

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

31-May-10

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	05/01 BALANCE	INCOME	EXPENSE	05/31 BALANCE
01: General Fund	\$387.22	\$163.28	-\$78.94	\$471.56
03: Golden Age Club	3,968.67	203.00	-921.88	3,249.79
06: Ballet/Jazz/Tap	11,361.05	1,427.55	-94.84	12,693.76
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	-148.91	5,177.23
11: Basketball	7,233.08	0.00	-1,300.94	5,932.14
14: Tae Kwon Do	1,375.21	0.00	0.00	1,375.21
15: Aikido	8,321.63	100.00	0.00	8,421.63
16: Wrestling	3,274.87	0.00	0.00	3,274.87
20: Tennis	1,016.13	0.00	-311.33	704.80
30: Baseball	13,253.02	0.00	0.00	13,253.02
31: Youth Softball	2,578.43	500.00	-242.03	2,836.40
40: Football	25,430.60	654.00	-12,516.52	13,568.08
43: North Bay Rugby	1,277.75	1,680.00	-55.00	2,902.75
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	7,917.73	0.00	0.00	7,917.73
49: North Bay Rugby Youth Pgm	5,456.17	195.00	-1,508.45	4,142.72
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	-45.00	255.21
62: Parks/Special Events	11,084.08	400.00	-100.00	11,384.08
67: SwanFest	5,521.88	0.00	0.00	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	2,536.98	420.00	0.00	2,956.98
76: Softball Co-op	279.00	312.00	0.00	591.00
99: City \$ Holding Acct	540.00	0.00	0.00	540.00
00: Unclaimed Deposits	950.00	1,035.00	0.00	1,985.00
TOTALS	\$137,464.72	7,089.83	-17,323.84	127,230.71

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 00: PROGRAM NOT IDENTIFIED			
05/19/10	\$720.00	Deposit slip not available	
05/19/10	\$315.00	Non-cash correction (item included but not listed)	
** Subtotal			\$1,035.00
** Program 01: GENERAL FUND			
05/28/10	\$0.58	Interest (Bank of America)	
05/31/10	\$2.70	Interest (Harford Natl Bank)	
05/24/10	\$175.00	Erie Insurance premium refund (overpayment)	
05/07/10	(\$15.00)	Online Bus Ste Acct Mgt Svcs	
** Subtotal			\$163.28
** Program 03: GOLDEN AGE CLUB			
05/11/10	\$30.00	Dues	
05/25/10	\$15.00	Dues	
05/25/10	\$83.00	Bounty Share	
05/25/10	\$75.00	White Elephant Sale	
** Subtotal			\$203.00
** Program 06: BALLET/JAZZ/TAP			
05/12/10	(\$12.00)	Bad Check (Kimberly Renfrow)	
05/12/10	(\$6.00)	Bad Chk Svc Chg (K. Renfrow)	
05/10/10	\$634.55	Recital ticket revenue	
05/10/10	\$811.00	Registrations	
** Subtotal			\$1,427.55
** Program 15: AIKIDO			
05/10/10	\$100.00	Dues	
** Subtotal			\$100.00
** Program 31: YOUTH SOFTBALL			
05/11/10	\$125.00	Sponsor (Aberdeen Lionesses)	
05/25/10	\$375.00	Sponsor (Dick's)	
** Subtotal			\$500.00
** Program 40: FOOTBALL			
05/10/10	\$414.00	Registrations	
05/20/10	\$240.00	Registrations	
** Subtotal			\$654.00
** Program 43: NORTH BAY RUGBY			
05/05/10	\$1,030.00	Dues	
05/05/10	\$650.00	Tournament entry fees	
** Subtotal			\$1,680.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
** Program 49: NORTH BAY RUGBY YOUTH PGM			
05/19/10	\$65.00	Registration	
05/05/10	\$130.00	Registrations	
** Subtotal			\$195.00
** Program 62: PARK/SPECIAL EVENTS			
05/06/10	\$100.00	Festival Park reservation	
05/28/10	\$300.00	Festival Park reservations (3@\$100)	
** Subtotal			\$400.00
** Program 75: TRACK & FIELD TEAM			
05/06/10	\$420.00	Registrations (7 @ \$60)	
** Subtotal			\$420.00
** Program 76: SOFTBALL CO-OP			
05/12/10	\$35.00	APG registrations	
05/12/10	\$42.00	Belcamp registrations	
05/12/10	\$63.00	Jarrettsville registrations	
05/24/10	\$77.00	Registrations (Churchville)	
05/24/10	\$50.00	Registrations (Hickory)	
05/24/10	\$45.00	Registrations (Joppatowne)	
** Subtotal			\$312.00
*** Total Deposits			\$7,089.83

