CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • JUNE 26, 2025

Commission/Board Meeting **COUNCIL CHAMBERS** **6:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. UNFINISHED BUSINESS

: **2025-676:** JMP Pool and Thrasher Contract
JeffersonPoolMasterPlan_LOGO.pdf
pool renderings.pdf

: **2025-677:** Dedication of Coach Glen Edwards Plaque - July 12, 2025

: **2025-678:** Activation and Programming of Parks

: **2025-679:** Charles Town Tree Board Business

: **2025-680:** Capital Improvement Projects (CIP) Schedule
FY 2026 P&R Budget.xlsx
CIP EXCEL 5 YEAR.xlsx

: **2025-92:** Parks and Recreation Budget
FY 2026 P&R Budget.xlsx

: **2025-682:** Parks Updates: Jefferson Memorial, Skate Park, Willingham Knolls, Evitts Run, Happy Retreat and Other Parks

4. NEW BUSINESS

: **2025-683:** Skate Park Mural and Bridge Ribbon Cutting Event

: **2025-684:** FY26 Parks and Recreation Budget
FY 2026 P&R Budget.xlsx

: **2025-685:** FY2025 Funds Paid from Parks and Recreation to General Fund
SKM_C360i25062309120.pdf

: **2025-686:** Pool Presentation from Sam Rich

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/26/25
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-676: JMP Pool and Thrasher Contract

ATTACHMENTS:

- JeffersonPoolMasterPlan_LOGO.pdf
- pool renderings.pdf

CONCEPTUAL RENDERING

1. CONCESSION STAND/LIFE GUARD LOUNGE
2. POOL HOUSE/LOCKER ROOM
3. COVERED PAVILION
4. SPLASH PAD
5. MECHANICAL ROOM
6. SHADE SAIL
7. POOL
8. PICNIC TABLES

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

CONCEPTUAL RENDERING



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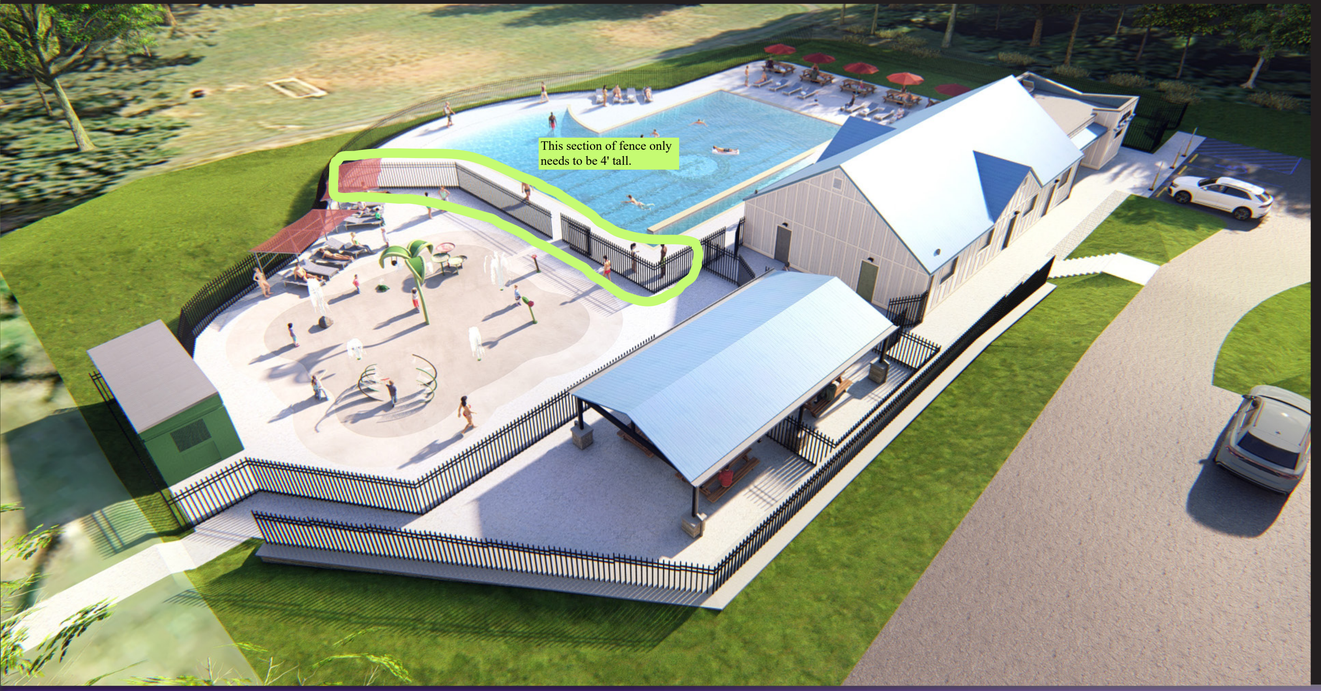



