

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

03-Aug-10

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	07/01 BALANCE	INCOME	EXPENSE	07/31 BALANCE
01: General Fund	\$450.22	\$89.60	-\$78.94	\$460.88
03: Golden Age Club	3,217.98	234.81	-297.96	3,154.83
06: Ballet/Jazz/Tap	12,326.17	840.00	-1,075.00	12,091.17
07: Gymnastics	1,193.61	0.00	0.00	1,193.61
09: Soccer	4,452.33	330.00	0.00	4,782.33
10: Weightlifting	5,153.49	110.00	-53.04	5,210.45
11: Basketball	5,932.14	680.00	0.00	6,612.14
14: Tae Kwon Do	580.21	0.00	0.00	580.21
15: Aikido	8,325.63	150.00	-96.00	8,379.63
16: Wrestling	3,274.87	0.00	0.00	3,274.87
20: Tennis	704.80	0.00	0.00	704.80
30: Baseball	9,120.17	587.00	-165.00	9,542.17
31: Youth Softball	1,386.82	0.00	0.00	1,386.82
40: Football	14,118.08	370.00	-13.06	14,475.02
43: North Bay Rugby	2,902.75	0.00	0.00	2,902.75
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	8,117.73	160.00	0.00	8,277.73
49: North Bay Rugby Youth Pgm	2,678.28	0.00	-236.13	2,442.15
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	-2,844.79	3,245.00	0.00	400.21
62: Parks/Special Events	11,584.08	200.00	0.00	11,784.08
67: SwanFest	5,321.88	0.00	-300.00	5,021.88
68: Jean Davis Memorial Fund	1,205.00	0.00	0.00	1,205.00
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	210.00	0.00	-329.05	-119.05
75: Track & Field Team	1,629.68	0.00	0.00	1,629.68
76: Softball Co-op	0.00	0.00	0.00	0.00
99: City \$ Holding Acct	540.00	-3,323.94	0.00	-2,783.94
00: Unclaimed Deposits	1,985.00	0.00	0.00	1,985.00
TOTALS	\$115,810.06	3,672.47	-2,644.18	116,838.35

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 01: GENERAL FUND			
07/28/10	\$12.95	City \$ - Internet for Office PC	
07/20/10	\$15.99	City \$ - postage service (Jul)	
07/20/10	\$50.00	City \$ - postager refill	
07/30/10	\$22.50	HCCSB Pepsi machine revenue	
07/30/10	\$0.45	Interest (Bank of America)	
07/31/10	\$2.71	Interest (Harford National Bank)	
07/08/10	(\$15.00)	Online Bus Ste Acct Mgt	
** Subtotal			\$89.60
** Program 03: GOLDEN AGE CLUB			
07/06/10	\$5.00	Dues	
07/27/10	\$30.00	Dues	
07/06/10	\$30.00	Bounty Share	
07/20/10	\$46.75	Bounty Share	
07/27/10	\$23.00	Bounty Share	
07/06/10	\$100.06	VOID Chk #23646 (Belin)	
** Subtotal			\$234.81
** Program 06: BALLET/JAZZ/TAP			
07/21/10	\$460.00	Registrations (10)	
07/27/10	\$340.00	Registrations (8)	
07/21/10	\$40.00	Recital Ticket Sales	
** Subtotal			\$840.00
** Program 09: SOCCER			
07/16/10	\$330.00	Registrations (11 @ \$30)	
** Subtotal			\$330.00
** Program 10: WEIGHTLIFTING			
07/21/10	\$110.00	Registrations (2)	
** Subtotal			\$110.00
** Program 11: BASKETBALL			
07/08/10	\$680.00	Registrations (Belcamp)	
** Subtotal			\$680.00
** Program 15: AIKIDO			
07/19/10	\$150.00	Registrations (6 @ \$25)	
** Subtotal			\$150.00
** Program 30: BASEBALL			
07/16/10	\$587.00	LifeTouch photo commission	
** Subtotal			\$587.00

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION	
** Program 40: FOOTBALL			
07/28/10	\$370.00	Registrations	
** Subtotal			\$370.00
** Program 48: MARTIAL ARTS UNLIMITED			
07/13/10	\$160.00	Registrations	
** Subtotal			\$160.00
** Program 60: SUMMER CONCERTS			
07/07/10	\$3,245.00	City \$ - Concert leadership	
** Subtotal			\$3,245.00
** Program 62: PARK/SPECIAL EVENTS			
07/01/10	\$200.00	Festival Park reservation (W of Life Christ)	
** Subtotal			\$200.00
** Program 99: CITY \$ HOLDING ACCT			
07/28/10	(\$12.95)	TFR City \$ to Gen Fund (internet)	
07/20/10	(\$50.00)	TFR City \$ to Gen Fund (postage refill)	
07/20/10	(\$15.99)	TFR City \$ to Gen Fund (postage svc)	
07/07/10	(\$3,245.00)	TFR City \$ to Summer Concerts	
** Subtotal			(\$3,323.94)
*** Total Deposits			\$3,672.47

