09	23118	Board Of Education Of Harford Coun	371.24	Recital (tech at AHS) 13.75 hrs @ \$25 [#OP142
<b>** Subtotal</b>				735.73

### III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 07: GYMNASTICS</b>				
05/05/09	23088	Rhonda L. Schulz	108.00	Salary (Apr) 6 hrs @ \$18
05/05/09	23089	Bethany F. Papp	48.00	Salary (Apr) 3 hrs @ \$16
05/05/09	23090	Kelly J. Zurvalec	100.00	Salary (Apr) 10 hrs @ \$10
05/05/09	23091	Chelsea C. Hoffman	90.00	Salary (Apr) 10 hrs @ \$9.00
<b>** Subtotal</b>				346.00
<b>** Program 10: WEIGHTLIFTING</b>				
05/06/09	23094	Denton Spring Water Co.	52.73	Water [#362664, #364098, FCHG)
<b>** Subtotal</b>				52.73
<b>** Program 15: AIKIDO</b>				
05/27/09	23126	James O. Shell	54.00	Salary (Mar) 9 hrs @ \$6
05/27/09	23127	James O. Shell	42.00	Salary (Apr) 7 hrs @ \$6
<b>** Subtotal</b>				96.00
<b>** Program 30: BASEBALL</b>				
05/20/09	23117	Spot-A-Pot, Inc	110.00	Port-a-pot rentals (2) (Apr) @ AMS #61472
<b>** Subtotal</b>				110.00
<b>** Program 31: YOUTH SOFTBALL</b>				
05/13/09	23098	Baltimore Trophy House	359.25	Balance of trophies & medals
05/13/09	23099	Kevin Miller	971.25	Balance on uniforms, coaches jackets, 1st aid
05/13/09	23100	Amy Jarrard	300.00	Deposit for trophies (75) & medals (18)
05/13/09	23101	Kevin Miller	74.88	Batting helmets (4) for 7-8 girls
<b>** Subtotal</b>				1,705.38
<b>** Program 43: NORTH BAY RUGBY</b>				
05/15/09	23103	Patrick D. Brown	774.60	Tournament costs
05/26/09	23121	Ken Leonard	204.40	Port-a-pot (05/16/09) [GotUGo]
<b>** Subtotal</b>				979.00
<b>** Program 60: SUMMER CONCERTS</b>				
05/20/09	23107	Rebecca Gallo	175.00	Site Coord (5 concerts @ \$35) Jun-Jul
05/20/09	23108	Rebecca Gallo	140.00	Site Coord (4 concerts @ \$35) Jul-Aug
05/20/09	23109	Richard Carr	300.00	Just Foolin' Around Band (06/23/09)
05/20/09	23110	Alex McComas	300.00	Three Bats in the Attic' (07/07/09)
05/20/09	23111	Michael S. Stravino	200.00	Steve Stravino (07/14/09)
05/20/09	23113	Norman Dombeck	350.00	Chuck Baker Orchestra (07/28/09)
05/20/09	23114	Harford County Office On Aging	300.00	Rick Johnson & Mark Carroll
05/20/09	23115	Bill Kelly	300.00	Acoustically Sound' (08/11/09)
05/20/09	23116	Bay Country Gentlemen	300.00	Concert (08/18/2009)
05/26/09	23122	Paul Scott	300.00	No Pro Bono' concert (07/21/2009)
<b>** Subtotal</b>				2,665.00
<b>** Program 67: SWANFEST</b>				
05/13/09	23102	Craig Lanphear	100.00	Stationery & stamps for SwanFest
<b>** Subtotal</b>				100.00
<b>*** Total Checks</b>				7,024.80

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#### IV. VENDING MACHINES SUMMARY

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The revenue from the Parks & Rec Pepsi and Candy machines (located on the 2nd floor of our building) go 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.

	Pepsi	Candy
December	\$33.64	\$0.00
January	\$20.55	\$0.00
February	\$23.00	\$20.00
March	\$22.00	\$32.00
April	\$32.95	\$0.00
May	\$32.95	\$0.00
TOTAL - LAST 6 MONTHS	\$165.09	\$52.00
AVG PER MONTH	\$27.52	\$8.67

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#### V. TREASURER'S NOTES

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##### 1. UNIDENTIFIED DEPOSITS:

a. A \$600 deposit was made on 04/09/2009.

(1) For unknown reasons, Bank of America electronic banking could not show an image of this deposit.

(2) Also for unknown reasons, the program never turned in the Treasurer's (pink) copy of their deposit (as per Board rules) so this deposit is currently shown as an Unclaimed Deposit.

##### 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.

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## V. TREASURER'S NOTES (CONT)

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### 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) ***before Parks & Rec funds are obligated.*** Exceptions: monthly salaries and recurring expenses, then case-by-case basis.
- 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.
- 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.

