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## **August 8, 2016 Regular Meeting Agenda**

7:00pm - Montour Preserve Environmental Education Center (700 Preserve Rd, Danville, PA 17821)

### **Call to Order**

### **Officer Reports**

- President's Report (Mike Mills)
- Treasurer's Report (Commissioner Ken Holdren) (**pages 2– 11**)
- Secretary's Report (Tyler Dombroski)

### **Partner Reports**

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Kevin Herritt / Greg Kovalick)
- Riverside Borough (Bill Lavage / Dr. Victor Marks)
- Montour County (Commissioner Ken Holdren)
- Danville Area School District (Chris Johns)

### **Public Comment**

### **Assistant Director's Report (Jon Beam) (**page 12**)**

### **Director's Report (Bob Stoudt) (**pages 13 – 18**)**

- Approval of Director's expense report (**page 19**)

### **Old Business**

### **New Business**

### **Other Items**

- Crisp internship

### **Adjournment**

*next meeting: September 12, 2016*

## MARC 2016 Checking Register (Service 1<sup>st</sup> Account)

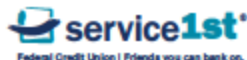
Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	Debit (-)	Credit (+)	Account Balance
5238	6/19/16	8/2/16	6/1 - 6/30/16	Robert Stoudt (6/13 expense report)	\$130.34 dues & fees; \$116.93 Hess Field maintenance; \$33.34 misc. expenses; \$1,224.14 Montour Preserve; \$99.40 North Branch Canal Trail; \$33.32 River Towns Race Series advertising; \$111.77 River Towns Race Series misc. supplies; \$27.54 RTRS - Old Forge 5k misc. supplies		1,776.78		91,137.11
5239	6/19/16	8/2/16	6/1 - 6/30/16	Dennis Piatt (5/29 - 6/11 payroll)	payroll - Piatt		156.22		90,980.89
5240	6/19/16	8/2/16	6/1 - 6/30/16	Jon Beam (5/29 - 6/11 payroll)	payroll - Beam		264.41		90,716.48
5241	6/19/16	8/2/16	6/1 - 6/30/16	Robert Stoudt (5/29 - 6/11 payroll)	payroll - Stoudt		1,541.78		89,174.70
5242	6/19/16	8/2/16	6/1 - 6/30/16	US Dept. of Agriculture (Montour Preserve wildlife management)	Montour Preserve		577.82		88,596.88
5243	6/19/16	8/2/16	7/1 - 7/31/16	Candy Fisher (Montour Preserve cleaning)	Montour Preserve		320.00		88,276.88
5244	6/19/16	8/2/16	6/1 - 6/30/16	Tyco Integrated Security, LLC (Montour Preserve security system monitoring)	Montour Preserve		115.00		88,161.88
5245	6/19/16	8/2/16	6/1 - 6/30/16	Tyco Integrated Security, LLC (Montour Preserve security system replacement)	Montour Preserve		3,698.93		84,462.95
5246	6/19/16	8/2/16	6/1 - 6/30/16	Bason Coffee Roasting (Half-Marathon coffee)	RTRS - Half Marathon food & drink		125.00		84,337.95
5247	6/19/16	8/2/16	6/1 - 6/30/16	North Shore Railroad Co. (North Branch Canal Trail material staging)	North Branch Canal Trail	Williams (North Branch Canal Trail)	1,846.60		82,491.35
5248	6/19/16	8/2/16	6/1 - 6/30/16	ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		82,405.35
5249	6/19/16	8/2/16	6/1 - 6/30/16	ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		82,319.35
5250	6/19/16	8/2/16	6/1 - 6/30/16	Earthwork Services, LLC (interim payment)	North Branch Canal Trail	Williams (North Branch Canal Trail)	23,299.15		59,020.20
deposit	6/24/16	8/2/16	6/1 - 6/30/16	deposit (Montour County pass-through funding for North Branch Canal Trail)	North Branch Canal Trail			12,000.00	71,020.20
fee	6/20/16	8/2/16	6/1 - 6/30/16	deposited check insufficient fund fee	dues & fees		20.00		71,000.20
fee	6/20/16	8/2/16	6/1 - 6/30/16	deduction of deposited check (insufficient funds)	\$50 Montour Preserve security deposit; \$30 Montour Preserve pavilion reservation		80.00		70,920.20
5251	7/8/16	8/2/16	7/1 - 7/31/16	US Gypsum Company (Bobcat purchase)	park maintenance tools & supplies		1.00		70,919.20
5252	7/9/16	8/2/16	7/1 - 7/31/16	Verizon (Montour Preserve phone)	Montour Preserve		203.97		70,715.23
5253	7/9/16	8/2/16	7/1 - 7/31/16	Jon Beam (Montour Preserve expense reimbursements)	Montour Preserve		21.19		70,694.04
5254	7/9/16	8/2/16	7/1 - 7/31/16	Jon Beam (payroll 6/12 - 6/25)	payroll - Beam		332.50		70,361.54
5255	7/9/16	8/2/16	7/1 - 7/31/16	Dennis Piatt (payroll 6/12 - 6/25)	payroll - Piatt		373.23		69,988.31
5256	7/9/16	8/2/16	7/1 - 7/31/16	Robert Stoudt (payroll 6/12 - 6/25)	payroll - Stoudt		866.46		69,121.85

