

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

06-Oct-10

**I. PROGRAM SUMMARY**

<b>PROGRAM ACCOUNT</b>	<b>09/01 BALANCE</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>09/30 BALANCE</b>
01: General Fund	\$470.03	\$71.40	-\$28.94	\$512.49
03: Golden Age Club	3,078.61	691.50	-241.30	3,528.81
06: Ballet/Jazz/Tap	12,611.17	6,236.00	-864.00	17,983.17
07: Gymnastics	1,193.61	1,395.00	0.00	2,588.61
09: Soccer	4,236.33	10,146.11	-6,160.40	8,222.04
10: Weightlifting	5,165.81	0.00	-330.54	4,835.27
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	275.00	-96.00	8,558.63
16: Wrestling	3,274.87	0.00	0.00	3,274.87
20: Tennis	382.55	0.00	0.00	382.55
30: Baseball	9,224.35	0.00	0.00	9,224.35
31: Youth Softball	1,386.82	1,265.00	0.00	2,651.82
40: Football	11,668.07	7,277.05	-4,016.26	14,928.86
41: Cheerleading	0.00	802.00	0.00	802.00
43: North Bay Rugby	1,816.75	1,529.00	-1,165.00	2,180.75
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	1,767.15	0.00	-200.00	1,567.15
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	-30.00	370.21
62: Parks/Special Events	11,884.08	0.00	0.00	11,884.08
67: SwanFest	5,021.88	565.00	0.00	5,586.88
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	82.65	0.00	-80.00	2.65
75: Track & Field Team	973.68	0.00	0.00	973.68
76: Softball Co-op	0.00	0.00	0.00	0.00
77: Harford County Lacrosse	2,715.59	0.00	0.00	2,715.59
99: City \$ Holding Acct	-2,984.37	-3,684.04	0.00	-6,668.41
00: Unclaimed Deposits	1,985.00	0.00	0.00	1,985.00
<b>TOTALS</b>	<b>\$113,653.48</b>	<b>26,569.02</b>	<b>-13,212.44</b>	<b>127,010.06</b>

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
<b>** Program 01: GENERAL FUND</b>		
07/08/10	\$15.00	City \$ - Bank acct access for Pres & VP
08/06/10	\$15.00	City \$ - Bank acct access for Pres & VP
09/07/10	\$15.99	City \$ - Postal svc
09/08/10	(\$15.00)	Online Business Suite Acct Mgt
09/08/10	\$15.00	City \$ - Bank acct access for Pres & VP
09/24/10	\$13.29	Verizon refund (N Deen phone turn-in)
09/30/10	\$41.00	HCCSB Pepsi machine revenue
09/30/10	\$0.45	Interest (Bank of America)
09/30/10	(\$31.95)	Excess Transaction Fee
09/30/10	\$2.62	Interest (Harford Natl Bank)
<b>** Subtotal</b>		<b>\$71.40</b>
<b>** Program 03: GOLDEN AGE CLUB</b>		
09/07/10	\$45.00	Bounty Share
09/29/10	\$65.50	Greeting card sales
09/29/10	\$53.00	Dues
09/29/10	\$68.00	Bounty share
09/29/10	\$460.00	Banquet tickets
<b>** Subtotal</b>		<b>\$691.50</b>
<b>** Program 06: BALLET/JAZZ/TAP</b>		
09/20/10	\$3,420.00	Registrations
09/20/10	\$1,586.00	Registrations
09/20/10	\$1,296.00	Non-cash correction (extra checks)
09/21/10	(\$60.00)	Bad Check (Majdi Gray)
09/21/10	(\$6.00)	Bad Chk Svc Chg (M. Gray)
<b>** Subtotal</b>		<b>\$6,236.00</b>
<b>** Program 07: GYMNASTICS</b>		
09/24/10	\$1,395.00	Registrations
<b>** Subtotal</b>		<b>\$1,395.00</b>
<b>** Program 09: SOCCER</b>		
09/08/10	\$1,576.10	City \$ - Equip (Classic)
09/08/10	\$2,270.00	Registrations
09/21/10	\$223.90	City \$ - Balance of allocation (t-shirts)
09/22/10	\$2,724.61	Fundraiser
09/22/10	\$2,484.50	Fundraiser
09/22/10	\$907.50	Fundraiser
09/22/10	(\$40.50)	Non-cash correction (missing chk)
<b>** Subtotal</b>		<b>\$10,146.11</b>