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
7/6/10	VISA	Stamps.com	15.99	Postal service - monthly charge
7/9/10	VISA	Stamps.com	50.00	Postage refill
7/26/10	VISA	PeoplePC	12.95	Internet svc - Ofc PC
** Subtotal				78.94
** Program 03: GOLDEN AGE CLUB				
7/6/10	23655	Clorine Belin	100.06	Anniv & Birthday Party - Refreshments
7/21/10	23668	Elsbeth Craig	94.36	Petty cash (calculator, flowers, etc)
7/28/10	23670	Clorene Belin	103.54	GOLDEN AGE CLUB - Refreshments, supplies,
** Subtotal				297.96
** Program 06: BALLET/JAZZ/TAP				
7/28/10	23671	Kelsey Kearney	360.00	BALLET - Salary (Jul) 20 hrs @ \$18
7/28/10	23672	Katelynn Mae Selchert	110.00	BALLET - Salary (Jul) 10 hrs @ \$11
7/28/10	23673	Sarah J. Watt	605.00	BALLET - Salary (Jul) 27.5 hrs @ \$22
** Subtotal				1,075.00

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 10: WEIGHTLIFTING				
7/7/10	23659	Denton Spring Water Co.	53.04	Water (Inv #389702, 07/07/10 for5)
** Subtotal			53.04	
** Program 15: AIKIDO				
7/20/10	23664	James O. Shell	48.00	Salary (May) 8 hrs @ \$6
7/20/10	23665	James O. Shell	48.00	Salary (Jun) 8 hrs @ \$6
** Subtotal			96.00	
** Program 30: BASEBALL				
7/7/10	23660	Ewing, Inc.	110.00	Port-a-pots (AMS & AHS) 05/14-06/10 [A-670]
7/7/10	23662	Ewing, Inc.	55.00	Port-a-pots (AMS & AHS) 06/11-06/25 [A-739]
** Subtotal			165.00	
** Program 40: FOOTBALL				
7/21/10	23669	Verizon	13.06	Telephone service @ North Deen (1 mon)
** Subtotal			13.06	
** Program 49: NORTH BAY RUGBY YOUTH PGM				
7/7/10	23658	Brian A. Hickey	31.76	Paint for Field Lining [Home Depot]
7/21/10	23667	Ellen L. Hickey	204.37	End-of-season tournament & party
** Subtotal			236.13	
** Program 67: SWANFEST				
7/7/10	23661	Craig Lanphear	300.00	Petty cash, stamps
** Subtotal			300.00	
** Program 74: AHS SUMMER FOOTBALL CAMP				
7/20/10	23666	SportDecals	329.05	T-shirts for camp [#ARINV-127114]
** Subtotal			329.05	
*** Total Checks			2,644.18	

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
Feb	\$24.00	\$0.00
Mar	\$26.00	\$0.00
Apr	\$28.00	\$0.00
May	\$0.00	\$0.00
Jun	\$31.00	\$0.00
Jul	\$22.50	\$0.00
 TOTAL - LAST 6 MONTHS	 \$131.50	 \$0.00
 AVG PER MONTH	 \$21.92	 \$0.00

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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. FY10 CITY MONEY: The funds shown at Part VI are available to the programs as of July 1, 2010). These funds expire June 30, 2011.

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

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VI. FY 10 CITY BUDGET STATUS
As Of 07/31/2010

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$810.00	\$0.00	\$810.00
Internet - Office PC	\$135.00	\$12.95	\$122.05
Fire/Treasurer Bond Premium	\$210.00	\$0.00	\$210.00
Volunteer Recognition	\$1,100.00	\$0.00	\$1,100.00
IRS-related expenses	\$200.00	\$0.00	\$200.00
Postal svc/Blank forms/Postage refills	\$470.00	\$65.99	\$404.01
Phone svc @ N Deen park	\$120.00	\$0.00	\$120.00
Contingencies	\$355.00	\$0.00	\$355.00
SUBTOTAL	\$3,400.00	\$78.94	\$3,321.06
03: GOLDEN AGE CLUB			
Sandusky Steel Storage Cabinet	\$361.30	\$0.00	\$361.30
06: BALLET			
Master classes for instructors	\$750.00	\$0.00	\$750.00
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, First Aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
16: WRESTLING			
Safety, First Aid, Mat Hygiene	\$1,000.00	\$0.00	\$1,000.00
First Aid Training	\$400.00	\$0.00	\$400.00
Coach Instructional DVDs	\$150.00	\$0.00	\$150.00
30: BASEBALL			
Bats, bases, catchers' equip, etc	\$1,500.00	\$0.00	\$1,500.00
First Aid kits, ice packs, etc	\$300.00	\$0.00	\$300.00
31: SOFTBALL			
First Aid Kits	\$100.00	\$0.00	\$100.00
Line Machines (4)	\$1,000.00	\$0.00	\$1,000.00
ASA Rule Books (6)	\$60.00	\$0.00	\$60.00
40: FOOTBALL			
Biannual helmet certification	\$3,133.70	\$0.00	\$3,133.70
49: NORTH BAY YOUTH RUGBY			
USA Rugby liability insurance	\$1,400.00	\$0.00	\$1,400.00
First Aid Supplies	\$300.00	\$0.00	\$300.00
Rugby Ref Certification Course	\$100.00	\$0.00	\$100.00
60: SUMMER CONCERTS			
Performer fees	\$2,800.00	\$2,800.00	\$0.00
Site Coordinator's salary (10 @ \$35)	\$350.00	\$350.00	\$0.00
Banner date change	\$45.00	\$45.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
	\$20,000.00	\$3,323.94	\$16,676.06