

TOWN OF WINDSOR
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TOWN COUNCIL MEETING AGENDA
May 12, 2020
7:00 p.m.

1. Call to order - Welcome - Mayor Glyn Willis
2. Consent Agenda
 - a) Minutes of the April 14, 2020 Council Meeting *
 - b) Police Chief's Report *
 - c) Motion to Approve
3. Treasurer's Report *
 - a) Budget Transfer *
 - b) E-911 Communication Tax *
 - c) Water Line Relocation *
4. Interim Town Manager's Report
 - a) Budget Proposal *
 - b) Appropriation of Funds for Public Works Building *
5. Other Reports
6. Adjourn

Note: The asterisk beside an agenda item denotes that the item includes back-up material.

**Minutes
Windsor Town Council Meeting
Town Hall
April 14, 2020**

The Windsor Town Council met in regular session on March 10, 2020 at 7:00 p.m. by electronic participation in Windsor, Virginia. Mayor Glyn Willis called the meeting to order. He welcomed everyone to the electronic meeting. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager and Christy Newsome, Treasurer, were present in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Chief Riddle and Fred Taylor, Town Attorney, also participated electronically.

Council members present via electronic participation:

- Durwood Scott
- Greg Willis
- Walter Bernacki
- Kelly Blankenship
- J. Randy Carr
- George Stubbs

Mayor Willis explained that Council is limited in what can be covered in an electronic meeting. He said Council will strictly focus on immediate business that is pertinent to maintaining operations of the Town.

Consent Agenda

Mayor Willis said the Consent Agenda consists of the minutes of the March 10, 2020 Council meeting, minutes of the April 2, 2020 Emergency Called Council meeting and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki made a motion to adopt the Consent Agenda as presented. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Ms. Newsome said the Treasurer's report for the month of March is before Council for review. She said Councilwoman Blankenship emailed her questions before the meeting regarding several transactions in the Treasurer's report, and the responses were forwarded to Council. Ms. Newsome asked if there were any other questions.

Councilwoman Blankenship asked why a \$4,000 expenditure for Dell Services would come out of the Contingency line item instead of the appropriate IT line item.

Mr. Stallings explained that this purchase was unexpected and was not accounted for elsewhere in the budget; therefore, the funds were pulled from the Contingency line item.

Councilwoman Blankenship suggested that funds be taken out of the appropriate budget line item for a particular purchase that relates to that line item. She said if the line item is over budget, Council could then do an appropriation or transfer from the Contingency

line item. She said this will help Council determine what needs to be budgeted for particular expenditures going forward.

Mr. Stallings explained that the Contingency line item has been used in the past as a miscellaneous line item to use for unexpected purchases to avoid being over budget. He said this procedure can be changed if Council would like.

After further discussion, Council agreed by consensus to discuss this matter at a later date when Council is collectively meeting together.

Councilwoman Blankenship asked that this matter be put on the Action List for future discussion.

Councilwoman Blankenship questioned why the \$10,000 and \$12,500 budget appropriations are not showing in the month to date total on the Treasurers report.

Mr. Stallings explained that these appropriations are internal transfers; therefore, they do not show actual revenue. He said it will hit the Fund Balance at the end of the year and reduce the Town's actual assets. Mr. Stallings said it increases the budget number, but does not actually bring in revenue.

Councilwoman Blankenship made a motion to approve the Treasurer's report. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Town Manager's Report

Financial Software Conversion

Mr. Stallings reported that we have been working with Tyler Technologies to implement their Munis financial software for some time now. He explained that last fiscal year, Council appropriated the funds to cover the total cost of the conversion to Munis. He said the conversion was not completed last fiscal year, and the remaining funds have gone into the Unappropriated Fund Balance of the General Fund.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating the remaining funds of \$35,000 so that this project may continue.

Councilman Stubbs asked if the Tyler Technologies contract was reviewed to determine if the Town could recover any funds owed due to the excessive delay and issues encountered during the implementation of the 2019 Personal Property taxes.

Mr. Stallings explained that some funds were recovered through credits in the amount of approximately \$12,000 for fees the Town was continuing to pay to Bright. He said Tyler also added additional training and implementation days.

Councilwoman Blankenship requested a reconciliation of the compensation given by Tyler Technologies. She said these credits were given before the 2019 Personal Property tax issues. She said she doesn't feel that the Town has been compensated for the fact that the 2019 Personal Property tax bills went out six months late, and the Town had to pay a consultant to help find the import issues caused by Tyler Technologies.

Councilwoman Blankenship suggested that Mr. Stallings express to Tyler Technologies that the Town is ready to make the final payment, but we would like to negotiate due to the many issues that delayed the 2019 Personal Property taxes for six months. Councilwoman Blankenship said she would also like to understand what took place to resolve the issues.

Ms. Newsome gave a breakdown of what occurred during the process of having the import and setup issues corrected with the 2019 Personal Property taxes.

Mr. Stallings explained that the bill has already been paid. He said he received direction from Council to pay the final bill once the conversion was successfully completed and the 2019 Personal Property taxes were processed. Mr. Stallings explained that the outstanding bills for the last of the implementation contract were less than \$3,000. He said the bulk of the \$35,000 is for the software service fees.

After further discussion, Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$35,000 from the Unappropriated Fund Balance of the General Fund to the 2019-20 General Fund Operating Budget."

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$35,000 From The Unappropriated Fund Balance Of The General Fund To The 2019-20 General Fund Operating Budget. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Interim Town Manager Contract

Mr. Stallings stated that a work order is attached, for Council's review, with the scope of services from Berkley Group to employ Sanford B. Wanner as the Interim Town Manager for the Town of Windsor beginning April 21, 2020. He said the work order has been previously reviewed by Council.

Vice Mayor Scott made a motion to accept the work order and move forward with retaining Sanford B. Wanner for Interim Town Manager for the Town of Windsor beginning April 21, 2020. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Extension of Business License Due Date

Mr. Stallings reported that a couple of businesses have requested an extension on their business license due date. He explained that due to the COVID-19 pandemic and the Governor's Executive Order, they have been forced to close and are not generating any revenue.

Mr. Stallings recommended that Council adopt the enclosed Business License Tax Guidelines that would allow the Treasurer to waive penalties and interest on late business licenses for businesses that have experienced a hardship due to COVID-19, as long as they are received by June 30, 2020.

Mr. Stallings said he will have staff reach out to as many businesses as possible if the guidelines are approved as requested by Councilwoman Blankenship.

Councilman Stubbs asked how it would affect cash flow and Town operations if the proposed guidelines are passed.

Mr. Stallings said the financial effects shouldn't be significant. He explained that penalty and interest for business licenses is approximately \$2,000 for the fiscal year. He said this would be the case if everyone who is paying penalty and interest took advantage of the proposed business license guidelines.

Councilman Bernacki said he feels that if the Town can provide assistance to the businesses during this difficult time, it will help them to stay in business, and those funds will be recouped over time.

After further discussion, Councilman Stubbs made a motion to adopt the Business License Tax Guidelines giving the Treasurer the authority to waive penalty and interest on business licenses not received by the April 15, 2020 due date due to the effects of COVID-19. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Mayor Willis said he would like Ms. Newsome to keep Council updated on the impact this pandemic is causing businesses within the Town. He said Council is willing to offer any assistance available to help businesses stay open.

Cash Flow

Mr. Stallings asked Council for approval to pull \$200,000 out of a \$400,000 Certificate of Deposit (CD), currently at Old Point National Bank, and deposit into the Town's General Fund checking account. He said this will help ensure that we do not run into cash flow issues due to revenue reductions associated with COVID-19 as we near the end of this fiscal year. He said this CD matures on March 10, 2021. He noted that Old Point is waiving any penalty for early withdrawal due to the pandemic. Mr. Stallings said he anticipates that meals taxes and business licenses will be lower than normal.

Mr. Stallings recommended that Council put as much of these funds as possible back into a CD when this pandemic is over and revenue resumes as normal.

Councilwoman Blankenship expressed her concerns with withdrawing such a large sum of money until it is absolutely necessary or until we are more certain of incoming revenues and the impact of COVID-19.

Mr. Stallings said the impact of COVID-19 will show at the end of the fiscal year through budget numbers.

Mayor Willis expressed his concerns with needing funds available in the checking account if anything significant were to happen. He said Council would potentially need to call special Council meetings to do appropriations or transfers if the funds are not readily available as opposed to a one time deposit of the \$200,000 to cover expenditures through the end of June, 2020.

Councilman Bernacki suggested developing an “action point” to address the dilemma of the checking account reaching the point that there is not enough cash on hand to cover expenditures. He said, for example, if the funds reach the “action point” of \$50,000, then a pre-authorization from Council would take effect to withdraw the funds from the CD.

Councilman Carr asked if the pandemic continues 60 to 90 days and there continues to be a reduction in revenues, is there another backup to cover expenditures if needed.

Mr. Stallings said there is an additional \$200,000 in the CD we are discussing and \$151,000 in another CD.

After further discussion, Councilman Stubbs made a motion to make an early withdrawal of \$200,000 from the CD currently at Old Point National Bank, as recommended by the Town Manager, to be deposited into the General Fund checking account to increase cash flow. Councilman Carr seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Other Reports

Mr. Stallings said due to the current situation, the scheduled budget work session may not take place. He said he will distribute a draft budget to Council for review by Friday, April, 17, 2020. He said he will be available for comments or questions.

Mayor Willis said once questions and comments are compiled, a meeting can be scheduled to discuss the responses.

Vice Mayor Scott said within the next 30 to 45 days, Council should have a better feel for what revenue is coming in and how much longer this pandemic will last. He said when we have this information, we can then determine whether we need to move forward or postpone some of the larger projects, and we may need to determine if we need to adjust the budget.

Councilman Stubbs made a motion to adjourn. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

The meeting adjourned at 7:55 p.m.

Glyn Willis, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date April 14, 2020

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
1	X	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	Y	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Town Clerk

Town of Windsor

Memorandum

May 12th, 2020

TO: The Honorable Mayor and Town Council

FROM: Sandy Wanner, Interim Town Manager *SW*
R.D. Riddle, Chief of Police

SUBJECT: Police Chief's Report

Enclosed is the Police Chief's Report for the month of April, 2020.

I recommend that you receive and file the report.



Town of Windsor Police Department



From: R.D. Riddle, Chief of Police
 To: The Honorable Mayor and Town Council
 Subject: Monthly Activity Report for April, 2020

The following activities were reported as having occurred within the corporate limits of the Town of Windsor during April, 2020.

Patrol / Business Checks Section

04/19 03/20 04/20

Patrol / Business Checks	1280	1647	1688
Citizen House Checks	4	2	3
Directed Patrol Checks	8	0	0

Traffic Related Stops / Offenses Section

Traffic Stops Conducted (Total)	197	143	41
Traffic Summons Issued for Primary Offense	151	96	21
Secondary Violations	13	5	1
Total Number of Summons Issued	164	101	22
Warnings / Advice Given	46	42	21
Inspections (Child Safety Seat / Trailer / Vehicle)	1	0	0
Driving Under the Influence Arrests	2	0	1
Wanted Persons Arrested through Traffic Enforcement	1	0	0

Current / Ongoing Police Investigations Section

Open Investigation Assigned to Patrol	9	2	3
Open Investigation Assigned to Detective	6	2	4
On-Going Undercover Operation(s)	0	0	0
Investigations Solved w/ Charges Filed or sent to Commonwealth Attorney	8	4	2
Investigations Solved or Closed Pending Further Leads	11	8	4



Town of Windsor Police Department



Arrests / Warrants Related Section

Felony Arrests Made	5	0	0
Felony Warrants (Obtained)	5	1	1
Felony Warrants (Served)	4	0	0
Misdemeanor Arrests Made	8	0	5
Misdemeanor Warrants (Obtained)	8	0	3
Misdemeanor Warrants (Served)	8	0	5
Juvenile Petitions (Obtained / Served)	0	0	0
Narcotics / Weapons Related Arrests	3	0	0
Search Warrant Obtained and Executed	3	0	1
Seizures Made	3	0	0
Weapons (Confiscated / Destroyed)	0	0	0
Emergency Protection Orders (Obtained)	0	0	0
Emergency Protection Orders (Served)	0	0	2
Emergency Custody Order / Temporary Detention Orders	0	0	0

Reports Taken

Criminal Reports Taken	17	9	8
Motor Vehicle Crash Reports Taken	6	3	2
Field Interview Cards Obtained	2	2	0
Missing Persons / Run-Away Report Taken	1	0	0
Death Reports Taken	1	1	0

Auxiliary Officers

Total Hours Worked	4
Total Hours Covered (Would have been Full Time Overtime)	0
Total Reports Taken	0
Total Summons Issued	0
Total Arrests Made	0



Town of Windsor Police Department



Windsor Calls For Service Break-Down Page

"These are simply calls for service and do not indicate verified crime"

Complaint Type	04/2019	03/2020	04/2020
<u>Reported / Responded Criminal Offenses</u>			
Abduction (Kidnapping)	0	0	0
Assault (Felony / Malicious Wounding)	0	0	0
Assault (Misdemeanor)	1	1	2
Assault (Domestic)	3	0	1
Auto Theft (Unauthorized Use)	0	1	1
Break & Enter (Attempted Burglary)	0	0	0
Burglary	1	0	0
Counterfeit	0	1	1
Child Abuse (Neglect)	1	1	0
Destruction of Private Property (Vandalism)	2	0	1
Disorderly Conduct	2	2	0
Embezzlement	0	0	0
Firearms Offenses / Complaints	0	1	0
Fraud	2	1	1
Harassment	1	1	0
Indecent Exposure	0	0	0
Larceny (Grand / Petit)	3	2	0
Larceny (Gas Drive Off)	0	0	0
Larceny (From Vehicle)	1	2	8
Narcotic Offenses	2	0	0
Public Intoxication	0	0	0
Threats (Death / Bodily Harm)	1	0	0
Trespassing (Loitering)	0	0	0
Robbery	0	0	0
Sex Related Offenses	0	1	1
Psychiatric Problems	3	1	1
TOTALS	23	15	17



Town of Windsor Police Department



Reported / Responded Non-Criminal Offenses

911 Hang Up	4	2	0
Alarm (Commercial)	8	3	4
Alarm (Residential)	5	2	1
Animal Complaint	4	5	1
Assist Other Jurisdiction (Mutual Aid)	16	4	5
Assist Rescue	9	3	2
Assist Fire	4	2	0
Business Assist / Police Escort	6	2	2
Citizen Assist	29	13	21
Disturbance (Noise)	2	1	2
Found Property	2	1	2
Juvenile Problem	4	3	0
Missing Person (Run-Away)	1	1	0
Motor Vehicle Crash	8	8	7
Motorist Assist (Traffic Hazard)	12	8	7
Parking Violation(s)	1	0	1
Reckless Driving	11	5	9
Suspicious Activity (Peeping Tom/etc.)	8	12	11
Unsecured (Business)	2	3	1
Unsecured (Residence)	0	0	0
Walk-In Complaints	15	4	9
Welfare Check	3	4	5
Other / Unclassified	16	7	11
TOTALS	170	93	101

Self-Initiated Service Calls

Business and Patrol Checks / Traffic Stops / Field Interviews / House Checks / Directed Patrols

04/2019	3/2020	04/2020
1577	1832	1787

Total "Calls for Service" reported by the Windsor Police Department

Total Calls 04/2019	Total Calls 3/2020	Total Calls 04/2020
1686	1910	1862



Town of Windsor Police Department



From: R.D. Riddle, Chief of Police
To: The Honorable Mayor and Town Council
Subject: Monthly Summary Report for April 2020

Arrests – The individuals listed have been charged with a criminal offense(s) and are presumed innocent.