## MARC 2016 Checking Register (Service 1<sup>st</sup> Account)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	Debit (-)	Credit (+)	Account Balance
5257	7/9/16	8/2/16	7/1 - 7/31/16	Big Pop's Mowing	\$969 Hess maintenance; \$435 East Branch Rec Area maintenance; \$100 River Drive parcel maintenance; \$160 Hopewell Park maintenance; \$40 Columbia County projects (Montour Twp. parcel maintenance); \$1,760 Montour Preserve		3,464.00		65,657.85
automatic payment	7/15/16	8/2/16	7/1 - 7/31/16	US Treasury (July tax deposit)	payroll taxes		1,565.76		64,092.09
automatic payment	7/15/16	8/2/16	7/1 - 7/31/16	PA Dept. of Revenue (July tax deposit)	payroll taxes		191.77		63,900.32
5258	7/27/16	8/2/16	7/1 - 7/31/16	Earthwork Services (interim payment NBCT)	North Branch Canal Trail	Williams (North Branch Canal Trail)	40,469.65		23,430.67
deposit	7/28/16	8/2/16	7/1 - 7/31/16	deposit	\$632 Montour Preserve donations; \$2,400 Montour Preserve pavilion reservations; \$600 Montour Preserve pavilion security deposits; \$200 Hess Field users' fees; \$305 donations - unrestricted; \$430 RTRS - Chilli Challenge registrations; \$155 RTRS - Robbins Run registrations; \$880 RTRS - Summer Heat Trail Runs registrations; \$57,421.30 North Branch Canal Trail pass-through funding from Montour County	\$57,421.30 Williams (North Branch Canal Trail)		63,023.30	86,453.97
5259	7/31/16	8/2/16		Jon Beam (payroll 6/26 - 7/9)	payroll - Beam		261.48		86,192.49
5260	7/31/16	8/2/16		Dennis Piatt (payroll 6/26 - 7/9)	payroll - Piatt		479.24		85,713.25
5261	7/31/16	8/2/16		Robert Stoudt (payroll 6/26 - 7/9)	payroll - Stoudt		521.61		85,191.64
5262	7/31/16	8/2/16		Jon Beam (payroll 7/10 - 7/23)	payroll - Beam		233.01		84,958.63
5263	7/31/16	8/2/16		Dennis Piatt (payroll 7/10 - 7/23)	payroll - Piatt		412.85		84,545.78
5264	7/31/16	8/2/16		Robert Stoudt (payroll 7/10 - 7/23)	payroll - Stoudt		1,795.23		82,750.55
5265	7/31/16	8/2/16		Dennis Piatt (expense reimbursement for Bobcat utility vehicle parts and fuel)	Montour Preserve		30.41		82,720.14
5266	7/31/16	8/2/16		Ozark & Shultz Accounting (Q2 2016 accounting and tax prep)	accounting		325.00		82,395.14
5267	7/31/16	8/2/16		Starr Portables	\$410 East Branch Rec Area maintenance; \$250 North Branch Canal Trail		660.00		81,735.14
5268	7/31/16	8/2/16		West Branch Rental (trailer rental - 2 months)	North Branch Canal Trail	Williams (North Branch Canal Trail)	990.00		80,745.14
5269	7/31/16	8/2/16		Tyco Integrated Security (quarterly fee for security system monitoring)	Montour Preserve		150.00		80,595.14
5270	7/31/16	8/2/16		Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$25 East Branch Recreation Area; \$125 Montour Preserve; \$65 Hess Recreation Area		215.00		80,380.14
5271	7/31/16	8/2/16		PPL Electric Utilities	Hess Recreation Area maintenance		78.39		80,301.75
5272	7/31/16	8/2/16		PPL Electric Utilities	Montour Preserve		461.76		79,839.99

## MARC 2016 Checking Register (Service 1<sup>st</sup> Account)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	Debit (-)	Credit (+)	Account Balance
5273	7/31/16	8/2/16		PPL Electric Utilities	Montour Preserve		63.37		79,776.62
5274	7/31/16	8/2/16		PPL Electric Utilities	Montour Preserve		231.43		79,545.19
5275	7/31/16	8/2/16		PPL Electric Utilities	Montour Preserve		57.49		79,487.70
5276	7/31/16	8/2/16		Lift Them Up (refund of Hess Field security deposit)	Hess Field security deposit refund		250.00		79,237.70
5277	7/31/16	8/2/16		Traffic Control Services (Flagger Force coverage of River Towns Half-Marathon)	RTRS - River Towns Half Marathon traffic control		495.20		78,742.50
5278	7/31/16	8/2/16		MePush, Inc. (website hosting)	\$99 misc. expenses; \$99 Montour Preserve; \$99 River Towns Race Series advertising		297.00		78,445.50
5279	7/31/16	8/2/16		David Drebsky (overpayment refund for Montour 24)	RTRS - Montour 24 Endurance Races refund		25.00		78,420.50
5280	7/31/16	8/2/16		Verizon (Montour Preserve phone)	Montour Preserve		113.10		78,307.40
5281	7/31/16	8/2/16		Candy Fisher (Montour Preserve cleaning)	Montour Preserve		400.00		77,907.40
5282	7/31/16	8/2/16		USDA APHIS General (Montour Preserve wildlife control)	Montour Preserve		165.01		77,742.39
5283	7/31/16	8/2/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		86.00		77,656.39
5284	7/31/16	8/2/16		ALS Group USA (Montour Preserve water testing)	Montour Preserve		118.00		77,538.39
5285	7/31/16	8/2/16		Mackenzie Appleman (Montour Preserve security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		77,488.39
5286	7/31/16	8/2/16		VOID	VOID		-		77,488.39
5287	7/31/16	8/2/16		Cassandra Shoop (Montour Preserve security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		77,438.39
5288	7/31/16	8/2/16		Carol Watson (Montour Preserve reservation refund and security deposit refund)	\$30 Montour Preserve pavilion reservation refund; \$50 Montour Preserve pavilion security deposit refund		80.00		77,358.39
5289	7/31/16	8/2/16		Karen Auker (Montour Preserve security deposit refund)	Montour Preserve pavilion security deposit refund		50.00		77,308.39
5290	7/31/16	8/2/16		Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$25 East Branch Recreation Area; \$125 Montour Preserve; \$65 Hess Recreation Area		215.00		77,093.39
AP	8/1/16	8/2/16		EFTPS (940 deposit)	payroll taxes		35.28		77,058.11
AP	8/1/16	8/2/16		PA UC Fund	payroll taxes		204.53		76,853.58
AP	8/1/16	8/2/16		Danville Area Earned Income	payroll taxes		362.36		76,491.22
deposit	8/1/16	8/2/16		deposit	\$2 Montour Preserve donations; \$205 Montour Preserve pavilion reservations; \$100 Hess Field users' fees; \$205 RTRS - Summer Heat Trail Run registrations			512.00	77,003.22
fee	8/1/16	8/2/16		Service 1st check fee	misc. expenses		23.30		76,979.92



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Statement Period: 06/01/2016-06/30/2016

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### Summary of Accounts:

	Ending	YTD	
	Balance	Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	71,978.49	0.00	
Total	71,983.49	0.00	

Authorized Signer(s): KENNETH A HOLDREN, ROBERT T STOUDT, MICHAEL B MILLS

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jun 1		Balance Forward			5.00
Jun 30		Ending Balance			5.00

