

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

07-May-10

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	04/01 BALANCE	INCOME	EXPENSE	04/30 BALANCE
01: General Fund	\$771.12	-\$4.96	-\$378.94	\$387.22
03: Golden Age Club	4,019.68	173.00	-224.01	3,968.67
06: Ballet/Jazz/Tap	11,043.75	1,678.33	-1,361.03	11,361.05
07: Gymnastics	1,193.61	0.00	0.00	1,193.61
09: Soccer	3,172.33	0.00	0.00	3,172.33
10: Weightlifting	5,326.14	0.00	0.00	5,326.14
11: Basketball	7,959.67	0.00	-726.59	7,233.08
14: Tae Kwon Do	1,375.21	0.00	0.00	1,375.21
15: Aikido	8,321.63	0.00	0.00	8,321.63
16: Wrestling	3,274.87	1,000.00	-1,000.00	3,274.87
20: Tennis	1,051.13	0.00	-35.00	1,016.13
30: Baseball	13,517.09	4,660.00	-4,924.07	13,253.02
31: Youth Softball	5,687.93	592.00	-3,701.50	2,578.43
40: Football	11,665.90	14,310.00	-545.30	25,430.60
43: North Bay Rugby	2,040.25	0.00	-762.50	1,277.75
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	7,697.73	220.00	0.00	7,917.73
49: North Bay Rugby Youth Pgm	5,527.81	252.00	-323.64	5,456.17
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	10,784.08	300.00	0.00	11,084.08
67: SwanFest	6,171.88	0.00	-650.00	5,521.88
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	1,488.00	0.00	2,536.98
76: Softball Co-op	163.00	116.00	0.00	279.00
99: City \$ Holding Acct	540.00	0.00	0.00	540.00
00: Unclaimed Deposits	950.00	0.00	0.00	950.00
TOTALS	\$127,312.93	24,784.37	-14,632.58	137,464.72