- On 4/1/20 Terrell K. Saunders, 26 of Suffolk, VA was arrested for Driving Under the Influence, Refusal of Breath Test and Driving While Suspended DUI Related.
- On 4/24/20 Jovi S. Horace, 25 of Windsor, VA was arrested on outstanding warrants for Assault & Battery and Destruction of Property.


Incidents – These incidents reflect reported incidents and do not indicate a verified criminal offense. Block numbers are approximate.

- 4/10/20- Assault – 10200 Essie Doris Ln.
- 4/10/20- Forgery – 11400 Windsor Blvd.
- 4/10/20- Suspicious Activity – 11400 Windsor Blvd.
- 4/17/20- Larceny from Motor Vehicle – 11400 Windsor Way
- 4/17/20- Motor Vehicle Theft – 23000 Rolfe Ave.
- 4/21/20- Accident – 50 E. Windsor Blvd.
- 4/23/20- Sexual Battery - 23300 Courthouse Hwy.
- 4/30/20- Assault – 60W. Windsor Blvd.
- 4/30/20- Accident – 60 W. Windsor Blvd.

Town of Windsor

Memorandum

May 12, 2020

TO: The Honorable Mayor and Members of Town Council
FROM: Christy Newsome, Treasurer 
RE: Treasurer's Report

I am enclosing the treasurer's report for the month of April.

- As of April 30, 2020 we have collected 92% in the amount of \$10,581.35 on our Public Service taxes, 96% in the amount of \$72,375.96 on Personal Property taxes, and 85% in the amount of \$35,431.41 on License Fees.
- We have had two businesses that have requested extensions for their 2020 business license.

TREASURER'S REPORT
April 30, 2020

General Fund

Checking – Farmers Bank	\$ 417,093.55
Checking – WPD Forfeited Assets	2,018.71
Certificates of Deposit – Cemetery	117,054.04
Certificates of Deposit	<u>581,566.10</u>
	\$ 1,117,732.40

Water Fund

Checking – Farmers Bank	\$ 520,667.86
Certificate of Deposit	<u>291,242.52</u>
	\$ 811,910.38

**Future Development
& Space Needs Fund**

Checking – Farmers Bank	\$ 347,839.91
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Windsor Town Center

Checking – Farmers Bank	\$ 123,327.70
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All Funds

Total Bank Assets	<u>\$ 2,400,810.39</u>
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Liabilities – Water Fund

Farmers Bank – Bond	\$ 535,000.00 (principal only)
USDA Rural Development	<u>\$ 586,438.56</u>
	\$ 1,159,093.26

Liabilities – Windsor Town Center

Farmers Bank – Loan	\$ 87,508.35
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TOWN OF WINDSOR

TREASURER'S REPORT

GENERAL FUND

Balance on hand March 31, 2020		\$ 166,256.26
Receipts:		
Total receipts collected in April	<u>457,230.04</u>	
Total receipts prior to month's disbursements		\$ 623,486.30
Disbursements:		
Total disbursements in April	<u>206,392.75</u>	
Balance on hand April 30, 2020 - Farmers Bank		\$ 417,093.55

TOWN OF WINDSOR

TREASURER'S REPORT

WINDSOR POLICE FORFEITED ASSETS

Balance on hand March 31, 2020		\$ 2,018.47
Receipts:		
Total receipts collected in April	<u>0.24</u>	
Total receipts prior to month's disbursements		2,018.71
Disbursements:		
Total disbursements in April	<u>0.00</u>	
Balance on hand April 30, 2020 – Farmers Bank		\$ 2,018.71

TOWN OF WINDSOR

TREASURER'S REPORT

WATER FUND

Balance on hand March 31, 2020		\$520,718.79
Receipts:		
Total receipts collected in April	<u>54,064.03</u>	
Total receipts prior to month's disbursement		574,782.82
Disbursements:		
Total disbursements in April	<u>54,114.96</u>	
Balance on hand April 30, 2020 - Farmers Bank		\$520,667.86

TOWN OF WINDSOR
TREASURER'S REPORT
CENTER/FUTURE DEVELOPMENT
& SPACE NEEDS FUND

Balance on hand March 31, 2020		\$ 347,782.74
Receipts:		
Total receipts collected in April	<u>57.17</u>	
Total receipts prior to month's disbursements		347,839.91
Disbursements:		
Total disbursements in April	<u>0.00</u>	
Balance on hand April 30, 2020 – Farmers Bank		\$ 347,839.91

**TOWN OF WINDSOR
TREASURER'S REPORT
WINDSOR TOWN CENTER**

Balance on hand March 31, 2020		\$ 129,228.09
Receipts:		
Total receipts collected in April	<u>20.55</u>	
Total receipts prior to month's disbursements		129,248.64
Disbursements:		
Total disbursements in April	<u>5,920.94</u>	
Balance on hand April 30, 2020 – Farmers Bank		\$ 123,327.70

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Town of Windsor | LIVE |
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 10

JOURNAL DETAIL 2020 10 TO 2020 10

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000010</u>	<u>31111</u>	<u>CY Tax - Real Prope</u>	-200,000	-200,000	-202,027.64	-1,207.93	.00	2,027.64 101.0%
	2020/10/000078	04/14/2020 CRP	-2.52 REF RE			2019 RE TAX		
	2020/10/000101	04/16/2020 CRP	-1,150.00 REF RE			2019 RE TAX		
	2020/10/000143	04/23/2020 CRP	-55.41 REF RE			2019 RE TAX		
<u>10000010</u>	<u>31112</u>	<u>Delinquent Year</u>	0	0	-243.07	-44.31	.00	243.07 100.0%
	2020/10/000035	04/06/2020 CRP	-14.31 REF PP			2017 PP TAX		
	2020/10/000035	04/06/2020 CRP	-30.00 REF PP			2017 PP TAX		
<u>10000010</u>	<u>31114</u>	<u>Prepaid Taxes</u>	0	0	-30.64	-5.64	.00	30.64 100.0%
	2020/10/000073	04/14/2020 CRP	-5.64 REF PP			2019 PP TAX		
<u>10000020</u>	<u>31122</u>	<u>Cur. Public Service</u>	-11,500	-11,500	-10,581.35	.00	.00	-918.65 92.0%
	2020/10/000078	04/14/2020 CRP	.00 REF RE			2019 RE TAX		
	2020/10/000111	04/17/2020 CRP	.00 REF RE			2019 RE TAX		
	2020/10/000161	04/27/2020 CRP	.00 REF RE			2019 RE TAX		
	2020/10/000161	04/27/2020 CRP	814.21 REF PP			2019 PP TAX		
	2020/10/000161	04/27/2020 CRP	-814.21 REF PP			2019 PP TAX		
	2020/10/000196	04/30/2020 CRP	.00 REF RE			2019 RE TAX		
<u>10000030</u>	<u>31120</u>	<u>Current Year Mobile</u>	-5,000	-5,000	.00	.00	.00	-5,000.00 .0%
<u>10000030</u>	<u>31121</u>	<u>PPTRA Contribution</u>	-19,550	-19,550	-19,527.44	.00	.00	-22.56 99.9%
<u>10000030</u>	<u>31131</u>	<u>Current YearCY - Pe</u>	-75,000	-75,000	-69,878.22	-68,467.93	.00	-5,121.78 93.2%
	2020/10/000014	04/02/2020 CRP	-31.86 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-2.50 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-.50 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-6.41 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-9.97 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-2.03 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-49.07 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-35.49 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-42.37 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-26.21 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-6.41 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-33.00 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-49.07 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-84.65 REF PP			2019 PP TAX		
	2020/10/000014	04/02/2020 CRP	-81.90 REF PP			2019 PP TAX		
	2020/10/000030	04/03/2020 CRP	-22.67 REF PP			2019 PP TAX		

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Town of Windsor |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 10

JOURNAL DETAIL 2020 10 TO 2020 10

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
<u>10000030 31131 Current YearCY - Pe</u>										
	2020/10/000198	04/30/2020	CRP	-111.23	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-40.27	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-2.03	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-54.62	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-5.74	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-25.06	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-15.12	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-57.30	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-8.80	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-44.35	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-2.25	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-1.83	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-8.51	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-6.03	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-64.72	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-13.96	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-6.60	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-2.23	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-13.86	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-2.63	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-13.77	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-.39	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-45.83	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-390.73	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-5.07	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-.50	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-5.38	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-7.46	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-4.08	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-4.40	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-20.75	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-7.40	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-1.75	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-4.03	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-11.44	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-37.88	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-67.15	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-8.65	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-2.39	REF PP	2019 PP TAX				
	2020/10/000198	04/30/2020	CRP	-23.82	REF PP	2019 PP TAX				
	<u>10000050 31161 Penalties/Interest</u>			-4,000	-4,000	-2,366.12	-192.23	.00	-1,633.88	59.2%
	2020/10/000035	04/06/2020	CRP	-3.46	REF PP	2017 PP TAX				
	2020/10/000035	04/06/2020	CRP	-1.79	REF PP	2018 PP TAX				
	2020/10/000036	04/06/2020	CRP	-.26	REF PP	2018 PP TAX				
	2020/10/000036	04/06/2020	CRP	-.94	REF PP	2018 PP TAX				

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<u>10000050 31161 Penalties/Interest</u>								
	2020/10/000036	04/06/2020	CRP	-3.45	REF	PP		
	2020/10/000036	04/06/2020	CRP	-5.67	REF	PP	2018	PP TAX
	2020/10/000073	04/14/2020	CRP	5.64	REF	PP	2018	PP TAX
	2020/10/000101	04/16/2020	CRP	-167.71	REF	RE	2019	PP TAX
	2020/10/000143	04/23/2020	CRP	-14.59	REF	RE	2019	RE TAX
	2020/10/000143	04/23/2020	CRP	-14.59	REF	RE	2019	RE TAX
<u>10000050 31163 Administrative Coll</u>		-10,000	-10,000	-2,004.99	-169.45	.00	-7,995.01	20.0%
	2020/10/000035	04/06/2020	CRP	-59.77	REF	MS		
	2020/10/000036	04/06/2020	CRP	-49.68	REF	MS		
	2020/10/000101	04/16/2020	CRP	-30.00	REF	MS		
	2020/10/000143	04/23/2020	CRP	-30.00	REF	MS		
<u>10000060 31210 Local Sales & Use T</u>		-110,000	-110,000	-106,546.64	-8,381.58	.00	-3,453.36	96.9%
	2020/10/000119	04/20/2020	CRP	-8,381.58	REF	MS		
<u>10000060 31211 Meals Tax</u>		-365,000	-365,000	-417,945.78	-88,838.12	.00	52,945.78	114.5%
	2020/10/000073	04/14/2020	CRP	-5,652.81	REF	BL	2020	BL BL
	2020/10/000098	04/15/2020	BLR	6,768.69	REF		BUSINESS LICENSE RECEIPTS	
	2020/10/000098	04/15/2020	BLR	-6,768.69	REF		BUSINESS LICENSE RECEIPTS	
	2020/10/000101	04/16/2020	CRP	-1,115.87	REF	BL	2020	BL BL
	2020/10/000108	04/17/2020	CRP	-24,578.63	REF	BL	2020	BL BL
	2020/10/000119	04/20/2020	CRP	-45,403.41	REF	BL	2020	BL BL
	2020/10/000131	04/22/2020	CRP	-11,872.65	REF	BL	2020	BL BL
	2020/10/000143	04/23/2020	CRP	-214.75	REF	BL	2020	BL BL
<u>10000060 31212 Mobile Home Titling</u>		-4,000	-4,000	-4,245.00	.00	.00	245.00	106.1%
<u>10000070 31221 Consumer Utility Ta</u>		-91,500	-91,500	-74,697.71	-7,260.74	.00	-16,802.29	81.6%
	2020/10/000199	04/30/2020	GEN	-5,201.82	REF	ACH	Utility tax March 2020	
	2020/10/000200	04/30/2020	GEN	-2,058.92	REF	ACH	UTILITY TAX	
<u>10000080 31231 Business License Ta</u>		-130,000	-130,000	-100,481.26	-29,122.06	.00	-29,518.74	77.3%
	2020/10/000062	04/10/2020	CRP	-498.79	REF	BL	2020	BL BL
	2020/10/000073	04/14/2020	CRP	-12,008.76	REF	BL	2020	BL BL
	2020/10/000097	04/15/2020	BLM	37.50	REF		BUSINESS LICENSE MAINTENANCE	
	2020/10/000097	04/15/2020	BLM	-37.50	REF		BUSINESS LICENSE MAINTENANCE	
	2020/10/000098	04/15/2020	BLR	24,081.33	REF		BUSINESS LICENSE RECEIPTS	
	2020/10/000098	04/15/2020	BLR	-24,081.33	REF		BUSINESS LICENSE RECEIPTS	
	2020/10/000101	04/16/2020	CRP	-5,568.71	REF	BL	2020	BL BL
	2020/10/000108	04/17/2020	CRP	-4,694.99	REF	BL	2020	BL BL
	2020/10/000119	04/20/2020	CRP	-3,542.82	REF	BL	2020	BL BL

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<u>10000120</u>	<u>31281</u>	<u>Cigarette Tax</u>	-71,250	-71,250	-72,000.00	-4,500.00	.00	750.00	101.1%
	<u>2020/10/000108</u>	04/17/2020 CRP	-4,500.00	REF MS					
<u>10000130</u>	<u>31331</u>	<u>Zoning Fees</u>	-3,000	-3,000	-5,460.75	-275.75	.00	2,460.75	182.0%
	<u>2020/10/000015</u>	04/02/2020 CRP	-50.00	REF MS					
	<u>2020/10/000057</u>	04/09/2020 CRP	-25.00	REF MS					
	<u>2020/10/000074</u>	04/14/2020 CRP	-25.75	REF MS					
	<u>2020/10/000150</u>	04/24/2020 CRP	-50.00	REF MS					
	<u>2020/10/000151</u>	04/24/2020 CRP	-25.00	REF MS					
	<u>2020/10/000152</u>	04/24/2020 CRP	-25.00	REF MS					
	<u>2020/10/000177</u>	04/29/2020 CRP	-50.00	REF MS					
	<u>2020/10/000194</u>	04/30/2020 CRP	-25.00	REF MS					
<u>10000130</u>	<u>31336</u>	<u>Cemetery Plot Sales</u>	-1,800	-1,800	-1,200.00	.00	.00	-600.00	66.7%
<u>10000140</u>	<u>31412</u>	<u>Traffic Fines</u>	-130,000	-130,000	-99,108.04	-8,598.65	.00	-30,891.96	76.2%
	<u>2020/10/000044</u>	04/08/2020 CRP	-8,598.65	REF MS					
<u>10000160</u>	<u>31511</u>	<u>Interest (Bank)</u>	-11,500	-11,500	-14,278.72	-47.59	.00	2,778.72	124.2%
	<u>2020/10/000124</u>	04/15/2020 GEN	-4.07	REF INT					
	<u>2020/10/000214</u>	04/30/2020 GEN	-43.52	REF ACH			INTEREST DEPOSIT INTEREST DEPOSIT		
<u>10000180</u>	<u>31661</u>	<u>Wtr Fnd Reimburseme</u>	-65,390	-65,390	-65,390.00	.00	.00	.00	100.0%
<u>10000180</u>	<u>31662</u>	<u>Wtr Fnd Reimburseme</u>	-207,182	-207,182	-207,182.00	.00	.00	.00	100.0%
<u>10000190</u>	<u>31895</u>	<u>Miscellaneous Reven</u>	-8,000	-17,030	-32,389.69	.00	.00	15,359.69	190.2%
<u>10000190</u>	<u>31898</u>	<u>Credit Card Fees</u>	-600	-600	-309.72	-331.60	.00	-290.28	51.6%
	<u>2020/10/000003</u>	04/01/2020 CRP	-4.90	REF MS					
	<u>2020/10/000004</u>	04/01/2020 CRP	-1.32	REF MS					
	<u>2020/10/000028</u>	04/03/2020 CRP	-4.71	REF MS					
	<u>2020/10/000030</u>	04/03/2020 CRP	-5.71	REF MS					
	<u>2020/10/000031</u>	04/03/2020 CRP	-22.84	REF MS					
	<u>2020/10/000037</u>	04/07/2020 CRP	-1.13	REF MS					
	<u>2020/10/000038</u>	04/07/2020 CRP	-.17	REF MS					
	<u>2020/10/000042</u>	04/08/2020 CRP	-.24	REF MS					
	<u>2020/10/000044</u>	04/08/2020 CRP	-.66	REF MS					
	<u>2020/10/000055</u>	04/09/2020 CRP	-3.21	REF MS					
	<u>2020/10/000059</u>	04/09/2020 CRP	-2.19	REF MS					