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jun 1		Balance Forward			94,954.43
Jun 1		Draft 005212		-80.00	94,874.43
Jun 3		Draft 005198		-95.00	94,779.43
Jun 8		Deposit by Check	15,113.00		109,892.43
Jun 8		Draft 005230		-2,192.62	107,699.81
Jun 9		Draft 005236		-2,489.50	105,210.31
Jun 13		Draft 005219		-55.93	105,154.38
Jun 13		Draft 005217		-88.30	105,066.08
Jun 13		Draft 005218		-377.57	104,708.51
Jun 13		Draft 005216		-657.74	104,050.77
Jun 13		Draft 005225		-2,767.48	101,283.29
Jun 14		Draft 005224		-40.00	101,243.29
Jun 14		Draft 005237		-2,928.38	98,314.91
Jun 15		Withdrawal ACH COMMWLTHOFPA INT		-274.89	98,040.02
Jun 15		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Jun 15		Withdrawal ACH IRS		-2,329.06	95,710.96
Jun 15		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Jun 15		Draft 005235		-50.00	95,660.96
Jun 15		Draft 005226		-86.00	95,574.96
Jun 15		Draft 005227		-86.00	95,488.96
Jun 15		Draft 005228		-327.16	95,161.80
Jun 16		Draft 005222		-175.00	94,986.80
Jun 16		Draft 005221		-525.00	94,461.80
Jun 17		Draft 005214		-14.79	94,447.01
Jun 17		Draft 005234		-50.00	94,397.01
Jun 17		Draft 005229		-376.28	94,020.73
Jun 20		Withdrawal		-80.00	93,940.73
Jun 20		DEPOSIT ITEM RETURNED NSF			
Jun 20		Withdrawal		-20.00	93,920.73

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**Account Number:** 584727 **Statement Period:** 06/01/2016-06/30/2016

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### ID 40 CHECKING - Continued

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
		RETURN ITEM FEE			
Jun 20		Draft 005232		-100.00	93,820.73
Jun 20		Draft 005238		-1,776.78	92,043.95
Jun 23		Draft 005231		-99.00	91,944.95
Jun 23		Draft 005250		-23,299.15	68,645.80
Jun 24		Draft 005242		-577.82	68,067.98
		Processed Check - USDA APHIS GENL TYPE: PAYMENT ID: 1240340003			
Jun 24		Deposit by Check	12,000.00		80,067.98
Jun 24		Draft 005244		-115.00	79,952.98
Jun 24		Draft 005246		-125.00	79,827.98
Jun 24		Draft 005239		-156.22	79,671.76
Jun 24		Draft 005240		-264.41	79,407.35
Jun 24		Draft 005241		-1,541.78	77,865.57
Jun 24		Draft 005245		-3,698.93	74,166.64
Jun 27		Draft 005247		-1,846.60	72,320.04
Jun 29		Draft 005233		-50.00	72,270.04
Jun 29		Draft 005205		-109.55	72,160.49
Jun 30		Draft 005213		-10.00	72,150.49
Jun 30		Draft 005248		-86.00	72,064.49
Jun 30		Draft 005249		-86.00	71,978.49
Jun 30		Ending Balance			71,978.49
		Total Deposits 27,113.00			
		Total Withdrawals 50,088.94			

#### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jun 3	□ 005198	95.00	Jun 15	□ 005226	86.00	Jun 20	□ 005238	1,776.78
Jun 29	□ 005205*	109.55	Jun 15	□ 005227	86.00	Jun 24	□ 005239	156.22
Jun 1	□ 005212*	80.00	Jun 15	□ 005228	327.16	Jun 24	□ 005240	264.41
Jun 30	□ 005213	10.00	Jun 17	□ 005229	376.28	Jun 24	□ 005241	1,541.78
Jun 17	□ 005214	14.79	Jun 8	□ 005230	2,192.62	Jun 24	□ 005242	577.82
Jun 13	□ 005216*	657.74	Jun 23	□ 005231	99.00	Jun 24	□ 005244*	115.00
Jun 13	□ 005217	68.30	Jun 20	□ 005232	100.00	Jun 24	□ 005245	3,698.93
Jun 13	□ 005218	377.57	Jun 29	□ 005233	50.00	Jun 24	□ 005246	125.00
Jun 13	□ 005219	55.93	Jun 17	□ 005234	50.00	Jun 27	□ 005247	1,846.60
Jun 16	□ 005221*	525.00	Jun 15	□ 005235	50.00	Jun 30	□ 005248	86.00
Jun 16	□ 005222	175.00	Jun 9	□ 005236	2,489.50	Jun 30	□ 005249	86.00
Jun 14	□ 005224*	40.00	Jun 14	□ 005237	2,928.38	Jun 23	□ 005250	23,299.15
Jun 13	□ 005225	2,767.48						

\* denotes skipped sequence

	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

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Statement Period: 07/01/2016-07/31/2016

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### Summary of Accounts:

	Ending Balance	YTD Dividend	Account Number: 584727
Savings			
01 - REGULAR SAVINGS	5.00	0.00	
40 - CHECKING	87,009.01	0.00	
<b>Total</b>	<b>87,014.01</b>	<b>0.00</b>	

Authorized Signer(s): KENNETH A HOLDREN, ROBERT T STOUDT, MICHAEL B MILLS

#### ID 01 REGULAR SAVINGS

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jul 1		Balance Forward			5.00
Jul 31		Ending Balance			5.00

#### ID 40 CHECKING

Trans	Eff Date	Transaction	Deposit	Withdrawal	Balance
Jul 1		Balance Forward			71,978.49
Jul 1		Draft 005215		-160.00	71,818.49
Jul 1		Draft 005243		-320.00	71,498.49
Jul 11		Draft 005256		-866.46	70,632.03
Jul 12		Draft 005252		-203.97	70,428.06
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000			
Jul 13		Draft 005253		-21.19	70,406.87
Jul 13		Draft 005254		-332.50	70,074.37
Jul 13		Draft 005255		-373.23	69,701.14
Jul 15		Withdrawal ACH COMMWLTHOFPA INT		-191.77	69,509.37
		TYPE: PAEMPLOYTX ID: 1236003133 CO: COMMWLTHOFPA INT			
Jul 15		Withdrawal ACH IRS		-1,565.76	67,943.61
		TYPE: USATAXPYMT ID: 3387702000 CO: IRS			
Jul 18		Draft 005257		-3,464.00	64,479.61
Jul 26		Certified Draft 005103 for \$23.25			
Jul 27		Draft 005103		-23.25	64,456.36
Jul 28		Deposit	63,023.30		127,479.66
Jul 28		Draft 005258		-40,469.65	87,010.01
Jul 29		Draft 005251		-1.00	87,009.01
Jul 31		Ending Balance			87,009.01
		Total Deposits 63,023.30			
		Total Withdrawals 47,992.78			

#### Drafts for 40 - CHECKING

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jul 27	□ 005103	23.25	Jul 29	□ 005251*	1.00	Jul 13	□ 005254	332.50
Jul 1	□ 005215*	160.00	Jul 12	□ 005252	203.97	Jul 13	□ 005255	373.23
Jul 1	□ 005243*	320.00	Jul 13	□ 005253	21.19	Jul 11	□ 005256	866.46

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**Account Number:** 584727 **Statement Period:** 07/01/2016-07/31/2016

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**Drafts for 40 - CHECKING - Continued**