CITY OF CHARLES TOWN 1786

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

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CONCEPTUAL RENDERING



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R:\030\T30-11247.00 - Jefferson Memorial Park Pool Reno\Correspondence\From Aquatix\20250317-Revised Layout plan and CAD

Look at the splash pad visual here from Aquatix. The middle feature doesn't quite match.

JEFFERSON MEMORIAL PARK POOL RENOVATION

CHARLES TOWN, WEST VIRGINIA

THRASHER

ARCHITECTURE | ENGINEERING | FIELD SERVICES

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AGENDA ITEM (ID #)

2025-677: Dedication of Coach Glen Edwards Plaque - July 12, 2025

The Board of Parks and Recreation will consider a waiver of the rental fee on pavilion #3 for the dedication ceremony on July 12, 2025.

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2025-678: Activation and Programming of Parks

Subcommittee report on proposal for 5K Run.

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Charles Town, WV 25414

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AGENDA ITEM (ID #)

2025-679: Charles Town Tree Board Business

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Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/26/25
Department: Board of Parks and Recreation
Category: Report
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AGENDA ITEM (ID #)

2025-680: Capital Improvement Projects (CIP) Schedule

Alternative Proposed Motion:

ATTACHMENTS:

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- CIP EXCEL 5 YEAR.xlsx

the city of Charles Town WV

FY 2026 P&R Budget

REVENUES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE AS OF 5/31/25	FY 2026 BUDGET	FINANCE NOTES
Carryover					113,000	113,000		
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01 Pool Concession Stand	1,159	3,044	2,877	2,611	2,410	984	1,000	
02 Pool Rental	400	3,595	3,900	5,010	4,000	1,380	2,000	
03 Pool Passes	2,990	3,503	4,270	3,095	3,000	2,241	1,500	
04 Swimming Lessons		6,753	13,211	9,168	9,000	12,275	5,000	
07 Pavilion Rental	4,025	3,525	5,225	4,600	4,500	3,400	4,000	
10 Park Donations	3,580	3,000	3,500			24,059		
12 Hotel/Motel	58,400	82,318	103,943	99,855	100,000	73,651	80,000	
14 Tennis CIP Donations		1,800	2,400	2,600		800	1,000	
21 Junior Tennis		780	1,290			1,265	1,200	
22 Tennis Lessons		7,523	9,925	10,426	9,000	6,046	7,500	
38 Interest	14	186	392	325		1,315	750	
39 Contributions from GF	42,500	42,500	37,500	37,500	20,000	20,000	20,000	
TOTAL REVENUES	**119,530**	**176,234**	**204,968**	**195,315**	**284,910**	**268,123**	**133,950**	

EXPENSES	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 YEAR TO DATE		FINANCE NOTES
03 Salaries	23,508	51,124	73,224	62,373	52,000	43,990	31,500	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500
04 FICA Tax Expense	1,801	3,911	5,602	5,463	4,160	3,428	2,600	FICA @ 7.65% of Salary
08 Overtime						1,022		
11 Telephone	1,489	1,039	852	884	900	371	1,000	Jefferson Memorial Pool Phone Line
13 Utilities	6,419	8,950	12,240	12,795	7,500	7,334	12,000	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000
15 Buildings and Grounds	11,005	7,879	5,995	2,874	6,000	2,606	12,000	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).
16 Pool supplies and equipment	-	-	-	4,250	11,000	1,011	5,000	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.
20 Advertising/Legal Pub	54	148	442		100	19	200	Publishing fees
21 Training	329	-	-		500	-	500	CPR/First Aid training
26 Insurance & Bonds	5,952	4,628	3,548	3,602	4,000	3,051	4,000	Commercial Property, Umbrella Liability, Automobile,
30 Contracted Services	42,311	47,500	50,274	57,480	50,000	39,363	50,000	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300
37 Other Fees/Taxes	131	168	131	138	150	-	150	Pool permit fee Health Department
41 Departmental Supplies	15,726	17,637	18,785	2,818	15,000	9,727	13,150	Trophies, T-shirts, Floats and whistles.
41 Junior Tennis Supplies							850	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.
42 Concession Stand Supplies	776	1,724	2,032	1,469	-	605	1,000	
45 Uniforms	-	400	820	420	600	451		
59 Capital Outlay					100,000	-		
99 Contingencies					33,000	-		
TOTAL EXPENSES	**109,502**	**145,107**	**173,944**	**154,566**	**284,910**	**112,979**	**133,950**	
REVENUES OVER EXPENSES	**10,028**	**31,127**	**31,023**	**40,749**	**-**	**155,144**	**-**	