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
05/05/10	VISA	Stamps.com	15.99	Monthly postal svc fee
05/25/10	VISA	People PC Int Svc	12.95	Internet svc provider (office PC)
05/17/10	VISA	USPS (Stamps.com)	50.00	Postage stamps refill
** Subtotal				78.94
** Program 03: GOLDEN AGE CLUB				
05/05/10	23559	Ester Moretz	526.04	\$275 Entertainment & Spring Fling
05/05/10	23560	Charles Austin	193.13	Spring Fling snadiches, photos, etc
05/26/10	23586	Havre De Grace United Methodist Ch	35.00	Memoriam (Margaret Mergler)
05/26/10	23587	Charles Austin	53.00	Gift card for Marge Kennedy
05/26/10	23588	Carole Perkins	114.71	Petty cash (cake, ice cream, soda, etc)
** Subtotal				921.88
** Program 06: BALLET/JAZZ/TAP				
05/05/10	23557	Harford Co Dept of Parks & Rec{Bel	94.84	Custodial Expense @ AMS (03/27 & 04/10)
** Subtotal				94.84
** Program 10: WEIGHTLIFTING				
05/05/10	23561	Denton Spring Water Co.	102.72	Water (statement dated 04/29/10)
05/12/10	23575	Denton Spring Water Co.	46.19	Water (Inv #386624, 05/05/10 for4)
** Subtotal				148.91
** Program 11: BASKETBALL				
05/05/10	23558	Harford Co Dept of Parks & Rec{Bel	201.54	Custodial Expense @ AMS (03/27 & 04/10)
05/13/10	23580	Tri-State Trophies	1,099.40	Trophies (114) [#4326]
** Subtotal				1,300.94
** Program 20: TENNIS				
05/12/10	23577	Charles P. Vickers	151.33	Tennis balls, mini tennis nets, gazebo
05/12/10	23578	D.J. Moye	160.00	Asst Instruct (Aug 09) 20 hrs @ \$8
** Subtotal				311.33
** Program 31: YOUTH SOFTBALL				
05/12/10	23574	Kevin Miller	242.03	Matl to construct benches @ Oakington fld B
** Subtotal				242.03
** Program 40: FOOTBALL				
05/12/10	23572	ASA Football	220.00	Additional helmet decals
05/12/10	23573	UCYFL	400.00	Team fees (8 @ \$50)
05/12/10	23576	Shiflett & Horn Sporting Goods	11,871.00	Jerseys(\$5236), Prac Jers(\$2190), Recon(\$4445
05/26/10	23584	Verizon	25.52	Telephone service @ North Deen (2 mon)
** Subtotal				12,516.52

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III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 43: NORTH BAY RUGBY				
05/05/10	23556	Spot-A-Pot, Inc	55.00	Port-a-pot (Apr) @ DeMarco #67704
** Subtotal				55.00
** Program 49: NORTH BAY RUGBY YOUTH PGM				
05/05/10	23562	Ellen L. Hickey	157.69	Liability (\$20), Hosting food (3 gms)
05/05/10	23563	Steamroller Rugby Supply Co.	1,100.00	Balls - Summer Pgm (100@\$11)#62024
05/07/10	23568	Mary Klopac	45.00	Refund (1)
05/12/10	23571	Ellen L. Hickey	205.76	Hosting 05/08 Girls game (Pizza, etc)
** Subtotal				1,508.45
** Program 60: SUMMER CONCERTS				
05/26/10	23583	F.W. Haxel Co., Inc.	45.00	Change dates on banner [IN 1099]
** Subtotal				45.00
** Program 62: PARK/SPECIAL EVENTS				
05/30/10	23589	BSA Cub Pack 820	100.00	Refund (Festival Pk - 06/12/2010)
** Subtotal				100.00
*** Total Checks				17,323.84

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
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
May	\$0.00	\$0.00
TOTAL - LAST 6 MONTHS	\$115.11	\$0.00
AVG PER MONTH	\$19.19	\$0.00

V. TREASURER'S NOTES

1. UNIDENTIFIED DEPOSITS/MISCELLANEOUS:

a. A \$720 deposit was made on 05/19/2010. The bank forwarded a \$315 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.

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.

c. 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.

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 conducted a 'scrub' of City Money requests to get the total down to our anticipated level and submit this to the City Council. The final budget is at Part VII of this report.

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

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VI. FY 09 CITY BUDGET STATUS
As Of 05/30/2010

	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

VII. FY 10 CITY BUDGET REQUESTS

For Fiscal Year 07/01/2010 - 06/30/2011

As Submitted 05/30/2010

	AMOUNT
01: GENERAL FUND	
Computer/Office Equipment	\$810.00
Internet - Office PC	\$135.00
Fire/Treas Bond Premium	\$210.00
Volunteer Recognition	\$1,100.00
IRS-related Expenses	\$200.00
Postage Service/Blank Forms/Refills	\$470.00
Phone svc @ N Deen park	\$120.00
Contingencies	\$355.00
SUBTOTAL	\$3,400.00
03: GOLDEN AGE CLUB	
Sandusky Steel Storage Cabinet	\$361.30
06: BALLET	
Master classes for instructors	\$750.00
07: GYMNASTICS	
Liability Insurance	\$1,000.00
09: SOCCER	
Uniforms, socks and nets	\$1,500.00
Safety items, 1st aid kits, ice packs, etc	\$300.00
16: WRESTLING	
Safety, First Aid, Mat Hygiene	\$1,000.00
First Aid Training	\$400.00
Coach Instructional DVDs	\$150.00
30: BASEBALL	
Bats, bases, catchers' equip, etc	\$1,500.00
1st aid kits, ice packs, etc	\$300.00
31: SOFTBALL	
1st Aid Kits	\$100.00
Line Machines (4)	\$1,000.00
ASA Rule Books (6)	\$60.00
40: FOOTBALL	
Biannual helmet certification	\$3,133.70
49: NORTH BAY YOUTH RUGBY	
USA Rugby liability insurance	\$1,400.00
1st Aid Supplies	\$300.00
Rugby Ref Certification Course	\$100.00
60: SUMMER CONCERTS	
Performer fees	\$2,800.00
Site Coordinator's salary (10 @ \$35)	\$350.00
Banner date change	\$45.00
Sodas	\$50.00
TOTAL	<u>\$20,000.00</u>