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>
** Program 01: GENERAL FUND		
04/07/10	(\$15.00)	Online Bus Ste Acct Mgt Svcs
04/30/10	(\$21.15)	Excess Transaction Fee
04/30/10	\$28.00	HCCSB Pepsi machine revenue
04/30/10	\$0.57	Interest (Bank of America)
04/30/10	\$2.62	Interest (Harford Natl)
** Subtotal		(\$4.96)
** Program 03: GOLDEN AGE CLUB		
04/20/10	\$15.00	Dues
04/27/10	\$158.00	Bounty Share
04/27/10	\$325.00	Donation (APGFCU)
04/27/10	\$35.00	Greeting card sales
04/30/10	(\$360.00)	TFR 01/29/10 Costume dep to BALLET
** Subtotal		\$173.00
** Program 06: BALLET/JAZZ/TAP		
04/08/10	\$533.00	Registrations - Summer Pgm
04/23/10	\$56.00	Costumes
04/23/10	\$729.33	Ticket sales (toward janitorial costs)
04/30/10	\$360.00	TFR 01/29/10 Costume dep to BALLET
** Subtotal		\$1,678.33
** Program 16: WRESTLING		
04/02/10	\$900.00	MSWA
04/02/10	\$100.00	Registrations (2 @ \$50)
** Subtotal		\$1,000.00
** Program 30: BASEBALL		
04/06/10	\$2,918.00	Sponsors & donations
04/26/10	\$1,480.00	Registrations
04/26/10	\$400.00	Sponsors & donations
04/28/10	(\$40.00)	Bad Check (Linda Crane)
04/28/10	(\$6.00)	Bad Chk Svc Chg (L. Crane)
04/29/10	(\$40.00)	Bad Check (Alfred Johnson Jr)
04/29/10	(\$40.00)	Bad Check (Amy Brewner)
04/29/10	(\$6.00)	Bad Chk Svc Chg (A. Brewner)
04/29/10	(\$6.00)	Bad Chk Svc Chg (A. Johnson Jr)
** Subtotal		\$4,660.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 31: YOUTH SOFTBALL		
04/13/10	\$160.00	Registrations (4@\$40)
04/13/10	\$125.00	Sponsor (Aero)
04/20/10	\$245.00	Registrations (6)
04/22/10	(\$63.00)	TFR registrations from Softball to Co-Op
04/29/10	\$125.00	Sponsor (Gardenville Club)
** Subtotal		\$592.00
** Program 40: FOOTBALL		
04/20/10	\$7,600.00	Registrations
04/22/10	(\$120.00)	Bad Check (Corey Harris)
04/22/10	(\$6.00)	Bad Chk Svc Chg (C. Harris)
04/26/10	\$5,470.00	Registrations
04/27/10	(\$220.00)	Bad Check (Rosalind Murray)
04/27/10	\$6.00	Bad Chk Svc Chg (R. Murray)
04/28/10	(\$30.00)	Stop Payment Fee (Troy Malloy)
04/28/10	\$200.00	Void Check #23472 (T. Malloy)
04/30/10	\$1,410.00	Registrations
** Subtotal		\$14,310.00
** Program 48: MARTIAL ARTS UNLIMITED		
04/12/10	\$220.00	Registrations (22@\$10)
** Subtotal		\$220.00
** Program 49: NORTH BAY RUGBY YOUTH PGM		
04/19/10	\$252.00	Registrations
** Subtotal		\$252.00
** Program 62: PARK/SPECIAL EVENTS		
04/06/10	\$100.00	Festival Park reservation
04/16/10	\$100.00	Festival Park reservation
04/29/10	\$100.00	Festival Pk reservation (1)
** Subtotal		\$300.00
** Program 75: TRACK & FIELD TEAM		
04/01/10	\$1,620.00	Registrations (27 @ \$60)
04/06/10	(\$60.00)	Bad Check (Anthony Kenion, Sr)
04/06/10	(\$60.00)	Bad Check (Clarence E. Wilson, Jr)
04/06/10	(\$6.00)	Bad Chk Svc Chg (A. Kenion)
04/06/10	(\$6.00)	Bad Chk Svc Chg (C. Wilson)
** Subtotal		\$1,488.00
** Program 76: SOFTBALL CO-OP		
04/22/10	\$63.00	TFR registrations from Softball to Co-Op
04/29/10	\$53.00	Fees (Edgewood)
** Subtotal		\$116.00
*** Total Deposits		\$24,784.37

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
04/15/10	23530	Erie Insurance Group	175.00	Fidelity/Forgery Premium Q895550030
04/22/10	23547	Erie Insurance Group	175.00	Treas bond & key person Q89 5550030 M
04/26/10	VISA	People PC Int Svc	12.95	Internet svc provider
04/05/10	VISA	Stamps.com	15.99	Postal svc (monthly)
** Subtotal				\$378.94
** Program 03: GOLDEN AGE CLUB				
04/07/10	23523	Kleinhenn Company/Cheerful House]	224.01	Greeting cards to sell
** Subtotal				\$224.01
** Program 06: BALLET/JAZZ/TAP				
04/15/10	23532	Harford Co Dept of Parks & Rec{Bel.	118.55	Custodial Expense @ AMS (Mar 20, 2010)
04/22/10	23542	Your Name Here, Inc.	858.00	T-shirts (100@\$7.83 + new design) [#5089]
04/22/10	23543	Your Name Here, Inc.	384.48	T-shirts (44@\$8.17 + new design) [#5090]
** Subtotal				\$1,361.03
** Program 11: BASKETBALL				
04/15/10	23531	David Crump	636.00	Banquet Caterer (04/10/2010) 100@\$6
04/29/10	23553	Stephen Davis	90.59	Banquet (cakes (2), food, supplies) [Walmart]
** Subtotal				\$726.59
** Program 16: WRESTLING				
04/12/10	23526	Celeste Lloyd	1,000.00	Camp scholarships (Daniel Velez & TC Foster)
** Subtotal				\$1,000.00
** Program 20: TENNIS				
04/15/10	23529	United States Tennis Assn	35.00	Park & Rec Membership (one year)
** Subtotal				\$35.00
** Program 30: BASEBALL				
04/22/10	23545	Your Name Here, Inc.	3,663.07	Uniforms (218) less \$2k deposit [#5088]
04/22/10	23546	Classic Team Sports	1,261.00	Equipment & supplies [#22156]
** Subtotal				\$4,924.07
** Program 31: YOUTH SOFTBALL				
04/15/10	23536	Kevin Miller	251.50	Equip
04/15/10	23537	Kevin Miller	750.00	Umpire fees (25@\$30)
04/15/10	23538	Kevin Miller	2,700.00	Uniforms (\$100 + \$2600 balance) EmBroidMe
** Subtotal				\$3,701.50
** Program 40: FOOTBALL				
04/15/10	23539	Richlin Ballroom	500.00	Deposit on Bull & Oyster Roast (08/13/2010)
04/22/10	23544	Ann Pascoe	45.30	Repair damage to Gymnastics room from FB r
** Subtotal				\$545.30