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100 General Fund	APPROP	BUDGET				BUDGET	USED
<u>10000190 31898 Credit Card Fees</u>							
2020/10/000061 04/09/2020 CRP	-1.51	REF MS					
2020/10/000062 04/10/2020 CRP	-8.05	REF MS					
2020/10/000072 04/14/2020 CRP	-3.33	REF MS					
2020/10/000073 04/14/2020 CRP	-2.15	REF MS					
2020/10/000076 04/14/2020 CRP	-4.53	REF MS					
2020/10/000100 04/16/2020 CRP	-11.88	REF MS					
2020/10/000101 04/16/2020 CRP	-13.90	REF MS					
2020/10/000102 04/16/2020 CRP	-33.44	REF MS					
2020/10/000103 04/16/2020 CRP	-27.00	REF MS					
2020/10/000108 04/17/2020 CRP	-6.68	REF MS					
2020/10/000109 04/17/2020 CRP	-2.31	REF MS					
2020/10/000111 04/17/2020 CRP	-5.57	REF MS					
2020/10/000116 04/20/2020 CRP	-1.46	REF MS					
2020/10/000117 04/20/2020 CRP	-5.51	REF MS					
2020/10/000119 04/20/2020 CRP	-.62	REF MS					
2020/10/000121 04/20/2020 CRP	-4.05	REF MS					
2020/10/000123 04/20/2020 CRP	-3.49	REF MS					
2020/10/000128 04/22/2020 CRP	-15.41	REF MS					
2020/10/000129 04/22/2020 CRP	-7.02	REF MS					
2020/10/000131 04/22/2020 CRP	-5.53	REF MS					
2020/10/000133 04/22/2020 CRP	-6.07	REF MS					
2020/10/000143 04/23/2020 CRP	-12.22	REF MS					
2020/10/000144 04/23/2020 CRP	-1.11	REF MS					
2020/10/000146 04/24/2020 CRP	-2.30	REF MS					
2020/10/000149 04/24/2020 CRP	-5.98	REF MS					
2020/10/000150 04/24/2020 CRP	-.75	REF MS					
2020/10/000161 04/27/2020 CRP	-9.72	REF MS					
2020/10/000162 04/27/2020 CRP	-17.50	REF MS					
2020/10/000164 04/27/2020 CRP	-6.57	REF MS					
2020/10/000168 04/28/2020 CRP	-1.67	REF MS					
2020/10/000171 04/29/2020 CRP	-11.04	REF MS					
2020/10/000173 04/29/2020 CRP	-4.51	REF MS					
2020/10/000175 04/29/2020 CRP	-7.89	REF MS					
2020/10/000177 04/29/2020 CRP	-.75	REF MS					
2020/10/000178 04/29/2020 CRP	-5.61	REF MS					
2020/10/000179 04/29/2020 CRP	-5.96	REF MS					
2020/10/000180 04/29/2020 CRP	-2.01	REF MS					
2020/10/000186 04/30/2020 CRP	-30.57	REF MS					
2020/10/000188 04/30/2020 CRP	-11.28	REF MS					
2020/10/000190 04/30/2020 CRP	-5.60	REF MS					
2020/10/000192 04/30/2020 CRP	-4.90	REF MS					
2020/10/000196 04/30/2020 CRP	-9.37	REF MS					
2020/10/000198 04/30/2020 CRP	-20.64	REF MS					
2020/10/000216 04/01/2020 GEN	62.94	REF ACH					

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
<u>10000200 32213 Rolling Stock Tax</u>	0	0	-3,826.54	.00	.00	3,826.54	100.0%	
<u>10000210 32421 Fire Program Fund G</u>	-10,000	-10,000	-10,000.00	.00	.00	.00	100.0%	
<u>10000220 32432 Litter Control Gran</u>	-1,500	-1,500	-1,251.00	.00	.00	-249.00	83.4%	
<u>10000230 32441 Police 599 Funding</u>	-61,321	-61,321	-47,784.00	.00	.00	-13,537.00	77.9%	
<u>10000230 32443 DMV Grant</u>	0	0	-13,997.20	.00	.00	13,997.20	100.0%	
<u>10000230 32446 DCJS GRANT - Safety</u>	0	-2,469	-2,469.00	.00	.00	.00	100.0%	
<u>10000260 34150 Unappropriated Fund</u>	-13,500	-97,026	.00	.00	.00	-97,026.25	.0%	
<u>2020/10/000142 04/14/2020 BUA</u>	-35,000.00	REF BA			BA 19-20-20			
<u>10000290 41100 Salaries and Wages</u>	9,600	9,600	4,200.00	.00	.00	5,400.00	43.8%	
<u>10000290 43120 Audit Expense</u>	15,000	15,000	15,450.00	.00	.00	-450.00	103.0%	
<u>10000290 45500 Travel & Training (</u>	6,000	6,000	1,218.54	.00	.00	4,781.46	20.3%	
<u>10000290 45900 Special Meetings</u>	750	750	403.09	.00	.00	346.91	53.7%	
<u>10000300 41100 Salaries and Wages</u>	215,110	215,110	196,940.35	36,995.03	.00	18,169.65	91.6%	
<u>2020/10/000002 04/02/2020 PRJ</u>	8,273.48	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY		
<u>2020/10/000068 04/14/2020 PRJ</u>	8,273.49	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY		
<u>2020/10/000156 04/28/2020 PRJ</u>	8,273.49	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY		
<u>2020/10/000158 04/28/2020 PRJ</u>	12,174.57	REF 042720			WARRANT=042820	RUN=9 MISC/MAN		
<u>10000300 41117 Part Time</u>	9,500	9,500	312.87	.00	.00	9,187.13	3.3%	

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ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000300</u>	<u>41211 Overtime</u>	500	500	.00	.00	.00	500.00	.0%
<u>10000300</u>	<u>42100 FICA</u>	13,337	13,337	11,739.48	2,222.77	.00	1,597.52	88.0%
	<u>2020/10/000002</u> 04/02/2020 PRJ	505.76	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
	<u>2020/10/000068</u> 04/14/2020 PRJ	480.94	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
	<u>2020/10/000156</u> 04/28/2020 PRJ	480.94	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
	<u>2020/10/000158</u> 04/28/2020 PRJ	755.13	REF 042720			WARRANT=042820	RUN=9 MISC/MAN	
<u>10000300</u>	<u>42110 Medicare</u>	3,120	3,120	2,745.55	519.84	.00	374.45	88.0%
	<u>2020/10/000002</u> 04/02/2020 PRJ	118.28	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
	<u>2020/10/000068</u> 04/14/2020 PRJ	112.48	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
	<u>2020/10/000156</u> 04/28/2020 PRJ	112.48	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
	<u>2020/10/000158</u> 04/28/2020 PRJ	176.60	REF 042720			WARRANT=042820	RUN=9 MISC/MAN	
<u>10000300</u>	<u>42210 VRS - Retirement</u>	10,065	10,065	8,516.42	1,161.33	.00	1,548.58	84.6%
	<u>2020/10/000002</u> 04/02/2020 PRJ	387.11	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
	<u>2020/10/000068</u> 04/14/2020 PRJ	387.11	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
	<u>2020/10/000156</u> 04/28/2020 PRJ	387.11	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000300</u>	<u>42300 Health Insurance -</u>	48,380	48,380	36,010.22	4,865.55	.00	12,369.78	74.4%
	<u>2020/10/000002</u> 04/02/2020 PRJ	1,621.85	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
	<u>2020/10/000068</u> 04/14/2020 PRJ	1,621.85	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
	<u>2020/10/000156</u> 04/28/2020 PRJ	1,621.85	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000300</u>	<u>42400 Life Insurance</u>	4,418	4,418	3,017.65	325.14	.00	1,400.35	68.3%
	<u>2020/10/000002</u> 04/02/2020 PRJ	108.38	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
	<u>2020/10/000068</u> 04/14/2020 PRJ	108.38	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
	<u>2020/10/000156</u> 04/28/2020 PRJ	108.38	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000300</u>	<u>43100 Professional Servic</u>	18,000	61,526	54,003.69	7,146.74	.00	7,522.56	87.8%
	<u>2020/10/000024</u> 04/03/2020 API	2,869.05	VND 000678 IN 20F619-010-005			ALPHA CORPORATION	PROFESSIONAL SVCS	15382
	<u>2020/10/000024</u> 04/03/2020 API	350.00	VND 000912 IN 0003343			JAMES RIVER ARCHITEC	PUBLIC WRKS BLDG	15390
	<u>2020/10/000084</u> 04/07/2020 API	186.00	VND 000803 IN 2679 03/2020			VISA	MARCH CHARGES	15413
	<u>2020/10/000088</u> 04/15/2020 API	560.00	VND 000805 IN FY JULY-OCT 2019			ROGER HAMILTON	PROFESSIONAL SERVI	15415
	<u>2020/10/000181</u> 04/20/2020 API	529.96	VND 000494 IN 139979			BMS DIRECT	PP 2019 TAXES	15417
	<u>2020/10/000181</u> 04/20/2020 API	159.03	VND 000494 IN 143333			BMS DIRECT	MONTHLY UTILITY BI	15417
	<u>2020/10/000181</u> 04/20/2020 API	50.00	VND 000567 IN IVC01710			VACO	ADVERTISING	15429
	<u>2020/10/000181</u> 04/20/2020 API	2,382.50	VND 000727 IN 16442217			KIMLEY-HORN AND ASSO	PROF SERVICES	15423
	<u>2020/10/000216</u> 04/01/2020 GEN	30.00	REF ACH			AUTHNET GATEWAY		
	<u>2020/10/000216</u> 04/01/2020 GEN	30.20	REF ACH			ANNUAL FEE FIRSTDATA		

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000300 43160 Bank Fees</u>	0	0	10.00	.00	.00	-10.00	100.0%
<u>10000300 43170 DMV Stops (Town Exp)</u>	0	0	.00	75.00	.00	.00	.0%
2020/10/000035 04/06/2020 CRP	-25.00	REF MS					
2020/10/000036 04/06/2020 CRP	-25.00	REF MS					
2020/10/000181 04/20/2020 API	100.00	VND 000407 IN 202009100353		DMV	DMV STOPS		15418
2020/10/000181 04/20/2020 API	25.00	VND 000407 IN 202006000745		DMV	DMV STOP		15418
<u>10000300 43320 Maintenance Contrac</u>	5,000	5,000	2,258.12	.00	.00	2,741.88	45.2%
<u>10000300 43600 Advertising</u>	4,000	4,000	3,727.15	320.00	.00	272.85	93.2%
2020/10/000084 04/07/2020 API	320.00	VND 000010 IN 138309/0320		THE TIDEWATER NEWS	ADVERTISING		15410
<u>10000300 44100 Information Technol</u>	28,000	28,000	26,876.67	4,581.00	.00	1,123.33	96.0%
2020/10/000084 04/07/2020 API	4,581.00	VND 000041 IN 2407		ISLE OF WIGHT COUNTY	IT		15404
<u>10000300 45210 Postal Services</u>	7,750	7,750	5,098.05	10.60	.00	2,651.95	65.8%
2020/10/000181 04/20/2020 API	10.60	VND 000069 IN 3678 04/2020		PITNEY BOWES LLC	POSTAGE		15425
<u>10000300 45230 Telephone - Communi</u>	8,000	8,000	6,321.72	468.92	.00	1,678.28	79.0%
2020/10/000181 04/20/2020 API	168.22	VND 000015 IN 189041420 04/2020		SPECTRUM BUSINESS	COMMUNICATIONS		15427
2020/10/000181 04/20/2020 API	300.70	VND 000108 IN 0001-35 04/2020		VERIZON	COMMUNICATION		15431
<u>10000300 45410 Equipment Rental</u>	6,000	6,000	5,487.05	522.84	.00	512.95	91.5%
2020/10/000024 04/03/2020 API	262.39	VND 000036 IN 5059177286		RICOH USA INC	COPIER		15391
2020/10/000181 04/20/2020 API	216.01	VND 000416 IN 103548893		RICOH USA INC.	COPY RENTAL		15426
2020/10/000216 04/01/2020 GEN	44.44	REF ACH		CC LEASE			
<u>10000300 45500 Travel & Training (</u>	15,000	15,000	8,334.80	295.46	.00	6,665.20	55.6%
2020/10/000084 04/07/2020 API	295.46	VND 000803 IN 2679 03/2020		VISA	MARCH CHARGES		15413
<u>10000300 45510 Vehicle Allowance</u>	4,800	4,800	4,000.00	400.00	.00	800.00	83.3%
2020/10/000002 04/02/2020 PRJ	400.00	REF 040220		WARRANT=032820	RUN=1 BIWEEKLY		

