

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
NOVEMBER 1999**

4-Dec-99

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	11/01 BALANCE	INCOME	EXPENSE	11/30 BALANCE
01: General Fund	\$1,090.27	\$3,483.01	-\$215.40	\$4,357.88 *
03: Golden Age Club	3,977.16	81.00	-184.93	3,873.23
06: Ballet/Jazz/Tap	9,983.80	6,158.75	-4,778.25	11,364.30
07: Gymnastics	4,231.61	153.00	-513.00	3,871.61
08: Saturday Special	14,398.70	0.00	-858.03	13,540.67
09: Soccer	9,503.79	1,376.00	-1,248.00	9,631.79
10: Weightlifting	1,675.57	0.00	0.00	1,675.57
11: Basketball	2,916.82	1,642.00	0.00	4,558.82
12: Aerobics	283.96	0.00	0.00	283.96
14: Tae Kwon Do	2,719.39	180.00	0.00	2,899.39
15: Aikido	2,672.63	0.00	0.00	2,672.63
16: Wrestling	2,515.80	0.00	-940.00	1,575.80
18: Computer Club	948.02	60.00	0.00	1,008.02
20: Tennis	43.89	0.00	0.00	43.89
23: Men's Fitness	388.15	0.00	0.00	388.15
24: Summer Basketball	2,048.50	-2,048.50	0.00	0.00
26: AHS Booster Club	50.30	0.00	-50.30	0.00
27: Fishing Derby	353.57	-353.57	0.00	0.00
30: Baseball	9,971.79	0.00	-344.01	9,627.78
31: Youth Softball	1,846.23	0.00	0.00	1,846.23
40: Football	10,024.76	3,394.00	-4,791.75	8,627.01 *
41: Cheerleading	6,588.18	3,290.00	-4,804.10	5,074.08
42: Flag Football	21.82	0.00	0.00	21.82
43: North Bay Rugby	354.40	0.00	0.00	354.40
45: Boxing	835.44	-835.44	0.00	0.00
46: Skateboard Park	5,558.79	0.00	0.00	5,558.79
50: Chess Club	6.88	0.00	0.00	6.88
54: Co-op Sports	12.50	160.00	0.00	172.50
55: Line Dancing	1,980.23	0.00	-220.00	1,760.23
60: Summer Concerts	1,533.92	0.00	0.00	1,533.92
61: Millenium Run	1,731.74	0.00	0.00	1,731.74
62: Parks/Special Events	1,539.94	50.00	0.00	1,589.94
65: Miss Teen Contest	3,307.63	0.00	0.00	3,307.63
66: Creative Theatre	0.00	0.00	0.00	0.00
67: SwanFest	0.00	353.57	0.00	353.57
70: Special Projects	0.00	0.00	0.00	0.00
00: No Deposit Slip	0.00	0.00	0.00	0.00
TOTALS	\$105,116.18	\$17,143.82	-\$18,947.77	\$103,312.23

* DOES NOT INCLUDE THE FOLLOWING CITY \$\$\$ PENDING:

01: General Fund	Postage meter rental, refills, and supplies	\$304.20
40: Football	Helmets, Shoulder Pads, Scale, and Sweatshirts	\$2,633.07