---

## II. DEPOSITS BY PROGRAM

---

<i>DATE</i>	<i>AMOUNT</i>	<i>DESCRIPTION</i>	
<b>** Program 15: AIKIDO</b>			
09/13/10	\$275.00	Registrations	
<b>** Subtotal</b>			\$275.00
<b>** Program 31: YOUTH SOFTBALL</b>			
09/13/10	\$155.00	Umpires + Leftover	
09/13/10	\$140.00	Picnic + Leftover	
09/13/10	\$38.00	Misc	
09/13/10	\$750.00	Donation (Verizon)	
09/13/10	\$182.00	Photo Commission (LifeTouch)	
<b>** Subtotal</b>			\$1,265.00
<b>** Program 40: FOOTBALL</b>			
08/11/10	\$1,214.25	City \$ - Equip (Shiflett & Horn)	
09/02/10	\$420.00	Registrations	
09/07/10	\$1,200.00	Concessions	
09/07/10	(\$120.00)	Bad Check (Jennifer Candelaria)	
09/07/10	(\$6.00)	Bad Chk Svc Chg (J. Candelaria)	
09/08/10	\$608.80	City \$ - Equip (Shiflett & Horn)	
09/08/10	\$240.00	Registrations	
09/08/10	\$330.00	Coach shirt payments	
09/15/10	\$800.00	Concession	
09/28/10	\$2,590.00	Concession	
<b>** Subtotal</b>			\$7,277.05
<b>** Program 41: FOOTBALL CHEERLEADING</b>			
09/13/10	\$802.00	Registrations	
<b>** Subtotal</b>			\$802.00
<b>** Program 43: NORTH BAY RUGBY</b>			
09/02/10	\$1,600.00	Dues	
09/08/10	(\$65.00)	Bad Check (Robert Townsend)	
09/08/10	(\$6.00)	Bad Chk Svc Chg (R. Townsend)	
<b>** Subtotal</b>			\$1,529.00
<b>** Program 67: SWANFEST</b>			
09/27/10	\$565.00	Swanfest	
<b>** Subtotal</b>			\$565.00

## II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
<b>** Program 99: CITY \$ HOLDING ACCT</b>		
07/08/10	(\$15.00)	TFR City \$ to GEN FUND (Bank svcs)
08/06/10	(\$15.00)	TFR City \$ to GEN FUND (Bank svcs)
08/11/10	(\$1,214.25)	TFR City \$ to FOOTBALL (Equip)
09/07/10	(\$15.99)	TFR City \$ to GEN FUND (Postal svc)
09/08/10	(\$608.80)	TFR City \$ to FOOTBALL (Equip)
09/08/10	(\$1,576.10)	TFR City \$ to SOCCER (Equip) [Classic]
09/08/10	(\$15.00)	TFR City \$ to GEN FUND (Bank svcs)
09/21/10	(\$223.90)	TFR City \$ to SOCCER (T-shirts) [YourNam]
<b>** Subtotal</b>		<b>(\$3,684.04)</b>
<b>*** Total Deposits</b>		<b>\$26,569.02</b>

---

## III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 01: GENERAL FUND</b>				
09/07/10	VISA	Stamps.com	\$15.99	Postal svc (monthly)
09/27/10	VISA	People PC Internet Svc	\$12.95	Internet svc (Office PC)
<b>** Subtotal</b>				<b>\$28.94</b>
<b>** Program 03: GOLDEN AGE CLUB</b>				
09/08/10	23716	Terry Marsh	\$125.00	Show (09/21/10)
09/29/10	23739	Elsbeth Craig	\$116.30	Petty cash (refresh, bdays, bud vase, etc)
<b>** Subtotal</b>				<b>\$241.30</b>
<b>** Program 06: BALLET/JAZZ/TAP</b>				
09/01/10	23714	Sarah J. Watt	\$473.00	Salary (Aug) 21.5 hrs @ \$22
09/22/10	23733	Sarah J. Watt	\$319.00	Salary (Sep) 14.5 hrs @ \$22
09/22/10	23734	Kelsey B. Kearney	\$72.00	Salary (Sep) 4 hrs @ \$18
<b>** Subtotal</b>				<b>\$864.00</b>
<b>** Program 09: SOCCER</b>				
09/08/10	23717	Ewing, Inc.	\$110.00	Reg units (2) @ AMS (09/12-10/09/10) #A-894
09/08/10	23719	Classic Team Sports	\$1,576.10	Socks(148), Ball Bags, Jerseys(45) [#SH 22870]
09/22/10	23735	Your Name Here, Inc.	\$240.80	T-shirts (27) [#5156, 09/15/2010]
09/22/10	23736	Joe Corbi's Pizza	\$4,233.50	Pizza Fundraiser Cost
<b>** Subtotal</b>				<b>\$6,160.40</b>