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<u>10000300 45810 Dues and Subscripti</u>	4,000	4,000	2,681.85	.00	.00	1,318.15	67.0%
<u>10000300 46001 Office Operations (</u>	8,000	8,000	7,705.78	1,899.36	.00	294.22	96.3%
2020/10/000024 04/03/2020 API	722.54 VND	000494 IN 142806		BMS DIRECT	TOWN INFO SHEET		15384
2020/10/000024 04/03/2020 API	201.06 VND	000494 IN 143111		BMS DIRECT	PENS		15384
2020/10/000084 04/07/2020 API	43.96 VND	000089 IN 250539		TOTAL BUSINESS SOLUT	SUPPLIES		15411
2020/10/000084 04/07/2020 API	641.50 VND	000272 IN 40020-D		SPECTRA ASSOCIATES	MINUTE BOOKS		15408
2020/10/000084 04/07/2020 API	39.39 VND	000803 IN 2679 03/2020		VISA	MARCH CHARGES		15413
2020/10/000181 04/20/2020 API	93.88 VND	000089 IN 252283		TOTAL BUSINESS SOLUT	SUPPLIES		15428
2020/10/000181 04/20/2020 API	157.03 VND	000089 IN 252511		TOTAL BUSINESS SOLUT	SUPPLIES		15428
<u>10000300 46012 Publications</u>	1,500	1,500	480.32	.00	.00	1,019.68	32.0%
<u>10000300 46020 Equipment - Purchas</u>	3,500	3,500	2,077.98	.00	.00	1,422.02	59.4%
<u>10000310 43150 Legal Services</u>	27,000	27,000	14,505.00	2,220.00	.00	12,495.00	53.7%
2020/10/000024 04/03/2020 API	2,220.00 VND	000832 IN 20191		BUSH & TAYLOR, P.C.	LEGAL		15385
<u>10000310 45500 Travel & Training (</u>	500	500	.00	.00	.00	500.00	.0%
<u>10000310 45810 Dues and Subscripti</u>	350	350	250.00	.00	.00	100.00	71.4%
<u>10000310 46001 Office Operations (</u>	100	100	.00	.00	.00	100.00	.0%
<u>10000310 46012 Publications</u>	300	300	.00	.00	.00	300.00	.0%
<u>10000320 42000 Police Salaries and</u>	355,397	355,397	291,349.43	36,775.07	.00	64,047.57	82.0%
2020/10/000002 04/02/2020 PRJ	12,967.69 REF	040220		WARRANT=032820	RUN=1 BIWEEKLY		
2020/10/000068 04/14/2020 PRJ	11,903.69 REF	041420		WARRANT=041420	RUN=1 BIWEEKLY		
2020/10/000156 04/28/2020 PRJ	11,903.69 REF	042820		WARRANT=042820	RUN=1 BIWEEKLY		
<u>10000320 42001 Police Overtime</u>	20,000	20,000	19,941.24	2,555.58	.00	58.76	99.7%
2020/10/000002 04/02/2020 PRJ	856.30 REF	040220		WARRANT=032820	RUN=1 BIWEEKLY		
2020/10/000068 04/14/2020 PRJ	908.47 REF	041420		WARRANT=041420	RUN=1 BIWEEKLY		
2020/10/000156 04/28/2020 PRJ	790.81 REF	042820		WARRANT=042820	RUN=1 BIWEEKLY		

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<u>10000320 42100 FICA</u>	22,035	22,035	18,334.09	2,240.93	.00	3,700.91	83.2%
<u>2020/10/000002</u> 04/02/2020 PRJ	803.20 REF 040220				WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068</u> 04/14/2020 PRJ	722.61 REF 041420				WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156</u> 04/28/2020 PRJ	715.12 REF 042820				WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000320 42110 Medicare</u>	5,154	5,154	4,287.84	524.09	.00	866.16	83.2%
<u>2020/10/000002</u> 04/02/2020 PRJ	187.84 REF 040220				WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068</u> 04/14/2020 PRJ	169.00 REF 041420				WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156</u> 04/28/2020 PRJ	167.25 REF 042820				WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000320 42210 VRS - Retirement</u>	13,754	13,754	11,072.12	1,327.23	.00	2,681.88	80.5%
<u>2020/10/000002</u> 04/02/2020 PRJ	524.99 REF 040220				WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068</u> 04/14/2020 PRJ	482.05 REF 041420				WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156</u> 04/28/2020 PRJ	320.19 REF 042820				WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000320 42211 VRS Hybrid</u>	0	0	237.09	23.98	.00	-237.09	100.0%
<u>2020/10/000002</u> 04/02/2020 PRJ	14.45 REF 040220				WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068</u> 04/14/2020 PRJ	9.53 REF 041420				WARRANT=041420	RUN=1 BIWEEKLY	
<u>10000320 42300 Health Insurance -</u>	90,216	90,216	64,085.70	8,445.25	.00	26,130.30	71.0%
<u>2020/10/000002</u> 04/02/2020 PRJ	3,030.47 REF 040220				WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068</u> 04/14/2020 PRJ	2,707.39 REF 041420				WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156</u> 04/28/2020 PRJ	2,707.39 REF 042820				WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000320 42400 Life Insurance</u>	4,656	4,656	3,750.98	434.18	.00	905.02	80.6%
<u>2020/10/000002</u> 04/02/2020 PRJ	169.87 REF 040220				WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068</u> 04/14/2020 PRJ	155.93 REF 041420				WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156</u> 04/28/2020 PRJ	108.38 REF 042820				WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000320 45999 Advertising</u>	500	500	.00	.00	.00	500.00	.0%
<u>10000320 46000 Computer and Techno</u>	3,500	3,500	119.66	.00	.00	3,380.34	3.4%
<u>10000320 46001 Office Operations (</u>	3,000	3,000	1,509.12	333.51	.00	1,490.88	50.3%
<u>2020/10/000024</u> 04/03/2020 API	38.70 VND 000119 IN MARCH 2020				WINDSOR HARDWARE	ACCT 5157	15396
<u>2020/10/000024</u> 04/03/2020 API	119.36 VND 000888 IN 51899				HILL MANUFACTURING C	WPD SUPPLIES	15388
<u>2020/10/000084</u> 04/07/2020 API	175.45 VND 000803 IN 2679 03/2020				VISA	MARCH CHARGES	15413

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<u>10000320 46002 Investigations</u>	1,000	1,000	33.88	.00	.00	966.12	3.4%
<u>10000320 46003 Dues and Subscripti</u>	1,250	1,250	280.27	15.00	.00	969.73	22.4%
<u>2020/10/000084 04/07/2020 API</u>	15.00 VND	000803 IN 2679	03/2020	VISA	MARCH CHARGES		15413
<u>10000320 46004 Equipment</u>	10,800	13,269	10,408.49	192.23	.00	2,860.51	78.4%
<u>2020/10/000084 04/07/2020 API</u>	192.23 VND	000709 IN 23771		CRAIGS FIREARM SUPPL	WPD EQUIP		15402
<u>10000320 46005 Vehicle Repairs and</u>	17,000	19,000	13,296.32	347.31	.00	5,703.68	70.0%
<u>2020/10/000024 04/03/2020 API</u>	64.85 VND	000118 IN 27371		WINDSOR AMOCO	WPD VEH MAINT		15395
<u>2020/10/000084 04/07/2020 API</u>	51.96 VND	000007 IN 3270	03/2020	BEAMON & JOHNSON IN	WPD VEH MAINT		15399
<u>2020/10/000084 04/07/2020 API</u>	88.00 VND	000118 IN 27376		WINDSOR AMOCO	WPD VEH MAINT		15414
<u>2020/10/000084 04/07/2020 API</u>	142.50 VND	000234 IN 202044		ATLANTIC COMMUNICATI	WPD VEH MAINT		15398
<u>10000320 46006 Training and Travel</u>	12,500	14,100	6,515.84	940.28	.00	7,584.16	46.2%
<u>2020/10/000051 04/09/2020 API</u>	375.00 VND	000775 IN STALLINGS		COUNTRY BOY'S BARBEQ	BYE FELICIA		15397
<u>2020/10/000084 04/07/2020 API</u>	565.28 VND	000803 IN 2679	03/2020	VISA	MARCH CHARGES		15413
<u>10000320 46008 Fuel and Tires</u>	32,000	32,000	16,222.91	522.22	.00	15,777.09	50.7%
<u>2020/10/000181 04/20/2020 API</u>	522.22 VND	000261 IN SQLCD-592396		MANSFIELD OIL	FUEL		15424
<u>10000320 46010 DMV Grant Disbursem</u>	0	0	9,765.00	280.00	.00	-9,765.00	100.0%
<u>2020/10/000002 04/02/2020 PRJ</u>	280.00 REF	040220		WARRANT=032820	RUN=1 BIWEEKLY		
<u>10000320 46012 TELEPHONE - COMMUNI</u>	14,000	14,000	10,417.82	408.91	.00	3,582.18	74.4%
<u>2020/10/000181 04/20/2020 API</u>	408.91 VND	000015 IN 189041420	04/2020	SPECTRUM BUSINESS	COMMUNICATIONS		15427
<u>10000320 46014 Police Community Af</u>	500	4,725	3,727.83	.00	.00	997.17	78.9%
<u>10000320 46024 WPD Utilities</u>	5,000	5,000	4,285.52	239.56	.00	714.48	85.7%
<u>2020/10/000181 04/20/2020 API</u>	239.56 VND	000107 IN 4958	04/2020	DOMINION VIRGINIA PO	WPD UTILITY		15422
<u>10000320 46025 WPD Equipment Renta</u>	2,250	2,250	1,556.05	155.65	.00	693.95	69.2%
<u>2020/10/000084 04/07/2020 API</u>	155.65 VND	000036 IN 9028225304		RICOH USA INC	WPD EQUIP		15407

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<u>10000320 46026 WPD Maint Contracts</u>	6,750	6,750	5,990.11	.00	.00	759.89	88.7%
<u>10000330 45704 Fire Dept Grant</u>	10,000	10,000	10,000.00	.00	.00	.00	100.0%
<u>10000350 41100 Salaries and Wages</u>	127,872	127,872	98,923.93	14,523.51	.00	28,948.07	77.4%
<u>2020/10/000002 04/02/2020 PRJ</u>	5,041.17	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068 04/14/2020 PRJ</u>	4,876.17	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156 04/28/2020 PRJ</u>	4,606.17	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000350 41211 Overtime</u>	500	500	.00	.00	.00	500.00	.0%
<u>10000350 41311 Part Time Temporary</u>	8,500	8,500	.00	.00	.00	8,500.00	.0%
<u>10000350 42100 FICA</u>	7,929	7,929	5,402.54	801.67	.00	2,526.46	68.1%
<u>2020/10/000002 04/02/2020 PRJ</u>	279.62	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068 04/14/2020 PRJ</u>	269.39	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156 04/28/2020 PRJ</u>	252.66	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000350 42110 Medicare</u>	1,855	1,855	1,263.47	187.47	.00	591.53	68.1%
<u>2020/10/000002 04/02/2020 PRJ</u>	65.39	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068 04/14/2020 PRJ</u>	63.00	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156 04/28/2020 PRJ</u>	59.08	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000350 42210 VRS - Retirement</u>	3,790	3,790	3,206.50	437.25	.00	583.50	84.6%
<u>2020/10/000002 04/02/2020 PRJ</u>	145.75	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068 04/14/2020 PRJ</u>	145.75	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156 04/28/2020 PRJ</u>	145.75	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000350 42300 Health Insurance -</u>	25,368	25,368	21,465.18	2,927.07	.00	3,902.82	84.6%
<u>2020/10/000002 04/02/2020 PRJ</u>	975.69	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068 04/14/2020 PRJ</u>	975.69	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156 04/28/2020 PRJ</u>	975.69	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	
<u>10000350 42400 Life Insurance</u>	1,283	1,283	1,101.07	148.02	.00	181.93	85.8%
<u>2020/10/000002 04/02/2020 PRJ</u>	49.34	REF 040220			WARRANT=032820	RUN=1 BIWEEKLY	
<u>2020/10/000068 04/14/2020 PRJ</u>	49.34	REF 041420			WARRANT=041420	RUN=1 BIWEEKLY	
<u>2020/10/000156 04/28/2020 PRJ</u>	49.34	REF 042820			WARRANT=042820	RUN=1 BIWEEKLY	

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<u>10000350 42810</u>	<u>Clothing Allowance</u>	600	600	99.10	.00	.00	500.90	16.5%
<u>10000350 43310</u>	<u>Vehicle Repairs and</u>	1,000	1,000	692.83	.00	.00	307.17	69.3%
<u>10000350 43312</u>	<u>Equipment Repairs a</u>	5,000	5,000	1,634.71	112.12	.00	3,365.29	32.7%
	<u>2020/10/000181</u> 04/20/2020 API	112.12 VND	000114 IN	248748		WALTERS OUTDOOR POWE	EQUIPMENT R/M	15432
<u>10000350 43313</u>	<u>Piping & Storm Drai</u>	5,000	10,000	6,340.00	2,400.00	.00	3,660.00	63.4%
	<u>2020/10/000084</u> 04/07/2020 API	2,400.00 VND	000633 IN	290238		BOWMAN CONSULTING	STORM DRAINAGE	15400
<u>10000350 43315</u>	<u>Building Repairs an</u>	8,500	8,500	7,920.90	1,018.87	.00	579.10	93.2%
	<u>2020/10/000024</u> 04/03/2020 API	865.87 VND	000119 IN	MARCH 2020		WINDSOR HARDWARE	ACCT 5157	15396
	<u>2020/10/000024</u> 04/03/2020 API	153.00 VND	000254 IN	90154		SECOND OPINION PEST	TERMITE RENEWAL	15392
<u>10000350 43319</u>	<u>Street & Sidewalk M</u>	10,000	10,000	168.93	.00	.00	9,831.07	1.7%
<u>10000350 44200</u>	<u>Fuel</u>	3,750	3,750	1,412.96	70.42	.00	2,337.04	37.7%
	<u>2020/10/000181</u> 04/20/2020 API	70.42 VND	000261 IN	SQLCD-592396		MANSFIELD OIL	FUEL	15424
<u>10000350 45100</u>	<u>Utilities</u>	15,000	15,000	5,504.42	91.44	.00	9,495.58	36.7%
	<u>2020/10/000084</u> 04/07/2020 API	29.17 VND	000018 IN	4100 04/2020		COMMUNITY ELECTRIC C	UTILITIES	15401
	<u>2020/10/000084</u> 04/07/2020 API	41.70 VND	000714 IN	433339		SPRING LAKE BOTTLED	WATER	15409
	<u>2020/10/000181</u> 04/20/2020 API	7.63 VND	000107 IN	0270 04/2020		DOMINION VIRGINIA PO	5760510270 LOVERS/	15419
	<u>2020/10/000181</u> 04/20/2020 API	12.94 VND	000107 IN	7615 04/2020		DOMINION VIRGINIA PO	9461397615 23014 C	15420
<u>10000350 45110</u>	<u>Utilities - Street</u>	35,000	35,000	26,487.86	2,653.63	.00	8,512.14	75.7%
	<u>2020/10/000024</u> 04/03/2020 API	2,566.35 VND	000107 IN	7640 04/2020		DOMINION VIRGINIA PO	STREET LIGHTS	15386
	<u>2020/10/000181</u> 04/20/2020 API	87.28 VND	000107 IN	8591 04/2020		DOMINION VIRGINIA PO	STREET LIGHTS	15421
<u>10000350 45410</u>	<u>Equipment Rental</u>	750	750	.00	.00	.00	750.00	.0%
<u>10000350 46020</u>	<u>Equipment - Purchas</u>	3,500	3,500	294.75	.00	.00	3,205.25	8.4%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
<u>10000360 43170 Residential Collecti</u>	96,000	96,000	62,346.48	6,839.07	.00	33,653.52	64.9%	
<u>2020/10/000024 04/03/2020 API</u>	6,839.07	VND 000680 IN 371002						
<u>10000370 45640 4th of July Celebra</u>	6,500	6,955	3,837.60	.00	.00	3,117.40	55.2%	
<u>10000370 45641 Christmas Holidays</u>	250	250	196.45	.00	.00	53.55	78.6%	
<u>10000370 45642 Other Events</u>	7,500	8,250	4,793.65	.00	.00	3,456.35	58.1%	
<u>10000380 41100 Salaries and Wages</u>	44,800	44,800	33,362.07	.00	.00	11,437.93	74.5%	
<u>10000380 41110 Compensation - Plan</u>	2,200	2,200	.00	.00	.00	2,200.00	.0%	
<u>10000380 42100 FICA</u>	2,778	2,778	2,070.10	.00	.00	707.90	74.5%	
<u>10000380 42110 Medicare</u>	650	650	484.14	.00	.00	165.86	74.5%	
<u>10000380 42210 VRS - Retirement</u>	1,734	1,734	1,291.06	.00	.00	442.94	74.5%	
<u>10000380 42300 Health Insurance -</u>	8,400	8,400	6,138.52	.00	.00	2,261.48	73.1%	
<u>10000380 42400 Life Insurance</u>	587	587	437.00	.00	.00	150.00	74.4%	
<u>10000380 43100 Professional Servic</u>	1,500	1,500	78.00	.00	.00	1,422.00	5.2%	
<u>10000380 43310 Vehicle Repairs and</u>	300	300	.00	.00	.00	300.00	.0%	
<u>10000380 43600 Advertising</u>	1,500	1,500	683.84	.00	.00	816.16	45.6%	
<u>10000380 44200 Fuel</u>	500	500	81.61	.00	.00	418.39	16.3%	