Date	Draft Number	Amount	Date	Draft Number	Amount	Date	Draft Number	Amount
Jul 18	☐ 005257	3,464.00	Jul 28	☐ 005258	40,469.65			

\* denotes skipped sequence

	Total for This Period	Total Year-to-Date
Returned Item Fees	0.00	0.00
Overdraft Fees	0.00	0.00

*Refinance or consolidate your loans to take advantage of our great rates today at [www.service1.org](http://www.service1.org)*



# **MARC Checking Account Reconciliation - Service 1st Account**

Updated 8/1/16

ending balance from 7/31/16 bank statement	\$ 87,009.01
deposits not yet posted (detailed below)	\$ 512.00
subtotal	\$ 87,521.01
withdrawals not yet cleared (detailed below)	\$ 10,541.09
balance (should agree with checkbook)	\$ 76,979.92
actual checkbook balance	\$ 76,979.92
difference	\$ -

## **DEPOSITS NOT YET POSTED**

TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
8/1/16		deposit	\$ 512.00
TOTAL			\$ 512.00

## **WITHDRAWALS NOT YET CLEARED**

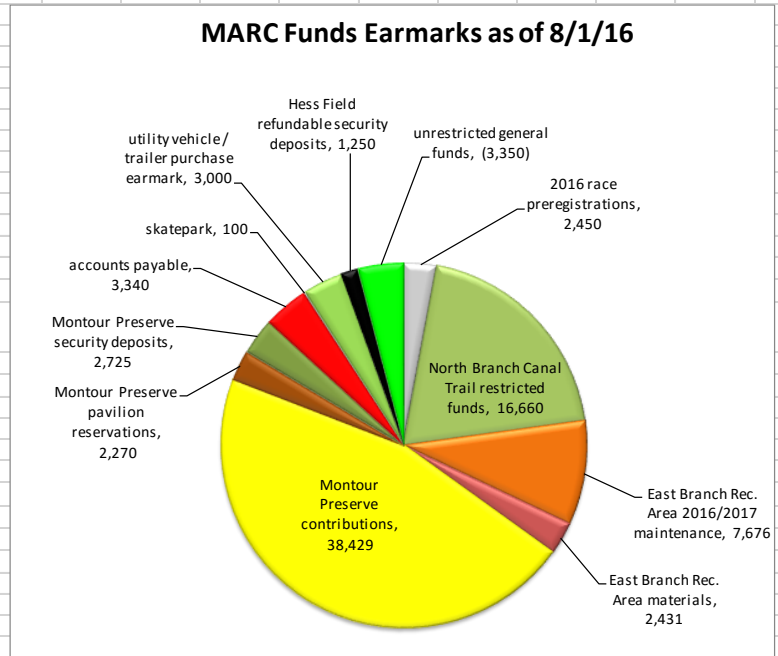
TRANSACTION DATE	CHECK #	DESCRIPTION OF TRANSACTION	AMOUNT
09/16/15	5008	Children's Miracle Network (Hess security deposit refund)	\$ 250.00
01/14/16	5102	Galon Snyder (Robbins Run refund)	\$ 23.25
05/31/16	5220	Alana Crisp (reimbursement for Adobe Illustrator monthly fee)	\$ 31.79
05/31/16	5223	Danville Fire Police (donation for support of River Towns Half-Marathon)	\$ 250.00
07/31/16	5259	Jon Beam (payroll 6/26 - 7/9)	\$ 261.48
07/31/16	5260	Dennis Piatt (payroll 6/26 - 7/9)	\$ 479.24
07/31/16	5261	Robert Stoudt (payroll 6/26 - 7/9)	\$ 521.61
07/31/16	5262	Jon Beam (payroll 7/10 - 7/23)	\$ 233.01
07/31/16	5263	Dennis Piatt (payroll 7/10 - 7/23)	\$ 412.85
07/31/16	5264	Robert Stoudt (payroll 7/10 - 7/23)	\$ 1,795.23
07/31/16	5265	Dennis Piatt (expense reimbursement for Bobcat utility vehicle parts and fuel)	\$ 30.41
07/31/16	5266	Ozark & Shultz Accounting (Q2 2016 accounting and tax prep)	\$ 325.00
07/31/16	5267	Starr Portables	\$ 660.00
07/31/16	5268	West Branch Rental (trailer rental - 2 months)	\$ 990.00
07/31/16	5269	Tyco Integrated Security (quarterly fee for security system monitoring)	\$ 150.00
07/31/16	5270	Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$ 215.00
07/31/16	5271	PPL Electric Utilities	\$ 78.39
07/31/16	5272	PPL Electric Utilities	\$ 461.76
07/31/16	5273	PPL Electric Utilities	\$ 63.37
07/31/16	5274	PPL Electric Utilities	\$ 231.43
07/31/16	5275	PPL Electric Utilities	\$ 57.49
07/31/16	5276	Lift Them Up (refund of Hess Field security deposit)	\$ 250.00
07/31/16	5277	Traffic Control Services (Flagger Force coverage of River Towns Half-Marathon)	\$ 495.20
07/31/16	5278	MePush, Inc. (website hosting)	\$ 297.00
07/31/16	5279	David Drebsky (overpayment refund for Montour 24)	\$ 25.00
07/31/16	5280	Verizon (Montour Preserve phone)	\$ 113.10
07/31/16	5281	Candy Fisher (Montour Preserve cleaning)	\$ 400.00
07/31/16	5282	USDA APHIS General (Montour Preserve wildlife control)	\$ 165.01
07/31/16	5283	ALS Group USA (Montour Preserve water testing)	\$ 86.00
07/31/16	5284	ALS Group USA (Montour Preserve water testing)	\$ 118.00
07/31/16	5285	Mackenzie Appleman (Montour Preserve security deposit refund)	\$ 50.00
07/31/16	5287	Cassandra Shoop (Montour Preserve security deposit refund)	\$ 50.00
07/31/16	5288	Carol Watson (Montour Preserve reservation refund and security deposit refund)	\$ 80.00
07/31/16	5289	Karen Auker (Montour Preserve security deposit refund)	\$ 50.00
07/31/16	5290	Ted Heaps Container Service (East Branch Rec Area, Montour Preserve and Hess Recreation Area trash service)	\$ 215.00
08/01/16	AP	EFTPS (940 deposit)	\$ 35.28
08/01/16	AP	PA UC Fund	\$ 204.53
08/01/16	AP	Danville Area Earned Income	\$ 362.36
08/01/16	fee	Service 1st check fee	\$ 23.30
TOTAL			\$ 10,541.09

