

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
JANUARY 2010**

03-Feb-10

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	01/01 BALANCE	INCOME	EXPENSE	01/31 BALANCE
01: General Fund	\$791.15	\$315.47	-\$194.19	\$912.43
03: Golden Age Club	2,215.33	1,608.00	-318.02	3,505.31
06: Ballet/Jazz/Tap	18,130.92	589.00	-1,811.10	16,908.82
07: Gymnastics	2,277.61	0.00	-694.00	1,583.61
09: Soccer	1,372.33	0.00	0.00	1,372.33
10: Weightlifting	5,151.48	75.00	-37.29	5,189.19
11: Basketball	17,062.89	6,836.44	-3,934.97	19,964.36
14: Tae Kwon Do	745.21	320.00	-50.00	1,015.21
15: Aikido	8,234.63	125.00	-72.00	8,287.63
16: Wrestling	5,193.89	0.00	-200.00	4,993.89
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	-313.03	15,417.38
43: North Bay Rugby	2,490.25	0.00	0.00	2,490.25
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	7,689.44	130.00	-121.71	7,697.73
49: North Bay Rugby Youth Pgm	5,506.67	1,490.00	-2,178.12	4,818.55
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	6,571.88	0.00	-100.00	6,471.88
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	13.71	0.00	0.00
75: Track & Field Team	1,048.98	0.00	0.00	1,048.98
99: City \$ Holding Acct	10,493.19	-2,427.48	0.00	8,065.71
00: Unclaimed Deposits	950.00	0.00	0.00	950.00
TOTALS	\$150,567.91	9,075.14	-10,024.43	149,618.62

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 01: GENERAL FUND			
01/08/10	(\$15.00)	Online Business Suite Acct Mgt Svcs	
01/12/10	\$32.85	City \$ - Internet for Office PC	
01/12/10	\$27.15	City \$ - Phone svc N Deen	
01/12/10	\$100.00	City \$ - Tax Prep	
01/12/10	\$15.99	City \$ - Postal svc	
01/25/10	\$10.95	TFR City \$ to GEN FUND - Internet svc	
01/27/10	\$27.36	City \$ - Phone svc @ N Deen	
01/29/10	\$0.73	Interest (Bank of America)	
01/31/10	\$2.70	Interest (Harford National Bank)	
** Subtotal			\$202.73
** Program 03: GOLDEN AGE CLUB			
01/12/10	\$345.00	Dues	
01/19/10	\$360.00	Dues	
01/26/10	\$465.00	Dues (31@\$15)	
01/26/10	\$78.00	Bounty Share	
01/29/10	\$360.00	Costumes	
** Subtotal			\$1,608.00
** Program 06: BALLET/JAZZ/TAP			
01/04/10	\$360.00	Costumes	
01/04/10	\$30.00	Registrations	
01/27/10	\$199.00	City \$ - Master Class	
** Subtotal			\$589.00
** Program 10: WEIGHTLIFTING			
01/20/10	\$75.00	Dues (1@\$75))	
** Subtotal			\$75.00
** Program 11: BASKETBALL			
01/13/10	\$411.44	City \$ - Postal svc	
01/15/10	\$2,600.00	Registrations - Edgewood	
01/15/10	\$1,750.00	Registrations - APG	
01/15/10	\$75.00	Registration	
01/28/10	\$2,000.00	Registrations - Belcamp	
** Subtotal			\$6,836.44
** Program 14: TAE KWON DO			
01/19/10	\$320.00	Registrations	
** Subtotal			\$320.00
** Program 15: AIKIDO			
01/19/10	\$125.00	Registrations	
** Subtotal			\$125.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 48: MARTIAL ARTS UNLIMITED			
01/15/10	\$130.00	Registrations	
** Subtotal			\$130.00
** Program 49: NORTH BAY RUGBY YOUTH PGM			
01/12/10	\$1,490.00	City \$ - USA Rugby Liability	
** Subtotal			\$1,490.00
** Program 74: AHS SUMMER FOOTBALL CAMP			
01/21/10	\$13.71	Misc - Balance Bad Chk repayment	
** Subtotal			\$13.71
** Program 99: CITY \$ HOLDING ACCT			
01/12/10	(\$32.85)	TFR City \$ to GEN FUND - Internet	
01/12/10	(\$1,490.00)	TFR City \$ to YTH RUGBY - Liability	
01/12/10	(\$27.15)	TFR City \$ to GEN FUND - Phone	
01/12/10	(\$100.00)	TFR City \$ to GEN FUND - Tax Prep	
01/12/10	(\$15.99)	TFR City \$ to GEN FUND - Postal	
01/13/10	(\$411.44)	TFR City \$ to GEN FUND - Postal	
01/25/10	(\$10.95)	City \$ - Internet svc (Office PC)	
01/27/10	(\$27.36)	TFR City \$ to GEN FUND - Phone svc	
01/27/10	(\$199.00)	TFR City \$ to BALLET - Master class	
** Subtotal			(\$2,314.74)
*** Total Deposits			\$9,075.14