Capital Project	Year 1	Year 2	Year 3	Year 4	Year 5
	FY 26	FY 27	FY 28	FY 29	FY 30
City Hall					
Replace Carpet (Chambers)				$8,000	
Apply roof coating section #1		$15,250			
City Hall Interior renovations	$60,000 carryover				
Replace RTU (6)	$30,000 (2 UNITS)	$15,000 (1 UNIT)	$30,000 (1 UNIT)		$40,000 (2 UNITS)
Maintenance Yard					
Maintenance Yard Study	$80,000 Carryover				
Re-skin existing Maintenance Buildings	$80,000				
Maintenance building construction	$150,000 carryover				
Engineering , new maintenance building	$80,000				
Vehicles					
Pick-up truck replacement	$60,000				
Street Sweeper replacement			$250,000		
Zturn mower replacement					$13,000
Dump Truck	$90,000				
Drone	$10,000				
Parks and Recreational Vehicle	$50,000				
CW Hall					
Replace Blinds	$13,000				
Paint Exterior	$60,000				
Refinish Floor at Hall	$40,000				
Paint Interior Hall	$8,000				
Apply roof Coating section #4	$36,000				
Apply roof Coating section# 2				$22,250	
Apply roof Coating section #1			20,020		
Install WIFI	$15,000				
Rouse Hall					
Apply Roof Coating Section #3				$58,000	
Paint exterior/repair rotted sills		$80,000			
Replace Gallery Floor	$25,000				
Replace Gallery Ceiling and lights		$15,000			
Parks					
Playground replacement Large Payground (Jefferson Memorial Park)				$250,000	
Parks Master Plan	$130,000				
Master Plan Athletic field at Skate Park	$350000 Thriving Community grant				
Playground Replacement Small Playground Jefferson Memorial Park)		$75,000			
Mill/resurface/ color coat/ replace fencing at three tennis courts Jefferson Memorial Park			$225,500		
Roof Replacement Picnic pavillions Jefferson Memorial Park		$15,000			
Augistine Ave					
Pathway to bridge at skate park	$5,000 carryover				
Pool Construction	?				
Streets/Infrastructure					
Storm Water Assessment Study	$209,00 Capital outlay Carryover FY 25 CAPITOL OUTLAY	$255,000/ 20% match $51,000 Legislative Earmark 20% match $300,000	$250,000	$250,000.00	$2,500.00
ADA Study					

Asphalt	303,000	250,000	200,000	$150,000	
Upgrade street lighting (58 units @ $400.00)		$6,000	$6,000	$6,000	$5,200
Sidewalk Replacement		$40,000			
ADA ENGINEERING/CONSTRUCTION		$250,000	$250,000	$250,000	$250,000
Community Development					
Charles Street Engineering Study/construction		$250,00	$250,000	$250,000	$250,000
Charles Street Engineering Study	$60,000				
Washington Street Downtown redevelopment Study	$80,000				
Update Comprehensive Plan			$75,000		
West End Connector Trail	$250,000/ 20% match $50,000 Legislative Earmark 20% match				
Happy Retreat	$2.1 million				
Wayfinding Signage	$100,000 carryover	$100,000			
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Holiday Decorations	$10,000		$5,000		$5,000
Recreational Equipment/ Movie sceen/ Inflatables	$15,000				
IT					
Computer replacement (10 units)	$15,000	$15,000	$15,000	$15,000	$15,000
WIFI Replacements	$10,000				
WIFI Install CW Hall	$15,000				
OTHER					
Street Scape Planters	$30,000				
Salary Study	$30,000				
Arts Cultural Historic Signs		$17,000 Carryover			