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000380 45230 Telephone - Communi</u>	650	650	153.26	.00	.00	496.74	23.6%
<u>10000380 45500 Travel & Training (</u>	3,000	3,000	636.58	.00	.00	2,363.42	21.2%
<u>10000380 45810 Dues and Subscripti</u>	500	500	100.00	.00	.00	400.00	20.0%
<u>10000380 46001 Office Operations (</u>	200	200	224.81	36.03	.00	-24.81	112.4%
2020/10/000084 04/07/2020 API	13.50 VND	000179 IN 549358			CREATIVE BUSINESS SO	NAME PLATE	15403
2020/10/000084 04/07/2020 API	22.53 VND	000803 IN 2679 03/2020			VISA	MARCH CHARGES	15413
<u>10000380 46012 Publications</u>	100	100	.00	.00	.00	100.00	.0%
<u>10000390 45640 Business Appreciati</u>	750	750	.00	.00	.00	750.00	.0%
<u>10000390 45641 Other Economic Deve</u>	5,000	5,000	5,000.00	.00	.00	.00	100.0%
<u>10000390 45810 Dues and Subscripti</u>	3,500	3,500	3,500.00	.00	.00	.00	100.0%
<u>10000390 45811 Chamber of Commerce</u>	750	750	220.00	.00	.00	530.00	29.3%
<u>10000400 43800 Payments to Other G</u>	60,000	60,000	87,213.57	28,512.63	.00	-27,213.57	145.4%
2020/10/000024 04/03/2020 API	26,885.00 VND	000378 IN 2400			ISLE OF WIGHT COUNTY E911	SVCS JULY-DEC	15389
2020/10/000084 04/07/2020 API	1,627.63 VND	000378 IN FEB 2020			ISLE OF WIGHT COUNTY E911	COMMUNICATION	15405
<u>10000400 45300 Insurance</u>	40,000	40,000	42,704.00	.00	.00	-2,704.00	106.8%
<u>10000400 45462 Vacation Buyback</u>	11,461	11,461	11,461.33	.00	.00	.00	100.0%
<u>10000400 45640 Contributions to Li</u>	1,200	1,200	1,200.00	.00	.00	.00	100.0%
<u>10000400 45641 Contributions to Tr</u>	1,000	1,000	1,000.00	.00	.00	.00	100.0%

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ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000400</u>	<u>45862</u> Contingency	21,244	21,244	18,711.29	.00	.00	2,532.38	88.1%
<u>10000410</u>	<u>49311</u> Transfer to Town Ce	90,000	90,000	76,945.52	4,868.19	.00	13,054.48	85.5%
	<u>2020/10/000024</u> 04/03/2020 API	4,868.19	VND 000022	IN COM TE	02/20-03/20	FARMERS BANK	WTC LOAN PYMNT	15387
<u>10000420</u>	<u>48001</u> Street Lighting Ext	500	500	286.21	.00	.00	213.79	57.2%
<u>10000420</u>	<u>48004</u> Police Car	35,000	35,000	.00	.00	.00	35,000.00	.0%
<u>10000420</u>	<u>48009</u> Information Technol	2,500	2,500	1,940.00	.00	.00	560.00	77.6%
<u>10000420</u>	<u>48012</u> Financial Software	0	35,000	36,811.24	1,912.50	.00	-1,811.24	105.2%
	<u>2020/10/000024</u> 04/03/2020 API	637.50	VND 000665	IN 045-291738		TYLER TECHNOLOGIES	IMPLEMENTATION	15393
	<u>2020/10/000024</u> 04/03/2020 API	1,275.00	VND 000665	IN 045-296175		TYLER TECHNOLOGIES	IMPLEMENTATION	15393
	<u>2020/10/000142</u> 04/14/2020 BUA	35,000.00	REF BA			BA 19-20-20		
<u>10000420</u>	<u>48013</u> Police Dept Technol	13,500	13,500	13,293.00	.00	.00	207.00	98.5%
TOTAL General Fund		0	0	-136,962.43	-68,860.61	.00	136,962.43	100.0%
TOTAL REVENUES		-1,840,093	-1,935,118	-1,667,642.57	-256,191.06	.00	-267,475.68	
TOTAL EXPENSES		1,840,093	1,935,118	1,530,680.14	187,330.45	.00	404,438.11	

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ACCOUNTS FOR: 110	Town Cntr/Future Dev.&Space	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11000010 31511</u>	<u>Interest (Bank)</u>	-500	-500	-741.78	-57.17	.00	241.78	148.4%
<u>2020/10/000203</u>	04/30/2020 GEN	-57.17	REF ACH		INTEREST			
<u>11000030 31010</u>	<u>Funds allocated fro</u>	-24,500	-255,955	.00	.00	.00	-255,954.75	.0%
<u>11000040 43604</u>	<u>Space Needs Fund Pr</u>	25,000	256,455	231,455.00	.00	.00	24,999.75	90.3%
TOTAL Town Cntr/Future Dev.&Space		0	0	230,713.22	-57.17	.00	-230,713.22	100.0%
TOTAL REVENUES		-25,000	-256,455	-741.78	-57.17	.00	-255,712.97	
TOTAL EXPENSES		25,000	256,455	231,455.00	.00	.00	24,999.75	

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ACCOUNTS FOR: 120 Windsor Town Center	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>12010010 31511 Interest (Bank)</u>	0	0	-370.97	-20.55	.00	370.97	100.0%
<u>2020/10/000206 04/30/2020 GEN</u>	-20.55 REF ACH				INTEREST		
<u>12010030 31899 Rental Income</u>	-5,000	-5,000	-2,550.00	200.00	.00	-2,450.00	51.0%
<u>2020/10/000211 04/29/2020 GEN</u>	200.00 REF WTC				CK 1357 P DEMATTEO		
<u>12120010 13300 Fund Balance</u>	-25,000	-78,494	.00	.00	.00	-78,494.37	.0%
<u>12120010 41100 Salaries and Wages</u>	5,000	5,000	249.20	.00	.00	4,750.80	5.0%
<u>12120010 43610 Future Space Needs</u>	0	53,494	53,494.37	.00	.00	.00	100.0%
<u>12120010 45100 Utilities</u>	30,000	30,000	21,662.56	2,430.89	.00	8,337.44	72.2%
<u>2020/10/000045 04/08/2020 GEN</u>	2,215.94 REF WTC				CK 1354 DOMINION		
<u>2020/10/000209 04/22/2020 GEN</u>	214.95 REF WTC				CK 1355 CHARTER		
<u>12120010 45640 Contribution from I</u>	-25,000	-25,000	-12,500.00	.00	.00	-12,500.00	50.0%
<u>12120010 46001 Office Operations (</u>	5,000	5,000	1,319.26	.00	.00	3,680.74	26.4%
<u>12120010 46007 Town Center Repairs</u>	5,000	5,000	1,467.00	.00	.00	3,533.00	29.3%
<u>12120010 48010 Building Renovation</u>	0	0	105,154.26	9,991.00	.00	-105,154.26	100.0%
<u>2020/10/000210 04/24/2020 GEN</u>	9,991.00 REF WTC				CK 1356 PROVIDENTIAL INTEG		
<u>12940010 43100 Professional Servic</u>	10,000	10,000	13,105.25	3,720.00	.00	-3,105.25	131.1%
<u>2020/10/000202 04/30/2020 GEN</u>	150.00 REF WTC				CK 1358 SSC SERVICES FOR EDU		
<u>2020/10/000207 04/03/2020 GEN</u>	2,970.00 REF WTC				CK 1352 ALPHA CORP		
<u>2020/10/000208 04/03/2020 GEN</u>	600.00 REF WTC				CK 1353 SSC SERVICE		
TOTAL Windsor Town Center	0	0	181,030.93	16,321.34	.00	-181,030.93	100.0%
TOTAL REVENUES	-55,000	-108,494	-15,420.97	179.45	.00	-93,073.40	
TOTAL EXPENSES	55,000	108,494	196,451.90	16,141.89	.00	-87,957.53	

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ACCOUNTS FOR: 125 Economic Development Agency	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>12010040 31511 Interest (Bank)</u>	0	0	-49.21	-4.88	.00	49.21	100.0%
<u>2020/10/000204 04/30/2020 GEN</u>	-4.88	REF ACH		INTEREST			
<u>12010050 31899 Miscellaneous Reven</u>	-5,000	-5,000	-5,000.00	.00	.00	.00	100.0%
<u>12940020 43100 Professional Servic</u>	0	0	1,787.86	.00	.00	-1,787.86	100.0%
TOTAL Economic Development Agency	-5,000	-5,000	-3,261.35	-4.88	.00	-1,738.65	65.2%
TOTAL REVENUES	-5,000	-5,000	-5,049.21	-4.88	.00	49.21	
TOTAL EXPENSES	0	0	1,787.86	.00	.00	-1,787.86	

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ACCOUNTS FOR: 135 WPD Assest Forefiture	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>13010010 31511 Interest (Bank)</u>	0	0	-2.27	-.24	.00	2.27	100.0%
<u>2020/10/000205 04/30/2020 GEN</u>	-.24	REF ACH		INTEREST			
<u>13010020 31401 Asset Forfeiture Fu</u>	0	0	-2,522.40	.00	.00	2,522.40	100.0%
<u>13040010 49325 Transfer to General</u>	0	0	1,051.00	.00	.00	-1,051.00	100.0%
TOTAL WPD Assest Forefiture	0	0	-1,473.67	-.24	.00	1,473.67	100.0%
TOTAL REVENUES	0	0	-2,524.67	-.24	.00	2,524.67	
TOTAL EXPENSES	0	0	1,051.00	.00	.00	-1,051.00	

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ACCOUNTS FOR: 200	Water Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>20000010 31164 Late Fees</u>		0	0	-8,780.00	60.00	.00	8,780.00	100.0%
2020/10/000003	04/01/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000008	04/01/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000009	04/01/2020 UBC	-40.00	REF CD0331					
2020/10/000009	04/01/2020 UBC	40.00	REF CD0331					
2020/10/000034	04/06/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000049	04/08/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000053	04/09/2020 UBM	20.00	REF PN0409					
2020/10/000076	04/14/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000080	04/14/2020 UBM	40.00	REF PN0414					
2020/10/000100	04/16/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000102	04/16/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000104	04/16/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000109	04/17/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000112	04/20/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000129	04/22/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000139	04/22/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000164	04/27/2020 CRP	.00	REF UB			2019 UB UB		
<u>20000020 31511 Interest (Bank)</u>		-3,500	-3,500	-4,887.56	-85.85	.00	1,387.56	139.6%
2020/10/000212	04/30/2020 GEN	-85.85	REF WTR			INTEREST		
<u>20000030 31611 Water Sales</u>		-505,000	-505,000	-400,602.01	-46,641.37	.00	-104,397.99	79.3%
2020/10/000003	04/01/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000004	04/01/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000008	04/01/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000009	04/01/2020 UBC	-1,718.74	REF CD0331					
2020/10/000009	04/01/2020 UBC	1,718.74	REF CD0331					
2020/10/000013	04/02/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000019	04/03/2020 UBM	26.25	REF WA0403					
2020/10/000020	04/03/2020 UBM	26.25	REF WA0403					
2020/10/000021	04/03/2020 UBM	26.25	REF WA0403					
2020/10/000022	04/03/2020 UBM	26.25	REF WA0403					
2020/10/000023	04/03/2020 CRR	-153.75	REF UB			2019 UB UB		
2020/10/000028	04/03/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000034	04/06/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000041	04/08/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000048	04/08/2020 UBM	62.55	REF WA0408					
2020/10/000049	04/08/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000055	04/09/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000072	04/14/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000075	04/14/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000076	04/14/2020 CRP	.00	REF UB			2019 UB UB		
2020/10/000081	04/03/2020 API	75.00	VND 000918 IN 4809			FARMERS FEED & SEED		5826
2020/10/000081	04/03/2020 API	30.00	VND 000919 IN 4810			OWEN BOBBY W		5828

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ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
200 Water Fund	APPROP	BUDGET				BUDGET	USED	
<u>20000030 31611 Water Sales</u>								
2020/10/000081	04/03/2020	API	48.75 VND 000920 IN 4811		GIBSON BARBARA A		5827	
2020/10/000091	04/15/2020	UBM	24.60 REF WA0415					
2020/10/000092	04/15/2020	UBM	-47.55 REF WA0415					
2020/10/000093	04/15/2020	UBM	47.54 REF WA0415					
2020/10/000094	04/15/2020	UBM	26.26 REF WA415					
2020/10/000095	04/15/2020	UBM	-73.81 REF WA415					
2020/10/000096	04/15/2020	UBM	47.56 REF WA415					
2020/10/000100	04/16/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000102	04/16/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000104	04/16/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000106	04/16/2020	UBM	-47.56 REF wa416					
2020/10/000107	04/16/2020	UBM	-1.65 REF WA416					
2020/10/000109	04/17/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000112	04/20/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000129	04/22/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000133	04/22/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000135	04/22/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000137	04/22/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000139	04/22/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000144	04/23/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000148	04/24/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000159	04/27/2020	UBB	-103.20 REF AR0420 F -FI0427 1000		UB AR GEN			
2020/10/000160	04/27/2020	UBD	-115.00 REF CD0420					
2020/10/000160	04/27/2020	UBD	115.00 REF CD0420					
2020/10/000164	04/27/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000168	04/28/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000180	04/29/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000190	04/30/2020	CRP	.00 REF UB		2019 UB UB			
2020/10/000191	04/30/2020	UBB	-37,550.77 REF AR0430 1 -BR0420 1000		UB AR GEN			
2020/10/000191	04/30/2020	UBB	-224.26 REF AR0430 1 -BR0420 11000		UB AR GEN			
2020/10/000191	04/30/2020	UBB	-8,906.08 REF AR0430 1 -BR0420 2000		UB AR GEN			
2020/10/000192	04/30/2020	CRP	.00 REF UB		2019 UB UB			
<u>20000030 31612 Other Oper. Income</u>			-15,000	-17,940	-95,664.70	-15,630.00	.00	77,724.70 533.2%
2020/10/000016	04/02/2020	CRP	-10,000.00 REF MS					
2020/10/000041	04/08/2020	CRP	-510.00 REF MS					
2020/10/000077	04/14/2020	CRP	-30.00 REF MS					
2020/10/000141	04/22/2020	CRP	-30.00 REF MS					
2020/10/000145	04/23/2020	CRP	-5,000.00 REF MS					
2020/10/000166	04/27/2020	CRP	-30.00 REF MS					
2020/10/000169	04/28/2020	CRP	-30.00 REF MS					

