

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

09-Nov-09

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>10/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>10/31 BALANCE</b>
01: General Fund	\$922.65	\$542.06	-\$576.09	\$888.62
03: Golden Age Club	4,218.08	725.00	-2,577.44	2,365.64
06: Ballet/Jazz/Tap	18,321.64	11,989.50	-7,744.00	22,567.14
07: Gymnastics	1,259.61	0.00	0.00	1,259.61
09: Soccer	3,199.78	1,804.00	-2,734.45	2,269.33
10: Weightlifting	4,668.97	0.00	-41.49	4,627.48
11: Basketball	4,440.89	0.00	0.00	4,440.89
14: Tae Kwon Do	355.21	390.00	0.00	745.21
15: Aikido	8,067.63	0.00	0.00	8,067.63
16: Wrestling	6,862.33	425.04	-1,025.04	6,262.33
20: Tennis	396.13	655.00	0.00	1,051.13
30: Baseball	9,922.83	0.00	0.00	9,922.83
31: Youth Softball	1,741.07	1,846.00	0.00	3,587.07
40: Football	7,614.29	13,513.08	-573.00	20,554.37
43: North Bay Rugby	2,115.25	0.00	0.00	2,115.25
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	7,831.89	0.00	0.00	7,831.89
49: North Bay Rugby Youth Pgm	3,359.48	4,940.00	-1,310.00	6,989.48
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	994.68	0.00	0.00	994.68
60: Summer Concerts	300.21	0.00	0.00	300.21
62: Parks/Special Events	10,299.19	56.00	0.00	10,355.19
67: SwanFest	4,720.45	95.00	-1,510.00	3,305.45
68: Jean Davis Memorial Fund	1,465.00	0.00	0.00	1,465.00
70: Special Projects	4,110.78	0.00	0.00	4,110.78
71: Summer Basketball Academy	1,697.25	0.00	0.00	1,697.25
73: Football Year-End Trip	9,418.08	-9,418.08	0.00	0.00
74: AHS Summer Football Camp	-13.71	0.00	0.00	-13.71
75: Track & Field Team	1,098.98	0.00	0.00	1,098.98
99: City \$ Holding Acct	-6,891.38	-915.14	0.00	-7,806.52
00: Unclaimed Deposits	950.00	0.00	0.00	950.00
<b>TOTALS</b>	<b>\$118,888.48</b>	<b>26,647.46</b>	<b>-18,091.51</b>	<b>127,444.43</b>

\*The following City \$ amounts have not yet been reimbursed by the city:

01: General Fund	\$1,091.52
06: Ballet	\$379.96
16: Wrestling	\$425.04
40: Football	\$3,000.00
60: Summer Concerts	\$2,910.00

