

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

05-Mar-10

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	02/01 BALANCE	INCOME	EXPENSE	02/28 BALANCE
01: General Fund	\$912.43	\$269.33	-\$273.25	\$908.51
03: Golden Age Club	3,505.31	285.00	0.00	3,790.31
06: Ballet/Jazz/Tap	16,908.82	230.00	-2,797.00	14,341.82
07: Gymnastics	1,583.61	1,000.00	-1,000.00	1,583.61
09: Soccer	1,372.33	0.00	0.00	1,372.33
10: Weightlifting	5,189.19	0.00	-87.05	5,102.14
11: Basketball	19,964.36	0.00	-2,565.85	17,398.51
14: Tae Kwon Do	1,015.21	0.00	0.00	1,015.21
15: Aikido	8,287.63	0.00	0.00	8,287.63
16: Wrestling	4,993.89	329.00	-87.14	5,235.75
20: Tennis	1,051.13	0.00	0.00	1,051.13
30: Baseball	9,922.83	3,200.00	-127.50	12,995.33
31: Youth Softball	3,587.07	985.00	-339.64	4,232.43
40: Football	15,417.38	0.00	-3,551.48	11,865.90
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	7,697.73	0.00	0.00	7,697.73
49: North Bay Rugby Youth Pgm	4,818.55	360.00	-1,414.02	3,764.53
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	100.00	-71.11	10,384.08
67: SwanFest	6,471.88	0.00	0.00	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	0.00	0.00	0.00	0.00
75: Track & Field Team	1,048.98	0.00	0.00	1,048.98
99: City \$ Holding Acct	8,060.88	-1,617.26	0.00	6,443.62
00: Unclaimed Deposits	950.00	0.00	0.00	950.00
TOTALS	\$149,613.79	5,141.07	-12,314.04	142,440.82

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND		
02/01/10	\$24.00	HCCSB Pepsi machine revenue
02/28/10	\$2.44	Interest (Harford Natl Bank)
02/28/10	\$0.63	Interest (Bank of America)
02/08/10	(\$15.00)	Online Bus Acct Mgt Svcs
02/17/10	\$218.95	City \$ - Web Hosting (1 year)
02/24/10	\$27.36	City \$ - Phone svc @ N Deen
02/28/10	\$10.95	City \$ - Internet svc provider - Office
01/14/10	\$139.89	City \$ - Printer supplies for City \$ letters
10/05/09	\$15.99	City \$ - Postal svc (monthly fee)
02/05/10	\$15.99	City \$ - Postal svc (monthly fee)
** Subtotal	\$441.20	
** Program 03: GOLDEN AGE CLUB		
02/02/10	\$285.00	Dues
** Subtotal	\$285.00	
** Program 06: BALLET/JAZZ/TAP		
02/22/10	\$230.00	Costumes
** Subtotal	\$230.00	
** Program 07: GYMNASTICS		
02/03/10	\$1,000.00	City \$ - Liability insurance premium
** Subtotal	\$1,000.00	
** Program 16: WRESTLING		
02/04/10	\$329.00	Shirts, Donations, etc
** Subtotal	\$329.00	
** Program 30: BASEBALL		
02/19/10	\$1,760.00	Registrations (44@\$40)
02/19/10	\$1,440.00	Registrations (36@\$40)
** Subtotal	\$3,200.00	
** Program 31: YOUTH SOFTBALL		
02/08/10	\$220.00	Registrations
02/24/10	\$665.00	Registrations
02/24/10	\$100.00	Bank teller correction: error in addition
** Subtotal	\$985.00	
** Program 49: NORTH BAY RUGBY YOUTH PGM		
02/09/10	\$360.00	City \$ - First Aid/Medical Supplies
** Subtotal	\$360.00	
** Program 62: PARK/SPECIAL EVENTS		
02/18/10	\$100.00	Festival Pk reservation (Grace UMC)
** Subtotal	\$100.00	

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>
** Program 99: CITY \$ HOLDING ACCT		
02/03/10	(\$1,000.00)	TFR City \$ to GYMNASTICS - Liability
02/09/10	(\$360.00)	TFR City \$ to N BAY RUGBY YTH - 1st Aid
02/17/10	(\$218.95)	TFR City \$ to GEN FUND - Web hosting
02/24/10	(\$27.36)	TFR City \$ to GEN FUND - Phone svc
02/28/10	(\$10.95)	TFR City \$ to GEN FUND - ISP Office
01/14/10	(\$139.89)	TFR City \$ to GEN FUND - Printer supplies
10/05/09	(\$15.99)	TFR City \$ to GEN FUND - Postal svc
02/05/10	(\$15.99)	TFR City \$ to GEN FUND - Postal svc
** Subtotal		(\$1,789.13)
*** Total Deposits		\$5,141.07