## MARC FUND EARMARKS

EARMARK CATEGORIES	AMOUNT
2016 race preregistrations	2,450
North Branch Canal Trail restricted funds	16,660
East Branch Rec. Area 2016/2017 maintenance	7,676
East Branch Rec. Area materials	2,431
Montour Preserve contributions	38,429
Montour Preserve pavilion reservations	2,270
Montour Preserve security deposits	2,725
accounts payable	3,340
skatepark	100
utility vehicle / trailer purchase earmark	3,000
Hess Field refundable security deposits	1,250
unrestricted general funds	(3,350)
<b>TOTAL RESTRICTED</b>	<b>80,330</b>
<b>ACTUAL CHECKBOOK BALANCE (8/1/16)</b>	<b>76,980</b>

ACCOUNTS RECEIVABLE	
Williams (North Branch Canal Trail) grant reimbursement	59,939
	59,939

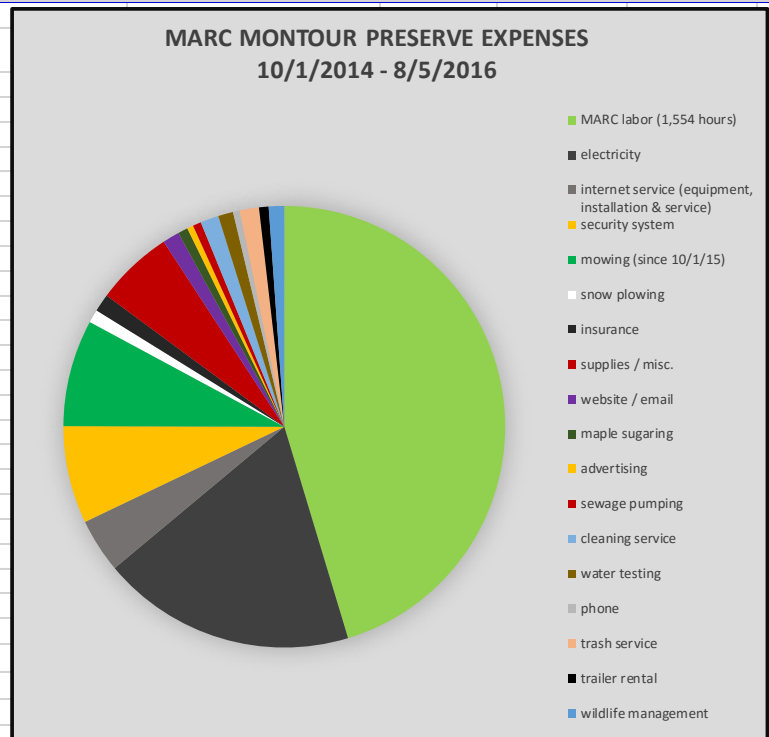
ACCOUNTS PAYABLE	
Stoudt expense report	3,340
	3,340



## 2016 RIVER TOWNS RACE SERIES ACCOUNTING (YTD)

	INCOME/EXPENSE	2015/2016 Awards Ceremony	Humdinger	Montour Preserve Spring Fever Trail Runs	River Towns Half Marathon	World's End 50k/100k	Old Forge 5k	Montour 24 Endurance Runs	Montour Preserve Summer Heat Trail Runs	Hopewell Challenge MTB	Chilli Challenge	Robbins Run	Boneshaker CX	River Towns Race Series (general)	TOTALS
INCOME	Racer Registration Fees		14,450.74	3,630.00	23,275.00				1,290.00		825.00	335.00			43,805.74
	Sponsorships		90.91	90.91	90.91	90.91	90.91	90.91	90.91	90.91	90.91	90.91	90.91		1,000.00
	Commissioners' Grant		3,145.15	1,046.25	4,367.54	-	65.99	262.64	284.80	47.70	229.80	-	-	682.45	10,132.32
EXPENSES (GRANT ELIGIBLE)	T-shirts/ Promotional		(2,879.70)	(761.45)	(4,214.25)										(7,855.40)
	Advertising		(265.45)	(284.80)	(153.29)		(100.00)	(262.64)	(284.80)	(47.70)	(229.80)			(682.45)	(2,310.93)
	Event Timing		(1,142.00)	(550.00)	(1,506.00)										(3,198.00)
	MARC labor (Stoudt)	(310.00)	(1,670.00)	(1,140.00)	(1,765.00)	(1,575.00)	(680.00)	(1,470.00)	(130.00)	-	(185.00)	(55.00)	-	(435.00)	(9,415.00)
	MARC labor (Beam)	-	(315.00)	(180.00)	(504.00)	-	-	(45.00)	-	-	-	-	-	-	(1,044.00)
	MARC labor (Piatt)	-	(386.75)	(433.50)	(561.00)	(34.00)	-	(34.00)	-	-	-	-	-	-	(1,449.25)
	Awards/Prizes	(328.38)	(1,823.13)	(302.85)	(1,763.00)										(4,217.36)
	EMS / Fire Police Coverage		-		(350.00)										(350.00)
	Food/Drink	(467.21)	(1,473.19)	(60.88)	(1,119.41)										(3,120.69)
	Insurance		(355.00)		(1,168.50)						(488.00)				(2,011.50)
	Misc. Supplies & Fees		(611.42)		(2,069.47)	(54.77)	(27.54)							(728.00)	(3,491.20)
	Porta-Potties		(400.00)	(250.00)	(850.00)										(1,500.00)
	Refunds		-		(70.64)			(65.00)				(131.25)			(266.89)
	Tent/ Equipment Rental		(240.00)		(487.12)										(727.12)
	Traffic Control (Flagger Force)		(594.24)		(3,262.68)										(3,856.92)
	<b>NET PROFIT/LOSS</b>	<b>(1,105.59)</b>	<b>5,530.92</b>	<b>803.68</b>	<b>7,889.09</b>	<b>(1,572.86)</b>	<b>(650.64)</b>	<b>(1,523.09)</b>	<b>1,250.91</b>	<b>90.91</b>	<b>242.91</b>	<b>239.66</b>	<b>90.90</b>	<b>(1,163.00)</b>	<b>10,123.80</b>

