

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

01-Sep-10

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	08/01 BALANCE	INCOME	EXPENSE	08/31 BALANCE
01: General Fund	\$460.88	\$209.58	-\$200.43	\$470.03
03: Golden Age Club	3,154.83	145.50	-221.72	3,078.61
06: Ballet/Jazz/Tap	12,091.17	520.00	0.00	12,611.17
07: Gymnastics	1,193.61	0.00	0.00	1,193.61
09: Soccer	4,782.33	1,064.00	-1,610.00	4,236.33
10: Weightlifting	5,210.45	0.00	-44.64	5,165.81
11: Basketball	6,612.14	0.00	0.00	6,612.14
14: Tae Kwon Do	580.21	0.00	0.00	580.21
15: Aikido	8,379.63	0.00	0.00	8,379.63
16: Wrestling	3,274.87	0.00	0.00	3,274.87
20: Tennis	704.80	385.00	-707.25	382.55
30: Baseball	9,542.17	0.00	-317.82	9,224.35
31: Youth Softball	1,386.82	0.00	0.00	1,386.82
40: Football	14,475.02	3,409.00	-6,215.95	11,668.07
43: North Bay Rugby	2,902.75	0.00	-1,086.00	1,816.75
46: Skateboard Park	5,434.34	0.00	0.00	5,434.34
48: Martial Arts Unlimited	8,277.73	0.00	0.00	8,277.73
49: North Bay Rugby Youth Pgm	2,442.15	0.00	-675.00	1,767.15
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	400.21	0.00	0.00	400.21
62: Parks/Special Events	11,784.08	100.00	0.00	11,884.08
67: SwanFest	5,021.88	0.00	0.00	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	-119.05	290.00	-88.30	82.65
75: Track & Field Team	1,629.68	0.00	-656.00	973.68
76: Softball Co-op	0.00	0.00	0.00	0.00
77: Harford County Lacrosse	0.00	2,715.59	0.00	2,715.59
99: City \$ Holding Acct	-2,783.94	-200.43	0.00	-2,984.37
00: Unclaimed Deposits	1,985.00	0.00	0.00	1,985.00
TOTALS	\$116,838.35	8,638.24	-11,823.11	113,653.48

Aberdeen Parks & Rec Website: <http://www.aberdeenpr.com/index.html>

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND		
08/06/10	-\$15.00	Online Bus Ste Acct Mgt
08/11/10	\$15.99	City \$ - monthly postal svc
08/25/10	\$12.49	City \$ - phone svc (N Deen)
08/25/10	\$12.95	City \$ - Int svc (Office PC)
08/26/10	\$159.00	City \$ - Adobe software upgrade (security)
08/31/10	\$2.71	Interest (Harford Natl Bank)
08/31/10	\$21.00	HCCSB Pepsi machine revenue
08/31/10	\$0.44	Interest (Bank of America)
** Subtotal		\$209.58
** Program 03: GOLDEN AGE CLUB		
08/10/10	\$50.50	Bounty share
08/18/10	\$45.00	Greeting Card Sales
08/18/10	\$24.50	Bounty Share
08/24/10	\$25.50	Bounty Share
** Subtotal		\$145.50
** Program 06: BALLET/JAZZ/TAP		
08/05/10	\$520.00	Registrations
** Subtotal		\$520.00
** Program 09: SOCCER		
08/17/10	\$1,100.00	Registrations
08/18/10	-\$30.00	Bad Check - Elaina Denu
08/18/10	-\$6.00	Bad Chk Svc Chg - E. Denu
** Subtotal		\$1,064.00
** Program 20: TENNIS		
08/02/10	\$385.00	Registrations
** Subtotal		\$385.00
** Program 40: FOOTBALL		
06/01/10	-\$40.00	Treas Err- FB CAMP dep given to FOOTBALL
06/07/10	-\$250.00	Treas Err- FB CAMP dep given to FOOTBALL
08/11/10	\$1,015.00	Bull Roast
08/16/10	\$2,684.00	Bull Roast rev & Registrations
** Subtotal		\$3,409.00
** Program 62: PARK/SPECIAL EVENTS		
08/09/10	\$100.00	Festival Park reservation (Alliance)
** Subtotal		\$100.00

II. DEPOSITS BY PROGRAM

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>
** Program 74: AHS SUMMER FOOTBALL CAMP		
06/01/10	\$40.00	Treas Err- FB CAMP dep given to FOOTBALL
06/07/10	\$250.00	Treas Err- FB CAMP dep given to FOOTBALL
** Subtotal		\$290.00
** Program 77: HARFORD COUNTY LACROSSE		
08/16/10	\$2,715.59	Initial Funds Deposit funds
** Subtotal		\$2,715.59
** Program 99: CITY \$ HOLDING ACCT		
08/11/10	-\$15.99	TFR to GEN FUND - postal svc
08/25/10	-\$12.49	TFR to GEN FUND - Phone svc (N Deen)
08/25/10	-\$12.95	TFR to GEN FUND (Int svc - Office PC)
08/26/10	-\$159.00	TFR to GEN FUND (software upgrade)
** Subtotal		-\$200.43
*** Total Deposits		\$8,638.24