III. CHECKS BY PROGRAM

<u>DATE</u>	<u>CHK_NR</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>SCAT</u>
** Program 01: GENERAL FUND					
02/24/10	23454	Verizon	27.36	Telephone service @ North Deen Park	
02/16/10	VISA	PureHost	218.95	Web hosting (1 year)	
02/25/10	VISA	People PC Int Svc	10.95	Internet svc - Office PC (monthly)	
02/05/10	VISA	Stamps.com	15.99	Monthly postal svc	
** Subtotal				273.25	
** Program 06: BALLET/JAZZ/TAP					
02/17/10	23445	Harford County	427.35	Custodian @ AMS - Dec '09 (10 hrs @ \$39.57	
02/17/10	23448	Harford County	94.85	Custodian @ AMS - Jan '10 (4 hrs @ \$21.95)	
02/24/10	23455	Sarah J. Watt	1,524.80	Reimb tights for costumes (59@\$11.20, 90@\$5	
02/24/10	23456	Gabrielle Stearn	60.00	Salary (Feb) 6 hours @ \$10	
02/24/10	23457	Katelynn Mae Selchert	66.00	Salary (Feb) 6 hrs @ \$11	
02/24/10	23458	Kelsey Kearney	162.00	Salary (Feb) 9 hrs @ \$18	
02/24/10	23459	Sarah J. Watt	462.00	Salary (Feb) 21 hrs @ \$22	
** Subtotal				2,797.00	
** Program 07: GYMNASTICS					
02/03/10	23427	Churchville Recreation Council Gymna	1,000.00	Liability insurance premium	
** Subtotal				1,000.00	
** Program 10: WEIGHTLIFTING					
02/03/10	23429	Denton Spring Water Co.	37.29	Water (#381422, 02/03/10) 4 bottles	
02/09/10	23436	Denton Spring Water Co.	49.76	Water (statement dated 01/29/10)	
** Subtotal				87.05	
** Program 11: BASKETBALL					
02/03/10	23428	Danny R. Pierce	2,471.00	Referee & scorer fees (02/23 & 02/30)	
02/17/10	23447	Harford County	94.85	Custodian @ AMS - Jan '10 (4 hrs @ \$21.95)	
** Subtotal				2,565.85	
** Program 16: WRESTLING					
02/17/10	23446	Harford County	87.14	Custodian @ AHS - Nov '09 (4.5 hrs @ \$17.93	
** Subtotal				87.14	
** Program 30: BASEBALL					
02/23/10	23452	Harford Co Dept of Parks & Rec{BelA	127.50	Turface Quick Dry (15 50-lb bags @ \$8.50)	
** Subtotal				127.50	
** Program 31: YOUTH SOFTBALL					
02/17/10	23443	Kevin Miller	273.42	Signs for registration (24) [Signs by Tomorrow	
02/17/10	23444	Kevin Miller	66.22	Webhosting [pair Networks, Inc]	
** Subtotal				339.64	
** Program 40: FOOTBALL					
02/17/10	23442	All Sports America	3,551.48	Shoulder pads, misc equip, etc.	
** Subtotal				3,551.48	

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION	SCAT
** Program 49: NORTH BAY RUGBY YOUTH PGM					
02/09/10	23433	Ellen L. Hickey	34.49	1st Aid Dressing (50),Sponges (50)[JustWouno	
02/09/10	23434	Steamroller Rugby Supply Co.	646.10	T-shirts (91@\$7.10) #61882	
02/09/10	23435	Steamroller Rugby Supply Co.	144.30	Mouthguards(100), IcePacks(3cs)#61883	
02/09/10	23437	Ellen L. Hickey	57.97	Water bottle carrier (2)@\$23.99+shp	
02/09/10	23438	Ellen L. Hickey	123.16	First Aid/Medical Supplies[healthsafety.com]	
02/09/10	23439	Mark Zvitkovitz	180.00	Reimburse for USA Rugby coaches clinic	
02/09/10	23440	Robert Townsend	180.00	Reimburse for USA Rugby Coaches clinic	
02/23/10	23451	Steamroller Rugby Supply Co.	48.00	Athletic tape (1 cs @ \$48) [#61895]	
** Subtotal				1,414.02	
** Program 62: PARK/SPECIAL EVENTS					
02/17/10	23449	Harford County	71.11	Custodian @ AMS - Jan '10 (3 hrs)	
** Subtotal				71.11	
*** Total Checks				12,314.04	

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
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
Feb	\$24.00	\$0.00
TOTAL - LAST 6 MONTHS	\$101.51	\$0.00
AVG PER MONTH	\$16.92	\$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.

5. FY10 CITY MONEY: Programs were mailed packets on **Jan 16** that were due back **Mar 01**. These packets included:

- (a) cover letter explaining 'City Money' (grants),
- (b) Program Information Worksheet that should identify who the program officers are and who is authorized to request checks, submit publicity, etc.,
- (c) City Money Request Form for FY 2010, and
- (d) copy of the program's webpage for proof-reading (identifying changes/corrections).

The Board will conduct a 'scrub' of City Money requests to get the total down to our anticipated level and submit this to the City Council. **Scrub will take place after Mar 01 at the Board's convenience. Requests received after the scrub cannot be considered. Point of contact is the under-signed.**

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

VI. FY 09 CITY BUDGET STATUS

As Of 02/28/2010

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$810.23	\$810.23	\$0.00
Internet - Office PC	\$131.40	\$87.60	\$43.80
Fire/Treasurer Bond Premium	\$202.00	\$202.00	\$0.00
Volunteer Recognition	\$1,071.42	\$250.00	\$821.42
IRS-related expenses	\$224.95	\$224.95	\$0.00
Postal svc & refills	\$460.87	\$370.87	\$90.00
Phone svc - N Deen park	\$245.13	\$217.77	\$27.36
Contingencies	\$250.00	\$250.00	\$0.00
SUBTOTAL	\$3,396.00	\$2,413.42	\$982.58
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	\$1,000.00	\$0.00
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	\$360.00	\$0.00
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	\$13,556.38	\$6,443.62