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2025-92: Parks and Recreation Budget

Parks and Recreation Budget

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the city of Charles Town WV

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Alternative Proposed Motion:

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ATTACHMENTS:
- SKM_C360i25062309120.pdf

Bank Transfer Request

Date: 6·18·2025

Pay From: City of Charles Town Parks & Rec

Pay To: City of Charles Town General Fund

Amount: $59,944.50

For: FY25 Funds paid for P&R from General Fund

Account:

Requested by: BB

Deposit to:

Journal Entry for Deposit:

Dr

Cr

6/23/25

✔ Success!

Transfer

From	City of Charles TownBoard of Parks & Rec 2881
To	City of Charles TownGeneral Operating 2792
Amount	$59,944.50

Confirmation: Internet Access 06/18/2025 12:10 722924

6-18-25

30

PACKET : 06723 FY24 GF DUE FROM P&R
APPROVED: NO

JE NO# : 014640 DESC: FY25 GF DUE FROM P&R POSTING DATE: 6/18/2025 REVERSING DATE:

ACCOUNT	ACCOUNT NAME	REFERENCE	DESCRIPTION	AMOUNT
001 10101	CASH-OPERATING GEN FUND2792	Deposit 000000	FY25 GF DUE FROM P&R	59,944.50
001 11403	DUE FROM PARKS & REC	Deposit 000000	FY25 GF DUE FROM P&R	59,944.50CR
207 21502	DUE TO GENERAL FUND	Deposit 000000	FY25 GF DUE FROM P&R	59,944.50
207 10101	CHECKING PARKS & REC 2881	Deposit 000000	FY25 GF DUE FROM P&R	59,944.50CR

TOTAL CREDITS: $ 119,889.00CR
DEBITS: $ 119,889.00



PACKET : 06723 FY24 GF DUE FROM P&R
APPROVED: NO

*** ACCOUNT TOTALS ***

ACCOUNT	ACCOUNT NAME	DEPARTMENT	AMOUNT
001 10101	CASH-OPERATING GEN FUND2792	N/A	59,944.50
001 11403	DUE FROM PARKS & REC	N/A	59,944.50CR
207 10101	CHECKING PARKS & REC 2881	N/A	59,944.50CR
207 21502	DUE TO GENERAL FUND	N/A	59,944.50

JOURNAL ENTRIES: 1
ENTRIES: 4

O/B JOURNAL ENTRIES: 0
ERRORS: 0
WARNING: 0

TOTAL CREDITS: $ 119,889.00CR
DEBITS: $ 119,889.00

** END OF REPORT **

PACKET : 06722 P&R ENTRY REVERSAL
APPROVED: NO

JE NO# : 014636	DESC: REVERSE FY24 WORKERS COMP	POSTING DATE: 7/01/2024	REVERSING DATE:	
ACCOUNT	ACCOUNT NAME	REFERENCE	DESCRIPTION	AMOUNT
207 21502	DUE TO GENERAL FUND		REVERSE FY24 WORKERS COMP	194.75
207 900-03	SALARIES		REVERSE FY24 WORKERS COMP	194.75CR

TOTAL CREDITS: $ 194.75CR
DEBITS: $ 194.75

JE NO# : 014637	DESC: REVERSE CLL SER 5/21-6/20/23	POSTING DATE: 7/14/2024	REVERSING DATE:	
ACCOUNT	ACCOUNT NAME	REFERENCE	DESCRIPTION	AMOUNT
207 21502	DUE TO GENERAL FUND		REVERSE CLL SER 5/21-6/20/23	7.64
207 900-11	TELEPHONE		REVERSE CLL SER 5/21-6/20/23	7.64CR

TOTAL CREDITS: $ 7.64CR
DEBITS: $ 7.64

JE NO# : 014638	DESC: REVERSE JMP POOL PVC COUPLING	POSTING DATE: 7/14/2024	REVERSING DATE:	
ACCOUNT	ACCOUNT NAME	REFERENCE	DESCRIPTION	AMOUNT
207 21502	DUE TO GENERAL FUND		REVERSE JMP POOL PVC COUPLIN	2.78
207 900-15	R & M - BUILDINGS & GROUNDS		REVERSE JMP POOL PVC COUPLIN	2.78CR