Aberdeen Parks & Rec Website: <http://www.aberdeenpr.com/index.html>

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## II. DEPOSITS BY PROGRAM

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DATE	AMOUNT	DESCRIPTION	
<b>** Program 01: GENERAL FUND</b>			
10/21/09	\$202.00	City \$ (Comml property insurance)	
10/26/09	\$10.95	City \$ (Internet - Office PC)	
10/21/09	\$27.15	City \$ (Phone svc @ N Deen)	
10/30/09	\$40.40	HCCSB Pepsi machine revenue	
10/15/09	\$70.00	Paul Yanney fundraiser ticket sales	
10/30/09	\$0.52	Interest (Bank of America)	
10/31/09	\$2.69	Interest (Harford Natrl)	
10/30/09	-\$61.65	Excess Transaction Fee	
10/14/09	\$250.00	City \$ (Yanney fund)	
<b>** Subtotal</b>			<b>\$542.06</b>
<b>** Program 03: GOLDEN AGE CLUB</b>			
10/27/09	\$58.00	Bounty Share	
10/06/09	\$340.00	Banquet	
10/13/09	\$210.00	Banquet	
10/21/09	\$72.00	Banquet	
10/13/09	\$45.00	Elephant Sale	
<b>** Subtotal</b>			<b>\$725.00</b>
<b>** Program 06: BALLET/JAZZ/TAP</b>			
10/09/09	-\$30.00	Bad Check (Whitney Dennis)	
10/09/09	-\$6.00	Bad Chk Svc Chg (W. Dennis)	
10/08/09	\$1,395.00	Registrations	
10/20/09	\$500.00	Registrations	
10/28/09	-\$161.00	Bad Check (Denise McIntyre-Wannamaker)	
10/28/09	-\$19.50	Bad Check (Heidi Webb)	
10/28/09	-\$6.00	Bad Chk Svc Chg (D. McIntyre-Wannamak)	
10/28/09	-\$6.00	Bad Chk Svc Chg (H. Webb)	
10/22/09	\$2,422.50	Joe Corbi Pizza Fundraiser	
10/22/09	\$680.00	Joe Corbi Pizza Fundraiser	
10/27/09	\$5,294.10	Joe Corbi Pizza Fundraiser	
10/27/09	\$1,300.25	Joe Corbi Pizza Fundraiser	
10/27/09	\$626.15	Joe Corbi Pizza Fundraiser	
<b>** Subtotal</b>			<b>\$11,989.50</b>
<b>** Program 09: SOCCER</b>			
10/09/09	\$1,332.00	Fundraiser	
10/09/09	\$472.00	Fundraiser	
<b>** Subtotal</b>			<b>\$1,804.00</b>
<b>** Program 14: TAE KWON DO</b>			
10/13/09	\$390.00	Registrations	
<b>** Subtotal</b>			<b>\$390.00</b>
<b>** Program 16: WRESTLING</b>			
10/19/09	\$425.04	TFR City \$ to WRESTLING (cleaning supp)	
<b>** Subtotal</b>			<b>\$425.04</b>

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**II. DEPOSITS BY PROGRAM**

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<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
<b>** Program 20: TENNIS</b>			
10/01/09	\$40.00	Non-cash bank correction	
10/01/09	\$340.00	Registrations	
10/08/09	\$275.00	Donations	
<b>** Subtotal</b>			<b>\$655.00</b>
<b>** Program 31: YOUTH SOFTBALL</b>			
10/27/09	\$1,756.00	Misc	
10/09/09	\$90.00	Recovered bad check	
<b>** Subtotal</b>			<b>\$1,846.00</b>
<b>** Program 40: FOOTBALL</b>			
10/27/09	\$125.00	Registration	
10/27/09	\$500.00	Donations	
10/13/09	\$3,470.00	Concession	
10/14/09	\$9,418.08	TFR Pgm 73 Football Trip to 40 Football	
<b>** Subtotal</b>			<b>\$13,513.08</b>
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>			
10/23/09	\$100.00	Non-cash correction	
10/23/09	\$2,800.00	Registrations	
10/23/09	\$1,140.00	Registrations	
10/29/09	\$900.00	Registrations	
<b>** Subtotal</b>			<b>\$4,940.00</b>
<b>** Program 62: PARK/SPECIAL EVENTS</b>			
10/09/09	\$56.00	Marie M Fisher Bouncer	
<b>** Subtotal</b>			<b>\$56.00</b>
<b>** Program 67: SWANFEST</b>			
10/02/09	\$5.00	SwanFest	
10/09/09	\$60.00	SwanFest	
10/30/09	\$30.00	SwanFest	
<b>** Subtotal</b>			<b>\$95.00</b>
<b>** Program 73: FOOTBALL TRIP</b>			
10/14/09	-\$9,418.08	TFR Pgm 73 Football Trip to 40 Football	
<b>** Subtotal</b>			<b>-\$9,418.08</b>
<b>** Program 99: CITY \$ HOLDING ACCT</b>			
10/19/09	-\$425.04	TFR City \$ to WRESTLING (cleaning supp)	
10/26/09	-\$10.95	TFR to GEN FUND (Internet - Office PC)	
10/21/09	-\$27.15	TFR to GEN FUND (Phone svc)	
10/21/09	-\$202.00	TFR to GEN FUND (Property Insur prem)	
10/14/09	-\$250.00	TFR to GEN FUND (Yanney fund)	
<b>** Subtotal</b>			<b>-\$915.14</b>
<b>*** Total Deposits</b>			<b>\$26,647.46</b>