### III. CHECKS BY PROGRAM

DATE	CHK_NR	PAYEE	AMOUNT	DESCRIPTION
<b>** Program 10: WEIGHTLIFTING</b>				
09/01/10	23712	Strock's Locks, Inc.	\$290.00	Keys (80)
09/01/10	23713	Denton Spring Water Co.	\$40.54	Water (Inv #392877, 09/01/10 for 3)
<b>** Subtotal</b>				<b>\$330.54</b>
<b>** Program 15: AIKIDO</b>				
09/16/10	23730	James O. Shell	\$42.00	Salary (Jul) 7 hrs @ \$6
09/16/10	23731	James O. Shell	\$54.00	Salary (Aug) 9 hrs @ \$6
<b>** Subtotal</b>				<b>\$96.00</b>
<b>** Program 40: FOOTBALL</b>				
09/08/10	23718	Ewing, Inc.	\$165.00	Reg+Hcp @ N Deen (08/27-09/23/10) #A-893
09/08/10	23720	E.J.S.	\$116.00	Coaches shirts (2 @ \$58)
09/08/10	23721	Shiflett & Horn Sporting Goods	\$608.80	Helmets & coaches shirts
09/08/10	23722	Jennifer Lieske	\$726.46	Trophies (32), Medals (200)
09/08/10	23723	Troy Malloy	\$800.00	Referee fees (09/11/2010)
09/08/10	23724	Troy Malloy	\$800.00	Referee fees (09/25/2010)
09/08/10	23725	Troy Malloy	\$800.00	Referee fees (10/16/2010)
<b>** Subtotal</b>				<b>\$4,016.26</b>
<b>** Program 43: NORTH BAY RUGBY</b>				
09/07/10	VISA	USA Rugby	\$630.00	Player registrations
09/07/10	VISA	USA Rugby	\$35.00	Player registrations
09/07/10	VISA	USA Rugby	\$150.00	Player registrations
09/13/10	VISA	USA Rugby	\$175.00	Player registration
09/13/10	VISA	USA Rugby	\$70.00	Player registration
09/13/10	VISA	USA Rugby	\$35.00	Player registration
09/13/10	VISA	USA Rugby	\$35.00	Player registration
09/13/10	VISA	USA Rugby	\$35.00	Player registration
<b>** Subtotal</b>				<b>\$1,165.00</b>
<b>** Program 49: NORTH BAY RUGBY YOUTH PGM</b>				
09/12/10	23727	The Arena Club	\$200.00	U19 field rental (Deposit)
<b>** Subtotal</b>				<b>\$200.00</b>
<b>** Program 60: SUMMER CONCERTS</b>				
09/29/10	23740	Maryland Dept Of Business & Econ Devel	\$30.00	Ad in MD 2011 Calendar of Events
<b>** Subtotal</b>				<b>\$30.00</b>
<b>** Program 74: AHS SUMMER FOOTBALL CAMP</b>				
09/22/10	23737	John W. Siemsen	\$80.00	Fee for running N Ches 7v7 Camp
<b>** Subtotal</b>				<b>\$80.00</b>
<b>*** Total Checks</b>				<b>\$5,917.80</b>

---

#### 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
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
Sep	\$41.00	\$0.00
TOTAL - LAST 6 MONTHS	\$143.50	\$0.00
AVG PER MONTH	\$23.92	\$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.

---

---

## V. TREASURER'S NOTES (CONT)

---

### 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.

### 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](http://www.aberdeenpr.com)

---

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

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$810.00	\$174.00	\$636.00
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	\$97.97	\$372.03
Phone svc @ N Deen park	\$120.00	\$12.49	\$107.51
Contingencies	\$355.00	\$0.00	\$355.00
SUBTOTAL	<b>\$3,400.00</b>	<b>\$310.36</b>	<b>\$3,089.64</b>
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	\$1,800.00	\$1,800.00	\$0.00
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	\$1,823.05	\$1,310.65
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
	<b>\$20,000.00</b>	<b>\$7,178.41</b>	<b>\$12,821.59</b>