TOTAL CREDITS: $ 2.78CR
DEBITS: $ 2.78

JE NO# : 014639	DESC: REVERSE JMP POOL FLOW METER	POSTING DATE: 7/14/2024	REVERSING DATE:	
ACCOUNT	ACCOUNT NAME	REFERENCE	DESCRIPTION	AMOUNT
207 21502	DUE TO GENERAL FUND		REVERSE JMP POOL FLOW METER	132.11
207 900-16	REPAIR & MAIN. EQUIP		REVERSE JMP POOL FLOW METER	132.11CR

TOTAL CREDITS: $ 132.11CR
DEBITS: $ 132.11



PACKET : 06722 P&R ENTRY REVERSAL
APPROVED: NO

*** ACCOUNT TOTALS ***

ACCOUNT	ACCOUNT NAME	DEPARTMENT	AMOUNT
207 21502	DUE TO GENERAL FUND	N/A	337.28
207 900-03	SALARIES	PARKS & REC	194.75CR
207 900-11	TELEPHONE	PARKS & REC	7.64CR
207 900-15	R & M - BUILDINGS & GROUNDS	PARKS & REC	2.78CR
207 900-16	REPAIR & MAIN. EQUIP	PARKS & REC	132.11CR

JOURNAL ENTRIES: 4
ENTRIES: 8

O/B JOURNAL ENTRIES: 0
ERRORS: 0
WARNING: 0

TOTAL CREDITS: $ 337.28CR
DEBITS: $ 337.28

** END OF REPORT **

5-27-2025 2:25 PM D E T A I L L I S T I N G PAGE: 1

FUND : 207-PARKS & REC TRANSACTION DATE: 7/01/2024 THRU 3/31/2025

DEPT : N/A ACCOUNTS: 21502 THRU 21502

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
21502					DUE TO GENERAL FUND					
					B E G I N N I N G B A L A N C E					33,461.99CR
7/01/24	8/13	B21069		06287	RECL FY2024 WORKERS COMPPYMT		JE# 013380		194.75CR	33,656.74CR
7/03/24	11/01	B21664		06393	RECORD 7/3/24 PAYROLL		JE# 013811		11,389.79CR	45,046.53CR
7/03/24	11/01	B21665		06393	PAYMENT OF 7/3/24 EE TAX		JE# 013812		871.29CR	45,917.82CR
7/14/24	8/13	B21070	CHK:003716	06287	CELL SERV 5/21/23-6/20/2		JE# 013381		7.64CR	45,925.46CR
7/14/24	8/13	B21071	DFT:003695	06287	JMPPOOL-PVC COUPLING		JE# 013382		2.78CR	45,928.24CR
7/14/24	8/13	B21072	DFT:003704	06287	JMP POOL FLOW METER		JE# 013383		132.11CR	46,060.35CR
7/14/24	11/08	B21752		06405	RECLASS P&R SUPPLIES		JE# 013915		141.54	45,918.81CR
7/14/24	5/05	B22575		06603	CORRECT LIFEGUARD CHAIR PAINT		JE# 014359		70.77CR	45,989.58CR
7/19/24	9/15	B21340		06319	RECORD 7/19/24 PAYROLL		JE# 013561	000020	10,606.46CR	56,596.04CR
7/19/24	9/15	B21341	E.F.T. 000000	06319	PAYMENT OF 7/19/24 EE TAX		JE# 013562	000021	811.39CR	57,407.43CR
			==========		JULY ACTIVITY DB: 141.54		CR: 24,086.98CR		23,945.44CR	
8/01/24	11/01	B21666		06393	EVITTS RUN WATER SERV 6/1		JE# 013813		103.67CR	57,511.10CR
8/01/24	11/01	B21667		06393	JMP POOL WATER 6/15-7/15		JE# 013814		1,138.92CR	58,650.02CR
8/02/24	9/15	B21342		06320	RECORD 08/02/2024 PAYROLL		JE# 013563	000022	11,360.61CR	70,010.63CR
8/02/24	9/15	B21343	E.F.T. 000000	06320	PAYMENT OF 08/02/24 EE TAX		JE# 013564	000023	869.13CR	70,879.76CR