MARC ACCOUNTING UPDATE	
MONTOUR PRESERVE	
REVISED 8/5/2016	
REPORTING PERIOD 10/1/2014 - 8/5/2016	
(ENTIRE PERIOD OF MARC ENGAGEMENT W/ PRESERVE)	
EXPENSE	AMOUNT
MARC labor (1,554 hours)	\$ 29,757.41
electricity	\$ 12,205.87
internet service (equipment, installation & service)	\$ 2,602.23
security system	\$ 4,686.05
mowing (since 10/1/15)	\$ 5,135.00
snow plowing	\$ 630.00
insurance	\$ 851.36
supplies / misc.	\$ 3,731.41
website / email	\$ 806.77
maple sugaring	\$ 474.82
advertising	\$ 300.00
sewage pumping	\$ 400.00
cleaning service	\$ 880.00
water testing	\$ 720.00
phone	\$ 317.07
trash service	\$ 930.00
trailer rental	\$ 460.00
wildlife management	\$ 742.83
<b>EXPENSE TOTAL</b>	<b>\$ 65,630.82</b>
INCOME (MARC CHECKING ACCOUNT)	
AMOUNT	
Donations - direct to MARC	\$ 34,778.63
2016 Pavilion reservations (complete as of 8/1)	\$ 5,080.00
Donations - pass through from CSCF fund	\$ 62,847.00
<b>INCOME TOTAL</b>	<b>\$ 102,705.63</b>
MARC INCOME (RESTRICTED)	
AMOUNT	
2016 Pavilion reservations not yet complete	\$ 2,270.00
2016 Pavilion security deposits (refundable)	\$ 2,725.00
CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION MONTOUR PRESERVE FUND	
AMOUNT	
Donations total as of 12/31/14	\$ 5,370.00
Interest 12/31/14	\$ 0.16
Admin fees 12/31/14	\$ (107.40)
Donations total 1/1/15 - 6/30/15	\$ 72,567.55
Interest 6/30/15	\$ 23.45
Donations total 7/1/15 - 12/31/15	\$ 33,438.00
interest 12/31/15	\$ 132.79
Admin fees 12/31/15	\$ (1,970.11)
MARC withdrawal 7/14/15	\$ (2,847.00)
MARC withdrawal 3/31/16	\$ (60,000.00)
YTD 2016 donations (per CSCF email as of 8/5/16)	\$ 16,425.00
<b>CSCF FUND BALANCE AS OF 8/5/16</b>	<b>\$ 63,032.44</b>



MONTOUR PRESERVE DONATIONS TOTAL	
DONATIONS DIRECT TO MARC	\$ 34,778.63
DONATIONS TO CSCF	\$ 127,800.55
DEGENSTEIN GRANT	\$ 25,000.00
PLEDGES NOT YET RECEIVED	\$ 15,000.00
STATE FUNDING NOT YET REC'D	\$ 200,000.00
<b>TOTAL</b>	<b>\$ 402,579.18</b>

## **ASSISTANT DIRECTOR'S REPORT**

In the past two months, the assistant director assisted with routine maintenance items at the preserve and maintenance work at Hess Field. He met with a service technician from CVC for the initial inspection of the preserve's HVAC systems. He met with the Manager and Human Resources Director of the Bloomsburg Lowe's store to discuss the Lowe's Community Heroes project that offers assistance with community projects. Lowe's is considering projects at Montour Preserve. He offered five public programs at Montour Preserve and hosted a sixth with the Montour County Penn State Master Gardeners. He also offered educational programs for two summer camp groups at the preserve and presented an educational program for Elmcroft Village seniors in Loyalsock. He hosted two meetings of the Chillisquaque Limestone Watershed Association and hosted and assisted with the annual North American butterfly count. He also assisted in the post-race cleanup after the Montour 24 Endurance Races.

Jon Beam  
7/26/16

# DIRECTOR'S REPORT

## Director's Time Tracking - June

STOUDT		PROJECT YTD TOTAL HOURS	JUNE																																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	MARC admin	356.50	3.50	2.00	1.50	0.25	1.50	6.50	2.00	2.50	2.50		3.00	5.50	2.00	0.75	1.00	0.50																	
	Other projects / events	70.00			1.75				1.50	2.00						1.00																			
park / trail maintenance	East Branch Recreation Area	8.75				0.25																													
	Hess Recreation Area	56.00	0.25	0.25	0.25		0.75	0.25	0.25	0.25	3.50		0.50	0.25	0.25	11.50	0.25	0.25	0.50					0.25	0.25	0.25									
	Hopewell Park / Danville Farm Trails	6.25																																	
	North Branch Canal Trail	70.25	0.25				0.25	0.50	0.50							1.00		0.25								3.00						0.25			
	River Drive trailhead / river access	0.75																0.25																	
Montour Preserve	Montour Preserve admin	77.75	1.50		0.25	0.25	0.25	0.50	0.50	0.25	0.25	0.25	0.25	0.25		0.25	0.25	0.25	0.75	0.50	1.00		0.50	0.50	0.25	0.50	0.25	0.25			0.25	0.25	0.25		
	Montour Preserve programming	7.25																																	
	Montour Preserve maintenance	81.50	2.00				0.25	4.00	0.75					4.00				0.25																	
Columbia County	Columbia Co. admin/misc.	0.75																																	
	Columbia Co. North Branch Canal Trail	47.25					0.25	0.50	0.50																3.00										
	Columbia Co. Fishing Creek	0.25																																	
	Columbia Co. other																																		
	Columbia Co. other 2																																		
	Columbia Co. other 3																																		
River Towns Race Series	RTRS Admin / Misc.	21.75																																	
	RTRS Awards Luncheon	15.50																																	
	Humdinger Trail Races	83.50																																	
	Montour Preserve Spring Fever Trail Runs	57.00																																	
	River Towns Half-Marathon	88.25																																	
	Worlds End 50k / 100k	78.75																																	
	Old Forge Brewing Co. 5k	32.50		0.25			0.25	0.75	1.25	2.50	6.50	14.75	2.75	1.50																					
	Montour 24 Endurance Runs	6.50		0.25				0.25																											
	Montour Preserve Summer Heat Trail Runs	3.50																																	
	Hopewell Challenge Mountain Bike Race																																		
	Chilli Challenge	9.25																																	
	Robbins Run 5k / 10k	2.75																																	
Boneshaker Cyclocross																																			
DAILY TOTALS		1182.50	7.50	2.25	4.25	0.25	1.00	7.50	10.00	6.25	7.50	12.75	14.75	6.50	11.25	4.50	12.75	2.50	12.5	2.00		1.00	2.25	7.50	1.75	0.25	0.50		0.50	0.75	0.50				
WEEKLY PAYROLL TOTAL			30.75						59.75							40.75				53.50			2.75										3.50		
BIWEEKLY PAYROLL TOTAL						90.50																													
PAYROLL PERIOD						12														13															