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
11/08	260.00	City \$ - HCCSB Comml Fire Ins Premium
11/18	122.00	HCCSB Pepsi machine revenue
11/26	50.60	HCCSB Pepsi machine revenue
11/30	121.47	Interest
11/12	45.00	Partial Refund (Erie Insurance Gp)
11/16	835.44	TFR: Balance from BOXING account
11/16	2,048.50	TFR: Balance from SUMMER BASKETBALL account
** Subtotal **		3,483.01
** PROGRAM 03: GOLDEN AGE CLUB		
11/03	10.00	Dues
11/23	40.00	Greeting Card F/R revenue
11/03	31.00	Ways & Means
** Subtotal **		81.00
** PROGRAM 06: BALLET/JAZZ/TAP		
11/22	304.00	Registrations
11/15	1,008.00	Pizza fundraiser revenue
11/15	1,326.00	Pizza fundraiser revenue
11/15	899.50	Pizza fundraiser revenue
11/15	1,409.75	Pizza fundraiser revenue
11/18	919.00	Pizza fundraiser revenue
11/18	76.00	Pizza fundraiser revenue
11/22	30.50	Pizza fundraiser revenue
11/17	-79.00	Bad Check (T. Fortier)
11/17	-4.00	Bad Chk Svc Chg (T. Fortier)
11/18	-47.50	Bad Check (K. Akino)
11/18	-4.00	Bad Chk Svc Chg (K. Akino)
11/18	-16.50	Bad Check (T. Shipley)
11/18	-4.00	Bad Chk Svc Chg (T. Shipley)
11/18	-32.00	Bad Check (S. Thompson)
11/18	-4.00	Bad Chk Svc Chg (S. Thompson)
11/18	-109.00	Bad Check (T. Shipley)
11/18	-4.00	Bad Chk Svc Chg (T. Shipley)
11/23	-31.00	Bad Check (M. Fisher)
11/23	-4.00	Bad Chk Svc Chg (M. Fisher)
11/22	525.00	Costume money
** Subtotal **		6,158.75
** PROGRAM 07: GYMNASTICS		
11/16	143.00	VOID Chk #10365 (L. Gibson) - Misplaced Check
11/16	10.00	VOID Chk #9571 (L. Gibson) - Misplaced Check
** Subtotal **		153.00
** PROGRAM 09: SOCCER		
11/22	715.00	Registrations - Indoor
11/24	700.00	Registrations - Indoor
11/30	-35.00	Bad Check (R. Sampson)
11/30	-4.00	Bad Chk Svc Chg (R. Sampson)
** Subtotal **		1,376.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 11: BASKETBALL				
11/08	500.00	Registrations		
11/08	450.00	Registrations		
11/08	775.00	Registrations		
11/12	-50.00	Bad Check (D. Johnson)		
11/12	-4.00	Bad Chk Svc Chg (D. Johnson)		
11/15	-25.00	Bad Check (P. Willis)		
11/15	-4.00	Bad Chk Svc Chg (P. Willis)		
** Subtotal **			1,642.00	
** PROGRAM 14: TAE KWON DO				
11/08	180.00	Registrations		
** Subtotal **			180.00	
** PROGRAM 18: COMPUTER USERS GROUP				
11/01	60.00	Dues		
** Subtotal **			60.00	
** PROGRAM 24: *SUMMER BASKETBALL				
11/16	-2,048.50	TFR: Balance of account to GEN FUND		
** Subtotal **			-2,048.50	
** PROGRAM 27: *FISHING DERBY				
11/16	-353.57	TFR: Balance of account to SWANFEST		
** Subtotal **			-353.57	
** PROGRAM 40: FOOTBALL				
11/17	683.00	Fundraiser/Concession revenue		
11/17	2,898.50	Fundraiser/Concession revenue		
11/18	-183.50	Bad Check (M. Watters)		
11/18	-4.00	Bad Chk Svc Chg (M. Watters)		
** Subtotal **			3,394.00	
** PROGRAM 41: CHEERLEADING				
11/03	-105.00	Bad Check (R. Sampson)		
11/03	-4.00	Bad Chk Svc Chg (R. Sampson)		
11/15	2,806.00	Banquet/Calendars/Homecoming		
11/15	100.00	Banquet/E Books/Calendars		
11/15	493.00	Banquet/Calendars		
** Subtotal **			3,290.00	
** PROGRAM 45: *BOXING				
11/16	-835.44	TFR: Balance of account to GEN FUND		
** Subtotal **			-835.44	
** PROGRAM 54: CO-OP SPORTS				
11/29	160.00	Registrations		
** Subtotal **			160.00	
** PROGRAM 62: PARK/SPECIAL EVENTS				
11/01	50.00	Park Reservation (10/31/99)		
** Subtotal **			50.00	

II. DEPOSITS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 67: SWANFEST				
11/16	353.57	TFR: Balance from FISHING DERBY account		
** Subtotal	**		353.57	
*** Total ***			17,143.82	