8/16/24	9/15	B21344		06321	RECORD 8/16/2024 PAYROLL		JE# 013565	000024	8,199.55CR	79,079.31CR
8/16/24	9/15	B21345	E.F.T. 000000	06321	PAYMENT OF 08/16/24 EE TAX		JE# 013566	000025	627.23CR	79,706.54CR
8/16/24	11/01	B21668		06393	WOOD FOR PICNIC TABLE		JE# 013815		23.04CR	79,729.58CR
8/16/24	11/01	B21669		06393	POOLSTEPS FOR JMP POOL		JE# 013816		130.33CR	79,859.91CR
8/16/24	11/01	B21670		06393	7/24 JMP TRASH SERVICE		JE# 013817		525.00CR	80,384.91CR
8/16/24	11/01	B21671		06393	COMM PROP 8/1/24-8/1/25		JE# 013818		184.51CR	80,569.42CR
8/16/24	11/01	B21672		06393	PROF LIABLE 8/1/24- 8/1/25		JE# 013819		333.78CR	80,903.20CR
8/16/24	11/01	B21674		06393	UMBRELLA 8/1/24- 8/1/25		JE# 013821		86.76CR	80,989.96CR
8/19/24	11/01	B21673		06393	AUTOMOBILE 8-1/24- 8/1/25		JE# 013820		320.81CR	81,310.77CR
8/30/24	9/15	B21346		06322	RECORD 08/30/2024 PAYROLL		JE# 013567	000026	3,260.22CR	84,570.99CR
8/30/24	9/15	B21347	E.F.T. 000000	06322	PAYMENT OF 08/30/24 EE TAX		JE# 013568	000027	249.40CR	84,820.39CR
			==========		AUGUST ACTIVITY DB: 0.00		CR: 27,412.96CR		27,412.96CR	
9/13/24	11/01	B21675		06393	BIEDLER'S ELECTRIC MOTOR		JE# 013823		22.00CR	84,842.39CR
9/13/24	11/01	B21676		06393	P&R TRASH SERVICE 08/24		JE# 013824		525.00CR	85,367.39CR
9/13/24	11/01	B21677		06393	SERVICE JMP POOL PUMP		JE# 013825		44.00CR	85,411.39CR
9/13/24	11/01	B21678		06393	P&R WORKERS COMP		JE# 013826		158.84CR	85,570.23CR
9/13/24	11/08	B21740		06401	RECLASS JMP POOL PUMP		JE# 013888		43.00	85,527.23CR
9/17/24	10/18	A57301	DFT: 004349	06542	SCREWS PLAYGROUND REPAIR 4248				20.24CR	85,547.47CR
					HOME DEPOT INC		INV# 202410071458 /PO#			
9/19/24	10/18	A57256	DFT: 004348	06535	TENNIS BALLS 4247				141.15CR	85,688.62CR
					WALMART INC		INV# 76080580 /PO#			
9/19/24	10/18	A57259	DFT: 004370	06535	2 TENNIS NETS 5213				492.16CR	86,180.78CR
					TENNIS EXPRESS		INV# 6164645 /PO#			
			==========		SEPTEMBER ACTIVITY DB: 43.00		CR: 1,403.39CR		1,360.39CR	
10/04/24	10/04	A56973	CHK: 323165	06533	APPLE VALLEY WASTE SERVI 1158				525.00CR	86,705.78CR
					APPLE VALLEY WASTE SERVIC		INV# 0006178831 /PO# 11-0285			
10/04/24	10/04	A57001	CHK: 323163	06533	AC &T CO., INC 3648				289.00CR	86,994.78CR
					AC &T CO., INC		INV# 10072DS /PO# 11-0269			
			==========		OCTOBER ACTIVITY DB: 0.00		CR: 814.00CR		814.00CR	

(will be 33,051.69 after GJEs)

337.28 missing (1)

Reverse those entries already in FY23 (See attached screen prints)