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 01: GENERAL FUND				
8/25/10	23709	Verizon	\$12.49	Telephone service @ North Deen (1 mon)
8/25/10	VISA	People PC Internet Svc	\$12.95	Internet svc (office PC)
8/26/10	VISA	Adobe Systems	\$159.00	Adobe security upgrade
8/5/10	VISA	Stamps.com	\$15.99	Postal svc (monthly)
** Subtotal				\$200.43
** Program 03: GOLDEN AGE CLUB				
8/18/10	23705	Frank Curreri	\$125.00	"Beyond the Sea" show (08/31/2010)
8/18/10	23706	Elsbeth Craig	\$96.72	Petty cash (coffee, flowers, stamps, etc)
** Subtotal				\$221.72
** Program 09: SOCCER				
8/11/10	23685	Ewing, Inc.	\$110.00	Reg units (2) (08/15-09/11/10) #A-802
8/18/10	23703	Churchville Recreation Council	\$750.00	ESSL team entries (3@\$250) for Aberdeen
8/18/10	23704	Churchville Recreation Council	\$750.00	ESSL team entries (3@\$250) for APG
** Subtotal				\$1,610.00
** Program 10: WEIGHTLIFTING				
8/4/10	23676	Denton Spring Water Co.	\$44.64	Water (Inv #391286, 08/04/10 for 5)
** Subtotal				\$44.64
** Program 20: TENNIS				
8/4/10	23678	Tyler H. Chang	\$310.00	Salary (31 hrs @ \$10)
8/4/10	23679	Victoria A. Quang	\$310.00	Salary (31 hrs @ \$10)
8/4/10	23680	Charles P. Vickers	\$87.25	Tennis balls, water, gas
** Subtotal				\$707.25
** Program 30: BASEBALL				
8/11/10	23682	Sport Supply Group, Inc.	\$317.82	Inv # 93519648 dated 05/04/2010
** Subtotal				\$317.82
** Program 40: FOOTBALL				
8/4/10	23677	ASA Football	\$106.70	Balance due Acct #C00608 as of 07/31/10
8/11/10	23686	Shalonda Gregg	\$400.00	Bull Roast - Raffle money wheel (08/13/2010)
8/11/10	23687	Richlin Ballroom	\$2,350.00	Bull & Oyster Roast (08/13/2010) fee due
8/11/10	23688	Shiflett & Horn Sporting Goods	\$1,214.25	Equipment
8/11/10	23689	Sanford A. Fisher	\$1,200.00	Concession start-up
8/11/10	23690	Troy Malloy	\$780.00	Referee fees
8/11/10	23693	Ewing, Inc.	\$165.00	Reg unit & Handicap unit (Aug) #A-803
** Subtotal				\$6,215.95
** Program 43: NORTH BAY RUGBY				
8/13/10	23697	Potomac Society of Rugby Referees	\$675.00	Ref Match Fees (9@\$75) Spr 2010 - Inv#41
8/13/10	23698	Steamroller Rugby Supply Co.	\$411.00	T-Shirts (39), Trophy (2), Paint [#62032]
** Subtotal				\$1,086.00

III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
** Program 49: NORTH BAY RUGBY YOUTH PGM				
8/16/10	23700	Potomac Society of Rugby Referees	\$375.00	Girls Ref Fees (5@\$75) Spr 2010 [#40]
8/16/10	23701	Potomac Society of Rugby Referees	\$300.00	Boys Ref Fees (4@\$75) Spr 2010 [#42]
** Subtotal				\$675.00
 ** Program 74: AHS SUMMER FOOTBALL CAMP				
8/11/10	23683	John W. Siemsen	\$31.64	Football stamp for mailings
8/11/10	23684	John W. Siemsen	\$56.66	Camera power cord
** Subtotal				\$88.30
 ** Program 75: TRACK & FIELD TEAM				
8/11/10	23691	Trophy World	\$175.00	Trophies of participants (08/13/2010)
8/12/10	23694	Kyree C. Edwards	\$481.00	End of season banquet at Putt Putt (08/13)
** Subtotal				\$656.00
 *** Total Checks				 \$11,823.11

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
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
Aug	\$21.00	\$0.00
 TOTAL - LAST 6 MONTHS	 \$128.50	 \$0.00
 AVG PER MONTH	 \$21.42	 \$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. 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

VI. FY 2010 CITY BUDGET STATUS
As Of 08/31/2010

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$810.00	\$159.00	\$651.00
Internet - Office PC	\$135.00	\$25.90	\$109.10
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	\$81.98	\$388.02
Phone svc @ N Deen park	\$120.00	\$12.49	\$107.51
Contingencies	\$355.00	\$0.00	\$355.00
SUBTOTAL	\$3,400.00	\$279.37	\$3,120.63
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	\$3,524.37	\$16,475.63