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
11/17	10493	United States Postal Serv	50.00	Prepaid Postal Meter Refill
11/17	10495	Gene A. Gall	80.90	Postal meter ink cartridges
11/29	10515	Pitney Bowes, Inc.	84.50	3 Pak Ink Cartridges
** Subtotal	**		215.40	
** PROGRAM 03: GOLDEN AGE CLUB				
11/17	10491	Patricia A. Cline	59.93	Postage, Flowers, Supplies
11/17	10492	Patricia A. Cline	100.00	Petty Cash for Entertainment
11/10	10476	HCOA Senior Emergency Fund	25.00	Mall Walk-A-Thon Donation
** Subtotal	**		184.93	
** PROGRAM 06: BALLET/JAZZ/TAP				
11/24	10502	Pat Felts	55.00	Refund (CheerleadingConflict)
11/24	10503	Linda Lyons	55.00	Refund (CheerleadingConflict)
11/03	10468	Roger W. Wade	140.00	Salary (Oct) 4 Classes @ \$35
11/03	10469	Veronica Jablecki	45.00	Salary (Oct) 5 hrs @ \$9
11/03	10470	Sarah J. Weeks	180.00	Salary (Oct) 18 hrs @ \$10
11/03	10471	Kimberly A. Clayton	160.00	Salary (Oct) 8 hrs @ \$20
11/03	10472	Amanda Wilson	240.00	Salary (Oct) 20 hrs @ \$12
11/24	10509	Sandra Weeks	305.00	Competition Fees (PoP)
11/24	10501	P.D.Q. Distributors	3598.25	Joe Corbi Pizza F/R Cost
** Subtotal	**		4,778.25	
** PROGRAM 07: GYMNASTICS				
11/03	10474	Karen E. Otto	360.00	Salary (Sep-Oct) 24 hrs @ \$15
11/16	10480	Laura P. Gibson	143.00	Salary (Jul 99) 13 hrs @ \$11
11/16	10481	Laura P. Gibson	10.00	Salary (Apr 98) 1 hr @ \$10
** Subtotal	**		513.00	
** PROGRAM 08: SATURDAY SPECIAL				
11/24	10506	Harford Co Dept of Parks	455.00	Leadership (Payroll D)
11/24	10497	Bell Atlantic - MD	25.03	Phone svc
11/16	10479	Tidewater Grille	378.00	Thanksgiving Dinners (11/18)
** Subtotal	**		858.03	

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 09: SOCCER				
11/10	10477	Harford Co Soccer Recreat	1218.00	E. District ref fees (Sep)
11/24	10499	Kenneth Hinebaugh	30.00	Referee (2 gms)
**	Subtotal	**		1,248.00
** PROGRAM 16: WRESTLING				
11/29	10513	SAA Wrestling Program	615.00	Tournament entry (41 @ \$15)
11/29	10514	Harford Co Dept of Parks	250.00	Fee for year
11/29	10512	SAA Wrestling Program	75.00	Mat tape (1/2 box for season)
**	Subtotal	**		940.00
** PROGRAM 26: *AHS BOOSTER CLUB				
11/17	10494	Aberdeen High School	50.30	To clear account balance
**	Subtotal	**		50.30
** PROGRAM 30: BASEBALL				
11/03	10467	Bell Atlantic - MD	32.83	Hotline service (Sep-Oct)
11/24	10500	Bell Atlantic - MD	32.83	Hotline service (Oct-Nov)
11/24	10498	Aberdeen Outdoor Power Eq	278.35	Tractor Repair
**	Subtotal	**		344.01
** PROGRAM 40: FOOTBALL				
11/17	10489	David L. Williams	3000.00	Equip Dep Refunds (120@\$25)
11/17	10488	Tri-State Trophies	786.00	Trophies
11/17	10490	All States Sales	1005.75	Pie Fundraiser Cost
**	Subtotal	**		4,791.75
** PROGRAM 41: CHEERLEADING				
11/17	10483	Network One Video	47.00	1999 HBCCL Competition Video
11/17	10482	Cheerleader & Danz Team	1852.15	Uniforms (19) Balance
11/17	10484	Tidewater Incentives Grou	1040.95	Shirts, Bags, Lanyards, etc
11/17	10486	Zeferino H. Martinez	100.00	Banquet DJ & Entertainment
11/17	10487	Tri-State Trophies	676.00	Trophies(79), Plaques(4), etc
11/17	10485	Favorite Fund Raisers	372.00	Calendar/Planners F/R Costs
11/24	10507	Entertainment Publication	224.00	Entertainment Books (89) F/R
11/24	10508	Favorite Fund Raisers	492.00	Calendar/Planners F/R Costs
**	Subtotal	**		4,804.10
** PROGRAM 55: LINE DANCE				
11/03	10473	Barbara J. Matts	220.00	Salary (Sep-Oct) 10 hrs @ \$22
**	Subtotal	**		220.00
***	Total	***		18,947.77

IV. VENDING MACHINES SUMMARY

The revenue from the Parks & Rec **Pepsi, Juice, and Candy** machines (located on the 2nd floor of our building) goes 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.