4. FY08 CITY MONEY: The funds shown at Part VI have been available to the programs since July 1, 2008). These funds expire June 30, 2009.

4. FY09 CITY MONEY BUDGET REQUEST: Letters were mailed to program leaders in early January. Included survey for next year's city money requests, program info worksheet, and web page (for editing/updating). Unfortunately, we had to take a \$4k or 15% cut, which is reflected in our 'scrubbed' request at Part VII. The city is optimistic, due to expected new revenue, that our ceiling will be restored next fiscal year.

Gene Gall, Treasurer  
Aberdeen Board of Parks & Recreation  
Website: [www.aberdeenpr.com](http://www.aberdeenpr.com)

**VI. FY 08 CITY BUDGET STATUS**

**As Of 05/31/2009**

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,026.73	\$1,026.73	\$0.00
Fire/Treasurer Bond Premium	\$190.00	\$190.00	\$0.00
Volunteer Recognition	\$900.00	\$900.00	\$0.00
Postage Meter & Contingencies	\$2,542.88	\$2,542.88	\$0.00
SUBTOTAL	<b>\$4,659.61</b>	<b>\$4,659.61</b>	<b>\$0.00</b>
03: GOLDEN AGE CLUB			
Sandusky Steel Storage Cabinets (2 @ 592)	\$458.95	\$458.95	\$0.00
06: BALLET			
Master classes for instructors	\$400.00	\$400.00	\$0.00
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$1,000.00	\$0.00
09: SOCCER			
Uniforms, socks and nets	\$1,500.00	\$1,500.00	\$0.00
Safety items, 1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
16: WRESTLING			
Singlets (approx 30 @ \$38)	\$1,000.00	\$1,000.00	\$0.00
Warmups with weight class (approx 20 @ \$51)	\$1,000.00	\$1,000.00	\$0.00
30: BASEBALL			
Bats, bases, catchers' equip, etc	\$1,200.00	\$1,200.00	\$0.00
1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
31: SOFTBALL			
Bats, bases, catchers' equip, etc	\$606.44	\$606.44	\$0.00
40: FOOTBALL			
Recondition helmets (200)	\$5,000.00	\$5,000.00	\$0.00
Essential safety/1st aid items	\$1,000.00	\$1,000.00	\$0.00
49: NORTH BAY YOUTH RUGBY			
USA Rugby liab ins, 1st aid supplies, etc	\$2,050.00	\$2,050.00	\$0.00
60: SUMMER CONCERTS			
Performer fees	\$3,100.00	\$3,100.00	\$0.00
Site Coordinator's salary (10 @ \$30)	\$330.00	\$330.00	\$0.00
Banner date change	\$45.00	\$45.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
	<b>\$24,000.00</b>	<b>\$24,000.00</b>	<b>\$0.00</b>

**VII. FY 09 CITY BUDGET REQUESTS**

For Fiscal Year 07/01/2009 - 06/30/2010

As Submitted 03/31/2009

	<b>AMOUNT</b>
<b>01: GENERAL FUND</b>	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$1,000.00
Postage Meter & Contingencies	\$896.00
<b>SUBTOTAL</b>	<b>\$3,396.00</b>
<b>03: GOLDEN AGE CLUB</b>	
Stackable Gues/Seminar Cchairs (6 @ \$89.95)	\$540.00
<b>06: BALLE</b>	
Master classes for instructors	\$500.00
Replace current CD Boomboxes	\$400.00
<b>07: GYMNASTICS</b>	
Liability Insurance	\$1,000.00
<b>09: SOCCER</b>	
Uniforms, socks and nets	\$1,500.00
Safety items, 1st aid kits, ice packs, etc	\$300.00
<b>11: BASKETBALL</b>	
New basketballs (28.5 fo maller kids & reg balls	\$500.00
Medical kits	\$100.00
<b>16: WRESTLING</b>	
Health & Safety Equip	\$864.00
Coach training & ASEP certification, DVDs	\$340.00
<b>30: BASEBALL</b>	
Bats, bases, catchers' equip, etc	\$1,200.00
1st aid kits, ice packs, etc	\$300.00
<b>31: SOFTBALL</b>	
7 First Aid kits, Ice Packs, etc	\$100.00
Helmets Face Guards Large	\$1,200.00
<b>40: FOOTBALL</b>	
Equipment replacement	\$1,500.00
Essential equipment	\$1,500.00
<b>49: NORTH BAY YOUTH RUGBY</b>	
First aid kits	\$350.00
USA Rugby liability insurance	\$1,500.00
<b>60: SUMMER CONCERTS</b>	
Performer fees	\$2,500.00
Site Coordinator's salary (10 @ \$30)	\$315.00
Banner date change	\$45.00
Sodas	\$50.00
<b>TOTAL</b>	<b>\$20,000.00</b>