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<u>20000030</u>	<u>31613</u>	<u>Other Receipts</u>		0	0	-3,900.00	-300.00	.00	3,900.00	100.0%
	<u>2020/10/000077</u>	04/14/2020	CRP	-75.00	REF MS					
	<u>2020/10/000141</u>	04/22/2020	CRP	-75.00	REF MS					
	<u>2020/10/000166</u>	04/27/2020	CRP	-75.00	REF MS					
	<u>2020/10/000169</u>	04/28/2020	CRP	-75.00	REF MS					
<u>20000040</u>	<u>31898</u>	<u>Credit Card Fees</u>		0	0	1,276.13	82.97	.00	-1,276.13	100.0%
	<u>2020/10/000008</u>	04/01/2020	CRP	-58.02	REF MS					
	<u>2020/10/000049</u>	04/08/2020	CRP	-41.39	REF MS					
	<u>2020/10/000075</u>	04/14/2020	CRP	-13.17	REF MS					
	<u>2020/10/000077</u>	04/14/2020	CRP	-3.15	REF MS					
	<u>2020/10/000139</u>	04/22/2020	CRP	-49.12	REF MS					
	<u>2020/10/000141</u>	04/22/2020	CRP	-3.15	REF MS					
	<u>2020/10/000169</u>	04/28/2020	CRP	-3.15	REF MS					
	<u>2020/10/000212</u>	04/30/2020	GEN	254.12	REF WTR					
						CC FEES				
<u>20000050</u>	<u>34153</u>	<u>Prior Year Fund Bal</u>		-300,000	-357,305	.00	.00	.00	-357,305.00	.0%
<u>20000060</u>	<u>41100</u>	<u>Salaries and Wages</u>		207,182	207,182	207,182.00	.00	.00	.00	100.0%
<u>20000060</u>	<u>41114</u>	<u>Protection of Water</u>		14,250	14,250	14,250.00	.00	.00	.00	100.0%
<u>20000060</u>	<u>41311</u>	<u>Part Time Temporary</u>		1,000	1,000	.00	.00	.00	1,000.00	.0%
<u>20000060</u>	<u>42810</u>	<u>Clothing Allowance</u>		600	600	347.26	.00	.00	252.74	57.9%
<u>20000060</u>	<u>43100</u>	<u>Professional Servic</u>		3,500	43,500	24,453.94	9,047.70	.00	19,046.06	56.2%
	<u>2020/10/000083</u>	04/10/2020	API	1,500.00	VND 000633 IN 289948	BOWMAN CONSULTING	WATER SYSTEM MASTE		5830	
	<u>2020/10/000182</u>	04/20/2020	API	3,750.00	VND 000633 IN 288554	BOWMAN CONSULTING	WATER SYSTEM MASTE		5840	
	<u>2020/10/000182</u>	04/20/2020	API	3,750.00	VND 000633 IN 287128	BOWMAN CONSULTING	WATER SYSTEM MASTE		5840	
	<u>2020/10/000212</u>	04/30/2020	GEN	47.70	REF WTR		AUTHNET GATEWAY CC ONLINE			
<u>20000060</u>	<u>43101</u>	<u>State Fees</u>		4,000	6,940	5,396.47	.00	.00	1,543.53	77.8%
<u>20000060</u>	<u>43310</u>	<u>Vehicle Repairs and</u>		1,000	1,000	1,127.54	695.26	.00	-127.54	112.8%
	<u>2020/10/000083</u>	04/10/2020	API	30.26	VND 000007 IN 3270 03/2020 WTR	BEAMON & JOHNSON	IN VEH M/R		5829	
	<u>2020/10/000182</u>	04/20/2020	API	665.00	VND 000024 IN 30626	FERN'S AUTO REPAIR	MAINT VEH M/R		5842	

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JOURNAL DETAIL 2020 10 TO 2020 10

ACCOUNTS FOR: 200 Water Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>20000060 43312 Equipment Repairs a</u>	10,000	10,000	7,303.38	98.00	.00	2,696.62	73.0%
<u>2020/10/000083 04/10/2020 API</u>	98.00 VND	000740 IN 1438		CARTS UNLIMITED	EQUIP M/R		5831
<u>20000060 43380 Maintainence Contra</u>	26,500	26,500	26,313.59	.00	.00	186.41	99.3%
<u>20000060 43600 Advertising</u>	100	100	.00	.00	.00	100.00	.0%
<u>20000060 44200 Fuel</u>	3,000	3,000	2,037.42	32.08	.00	962.58	67.9%
<u>2020/10/000182 04/20/2020 API</u>	32.08 VND	000261 IN SQLCD-592396 WTR		MANSFIELD OIL	FUEL		5843
<u>20000060 45100 Utilities</u>	22,500	22,500	18,230.23	1,948.08	.00	4,269.77	81.0%
<u>2020/10/000083 04/10/2020 API</u>	6.66 VND	000107 IN 7818 04/2020		DOMINION VIRGINIA PO 0057417818	23014 C		5832
<u>2020/10/000083 04/10/2020 API</u>	609.52 VND	000107 IN 9251 04/2020		DOMINION VIRGINIA PO 2703869251	11 E GR		5836
<u>2020/10/000083 04/10/2020 API</u>	754.30 VND	000107 IN 4197 04/2020		DOMINION VIRGINIA PO 4055684197	23014 C		5837
<u>2020/10/000083 04/10/2020 API</u>	409.73 VND	000107 IN 0002 04/2020		DOMINION VIRGINIA PO 4483480002	8 E WIN		5835
<u>2020/10/000083 04/10/2020 API</u>	13.69 VND	000107 IN 5000 04/2020		DOMINION VIRGINIA PO 4233675000	42 DUKE		5833
<u>2020/10/000083 04/10/2020 API</u>	143.63 VND	000107 IN 5002 04/2020		DOMINION VIRGINIA PO 8913555002	DUKE ST		5834
<u>2020/10/000182 04/20/2020 API</u>	10.55 VND	000107 IN 5004 04/2020		DOMINION VIRGINIA PO 2093585004	communi		5841
<u>20000060 45230 Telephone - Communi</u>	1,800	1,800	1,414.63	30.00	.00	385.37	78.6%
<u>2020/10/000002 04/02/2020 PRJ</u>	30.00 REF	040220		WARRANT=032820	RUN=1 BIWEEKLY		
<u>20000060 45410 Equipment Rental</u>	500	500	.00	.00	.00	500.00	.0%
<u>20000060 45500 Travel & Training (</u>	2,500	2,500	888.21	150.00	.00	1,611.79	35.5%
<u>2020/10/000083 04/10/2020 API</u>	150.00 VND	000803 IN 2679 03/2020 WTR		VISA	MARCH CHARGES		5839
<u>20000060 45810 Dues and Subscripti</u>	800	800	785.00	.00	.00	15.00	98.1%
<u>20000060 46007 Maintenance & Repai</u>	20,000	20,000	18,303.18	1,350.24	.00	1,696.82	91.5%
<u>2020/10/000025 04/03/2020 API</u>	39.90 VND	000113 IN 03200551		VUPS	SYSTEM MAINT/REPAI		5824
<u>2020/10/000025 04/03/2020 API</u>	88.82 VND	000119 IN MARCH 2020 WTR		WINDSOR HARDWARE	ACCT 5157		5825
<u>2020/10/000083 04/10/2020 API</u>	1,221.52 VND	000693 IN 4869090		FORTILINE, INC.	SYSTEM M/R		5838

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FOR 2020 10		JOURNAL DETAIL 2020 10 TO 2020 10						
ACCOUNTS FOR: 200	Water Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>20000060</u>	<u>46012</u> Publications	200	200	.00	.00	.00	200.00	.0%
<u>20000060</u>	<u>46020</u> Equipment - Purchas	5,000	22,305	4,548.60	.00	.00	17,756.40	20.4%
<u>20000060</u>	<u>46021</u> Meters	1,000	1,000	1,116.00	.00	.00	-116.00	111.6%
<u>20000060</u>	<u>46505</u> Duke St/Va Ave Proj	300,000	300,000	2,425.00	.00	.00	297,575.00	.8%
<u>20000060</u>	<u>48110</u> Depreciation	48,928	48,928	.00	.00	.00	48,928.00	.0%
<u>20000060</u>	<u>49090</u> Payts to GF - Indir	51,140	51,140	51,140.00	.00	.00	.00	100.0%
<u>20000060</u>	<u>49095</u> New USDA Loan Fund	43,000	43,000	33,230.00	3,323.00	.00	9,770.00	77.3%
<u>2020/10/000167</u>	04/03/2020 GEN	3,323.00	REF ACH			USDA PAYMENT		
<u>20000060</u>	<u>49096</u> USDA Loan (Principl	55,000	55,000	52,091.04	43,347.62	.00	2,908.96	94.7%
<u>2020/10/000212</u>	04/30/2020 GEN	43,347.62	REF WTR			FB BOND PAYMENT		
TOTAL Water Fund		0	0	-39,974.65	-2,492.27	.00	39,974.65	100.0%
TOTAL REVENUES		-823,500	-883,745	-512,558.14	-62,514.25	.00	-371,186.86	
TOTAL EXPENSES		823,500	883,745	472,583.49	60,021.98	.00	411,161.51	

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JOURNAL DETAIL 2020 10 TO 2020 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-5,000	-5,000	230,072.05	-55,093.83	.00	-235,072.05	-4601.4%

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AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 100-00000-11100-0000-0000-

FOR: All

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
15381	04/03/2020	PRINTED	000861 ALLSTATE		38.68		04/30/2020
			INVOICE NO	AMOUNT			
	D4399 04/2020		100-00000-12200-0000-0000-		38.68		
15382	04/03/2020	PRINTED	000678 ALPHA CORPORATION		2,869.05		04/30/2020
	20F619-010-005		100-12100-43100-0000-0000-		2,869.05		
15383	04/03/2020	PRINTED	000680 BAY DISPOSAL & RECYCLING		6,839.07		04/30/2020
	371002		100-42300-43170-0000-0000-		6,839.07		
15384	04/03/2020	PRINTED	000494 BMS DIRECT		923.60		04/30/2020
	142806		100-12100-46001-0000-0000-		722.54		
	143111		100-12100-46001-0000-0000-		201.06		
15385	04/03/2020	PRINTED	000832 BUSH & TAYLOR, P.C.		2,220.00		04/30/2020
	20191		100-12210-43150-0000-0000-		2,220.00		
15386	04/03/2020	PRINTED	000107 DOMINION VIRGINIA POWER		2,566.35		04/30/2020
	7640 04/2020		100-41000-45110-0000-0000-		2,566.35		
15387	04/03/2020	PRINTED	000022 FARMERS BANK		4,868.19		04/30/2020
	COM TE 02/20-03/20		100-93000-49311-0000-0000-		4,868.19		
15388	04/03/2020	PRINTED	000888 HILL MANUFACTURING COMPAN		119.36		04/30/2020
	51899		100-31100-46001-0000-0000-		119.36		
15389	04/03/2020	PRINTED	000378 ISLE OF WIGHT COUNTY		26,885.00		04/30/2020
	2400		100-91600-43800-0000-0000-		26,885.00		
15390	04/03/2020	PRINTED	000912 JAMES RIVER ARCHITECTS		350.00		04/30/2020
	0003343		100-12100-43100-0000-0000-		350.00		
15391	04/03/2020	PRINTED	000036 RICOH USA INC		262.39		04/30/2020
	5059177286		100-12100-45410-0000-0000-		262.39		
15392	04/03/2020	PRINTED	000254 SECOND OPINION PEST CONTR		153.00		04/30/2020
	90154		100-41000-43315-0000-0000-		153.00		
15393	04/03/2020	PRINTED	000665 TYLER TECHNOLOGIES		1,912.50		04/30/2020
	045-291738		100-94000-48012-0000-0000-		637.50		
	045-296175		100-94000-48012-0000-0000-		1,275.00		
15394	04/03/2020	PRINTED	000594 VACORP		81.44		04/30/2020
	MARCH 2020		100-00000-12200-0000-0000-		81.44		
15395	04/03/2020	PRINTED	000118 WINDSOR AMOCO		64.85		04/30/2020
	27371		100-31100-46005-0000-0000-		64.85		
15396	04/03/2020	PRINTED	000119 WINDSOR HARDWARE		904.57		04/30/2020
	MARCH 2020		100-41000-43315-0000-0000-		865.87		
	MARCH 2020		100-31100-46001-0000-0000-		38.70		

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FOR CASH ACCOUNT: 100-00000-11100-0000-0000-

FOR: All

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
15397	04/09/2020	PRINTED	000775 COUNTRY BOY'S BARBEQUE, L		375.00		04/30/2020
	INVOICE NO		ACCOUNT	AMOUNT			
	STALLINGS		100-31100-46006-0000-0000-		375.00		
15398	04/14/2020	PRINTED	000234 ATLANTIC COMMUNICATIONS		142.50		04/30/2020
	202044		100-31100-46005-0000-0000-		142.50		
15399	04/14/2020	PRINTED	000007 BEAMON & JOHNSON INC.		51.96		04/30/2020
	3270 03/2020		100-31100-46005-0000-0000-		51.96		
15400	04/14/2020	PRINTED	000633 BOWMAN CONSULTING		2,400.00		04/30/2020
	290238		100-41000-43313-0000-0000-		2,400.00		
15401	04/14/2020	PRINTED	000018 COMMUNITY ELECTRIC COOP.		29.17		04/30/2020
	4100 04/2020		100-41000-45100-0000-0000-		29.17		
15402	04/14/2020	PRINTED	000709 CRAIGS FIREARM SUPPLY, IN		192.23		04/30/2020
	23771		100-31100-46004-0000-0000-		192.23		
15403	04/14/2020	PRINTED	000179 CREATIVE BUSINESS SOLUT.		13.50		04/30/2020
	549358		100-81100-46001-0000-0000-		13.50		
15404	04/14/2020	PRINTED	000041 ISLE OF WIGHT COUNTY		4,581.00		04/30/2020
	2407		100-12100-44100-0000-0000-		4,581.00		
15405	04/14/2020	PRINTED	000378 ISLE OF WIGHT COUNTY		1,627.63		04/30/2020
	FEB 2020		100-91600-43800-0000-0000-		1,627.63		
15406	04/14/2020	PRINTED	000126 MINNESOTA LIFE		175.76		04/30/2020
	MARCH 2020		100-00000-12200-0000-0000-		87.88		
	FEB 2020		100-00000-12200-0000-0000-		87.88		
15407	04/14/2020	PRINTED	000036 RICOH USA INC		155.65		04/30/2020
	9028225304		100-31100-46025-0000-0000-		155.65		
15408	04/14/2020	PRINTED	000272 SPECTRA ASSOCIATES INC		641.50		04/30/2020
	40020-D		100-12100-46001-0000-0000-		641.50		
15409	04/14/2020	PRINTED	000714 SPRING LAKE BOTTLED WATER		41.70		04/30/2020
	433339		100-41000-45100-0000-0000-		41.70		
15410	04/14/2020	PRINTED	000010 THE TIDEWATER NEWS		320.00		04/30/2020
	138309/0320		100-12100-43600-0000-0000-		320.00		
15411	04/14/2020	PRINTED	000089 TOTAL BUSINESS SOLUTIONS		43.96		04/30/2020
	250539		100-12100-46001-0000-0000-		43.96		
15412	04/14/2020	PRINTED	000035 VANTAGEPT. TRANSF. AGENTS		290.00		04/30/2020
	APRIL 2020		100-00000-12200-0000-0000-		290.00		

