



Jefferson County Parks & Recreation Commission

235 Sam Michael's Lane
Shenandoah Junction, WV 25442

July 22, 2010

The Jefferson County Commission
P.O Box 250,
124 E. Washington Street
Charles Town, WV 25414

Re: Funding request for Financial Officer

Dear County Commissioners:

I have been directed by a unanimous vote of your Jefferson County Parks & Recreation Commissioners to request funding in the amount of \$30,000, to be matched by \$10,000 of current JCPRC funds, for the hiring of a full time Finance Officer. The JCPRC has grown over the years due to community demand for park space and recreational programs. We now have annual cash flow approaching \$1,000,000, however our bookkeeping continues to be performed by recreation management staff that has no formal accounting training or experience. Due to this inexperience there is a lack of consistency in the classification of account entries which in turn makes it difficult to derive the financial management reports your commissioners seek in order to assess the efficiency and ensure the proper functioning and solvency of the JCPRC.

Furthermore, the staff that currently performs the bookkeeping (mainly Assistant Director Jennifer Myers) are also the primary program planners. The increase in the amount of time spent on finances prevents them from spending the necessary amount of time planning, executing, and evaluating programming. Your JCPR Commission believes that the hiring of a Financial Officer will alleviate this situation and allow additional needs assessment, planning and programming to occur allowing the JCPRC to better serve the citizen's of Jefferson County.

We hope this request for funding meets with your approval.

Yours in service,

Paul Marshall
President, Jefferson County Parks and Recreation Commission