### III. CHECKS BY PROGRAM

<i>DATE</i>	<i>CHK_NR</i>	<i>PAYEE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>
<b>** Program 01: GENERAL FUND</b>				
10/14/09	23283	Dublin/Darlington Rec Coouncil	\$250.00	Paul Yanney fund
10/21/09	23291	Erie Insurance Group	\$202.00	Commml property premium Q24 1050026 M
10/21/09	23292	Verizon	\$27.15	Telephone service @ North Deen Park
10/28/09	23298	Dublin/Darlington Rec Coouncil	\$70.00	Ticket revenue - Paul Yanney fund
10/05/09	VISA	Stamps.com	\$15.99	Postal svc(monthly)
10/26/09	VISA	People PC Internet Svc	\$10.95	Internet Svc Provider - Office PC
<b>** Subtotal</b>				\$576.09
<b>** Program 03: GOLDEN AGE CLUB</b>				
10/07/09	23263	Russell Clever	\$350.00	Entertainer - Banquet (10/20/2009)
10/14/09	23274	Carole Perkins	\$109.44	Petty cash (Bounty Share tickets, etc)
10/21/09	23293	S.M.I.L.E.S.	\$100.00	Donation
10/21/09	23293	L.E.O.	\$100.00	Donation
10/28/09	23299	Hopewell United Methodist Church	\$50.00	Donation for Church Building Fund
10/28/09	23300	Bayou Restaurant	\$1,818.00	Banquet (101@\$18)
10/28/09	23301	John & Mary Law	\$50.00	50th Weddng Anniversary
<b>** Subtotal</b>				\$2,577.44
<b>** Program 06: BALLET/JAZZ/TAP</b>				
10/07/09	23265	Virginia Poist	\$60.00	Refund (class rescheduled--couldn't come)
10/29/09	23304	Joe Corbi's Pizza	\$7,684.00	Pizza Fundraiser Cost
<b>** Subtotal</b>				\$7,744.00
<b>** Program 09: SOCCER</b>				
10/07/09	23264	Andy Montgomery	\$200.00	APG referee (10 gms @ \$20)
10/07/09	23270	Spot-A-Pot, Inc	\$55.00	Port-a-pot rental (Oct) @ AMS #64415
10/07/09	23271	Spot-A-Pot, Inc	\$55.00	Port-a-pot rental (Oct) @ AHS #64414
10/14/09	23275	Joe Corbi's Pizza	\$1,263.75	Pizza Fundraiser Cost
10/14/09	23276	Joppatowne Recreation Council	\$240.00	ESSL tournament (6 teams @ \$40)
10/21/09	23292	Tri-State Trophies	\$920.70	Trophies (89@\$7.50, 45 Plaques) #4054
<b>** Subtotal</b>				\$2,734.45
<b>** Program 10: WEIGHTLIFTING</b>				
10/07/09	23262	Denton Spring Water Co.	\$41.49	Water (#374654, 10/07/09) 6 bottles
<b>** Subtotal</b>				\$41.49
<b>** Program 16: WRESTLING</b>				
10/14/09	23280	UCWL	\$350.00	Annual dues
10/14/09	23285	Celeste Lloyd	\$425.04	Reimburse 2 bucketless mop systems
10/19/09	23289	Celeste Lloyd	\$250.00	Concession supplies and start-up
<b>** Subtotal</b>				\$1,025.04

### III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 40: FOOTBALL</b>				
10/07/09	23269	Spot-A-Pot, Inc	\$75.00	Port-a-pot rental (Oct) @ N Deen #64416
10/14/09	23284	Tri-State Trophies	\$248.00	Trophies (32 @ \$7.75)
10/14/09	23286	Dublin/Darlington Rec Coouncil	\$250.00	Paul Yanney fund
<b>** Subtotal</b>			<b>\$573.00</b>	
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>				
10/14/09	23277	Ellen L. Hickey	\$60.00	CIPP liability for 2 players & Ellen
10/13/09	VISA	USA Rugby CIPP	\$35.00	Player liability registration
10/13/09	VISA	USA Rugby CIPP	\$35.00	Player liability registration
10/26/09	VISA	USA Rugby CIPP	\$320.00	Rugby liability registration
10/26/09	VISA	USA Rugby CIPP	\$240.00	Rugby liability registration
10/26/09	VISA	USA Rugby CIPP	\$150.00	Rugby liability registration
10/26/09	VISA	USA Rugby CIPP	\$150.00	Rugby liability registration
10/26/09	VISA	USA Rugby CIPP	\$120.00	Rugby liability registration
10/26/09	VISA	USA Rugby CIPP	\$120.00	Rugby liability registration
10/26/09	VISA	USA Rugby CIPP	\$80.00	Rugby liability registration
<b>** Subtotal</b>			<b>\$1,310.00</b>	
<b>** Program 67: SWANFEST</b>				
10/07/09	23266	Allsign Products, Inc	\$60.00	3 Open House signs [#24389, 09/30/09]
10/07/09	23267	William Jones	\$675.00	MoonBounce(3@\$200),Generator(\$75) 2009-73
10/07/09	23268	Spot-A-Pot, Inc	\$775.00	Port-a-pot rentals (8) 10/08-10/13 [#64417]
<b>** Subtotal</b>			<b>\$1,510.00</b>	
<b>*** Total Checks</b>			<b>\$18,091.51</b>	