## Director's Time Tracking - July

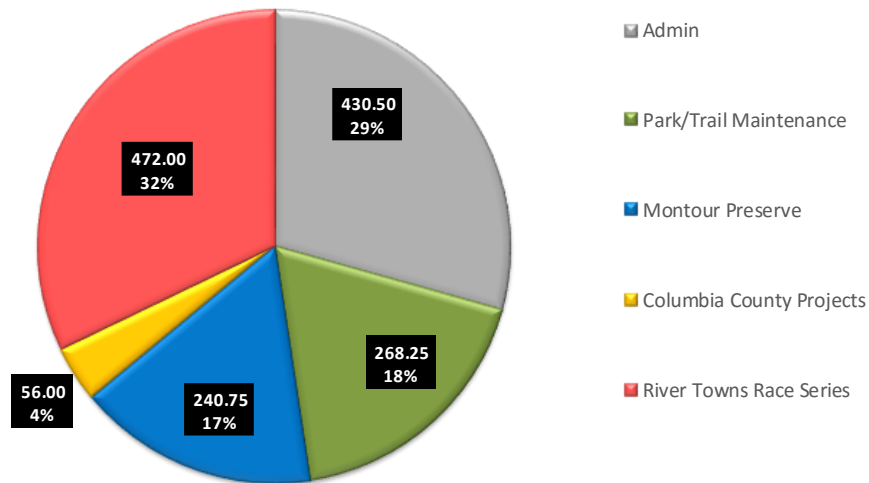
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## DIRECTOR'S REPORT (continued)

### Director's 2016 Year-to-Date Time Accounting as of 8/5/16

2016 STOUTDT TIME ACCOUNTING YEAR-TO-DATE SUMMARY			2016 STOUTDT TIME ACCOUNTING (GROUPED BY CATEGORY) YEAR-TO-DATE SUMMARY		
TASK	HOURS	COST W/O TAXES (\$20.00/hr)	TASK	HOURS	COST
MARC admin	430.50	\$ 8,610.00	Admin	430.50	8,610.00
Other projects / events	89.50	\$ 1,790.00	Park/Trail Maintenance	268.25	5,365.00
East Branch Recreation Area	9.25	\$ 185.00	Montour Preserve	240.75	4,815.00
Hess Recreation Area	81.50	\$ 1,630.00	Columbia County Projects	56.00	1,120.00
Hopewell Park / Danville Farm Trails	6.25	\$ 125.00	River Towns Race Series	472.00	9,440.00
North Branch Canal Trail	80.75	\$ 1,615.00	<b>2016 YTD TOTALS</b>	<b>1,467.50</b>	<b>29,350.00</b>
River Drive trailhead / river access	1.00	\$ 20.00			
Montour Preserve admin	103.50	\$ 2,070.00			
Montour Preserve programming	7.25	\$ 145.00			
Montour Preserve maintenance	130.00	\$ 2,600.00			
Columbia Co. admin/misc.	0.75	\$ 15.00			
Columbia Co. North Branch Canal Trail	55.00	\$ 1,100.00			
Columbia Co. Fishing Creek	0.25	\$ 5.00			
Columbia Co. other	-	\$ -			
Columbia Co. other 2	-	\$ -			
Columbia Co. other 3	-	\$ -			
RTRS Admin / Misc.	21.75	\$ 435.00			
RTRS Awards Luncheon	15.50	\$ 310.00			
Humdinger Trail Races	83.50	\$ 1,670.00			
Montour Preserve Spring Fever Trail Runs	57.00	\$ 1,140.00			
River Towns Half-Marathon	88.25	\$ 1,765.00			
Worlds End 50k / 100k	78.75	\$ 1,575.00			
Old Forge Brewing Co. 5k	35.00	\$ 700.00			
Montour 24 Endurance Runs	73.50	\$ 1,470.00			
Montour Preserve Summer Heat Trail Runs	6.75	\$ 135.00			
Hopewell Challenge Mountain Bike Race	-	\$ -			
Chilli Challenge	9.25	\$ 185.00			
Robbins Run 5k / 10k	2.75	\$ 55.00			
Boneshaker Cyclocross	-	\$ -			
<b>2016 YTD TOTAL HOURS</b>	<b>1,467.50</b>	<b>\$ 29,350.00</b>			

**STOUTDT 2016 TIME TRACKING  
YTD SUMMARY**



## **DIRECTOR'S REPORT (continued)**

### **GRANTS**

- **Montour County Commissioners' 2016 Tourism Fund grants**
  - \$10,000 granted on 1/26/16 for 2016 River Towns Race Series advertising / promotion
    - As of 6/12, all funds have been expended
  - \$5,000 granted on 1/26/16 for 2016 Montour Preserve operation
    - Per PA County Code Hotel Tax legislation, these funds must be used to promote the Montour Preserve as a tourism destination and increase the number of visitors from outside the region
- **Williams Transco Pipeline Atlantic Sunrise Project / The Conservation Fund Environmental Stewardship Program**
  - \$146,000 granted to Susquehanna Greenway Partnership (SGP) on 10/1/15
  - SGP to administer grant, assist with sign design and planning and assist MARC with project implementation; SGP retains \$7,500
  - MARC may be reimbursed a total of \$138,500 in eligible grant expenses incurred between 10/1/15 and 9/30/16
    - MARC has been reimbursed \$19,688.97 in North Branch Canal Trail expenses incurred 9/1/15 – 12/31/15
    - MARC is currently awaiting reimbursement for \$59,939.30 in expenses incurred 1/1/16 – 6/23/16
    - MARC will submit one final request for reimbursement for expenses incurred 6/24/16 – 9/30/16 (grant closeout)

### **PROJECTS/MANAGED SITES**

- **East Branch Recreation Area**
  - \$2,430.66 remains earmarked in our account for site supplies
  - \$7,670.50 remains earmarked in our account for site maintenance through April 30, 2017
- **River Drive parcel (North Branch Canal Trail trailhead and river access)** (no change since last meeting)
  - Additional site enhancements will be done in coming months as schedule permits
- **Hopewell Park / Danville Borough Farm**
  - Installation of temporary signage is complete
    - User feedback will be considered for 2 – 3 months until higher quality permanent signage can be purchased and installed (funding permitting), preferably before the 9/3/16 Hopewell Challenge Mountain Bike races
  - Trail maintenance and upgrades are ongoing



## **DIRECTOR'S REPORT (continued)**

### **PROJECTS/MANAGED SITES (continued)**

- **Hess Recreation Area**

- MARC staff repaired most sections of the site fencing in June, extending the anticipated useful life of the fence
- Danville Borough public works staff removed the bushes from around the pavilion, placing a layer of mulch in their place; MARC is very grateful for the Borough's assistance with this work
- Skatepark (no change since last meeting)
  - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature
  - Concrete cracks need to be sealed before they become worse
- Ballfields (no change since last meeting)
  - Despite infield work done in April, the softball field remains in relatively poor condition; a significant investment of time and effort is needed to restore the field to good condition
- Road (no change since last meeting)
  - MARC should consider a chip & tar coating of the road to extend its expected useful life; cost estimates will have to be sought when funding allows
- Other
  - MARC anticipates continued heavy use of the site throughout 2016 and in 2017