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 43: NORTH BAY RUGBY				
04/28/10	23551	Cedar Lane Sports Foundation	382.50	Field Rental (Feb 25, Mar 2 & 4)
04/28/10	23552	Potomac Rugby Union (PRUYL)	380.00	2010 Dues (1/2)
** Subtotal				\$762.50
** Program 49: NORTH BAY RUGBY YOUTH PGM				
04/22/10	23541	Ellen L. Hickey	195.87	Line paint, food, paper prods, etc (host 04/18 g
04/28/10	23550	Ellen L. Hickey	127.77	Food (04/25/10 Girls game)
** Subtotal				\$323.64
** Program 67: SWANFEST				
04/15/10	23533	Ed Kitlowski	150.00	Performer (2009 SwanFest)
04/15/10	23534	Teelin School Of Irish Dance	250.00	Performance fee for 2009 Swanfest
04/15/10	23535	International Academy Of Dance	250.00	Performance fee for 2009 SwanFest
** Subtotal				\$650.00
*** Total Checks				\$14,632.58

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
Nov	\$0.00	\$0.00
Dec	\$37.11	\$0.00
Jan	\$0.00	\$0.00
Feb	\$24.00	\$0.00
Mar	\$26.00	\$0.00
Apr	\$28.00	\$0.00
TOTAL - LAST 6 MONTHS	\$115.11	\$0.00
AVG PER MONTH	\$19.19	\$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

7

VI. FY 09 CITY BUDGET STATUS

As Of 05/05/2010

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$810.23	\$810.23	\$0.00
Internet - Office PC	\$87.60	\$87.60	\$0.00
Fire/Treasurer Bond Premium	\$202.00	\$202.00	\$0.00
Volunteer Recognition	\$1,189.23	\$1,189.23	\$0.00
IRS-related expenses	\$224.95	\$224.95	\$0.00
Postal svc & refills	\$386.86	\$386.86	\$0.00
Phone svc - N Deen park	\$245.13	\$245.13	\$0.00
Contingencies	\$250.00	\$250.00	\$0.00
SUBTOTAL	\$3,396.00	\$3,396.00	\$0.00
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	\$520.04	\$0.00
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	\$1,500.00	\$0.00
Safety items, 1st aid kits, ice packs, etc	\$300.00	-\$300.00	\$0.00
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	\$1,200.00	\$0.00
1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
31: SOFTBALL			
7 First Aid kits, Ice Packs, etc	\$100.00	\$100.00	\$0.00
Helmets Face Guards Large	\$1,200.00	\$1,200.00	\$0.00
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	\$19,460.00	\$540.00