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
21502			DUE TO GENERAL FUND		* (CONTINUED) *					
11/01/24	12/12	A58561	DFT: 004532	06789	6 TRAIL CAMERAS FOR CITY	5269			385.14CR	87,379.92CR
					ACADEMY.COM	INV#	202412052051	/PO#		
11/05/24	12/12	A58556	DFT: 004511	06789	BATTERIES FOR TRAIL CAME	4292			51.20CR	87,431.12CR
					DOLLAR GENERAL	INV#	202412052052	/PO#		
11/06/24	12/12	A58562	DFT: 004533	06789	FY25 CAMERA SERVICE PLAN	5270			495.70CR	87,926.82CR
					MOULTRIE MOBILE	INV#	202412052053	/PO#		
11/07/24	11/07	A57649	DFT: 004397	06650	TRAVELERS	4107			925.86CR	88,852.68CR
					TRAVELERS	INV#	202411071750	/PO# 11-0434		
11/22/24	12/12	A58549	DFT: 004508	06789	2 SURVEILLANCE SIGNS FOR	4255			44.95CR	88,897.63CR
					AMAZON	INV#	202412052068	/PO#		
			==========		NOVEMBER ACTIVITY DB:		0.00	CR: 1,902.85CR	1,902.85CR	
12/04/24	1/16	A59152	DFT: 004553	06861	BATTERIES/ PARK CAMERAS	4249			13.99CR	88,911.62CR
					CVS	INV#	202501152364	/PO#		
12/10/24	1/16	A59153	DFT: 004553	06861	BATTERIES/ PARK CAMERAS	4249			31.99CR	88,943.61CR
					CVS	INV#	202501152365	/PO#		
12/11/24	1/16	A59162	DFT: 004574	06861	FY CAMERA SUBSCRIPTION W	5270			91.81CR	89,035.42CR
					MOULTRIE MOBILE	INV#	202501102343	/PO#		
12/13/24	12/13	A58760	CHK: 323357	06817	APPLE VALLEY WASTE SERVI	1158			1,050.00CR	90,085.42CR
					APPLE VALLEY WASTE SERVIC	INV#	0006258012	/PO# 11-0629		
12/13/24	12/13	A58814	CHK: 323390	06817	ENCOVA INSURANCE	4876			129.57CR	90,214.99CR
					ENCOVA INSURANCE	INV#	36905169	/PO# 11-0645		
			==========		DECEMBER ACTIVITY DB:		0.00	CR: 1,317.36CR	1,317.36CR	
2/10/25	2/10	A59748	CHK: 323542	07002	APPLE VALLEY WASTE SERVI	1158			525.00CR	90,739.99CR
					APPLE VALLEY WASTE SERVIC	INV#	0006353666	/PO# 11-0958		
2/10/25	2/10	A59760	CHK: 323552	07002	VITAL SIGNS PLUS, INC.	3193			135.00CR	90,874.99CR
					VITAL SIGNS PLUS, INC.	INV#	6696	/PO# 11-0984		
2/17/25	3/11	A60621	DFT: 004697	07112	BATTERIES FOR PK CAMERAS	4249			59.97CR	90,934.96CR
					CVS	INV#	202503052817	/PO#		
			==========		FEBRUARY ACTIVITY DB:		0.00	CR: 719.97CR	719.97CR	
3/10/25	3/10	A60412	CHK: 323619	07127	APPLE VALLEY WASTE SERVI	1158			525.00CR	91,459.96CR
					APPLE VALLEY WASTE SERVIC	INV#	0006393984	/PO# 11-1136		
3/14/25	4/08	A61213	DFT: 004752	07187	JUNIOR TENNIS BALLS	4247			141.15CR	91,601.11CR
					WALMART INC	INV#	202504073062	/PO#		
3/31/25	5/13	A61883	DFT: 004845	07332	VOLLEYBALL NET	4965			43.68CR	91,644.79CR
					ANTHEM SPORTS	INV#	WS358421	/PO#		
3/31/25	5/13	A61884	DFT: 004847	07332	SOCCER NETS	5355			467.51CR	92,112.30CR
					KWIK GOAL	INV#	1584913	/PO#		
			==========		MARCH ACTIVITY DB:		0.00	CR: 1,177.34CR	1,177.34CR	
			==========		ACCOUNT TOTAL DB:		184.54	CR: 58,834.85CR		

5-27-2025 2:25 PM D E T A I L L I S T I N G PAGE: 3
FUND : 207-PARKS & REC TRANSACTION DATE: 7/01/2024 THRU 3/31/2025
DEPT : N/A ACCOUNTS: 21502 THRU 21502

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
21502					DUE TO GENERAL FUND				* (CONTINUED) *	

--*-*-*-*-*-*-*-*-*-*-*- 000 ERRORS IN THIS REPORT! *-*-*-*-*-*-*-*-*-*-*-*-*

** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	33,461.99CR
REPORTED ACTIVITY:	184.54	58,834.85CR
ENDING BALANCES:	184.54	92,296.84CR
TOTAL FUND ENDING BALANCE:		92,112.30CR

+ 71.78
+ 0.12
+ 338.40 } FY24 GJEs

91,702.00 Cr.