- **North Branch Canal Trail**

- Earthwork Services has completed all contracted work on time and on budget
  - Stoudt and Crisp met with Earthwork Services staff on 7/21 to perform a semi-final inspection; several very minor issues found to be corrected, but Stoudt was extremely pleased with the completed work
  - Stoudt is working to schedule a final inspection by the Montour and Columbia County Conservation Districts and DEP, allowing the release of the final payment to Earthwork Services; inspection anticipated within ten days
- MARC will finish the installation of trail signage and complete any necessary detail work ASAP, with a goal of opening the trail by early October

- **Montour Preserve**

- Montour County/MARC will receive \$200,000 in funding from the Commonwealth of PA for Montour Preserve operation and maintenance; specific grant details unknown at this time
- MARC took possession of a Bobcat utility vehicle from USG on 7/8; Piatt has been working to make minor repairs to ensure reliable operation
- HVAC repairs completed
- Repeated storm damages cleaned up with significant volunteer assistance
- Please see page 11 of this agenda packet for accounting summary

## **DIRECTOR'S REPORT (continued)**

### **PROJECTS/MANAGED SITES (continued)**

- **River Towns Race Series**

- Montour 24 Endurance Runs successfully conducted 7/23 – 7/24; accounting incomplete at this time
- Registrations for the upcoming Summer Heat Trail Runs and the Chilli Challenge are far below expectations; MARC may lose money on both races
- Stoudt recommends MARC reduce the number of races for the 2017 season


### **OTHER**

- Vegetation clearing completed on 7/28 at the Riverside Borough river access; minor additional work (including signage) needed before MARC recommends advertising to the public
- MARC assisted with the 7/16 Danville Heritage Festival
  - \$200 donation received from the quoits tournament organizers; additional donation from Heritage Festival organizers may be received
- Crisp internship ends 8/12

### **UPCOMING EVENTS AND MEETINGS**

- 8/13 Montour Preserve Summer Heat Trail Runs (volunteers needed)
- 9/3 Hopewell Challenge Mountain Bike Race (volunteers needed)
- 9/12 MARC meeting

# STOUDT EXPENSE REPORT (RECEIPTS TO BE PROVIDED DURING MEETING)

Expense Report			
Transaction Date	Description	Account	Amount
6/13/16	Cole's Hardware (supplies for Hess Recreation Area maintenance)	Hess Field maintenance	99.58
6/15/16	Cole's Hardware (supplies for Hess Recreation Area maintenance)	Hess Field maintenance	155.82
6/15/16	Cole's Hardware (supplies for Hess Recreation Area maintenance)	Hess Field maintenance	38.41
6/15/16	Cole's Hardware (supplies for Hess Recreation Area maintenance)	Hess Field maintenance	3.70
6/15/16	BiLo Supply (supplies for Hess Recreation Area maintenance)	Hess Field maintenance	7.69
6/15/16	BiLo Supply (supplies for Hess Recreation Area maintenance)	Hess Field maintenance	3.51
6/26/16	MailChimp (email service)	\$16.67 Montour Preserve; \$16.67 misc. expenses; \$16.66 River Towns Race Series advertising	50.00
6/27/16	HughesNet (Montour Preserve internet service)	Montour Preserve	151.18
6/30/16	GoDaddy.com (2-year renewal of HumdingerRun.com domain)	RTRS - Humdinger advertising	30.34
6/30/16	GoDaddy.com (2-year renewal of MontourRec.com email hosting)	misc. expenses	162.62
7/2/16	Amazon.com (paper towels & toilet paper)	Montour Preserve	200.59
7/3/16	Cole's Hardware (cleaning supplies & misc. supplies for Montour Preserve)	Montour Preserve	190.55
7/5/16	Amazon.com (business cards & federal/state labor law poster)	\$42.36 Montour Preserve; \$25.99 misc. expenses	68.35
7/6/16	Cole's Hardware (supplies for Montour Preserve)	Montour Preserve	49.47
7/8/16	Amazon.com (restroom supplies)	Montour Preserve	27.90
7/8/16	Shutterfly (prizes for Summer Heat Trail Runs)	RTRS - Summer Heat Trail Runs prizes	314.27
7/16/16	Cole's Hardware (misc. supplies for Hess)	Hess Field maintenance	127.43
7/18/16	Cole's Hardware (trash bags)	Montour Preserve	27.54
7/18/16	diesel fuel	Montour Preserve	13.06
7/18/16	Weis (water and Gatorade for volunteers)	Montour Preserve	31.57
7/20/16	USPS Danville (stamps)	misc. expenses	28.20
7/20/16	HughesNet (Montour Preserve internet service)	Montour Preserve	151.18
7/21/16	Cole's Hardware (power strips, marking paint, batteries and trash bags)	\$76.25 misc. expenses; \$138.75 RTRS - Montour 24 misc. expenses; \$82.62 Montour Preserve	297.62
7/22/16	Cole's Hardware (hoses and sprinkler)	park maintenance tools & supplies	175.92
7/23/16	Maloney's Distributor (ice)	RTRS - Montour 24 misc.	50.00
7/23/16	Cole's Hardware (hose and hose connector)	park maintenance tools & supplies	42.38
7/23/16	Weis (groceries for Montour 24)	RTRS - Montour 24 food & drink	81.94
7/23/16	Weis (ice for Montour 24)	RTRS - Montour 24 misc.	31.90
7/23/16	Weis (groceries for Montour 24)	RTRS - Montour 24 food & drink	104.86
7/23/16	Weis (groceries for Montour 24)	RTRS - Montour 24 food & drink	56.83
7/26/16	MailChimp (email service)	\$16.67 Montour Preserve; \$16.67 misc. expenses; \$16.66 River Towns Race Series advertising	50.00
7/28/16	Henry Voelcker (beer for Montour 24)	RTRS - Montour 24 food & drink	339.20
7/31/16	Facebook (race advertising)	\$150 RTRS - Summer Heat Trail Runs advertising; \$76.66 RTRS - Hopewell Challenge advertising; \$76.67 RTRS - Chilli Challenge advertising; \$76.67 RTRS - Boneshaker Cyclocross advertising	380.00
8/2/16	Amazon.com (telephone for Montour Preserve)	Montour Preserve	21.15
8/2/16	Amazon.com (paper towels & toilet seat covers)	Montour Preserve	59.13
8/2/16	Amazon.com (printer toner cartridges)	office supplies	96.43
EXPENSE REPORT TOTAL			\$ 3,720.32
Name:	Robert Stoudt	Date Submitted:	8/8/2016
Signature:		Date Paid:	
Approved by:		Check #:	