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FOR CASH ACCOUNT: 100-00000-11100-0000-0000-

FOR: All

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
15413	04/14/2020	PRINTED	000803 VISA		1,299.11		04/30/2020
		INVOICE NO	ACCOUNT	AMOUNT			
	2679 03/2020		100-12100-45500-0000-0000-		295.46		
	2679 03/2020		100-81100-46001-0000-0000-		22.53		
	2679 03/2020		100-31100-46001-0000-0000-		175.45		
	2679 03/2020		100-31100-46003-0000-0000-		15.00		
	2679 03/2020		100-31100-46006-0000-0000-		565.28		
	2679 03/2020		100-12100-43100-0000-0000-		186.00		
	2679 03/2020		100-12100-46001-0000-0000-		39.39		
15414	04/14/2020	PRINTED	000118 WINDSOR AMOCO	88.00			
	27376		100-31100-46005-0000-0000-		88.00		
15415	04/15/2020	PRINTED	000805 ROGER HAMILTON		560.00		04/30/2020
	FY JULY-OCT 2019		100-12100-43100-0000-0000-		560.00		
15416	04/28/2020	PRINTED	000006 ANTHEM BLUE CROSS	14,945.00			
	MAY-JUNE 2020		100-00000-12200-0000-0000-		14,945.00		
15417	04/28/2020	PRINTED	000494 BMS DIRECT	688.99			
	139979		100-12100-43100-0000-0000-		529.96		
	143333		100-12100-43100-0000-0000-		159.03		
15418	04/28/2020	PRINTED	000407 DMV	125.00			
	202009100353		100-12100-43170-0000-0000-		100.00		
	202006000745		100-12100-43170-0000-0000-		25.00		
15419	04/28/2020	PRINTED	000107 DOMINION VIRGINIA POWER	7.63			
	0270 04/2020		100-41000-45100-0000-0000-		7.63		
15420	04/28/2020	PRINTED	000107 DOMINION VIRGINIA POWER	12.94			
	7615 04/2020		100-41000-45100-0000-0000-		12.94		
15421	04/28/2020	PRINTED	000107 DOMINION VIRGINIA POWER	87.28			
	8591 04/2020		100-41000-45110-0000-0000-		87.28		
15422	04/28/2020	PRINTED	000107 DOMINION VIRGINIA POWER	239.56			
	4958 04/2020		100-31100-46024-0000-0000-		239.56		
15423	04/28/2020	PRINTED	000727 KIMLEY-HORN AND ASSOCIATE	2,382.50			
	16442217		100-12100-43100-0000-0000-		2,382.50		
15424	04/28/2020	PRINTED	000261 MANSFIELD OIL COMPANY	592.64			
	SQLCD-592396		100-31100-46008-0000-0000-		522.22		
	SQLCD-592396		100-41000-44200-0000-0000-		70.42		
15425	04/28/2020	PRINTED	000069 PITNEY BOWES LLC	10.60			
	3678 04/2020		100-12100-45210-0000-0000-		10.60		
15426	04/28/2020	PRINTED	000416 RICOH USA INC.	216.01			
	103548893		100-12100-45410-0000-0000-		216.01		

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FOR CASH ACCOUNT: 100-00000-11100-0000-0000-

FOR: All

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
15427	04/28/2020	PRINTED	000015 CHARTER COMMUNICATIONS	577.13			
	INVOICE NO		ACCOUNT	AMOUNT			
	189041420	04/2020	100-12100-45230-0000-0000-		168.22		
	189041420	04/2020	100-31100-46012-0000-0000-		408.91		
15428	04/28/2020	PRINTED	000089 TOTAL BUSINESS SOLUTIONS	250.91			
	252283		100-12100-46001-0000-0000-		93.88		
	252511		100-12100-46001-0000-0000-		157.03		
15429	04/28/2020	PRINTED	000567 VACO	50.00			
	IVC01710		100-12100-43100-0000-0000-		50.00		
15430	04/28/2020	PRINTED	000594 VACORP	61.72			
	APRIL 2020		100-00000-12200-0000-0000-		61.72		
15431	04/28/2020	PRINTED	000108 VERIZON	300.70			
	0001-35 04/2020		100-12100-45230-0000-0000-		300.70		
15432	04/28/2020	PRINTED	000114 WALTERS OUTDOOR POWER	112.12			
	248748		100-41000-43312-0000-0000-		112.12		
			52 CHECKS	CASH ACCOUNT TOTAL	20,748.73	63,998.72	



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UNCLEARED

CLEARED

52 CHECKS

FINAL TOTAL

20,748.73

63,998.72

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AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 200-00000-11100-0000-0000-

FOR: All

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
5824	04/03/2020	PRINTED	000113 VUPS		39.90		04/30/2020
	INVOICE NO		ACCOUNT	AMOUNT			
	03200551		200-42000-46007-0000-0000-		39.90		
5825	04/03/2020	PRINTED	000119 WINDSOR HARDWARE		88.82		04/30/2020
	MARCH 2020	WTR	200-42000-46007-0000-0000-		88.82		
5826	04/14/2020	PRINTED	000918 FARMERS FEED & SEED		75.00		04/30/2020
	4809		200-16010-31611-0000-0000-		75.00		
5827	04/14/2020	PRINTED	000920 GIBSON BARBARA A	48.75	48.75		
	4811		200-16010-31611-0000-0000-				
5828	04/14/2020	PRINTED	000919 OWEN BOBBY W		30.00		04/30/2020
	4810		200-16010-31611-0000-0000-		30.00		
5829	04/14/2020	PRINTED	000007 BEAMON & JOHNSON INC.		30.26		04/30/2020
	3270 03/2020	WTR	200-42000-43310-0000-0000-		30.26		
5830	04/14/2020	PRINTED	000633 BOWMAN CONSULTING		1,500.00		04/30/2020
	289948		200-42000-43100-0000-0000-		1,500.00		
5831	04/14/2020	PRINTED	000740 CARTS UNLIMITED		98.00		04/30/2020
	1438		200-42000-43312-0000-0000-		98.00		
5832	04/14/2020	PRINTED	000107 DOMINION VIRGINIA POWER		6.66		04/30/2020
	7818 04/2020		200-42000-45100-0000-0000-		6.66		
5833	04/14/2020	PRINTED	000107 DOMINION VIRGINIA POWER		13.69		04/30/2020
	5000 04/2020		200-42000-45100-0000-0000-		13.69		
5834	04/14/2020	PRINTED	000107 DOMINION VIRGINIA POWER		143.63		04/30/2020
	5002 04/2020		200-42000-45100-0000-0000-		143.63		
5835	04/14/2020	PRINTED	000107 DOMINION VIRGINIA POWER		409.73		04/30/2020
	0002 04/2020		200-42000-45100-0000-0000-		409.73		
5836	04/14/2020	PRINTED	000107 DOMINION VIRGINIA POWER		609.52		04/30/2020
	9251 04/2020		200-42000-45100-0000-0000-		609.52		
5837	04/14/2020	PRINTED	000107 DOMINION VIRGINIA POWER		754.30		04/30/2020
	4197 04/2020		200-42000-45100-0000-0000-		754.30		
5838	04/14/2020	PRINTED	000693 FORTILINE, INC.		1,221.52		04/30/2020
	4869090		200-42000-46007-0000-0000-		1,221.52		
5839	04/14/2020	PRINTED	000803 VISA		150.00		04/30/2020
	2679 03/2020	WTR	200-42000-45500-0000-0000-		150.00		
5840	04/28/2020	PRINTED	000633 BOWMAN CONSULTING	7,500.00	3,750.00		
	288554		200-42000-43100-0000-0000-				

05/05/2020 10:56
4966cjer

Town of Windsor | LIVE |
AP CHECK RECONCILIATION REGISTER

P 2
apchkrcn

FOR CASH ACCOUNT: 200-00000-11100-0000-0000-

FOR: All

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
	287128		200-42000-43100-0000-0000-		3,750.00		
5841	04/28/2020	PRINTED	000107 DOMINION VIRGINIA POWER	10.55			
	INVOICE NO		ACCOUNT	AMOUNT			
	5004	04/2020	200-42000-45100-0000-0000-		10.55		
5842	04/28/2020	PRINTED	000024 FERN'S AUTO REPAIR	665.00			
	30626		200-42000-43310-0000-0000-		665.00		
5843	04/28/2020	PRINTED	000261 MANSFIELD OIL COMPANY	32.08			
	SQLCD-592396	WTR	200-42000-44200-0000-0000-		32.08		
			20 CHECKS	CASH ACCOUNT TOTAL	8,256.38	5,171.03	

05/05/2020 10:56
4966cjer

Town of Windsor | LIVE |
AP CHECK RECONCILIATION REGISTER

P 3
apchkrcn

UNCLEARED

CLEARED

20 CHECKS

FINAL TOTAL

8,256.38

5,171.03

** END OF REPORT - Generated by Christy Newsome **

Town of Windsor

Memorandum

May 12, 2020

TO: The Honorable Mayor and Town Council

FROM: Christina Newsome, Treasurer *CN*

SUBJECT: Budget Transfer

Attached you will find a memo from Chief Riddle requesting a budget transfer of \$3,500.00 from the Salaries and Wages line item 100-31100-42000 to the Overtime line item 100-31100-42001.

This transfer is needed as we have been down one officer for six months to cover shifts, vacations, and sicknesses.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a transfer of \$3,500.00 from the Salaries and Wages line item to the Overtime line item in the Police Department.



WINDSOR POLICE DEPARTMENT
56 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487
PHONE: 757.242.6799 FAX: 757.242.0328



To: Sandy Wanner, Interim Town Manager
Honorable Mayor and Members of Town Council

From: Chief R.D. Riddle 

Date: 4/23/2020

Ref: Transfer of Funds to the Police Overtime Line Item

I would request that the Town Council approve a transfer of \$3500.00 from the Police Salaries line item (100-31100-42000) to the Police Overtime line item (100-31100-42001). This should sufficiently cover any Overtime costs during the remainder of the fiscal year. The staff shortage caused being down one officer for the last six months as well as routine law enforcement operational needs have caused this shortfall. The money transferred is salary savings from the officer who has been out for six months and will have no negative overall impact on the approved budget.

Town of Windsor

Memorandum

May 12, 2020

TO: The Honorable Mayor and Town Council

FROM: Christina Newsome, Treasurer *CN*

SUBJECT: E-911 Communication Tax

As you know, we have an E-911 Communication Tax MOU agreement with Isle of Wight County. As of January 1, 2019 our agreement states that a portion of the monthly E-911 Communication Tax be increased by a multiplied factor of four which has increased our monthly disbursement to the county by 22% per month this fiscal year, that we did not budget for.

For our E-911 True-Up Joint Services contribution this fiscal year Isle of Wight County noticed they were only billing the towns annually for prior fiscal year. Isle of Wight County decided to switch it to quarterly billing since they are bearing the costs all year.

These funds will pay our E-911 True-Up Joint Service for this fiscal year. I have enclosed a resolution that appropriates these funds.

I recommend that Council adopt the enclosed resolution.

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of
\$40,000 From the Unappropriated Fund Balance
Of The General Fund To The 2019-2020 General
Fund Operating Budget

Resolution

A Resolution Appropriating The Sum Of \$40,000 From The Unappropriated Fund Balance Of The General Fund To The General Fund Operating Budget For Fiscal Year 2019-2020

WHEREAS, the Town of Windsor entered into an E-911 Communication MOU agreement with Isle of Wight County, and;

WHEREAS, the agreement calls for the Town of Windsor to allocate the local E-911 surcharge tax to Isle of Wight County, and;

WHEREAS, the MOU was revised effective January 1, 2019 to include a surcharge multiplied by a factor of four for operations, capital, and maintenance costs of the ECC of the agreement. If not corrected at this time it will continue to impact our budget going forward.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$40,000 from the Unappropriated Fund Balance of the General Fund, be, and the same hereby is, appropriated to the Town's General Fund Operating Budget for Fiscal Year 2019-2020:

Section 2. That the Payments to Other Governments line item within the Non-departmental portion of the 2019-2020 operating budget be amended to include these additional funds.

Section 3. This resolution shall be in effect on and after its adoption.

A Resolution Appropriating The Sum Of \$40,000 From The Unappropriated Fund Balance Of The General Fund To The General Fund Operating Budget For Fiscal Year 2019-2020

Adopted: May 12, 2020

TESTE:

Town Clerk

Town of Windsor

Memorandum

May 12, 2020

TO: The Honorable Mayor and Town Council

FROM: Christina Newsome, Treasurer 

SUBJECT: Water Line relocation

Our maintenance supervisor has requested to relocate the water line that is connected from 113 S. Court Street to E. Griffin Street at the future construction site of the new Public Works Building. In order to avoid damage to the existing water line, it will be relocated to the new water main on S. Court Street that was installed by Daniels Construction Corporation for the new service locations on S. Court Street.

As you can see from the attached proposal, the cost of the work will be \$4,800.00. I recommend that Council adopt the enclosed resolution.

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of
\$4,800 From the Unappropriated Fund Balance
Of The Water Fund To The 2019-2020 Water
Fund Operating Budget

Resolution

A Resolution Appropriating The Sum Of \$4,800
From The Unappropriated Fund Balance Of The
Water Fund To The 2019-20 Water Fund
Operating Budget

WHEREAS, the Town must connect the resident at 113 S. Court Street to the newly constructed water line on S. Court Street in order to disconnect the water line that runs through the proposed public works building lot, and;

WHEREAS, the Town Council must appropriate the \$4,800 to relocate the existing water line to prepare for the construction of the new Public Works Building.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$4,800 from the Unappropriated Fund Balance of the Water Fund, be, and the same hereby is, appropriated to the Maintenance and Repairs – System line item within the Water Fund 2019-20 Operating Budget:

Section 2. The Manager is authorized and directed to do all things necessary to proceed forward with the relocation and replacement of the water line located between E. Griffin Street and 113 S. Court Street.

Section 3. This resolution shall be effective on and after its adoption.

Adopted: May 12, 2020

TESTE:

Town Clerk

J&L Benson, LLC.
2170 Joshua Lane • Suffolk, Virginia 23434
757-675-9210

Bid Proposal

4/30/2020

Kenneth Sims
Town of Windsor
8 E. Windsor Blvd.
Po Box 307
Windsor, VA 23487

PROJECT NAME: Water Service for 113 South Court Street Windsor, VA

J&L Benson, LLC proposes to do the following at the address listed above:

- 8"x1" Saddle Tap- Install & Tap
- 1" Corp Stop -Install
- 2" HDPE Directional Drilled +/- 100'
- 1" Poly Pipe +/- 100'
- Set- Meter Box, Meter Setter and Meter by others.

Total: \$4,800.00

BID PROPOSAL TERMS AND CONDITIONS

THIS PROPOSAL EXPIRES THIRTY (30) DAYS FROM THE DATE HEREOF, BUT MAY BE ACCEPTED AT ANY LATER DATE AT THE SOLE DISCRETION OF J&L Benson, LLC.

Upon acceptance of the Agreement, the Client agrees that in no event shall the Contractor, his officers, partners, employees, agents, heirs or assigns, or consultants be responsible for any liability including any and all claims, suits, demands, liabilities, losses, or costs, including reasonable attorney's fees and defense costs, resulting or accruing to any and persons, firms, and other legal entity beyond that of the Contractor's original fee.