### IV. VENDING MACHINES SUMMARY

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
May	\$32.95	\$0.00
Jun	\$26.60	\$11.55
Jul	\$28.60	\$0.00
Aug	\$0.00	\$0.00
Sep	\$0.00	\$0.00
Oct	\$40.40	\$0.00
<b>TOTAL - LAST 6 MONTHS</b>	<b>\$128.55</b>	<b>\$11.55</b>
<b>AVG PER MONTH</b>	<b>\$21.43</b>	<b>\$1.93</b>

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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.
- b. A \$300 deposit was made on 06/19/2009. The bank forwarded a \$50 correction to this deposit.
  - (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 *2e* 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

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. FY09 CITY MONEY: The funds shown at Part VI became available to the programs since July 1, 2009). These funds expire June 30, 2010.

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

**VI. FY 09 CITY BUDGET STATUS**

As Of 10/28/2009

	BUDGETED	USED	BALANCE
<b>01: GENERAL FUND</b>			
Computer/Office Equipment	\$1,000.00	\$339.85	\$660.15
Fire/Treasurer Bond Premium	\$500.00	\$202.00	\$298.00
Volunteer Recognition	\$1,000.00	\$0.00	\$1,000.00
Postage Meter & Contingencies	\$896.00	\$549.67	\$346.33
<b>SUBTOTAL</b>	<b>\$3,396.00</b>	<b>\$1,091.52</b>	<b>\$2,304.48</b>
<b>03: GOLDEN AGE CLUB</b>			
Stackable Gues/Seminar Cchairs (6 @ \$89.95)	\$540.00	\$0.00	\$540.00
<b>06: BALLE</b>			
Master classes for instructors	\$520.04	\$0.00	\$520.04
Replace current CD Boomboxes	\$379.96	\$379.96	\$0.00
<b>07: GYMNASTICS</b>			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
<b>09: SOCCER</b>			
Uniforms, socks and nets	\$1,500.00	\$0.00	\$1,500.00
Safety items, 1st aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
<b>11: BASKETBALL</b>			
New basketballs (28.5 fo maller kids & reg balls	\$500.00	\$0.00	\$500.00
Medical kits	\$100.00	\$0.00	\$100.00
<b>16: WRESTLING</b>			
Health & Safety Equip	\$864.00	\$425.04	\$438.96
Coach training & ASEP certification, DVDs	\$340.00	\$0.00	\$340.00
<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>			
7 First Aid kits, Ice Packs, etc	\$100.00	\$0.00	\$100.00
Helmets Face Guards Large	\$1,200.00	\$0.00	\$1,200.00
<b>40: FOOTBALL</b>			
Game Jerseys	\$3,000.00	\$3,000.00	\$0.00
<b>49: NORTH BAY YOUTH RUGBY</b>			
First aid kits	\$350.00	\$0.00	\$350.00
USA Rugby liability insurance	\$1,500.00	\$0.00	\$1,500.00
<b>60: SUMMER CONCERTS</b>			
Performer fees	\$2,500.00	\$2,500.00	\$0.00
Site Coordinator's salary (10 @ \$30)	\$315.00	\$315.00	\$0.00
Banner date change	\$45.00	\$45.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
	<b>\$20,000.00</b>	<b>\$7,806.52</b>	<b>\$12,193.48</b>