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
01/25/10	VISA	People PC Int Svc	10.95	Internet service
01/27/10	23418	Verizon	27.36	Telephone service @ North Deen Park
01/05/10	VISA	Stamps.com	15.99	Monthly fee for postal service
01/14/10	VISA	Staples Direct	139.89	Printer supplies (Treas) [City \$ letters]
** Subtotal				\$194.19
** Program 03: GOLDEN AGE CLUB				
01/06/10	23401	Carole Perkins	111.30	Trays of sandwiches (3) for officers party
01/27/10	23419	Carole Perkins	68.05	Petty cash (Bingo, etc) 01/12-01/26
01/20/10	23411	Ester Moretz	138.67	Officers party
** Subtotal				\$318.02
** Program 06: BALLET/JAZZ/TAP				
01/13/10	23407	Harford Co Dept of Parks & Rec{Bela	237.10	HCPS Custodian (11/14, 11/21/2009) 10 hrs@\$
01/27/10	23420	Sarah J. Watt	880.00	Salary (Jan) 40 hrs @ \$22
01/27/10	23421	Gabrielle Stearn	90.00	Salary (Jan) 9 hours @ \$10
01/27/10	23422	Katelynn Mae Selchert	99.00	Salary (Jan) 9 hrs @ \$11
01/27/10	23423	Kelsey Kearney	306.00	Salary (Jan) 17 hrs @ \$18
01/27/10	23424	Sarah J. Watt	199.00	Reimbursement for master class @ MSBMD
** Subtotal				\$1,811.10
** Program 07: GYMNASTICS				
01/05/10	23394	Rhonda L. Schulz	216.00	Salary (Nov-Dec) 12 hrs @ \$18
01/05/10	23395	Bethany F. Papp	208.00	Salary (Nov-Dec) 13 hrs @ \$16
01/05/10	23396	Kelly J. Zurvalec	132.00	Salary (Nov-Dec) 12 hrs @ \$11
01/05/10	23397	Jacqueline Weber	90.00	Salary (Nov-Dec) 6 hrs @ \$15
01/05/10	23398	Lena Weber	48.00	Salary (Nov-Dec) 6 hrs @ \$8
** Subtotal				\$694.00
** Program 10: WEIGHTLIFTING				
01/06/10	23400	Denton Spring Water Co.	37.29	Water (#379482, 01/06/10) 4 bottles
** Subtotal				\$37.29
** Program 11: BASKETBALL				
01/20/10	23409	Danny R. Pierce	2,630.00	Referee & scorer fees (01/09 & 01/16)
01/13/10	23405	Sport Supply Group, Inc,	1,304.97	8' Youth Mini Goals (3 @ \$434.99)#93305813
** Subtotal				\$3,934.97
** Program 14: TAE KWON DO				
01/20/10	23412	Kathryn Dugan	50.00	Belts for rank testing
** Subtotal				\$50.00
** Program 15: AIKIDO				
01/20/10	23413	James O. Shell	36.00	Salary (Nov) 6 hrs @ \$6
01/20/10	23414	James O. Shell	36.00	Salary (Dec) 6 hrs @ \$6
** Subtotal				\$72.00

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 16: WRESTLING				
01/21/10	23415	UCWL	200.00	Entry fee for League duals meet
** Subtotal			\$200.00	
** Program 40: FOOTBALL				
01/13/10	23408	Harford Co Dept of Parks & Rec{BelA	313.03	HCPS Custodian (10/10/2009) 15.5 hrs@18.70
** Subtotal			\$313.03	
** Program 48: MARTIAL ARTS UNLIMITED				
01/20/10	23410	Mark L. Kegley	121.71	Christmas party
** Subtotal			\$121.71	
** Program 49: NORTH BAY RUGBY YOUTH PGM				
01/08/10	VISA	USA Rugby CIPP	160.00	Liability insurance
01/13/10	23404	Ellen L. Hickey	91.12	Ink for programs, flyers, directions, etc
01/13/10	23403	Steamroller Rugby Supply Co.	1,927.00	Shirts & Socks (82@\$23.50) #61847
** Subtotal			\$2,178.12	
** Program 67: SWANFEST				
01/13/10	23406	Craig Lanphear	100.00	Petty cash for office
** Subtotal			\$100.00	
*** Total Checks			\$10,024.43	

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
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
Jan	\$0.00	\$0.00
TOTAL - LAST 6 MONTHS	\$77.51	\$0.00
AVG PER MONTH	\$12.92	\$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 01/31/2010

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$591.28	\$591.28	\$0.00
Internet - Office PC	\$131.40	\$76.65	\$54.75
Fire/Treasurer Bond Premium	\$400.00	\$202.00	\$198.00
Volunteer Recognition	\$1,000.00	\$250.00	\$750.00
IRS-related expenses	\$224.95	\$224.95	\$0.00
Postal svc & refills	\$375.05	\$338.89	\$36.16
Phone svc - N Deen park	\$326.40	\$217.56	\$108.84
Contingencies	\$346.92	\$250.00	\$96.92
SUBTOTAL	\$3,396.00	\$2,151.33	\$1,244.67
03: GOLDEN AGE CLUB			
Stackable Guest/Seminar Chairs (6 @ \$89.95)	\$540.00	\$0.00	\$540.00
06: BALLET			
Master classes for instructors	\$520.04	\$199.00	\$321.04
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	\$188.56	\$188.56	\$0.00
8' Youth Mini Basketball goals (3)	\$411.44	\$411.44	\$0.00
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	\$360.00	\$0.00	\$360.00
USA Rugby liability insurance	\$1,490.00	\$1,490.00	\$0.00
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	\$11,934.29	\$8,065.71