You shall be invoiced upon completion. Payment is due at this time. Accounts over (30) thirty days past due shall be charged interest at the rate of 1.5% per month (18% per annum). Should your account become over (30) thirty days past due and is turned over to an attorney for collection, you agree to be responsible for all court costs incurred in the collection of said debt, and attorney's fees of 33 1/3% of the amount due and owing when turned over for collection.



Jeffrey L. Benson

Client Signature/Date

Agenda Item No. 4a

Town of Windsor

Memorandum

May 12, 2020

TO: The Honorable Mayor and Town Council
FROM: Sanford B. Wanner, Interim Town Manager *SBW*
SUBJECT: Budget Proposal

As you are aware, I have submitted to you the Budget and CIP proposal for the upcoming fiscal year. At this point on the Agenda, I will provide a presentation on the proposal and answer any questions that Council may have.


We have set a public hearing on the Budget and CIP for Tuesday, May 26, 2020 at 7:00 p.m.

Town of Windsor

Memorandum

May 12, 2020

TO: The Honorable Mayor and Members of Town Council

FROM: Sanford B. Wanner, Interim Town Manager 

SUBJECT: Appropriation of Funds for Public Works Building

The Invitation For Bid (IFB) #2020-02 for the Windsor Public Works Building was publicly advertised on March 30, 2020. Bids were received and opened at 2:00 p.m. on April 22, 2020.

Seventeen bids were received and were reviewed by Brian Camden and staff. C.W. Brinkley was the low responsive and responsible bidder at \$524,800.

This project was identified in 2016 and budgeted in 2020 at \$680,000. The site plan for storm water was approved in 2016 and is current.

The total project costs are as shown on the attached post-bid project cost model for the Public Works Building project.

I recommend that Council adopt the enclosed resolution.

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum of \$621,075
To The 2019-20 General Fund Operating Budget

Resolution

A Resolution Appropriating The Sum Of \$621,075
To The 2019-20 General Fund Operating Budget

WHEREAS, the Town Council wishes to construct a Public Works Building on E. Griffin Street,
and;

WHEREAS, the Town Council has identified this Public Works Building as their next capital
project, and;

WHEREAS, the post bid project cost model construction is \$621,075, and;

WHEREAS, There was originally \$230,000 set aside in a General Fund CD, \$347,075 in the
Space Needs Fund, and the remaining \$44,000 in the Water Fund to fund this project, and;

WHEREAS, the Town Council of the Town of Windsor must appropriate \$621,075 of these
funds to meet our financial obligation for the project.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as
follows:

Section 1. That the sum of \$347,075 from the Unappropriated Fund Balance of the Space Needs
Fund, be, and the same hereby is, appropriated to the Town's 2019-20 General Fund Operating Budget's
Capital Projects – Construction of Public Works Building:

Section 2. That the sum of \$230,000 from the General Fund CD is appropriated to the Town's
2019-20 General Fund Operating Budget's Capital Projects – Construction of Public Works Building:

Section 3. That the sum of \$44,000 from the Unappropriated Fund Balance of the Water Fund, be,
and the same hereby is, appropriated to the Town's 2019-20 General Fund Operating Budget's Capital
Projects – Construction of Public Works:

Section 4. The Town Council hereby awards the Public Works Building contract to C. W.
Brinkley. The Interim Town Manager is hereby authorized and directed to do all things necessary to
complete this work.

Section 5. This resolution shall be in effect on and after its adoption.

Adopted: May 12, 2020

TESTE:

Town Clerk



295 Bendix Road, Suite 340
 Virginia Beach, VA 23452
 Phone: 757.533.9368
 Fax: 757.533.9432

TOWN OF WINDSOR
New Windsor Public Works Building

POST-BID PROJECT COST MODEL

Construction

(1) C. W. Brinkley Bid	\$524,800
(2) James River Architects CA Services (including MEP)	\$5,810 ✓
(3) GET Solutions – Special Inspections & Testing	\$5,475 ✓
(4) Hoggard Eure Civil Engineering CA Services	\$3,200
(5) Speight-Marshall-Francis Structural CA Services & Inspections	\$1,500
(6) Telephone Data Equipment	\$900
(7) Alpha Corporation CM Fee 10-Months	\$40,000
(8) Construction Contingency – 5% of (1)	\$26,240
(9) Total with Construction Contingency	<u>\$607,925</u>

Soft Costs

(10) Furniture, Office Desk w/2 Chairs; Break Room Table w/6 Chairs	\$800
(11) IOW County Permit – Inspection Fees *	\$500
(12) Propane Tank Installation *	\$1,000
(13) Electrical Utility Connection Fee *	\$2,500
(14) Verizon & Charter Connection Fees *	\$1,500
(15) Telephone – Data Equipment	\$350
(16) Breakroom Microwave & Full-size Refrigerator	\$1,300
(17) Owner's Contingency	\$5,000
(18) Moving Expense	\$200
Total Soft Costs	<u>\$13,150</u>

ESTIMATED TOTAL PROJECT COSTS \$621,075.00

- * Estimates

Agreement

TOWN OF WINDSOR, VIRGINIA

PROJECT NO: IFB #2020-02

Bid Package Windsor Public Works Building
Town of Windsor, Virginia

THIS AGREEMENT, made and entered into this ___st day of May, 2020 by and between the Town of Windsor Virginia, hereinafter called the Owner, and C. W. Brinkley Incorporated, hereinafter called the Contractor, whose address is 3005 Corporate Lane, Suite 100, Suffolk, VA 23434.

WITNESSETH:

WHEREAS, the Owner intends to have all of the work described as the Windsor Public Works Building, installed and constructed at 9 East Griffin Street, Windsor Virginia, 23487.

WHEREAS, the Contractor agrees to perform the work for the sum herein stated.

NOW THEREFORE, the Owner and the Contractor for the consideration hereinafter provided agree as follows:

ARTICLE 1. SCOPE OF WORK

The work to be performed shall be in accordance with Invitation for Bids, Project Manual, Instructions to Bidders, Summary of Work and other Contract Plans and Documents entitled "Windsor Public Works Building" dated February 20, 2020, and the "Site Plan for Town of Windsor Maintenance Building" dated August 3, 2016, and the geotechnical report dated February 27, 2020 along with Three Pre-Bid Addendums; No.1 dated 4/3/20, No. 2 dated 4/10/20 and No. 3 dated 4/17/20. The Contractor agrees to furnish all labor, materials and equipment to complete the work as required in the Contract Documents, which are hereby made a part of this contract by reference. It is understood and agreed by the parties hereto that all work shall be performed as required in the Contract Documents and shall be subject to inspection and approval of the Owner or its authorized representative. The relationship of the Contractor to the Owner hereunder is that of an independent Contractor. The Contract Documents are defined in the General Conditions including AIA Document No. 201-2017 General Conditions of Contract for Construction and are incorporated here for reference.

ARTICLE 2. TIME OF COMPLETION

The Contractor shall commence the work promptly upon the date established in the Notice to Proceed. If there is no Notice to Proceed, the date of commencement of the Work shall be the date of this agreement. The Contractor shall achieve Final Completion of the Project within Three Hundred (300) calendar days from the date of the Contract of NTP.

ARTICLE 3. CONTRACT SUM

The Owner agrees to pay, and the Contractor agrees to accept in full performance of this contract, the sum of Five Hundred Twenty Four Thousand Eight Hundred Dollars, (\$524,800.00) which sum also includes the cost of Four Bid Alternates noted in the attached Exhibit "A", and a 100% Performance Bond and a 100% Payment Bond said bonds having been posted by the Contractor pursuant to State Law.

ARTICLE 4. PAYMENT

The Owner agrees to pay the Contractor from time to time as the work progresses, but no more than once each month after date of Notice to Proceed, and only after complying with the General Conditions and completion of Certificate of Payment for the work performed during the preceding calendar month, ninety-five percent (95%) of the value of the labor performed and, subject to the requirements of the General Conditions, ninety-five percent (95%) of the value of materials furnished in place or on-site.

Such evidence of labor performed, and materials furnished as the Owner may desire shall be supplied by the Contractor at time of request for Certificate of Payment of account. Materials for which payment has been made cannot be removed from job site.

Retainage Reduction - Five percent (5%) of the earned amount shall be retained from each monthly payment until fifty percent (50%) of the dollar amount of the contract has been earned. During the last fifty percent (50%) of the contract, retainage may be reduced pursuant to applicable provisions of the General Conditions.

ARTICLE 5. INDEBTEDNESS

Before final payment is made, the Contractor must submit evidence in the form of a final waiver of lien or claim to the Owner that all payrolls, materials bills, subcontracts and outstanding indebtedness in connection with the work have been paid or what arrangements have been made for their payment.

Payment will be made without unnecessary delay and after receipt of such evidence as mentioned above and final acceptance of the work by the Owner.

ARTICLE 6. ADDITIONAL WORK

It is understood and agreed by the parties hereto that no money will be paid to the Contractor for any additional labor or materials furnished unless a new contract in writing or a modification hereto for such additional materials or labor has been executed by the Owner and Contractor. The Owner specifically reserves the right to modify or amend this contract and the total sum due hereunder either by enlarging or restricting the scope of work.

ARTICLE 7. ACCEPTANCE

The work shall be inspected for acceptance by the Construction Manager and Architect promptly upon receipt of notice from the Contractor that the work is complete and ready for inspection.

ARTICLE 8. DISPUTES PERTAINING TO PAYMENT FOR WORK

Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Should disputes arise respecting the value of any work done, or any work omitted, or of any extra work which said Contractor may be required to perform, or respecting any other elements involved in this contract, said dispute shall be brought to the attention of the Construction Manager who will attempt to settle matters. If he/she is unsuccessful, the dispute will be brought to the attention of the Windsor Town Manager. Any claims, disputes or other matters in questions between the parties to this Agreement shall not be subject to binding arbitration. The parties shall attempt to resolve any claims or disputes between the parties prior to commencing litigation. If the parties are unable to amicably resolve any claims or disputes, the claims, disputes or other matters in question between the parties arising out of or relating to this Agreement or a breach thereof shall be resolved by appropriate proceedings in the Circuit Court of Isle of Wight County, Virginia, and in no other forum.

ARTICLE 9. TERMINATION FOR BREACH, ETC

If the Contractor shall be adjudged bankrupt or if he should make a general assignment for the benefit of his creditors or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors violate any of the provisions of this contract, the Owner may serve written notice upon him of its intention to terminate said contract; and unless, within ten (10) days after the serving of such notice, such violation shall cease, the Owner then may take over the work and prosecute same to completion by contract or by any other method it may deem advisable for the account and at the expense of the Contractor. The Owner may take possession of and utilize in completing the work, such materials, appliances, paint, and any other property belonging to the Contractor as may be on the site of the work and necessary, therefore. The Owner may, at any time upon ten (10) days written notice to the Contractor, terminate (without prejudice to any right or remedy of the Owner) the whole or any portion of the work for the convenience of the Owner.

ARTICLE 10. OWNER'S RIGHT TO WITHHOLD CERTAIN AMOUNT AND MAKE APPLICATION THEREOF

The Owner may withhold from payment to the Contractor such an amount or amounts as, in its judgement, may be necessary to pay just claims against the Contractor or any subcontractor for labor and services rendered and materials furnished in and about the work. The Owner may apply such withheld amounts on the payment of such claims in its discretion. In so doing, the Owner shall be deemed the agent of the Contractor and payments so made by the Owner shall be considered as payment made under the Contract by the Owner as to such payments made in good faith. Such payments may be made without prior determination of the claim or claims.

ARTICLE 11. LIABILITY AND INDEMNIFICATION

The Contractor agrees that it/he shall at all times protect and indemnify and save harmless, the Town of Windsor and all institutions, agencies, departments, authorities and instrumentalities of the Town and any member of their governing bodies or of their boards or commissions or any of their elected or appointed officers or any of their employees or authorized volunteers as described in the General Conditions of the project specifications which are included herein by reference, from any and all claims, damages of every kind and nature made, rendered or incurred by or in behalf of any person or corporation whatsoever, including the parties hereto and their employees that may arise, that occur or grow out of any acts, actions, work or other activity done by the said Contractor in the performance and execution of this contract.

ARTICLE 12. SUBCONTRACTOR

No part of this contract shall be sublet by the Contractor without prior written approval of the Owner.

ARTICLE 13. LIQUIDATED DAMAGES

Should the Contractor fail to Complete the work on or before the Final Completion Date referred to in Article 2 hereof, Contractor shall pay Owner the sum of \$250.00 for each consecutive calendar day that terms of the Contract remain unfulfilled.

Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, shall in no way operate as a waiver on the part of the Owner of any of his rights under the Contract. Liquidated damages will be calculated and assessed based on provisions defined in the General Conditions and the date upon which the Construction Manager and Owner certify that all items on the "Punch List" are complete. The sums mentioned above shall represent the actual measure of liquidated damages which the Owner will sustain per diem by failure of the undersigned to complete the Work at the times stipulated. The sum is in no way to be considered a penalty.

ARTICLE 14. VIRGINIA PUBLIC PROCUREMENT ACT.

Contractor agrees to comply with all of the mandatory provisions of the Virginia Public Procurement Act, which are incorporated herein by reference, including those concerning non-discrimination, payment of subcontractors, employment of aliens, maintaining a drug free workplace and maintaining all state licenses and SCC corporate registration. Contractor's tax identification number is _____.

ARTICLE 15. GOVERNING LAW

This Contract shall be governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CONTRACTOR: C. W. BRINKLEY INCORPORATED

BY: _____

ATTEST

BY: _____

TITLE: _____

BY: _____

TITLE: _____

OWNER: TOWN OF WINDSOR

BY: _____

TITLE: _____

ATTEST

BY: _____

*APPROVED AS TO FORM:
ATTORNEY*

BY: _____

EXHIBIT "A"
TO THE AGREEMENT BETWEEN
THE TOWN OF WINDSOR, VIRGINIA AND C.W, BRINKLEY INC.
WINDSOR PUBLIC WORKS BUILDING- IFB # 2020-02

- A. Selected materials, and their installation are specified in the Contract Documents by these Allowances. Allowances have been established due to poor soil conditions and the extent of the paved, gravel and building footprint areas are shown on the drawings. Additional requirements beyond these Allowances, if necessary, will be issued by Change Order. Requirements for credits and/or additions shall be established with the successful contractor if less or more undercuts are needed.
- B. The following Lump Sum Allowance has been established *for excavation, removal and proper off-site disposal of unsuitable materials, and installation, compaction of suitable select materials* for this project. For bidding purposes, **include the total amount for all allowances in the Lump Sum Base Bid amount:**
- 1, Provide an 18-inch additional undercut and backfill with select fill beyond that shown on the drawings throughout the parking lot in all paved areas. \$2,288.00.
 2. Provide an additional-12 inches of undercut and backfill with select fill beyond that shown on the drawings in all gravel areas. \$5,170.00
 3. Provide geotextile fabric Mirafi HP270 or equivalent under all paved and gravel areas. \$1,314.00
 4. Provide an additional-12 inches of undercut across the building footprint beyond that shown on the drawings and backfill with compacted select fill. \$8,475.00
- C. The Owner reserves the right to have the Construction Manager and or Special Inspector direct the General Contractor as to the final extent of the undercuts noted above and to issue a change order for additional undercut, or credit change order for lesser undercut.
- D. The General Contractor shall have overall responsibility for the work provided by Allowances and shall be responsible for all materials delivered to the job.