+ 194.75
+ 7.64
+ 2.78
+ 132.11 } FY25 GJEs (Reversals on this report)

91,364.72 Cr.

- 1448.21
- 183.26 } FY25 GJEs (From 001 11403 Report)

92,996.19 (Balances 001 11403 Report)

-33,051.69 FY24 GF Due from PHR

59,944.50

① Bank transfer $59,944.50 From PHR to GF

② Dr 001 10101
Cr 001 11403
Dr 207 21502
Cr 207 10101
} 59,944.50

SELECTION CRITERIA

FISCAL YEAR: Jul-2024 / Jun-2025
FUND: Include: 207
TRANSACTION DATES: 7/01/2024 THRU 3/31/2025
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 21502 THRU 21502
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: YES
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: NO
PRINT: INVOICE/PO #
PAGE BREAK BY: NONE

*** END OF REPORT ***

38 Transaction Maintenance - (Drill Down)

File Edit Options Help Chat

Folio B | Journal # 13380 | Posting Date 7/01/2024

Transaction 21069 | Packet # 6287 | System Date 8/13

Detail Notes

Drag a column header here to group by that column

Fund	Account	Name	Reference	Description	Amount	Vendor
207	21502	DUE TO GENERAL FUND		RECL FY2024 WORKERS ...	194.75CR	
207	900-03	SALARIES		RECL FY2024 WORKERS ...	194.75	

Descr: Reverse " "

Duplicate → Reverse

2 records 0.00

Return

Inquiry ctw.lnice

63 Transaction Maintenance - (Drill Down)

File Edit Options Help Chat

Folio B | Journal # 13381 | Posting Date 7/14/2024

Transaction 21070 | Packet # 6287 | System Date 8/13

Detail Notes

Drag a column header here to group by that column

Fund	Account	Name	Reference	Description	Amount	Vendor
207	900-11	TELEPHONE	CHK:003716	CELL SERV 5/21/23-6/20/2	7.64	
207	21502	DUE TO GENERAL FUND	CHK:003716	CELL SERV 5/21/23-6/20/2	7.64CR	

Descr: Reverse " "

Duplicate → Reverse

2 records 0.00

Return

Inquiry ctw.lnice

40 Transaction Maintenance - (Drill Down)

File Edit Options Help Chat

Folio B | Journal # 13382 | Posting Date 7/14/2024

Transaction 21071 | Packet # 6287 | System Date 8/13

Detail Notes

Drag a column header here to group by that column

Fund	Account	Name	Reference	Description	Amount	Vendor
207	900-15	R & M - BUILDINGS & GRO...	DFT:003695	JMPPOOL-PVC COUPLING	2.78	
207	21502	DUE TO GENERAL FUND	DFT:003695	JMPPOOL-PVC COUPLING	2.78CR	

Desc: Reverse " "

Duplicate → Reverse

2 records 0.00

Return

Inquiry ctw.lnice

Transaction Maintenance - (Drill Down)

File Edit Options Help Chat

Folio B | Journal # 13383 | Posting Date 7/14/2024

Transaction 21072 | Packet # 6287 | System Date 8/13

Detail Notes

Drag a column header here to group by that column

Fund	Account	Name	Reference	Description	Amount	Vendor
207	21502	DUE TO GENERAL FUND	DFT:003704	JMP POOL FLOW METER	132.11CR	
207	900-16	REPAIR & MAIN. EQUIP	DFT:003704	JMP POOL FLOW METER	132.11	

Descr: Reverse " "

Duplicate ——> Reverse

2 records 0.00

Return

Inquiry ctw.lnice

Board of Parks and Recreation
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/26/25
Department: Board of Parks and Recreation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-686: Pool Presentation from Sam Rich

ATTACHMENTS: