

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

05-Jan-10

I. PROGRAM SUMMARY

| PROGRAM ACCOUNT | 12/01 BALANCE | INCOME | EXPENSE | 12/31 BALANCE |
|-------------------------------|--------------------------|-----------------|-------------------|--------------------------|
| 01: General Fund | \$776.54 | \$168.70 | -\$154.09 | \$791.15 |
| 03: Golden Age Club | 2,336.81 | 71.00 | -192.48 | 2,215.33 |
| 06: Ballet/Jazz/Tap | 27,583.14 | 0.00 | -9,452.22 | 18,130.92 |
| 07: Gymnastics | 673.61 | 1,604.00 | 0.00 | 2,277.61 |
| 09: Soccer | 786.33 | 586.00 | 0.00 | 1,372.33 |
| 10: Weightlifting | 5,151.48 | 0.00 | 0.00 | 5,151.48 |
| 11: Basketball | 10,218.89 | 6,844.00 | 0.00 | 17,062.89 |
| 14: Tae Kwon Do | 745.21 | 0.00 | 0.00 | 745.21 |
| 15: Aikido | 8,234.63 | 0.00 | 0.00 | 8,234.63 |
| 16: Wrestling | 5,417.11 | 100.00 | -323.22 | 5,193.89 |
| 20: Tennis | 1,051.13 | 0.00 | 0.00 | 1,051.13 |
| 30: Baseball | 9,922.83 | 0.00 | 0.00 | 9,922.83 |
| 31: Youth Softball | 3,587.07 | 0.00 | 0.00 | 3,587.07 |
| 40: Football | 15,730.41 | 0.00 | 0.00 | 15,730.41 |
| 43: North Bay Rugby | 2,545.25 | 0.00 | -55.00 | 2,490.25 |
| 46: Skateboard Park | 5,434.34 | 0.00 | 0.00 | 5,434.34 |
| 48: Martial Arts Unlimited | 7,459.44 | 230.00 | 0.00 | 7,689.44 |
| 49: North Bay Rugby Youth Pgm | 5,451.67 | 300.00 | -245.00 | 5,506.67 |
| 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 | 10,355.19 | 0.00 | 0.00 | 10,355.19 |
| 67: SwanFest | 6,676.88 | 0.00 | -105.00 | 6,571.88 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| 74: AHS Summer Football Camp | -13.71 | 0.00 | 0.00 | -13.71 |
| 75: Track & Field Team | 1,048.98 | 0.00 | 0.00 | 1,048.98 |
| 99: City \$ Holding Acct | 10,636.33 | -143.14 | 0.00 | 10,493.19 |
| 00: Unclaimed Deposits | 950.00 | 0.00 | 0.00 | 950.00 |
| TOTALS | \$151,334.36 | 9,760.56 | -10,527.01 | 150,567.91 |

II. DEPOSITS BY PROGRAM

| DATE | AMOUNT | DESCRIPTION | |
|--|------------|--|-------------------|
| ** Program 01: GENERAL FUND | | | |
| 12/07/09 | (\$15.00) | Online Bus Suite | |
| 12/07/09 | \$15.99 | City \$ - Postal svc monthly charge | |
| 12/23/09 | \$100.00 | City \$ - Postage refill | |
| 12/23/09 | \$27.15 | City \$ - Phone svc (N Deen) | |
| 12/31/09 | \$0.75 | Interest - Bank of America | |
| 12/31/09 | \$37.11 | HCCSB Pepsi machine revenue | |
| 12/31/09 | \$2.70 | Interest - Harford Natl | |
| ** Subtotal | | | \$168.70 |
| ** Program 03: GOLDEN AGE CLUB | | | |
| 12/15/09 | \$56.00 | Bounty Share | |
| 12/15/09 | \$15.00 | Dues | |
| ** Subtotal | | | \$71.00 |
| ** Program 07: GYMNASTICS | | | |
| 12/07/09 | \$1,250.00 | Registrations | |
| 12/07/09 | \$405.00 | Registrations | |
| 12/15/09 | (\$45.00) | Bad Check (Bonnie Taylor) | |
| 12/15/09 | (\$6.00) | Bad Chk Svc Chg(Bonnie Taylor) | |
| ** Subtotal | | | \$1,604.00 |
| ** Program 09: SOCCER | | | |
| 12/09/09 | \$586.00 | Treas error on 11/27/09 deposit (-\$293) | |
| ** Subtotal | | | \$586.00 |
| ** Program 11: BASKETBALL | | | |
| 12/07/09 | \$1,000.00 | Late Registrations | |
| 12/15/09 | (\$100.00) | Bad Check (Barbara Taylor) | |
| 12/15/09 | (\$6.00) | Bad Chk Svc Chg (Barbara Taylor) | |
| 12/16/09 | \$4,250.00 | Registrations - Havre de Grace | |
| 12/16/09 | \$75.00 | Registration | |
| 12/17/09 | \$1,625.00 | Registrations - Joppatowne | |
| ** Subtotal | | | \$6,844.00 |
| ** Program 16: WRESTLING | | | |
| 12/09/09 | \$100.00 | VOID Check 23190 (Teagle) photos | |
| ** Subtotal | | | \$100.00 |
| ** Program 48: MARTIAL ARTS UNLIMITED | | | |
| 12/09/09 | \$230.00 | Registrations | |
| ** Subtotal | | | \$230.00 |

II. DEPOSITS BY PROGRAM

| DATE | AMOUNT | DESCRIPTION | |
|---|------------|--|-------------------|
| ** Program 49: NORTH BAY RUGBY YOUTH PGM | | | |
| 12/21/09 | \$100.00 | Registrations | |
| 12/22/09 | \$200.00 | Registrations | |
| ** Subtotal | | | \$300.00 |
| ** Program 99: CITY \$ HOLDING ACCT | | | |
| 12/07/09 | (\$15.99) | TFR City \$ to GEN FUND postal svc | |
| 12/23/09 | (\$100.00) | TFR City \$ to GEN FUND postage refill | |
| 12/23/09 | (\$27.15) | TFR City \$ to GEN FUND phone svc | |
| ** Subtotal | | | (\$143.14) |
| *** Total Deposits | | | \$9,760.56 |

III. CHECKS BY PROGRAM

| DATE | CHK_NR | PAYEE | AMOUNT | DESCRIPTION |
|---------------------------------------|--------|--------------------------------|----------|--|
| ** Program 01: GENERAL FUND | | | | |
| 12/23/09 | 23388 | Verizon | 27.15 | Telephone service @ North Deen Park |
| 12/07/09 | VISA | Stamps.com | 15.99 | Postal svc (monthly) |
| 12/16/09 | VISA | USPS Postage Stamps.com | 100.00 | Postage refill |
| 12/28/09 | VISA | People PC Internet Svc | 10.95 | Monthly svc fee (Office PC internet) |
| ** Subtotal | | | | \$154.09 |
| ** Program 03: GOLDEN AGE CLUB | | | | |
| 12/03/09 | 23370 | Harford Choral Society | 150.00 | Singing performance |
| 12/16/09 | 23385 | Carole Perkins | 42.48 | 1/2 sheet cake, bud vases (3) |
| ** Subtotal | | | | \$192.48 |
| ** Program 06: BALLET/JAZZ/TAP | | | | |
| 12/03/09 | 23371 | Gregory Watt | 7,886.89 | Reimburse recital costumes [Curtain Call Costumes] |
| 12/09/09 | 23379 | Harford Co Dept of Parks & Rec | 189.68 | HCPS Custodian (10/31 & 11/07/2009) 8 hrs |
| 12/09/09 | 23381 | Harford Co Dept of Parks & Rec | 355.65 | HCPS Custodian (10/10, 10/17, 10/24/2009) 15 hrs |
| 12/23/09 | 23389 | Kelsey Kearney | 270.00 | Salary (Dec) 15 hrs @ \$18 |
| 12/23/09 | 23390 | Katelynn Mae Selchert | 110.00 | Salary (Dec) 10 hrs @ \$11 |
| 12/23/09 | 23391 | Gabrielle Stearn | 90.00 | Salary (Dec) 9 hours @ \$10 |
| 12/23/09 | 23392 | Sarah J. Watt | 550.00 | Salary (Dec) 25 hrs @ \$22 |
| ** Subtotal | | | | \$9,452.22 |
| ** Program 16: WRESTLING | | | | |
| 12/09/09 | 23373 | Donald Ewing | 73.37 | Scale storage case |
| 12/09/09 | 23374 | Donald Ewing | 40.00 | USA Wrestling Copper Level Course |
| 12/09/09 | 23375 | Scott Grace | 105.95 | Coaching Instructional DVD set |
| 12/09/09 | 23376 | Scott Grace | 40.00 | USA Wrestling Copper Level Course |
| 12/09/09 | 23377 | Celeste Lloyd | 63.90 | First Aid bags (2 @ \$31.95) [Amazon.com] |
| ** Subtotal | | | | \$323.22 |

III. CHECKS BY PROGRAM

| DATE | CHK NR | PAYEE | AMOUNT | DESCRIPTION |
|---|--------|--------------------------|--------|--|
| ** Program 43: NORTH BAY RUGBY | | | | |
| 12/09/09 | 23378 | Spot-A-Pot. Inc | 55.00 | Port-a-pot (Nov) @ DeMarco #65468 |
| ** Subtotal | | | | \$55.00 |
| ** Program 49: NORTH BAY RUGBY YOUTH PGM | | | | |
| 12/16/09 | 23382 | Eastern Penn Rugby Union | 225.00 | Girls U19 player dues |
| 12/14/09 | VISA | USA Rugby | 20.00 | Player registration |
| ** Subtotal | | | | \$245.00 |
| ** Program 67: SWANFEST | | | | |
| 12/09/09 | 23380 | Allsign Products, Inc | 105.00 | Signs (5@\$21) for SwanFest [#24737, 10/30/09] |
| ** Subtotal | | | | \$105.00 |
| *** Total Checks | | | | \$10,527.01 |

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 |
|------------------------------|-----------------|---------------|
| Jul | \$28.60 | \$0.00 |
| Aug | \$0.00 | \$0.00 |
| Sep | \$0.00 | \$0.00 |
| Oct | \$40.40 | \$0.00 |
| Nov | \$0.00 | \$0.00 |
| Dec | \$37.11 | \$0.00 |
| TOTAL - LAST 6 MONTHS | \$106.11 | \$0.00 |
| AVG PER MONTH | \$17.69 | \$0.00 |

V. TREASURER'S NOTES

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.

V. TREASURER'S NOTES (CONT)

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

VI. FY 09 CITY BUDGET STATUS
As Of 12/31/2009

| | BUDGETED | USED | BALANCE |
|--|--------------------|-------------------|--------------------|
| 01: GENERAL FUND | | | |
| Computer/Office Equipment | \$1,000.00 | \$609.19 | \$390.81 |
| Fire/Treasurer Bond Premium | \$500.00 | \$202.00 | \$298.00 |
| Volunteer Recognition | \$1,000.00 | \$250.00 | \$750.00 |
| Postage Meter & Contingencies | \$896.00 | \$763.10 | \$132.90 |
| SUBTOTAL | \$3,396.00 | \$1,824.29 | \$1,571.71 |
| 03: GOLDEN AGE CLUB | | | |
| Stackable Gues/Seminar Cchairs (6 @ \$89.95) | \$540.00 | \$0.00 | \$540.00 |
| 06: BALLET | | | |
| Master classes for instructors | \$520.04 | \$0.00 | \$520.04 |
| Replace current CD Boomboxes | \$379.96 | \$379.96 | \$0.00 |
| 07: GYMNASTICS | | | |
| Liability Insurance | \$1,000.00 | \$0.00 | \$1,000.00 |
| 09: SOCCER | | | |
| 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 |
| 11: BASKETBALL | | | |
| New basketballs (28.5 for smaller kids & reg balls | \$500.00 | \$188.56 | \$311.44 |
| Medical kits | \$100.00 | \$0.00 | \$100.00 |
| 16: WRESTLING | | | |
| Health, Safety Equip & Uniforms | \$1,204.00 | \$1,204.00 | \$0.00 |
| 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 | | | |
| 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 |
| 40: FOOTBALL | | | |
| Game Jerseys | \$3,000.00 | \$3,000.00 | \$0.00 |
| 49: NORTH BAY YOUTH RUGBY | | | |
| First aid kits | \$350.00 | \$0.00 | \$350.00 |
| USA Rugby liability insurance | \$1,500.00 | \$0.00 | \$1,500.00 |
| 60: SUMMER CONCERTS | | | |
| 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 |
| | \$20,000.00 | \$9,506.81 | \$10,493.19 |