NET PROFIT	PEPSI MACHINE	DOWNSTR MACHINE	CANDY MACHINE	TOTAL
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Jun	86.25	.00		86.25
Jul	12.90	19.21		32.11
Aug	141.95	.00		141.95
Sep	-79.95	27.32		-52.63
Oct	217.35	12.48		229.83
Nov	172.60	.00		172.60
 TOTAL - LAST 6 MONTHS	 551.10	 59.01	 N/A	 610.11
 6 MONTH AVG PER MONTH	 91.85	 9.84		 101.69
 LIFE-TIME TOTAL	 9751.08	 666.17	 465.59	
TOTAL MONTHS	155	63	32	
LIFE-TIME AVG PER MONTH	62.91	10.57	14.55	

V. TREASURER'S NOTES

1. FY99 CITY MONEY RECEIVED:

01 GENERAL FUND	HCCSB comml fire ins premium	\$260.00
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2. FY99 CITY MONEY PENDING:

01 GENERAL FUND	Postage meter rental, refills, supplies	\$304.20
40 FOOTBALL	Helmets, shoulder pads, scale, sweatshirts	\$2,633.07

3. ACCOUNT TRANSFERS: As per Nov 99 Board meeting, the following inactive program balances were transferred for record-keeping purposes and will be dropped from future PROGRAM SUMMARIES:

24 SUMMER BASKETBALL	Transferred to 01 GEN FUND	\$2,048.50
26 AHS BOOSTER CLUB	Transferred to 01 GEN FUND	\$50.30
27 FISHING DERBY	Transferred to 67 SWANFEST	\$353.57
66 CREATIVE THEATRE	No balance	\$.00

V. TREASURER'S NOTES (CONT)

3. 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.

4. CHECK REQUESTS:

- a. Blank check requests are kept in the office on the shelf beneath the mailboxes. Requests *under \$100* may be approved by your Board liaison; requests *over \$100* must be approved by the Board (at a monthly meeting or via a phone poll conducted by your liaison). **CHECKS WILL NOT BE ISSUED, NOR INVOICES PAID, IN EXCESS OF \$100.00 IF BOARD APPROVAL HAS NOT BEEN GRANTED.**
- 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 *3e* 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 you specify delivery option.
- 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.

5. WEBSITE: The URL of the Aberdeen Board of Parks & Rec website is www.aberdeenpr.com.

Gene A. Gall
Treasurer

VII. FY 99 CITY BUDGET STATUS

As Of 11/30/99

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,500.00	\$1,198.35	\$301.65
Fire/Treasurer Bond Premium	\$500.00	\$260.00	\$240.00
Volunteer Recognition	\$875.00	\$0.00	\$875.00
Contingencies	\$1,000.00	\$0.00	\$1,000.00
SUBTOTAL	\$3,875.00	\$1,458.35	\$2,416.65
07: GYMNASTICS			
Liability Insurance	\$1,000.00	\$0.00	\$1,000.00
08: SATURDAY SPECIAL			
Kitchen Supplies	\$500.00	\$0.00	\$500.00
09: SOCCER			
Equipment & Safety Items	\$2,000.00	\$2,000.00	\$0.00
11: BASKETBALL			
Referee Jerseys, Whistles, Lanyards	\$438.00	\$0.00	\$438.00
Basketballs (26)	\$490.00	\$0.00	\$490.00
Videos & First Aid Supplies	\$272.00	\$0.00	\$272.00
16: WRESTLING			
Outer & Inner Team Uniforms	\$1,500.00	\$0.00	\$1,500.00
30: BASEBALL			
Uniforms & Equipment	\$1,500.00	\$0.00	\$1,500.00
Safety Equipment	\$500.00	\$0.00	\$500.00
31: SOFTBALL			
Equipment & Uniforms	\$800.00	\$0.00	\$800.00
40: FOOTBALL			
Safety Equipment	\$3,000.00	\$2,633.07	\$366.93
41: CHEERLEADING			
Uniforms	\$900.00	\$900.00	\$0.00
55: LINE DANCING			
ASCAP/BMI License & Liability Ins	\$225.00	\$0.00	\$225.00
60: SUMMER CONCERTS			
10 Tuesday Concerts	\$3,000.00	\$3,000.00	\$0.00
70: SPECIAL PROJECTS			
AHS Baseball Field Project	\$25,000.00	\$25,000.00	\$0.00
TOTAL	\$45,000.00	\$34,991.42	\$10,008.58