

TOWN OF WINDSOR  
P. O. Box 307  
Windsor, Virginia 23487

Phone 757-242-4288 Fax 757-242-9039 E-Mail [windsor@windsor-va.gov](mailto:windsor@windsor-va.gov)

TOWN COUNCIL MEETING AGENDA  
April 14, 2020  
7:00 p.m.

1. Call to order - Welcome - Mayor Glyn Willis
2. Consent Agenda
  - a) Minutes of the March 10, 2020 Council Meeting \*
  - b) Minutes of the April 2, 2020 Emergency Called Meeting\*
  - c) Police Chief's Report \*
  - d) Motion to Approve
3. Treasurer's Report \*
4. Town Manager's Report
  - a) Financial Software Conversion\*
  - b) Interim Town Manager Contract\*
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  
March 10, 2020**

The Windsor Town Council met in regular session on March 10, 2020 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, Ben Sullivan, Planning & Zoning Administrator, Chief Riddle, and Fred Taylor, Town Attorney, were present.

Council members present: Durwood Scott  
Greg Willis  
Walter Bernacki  
J. Randy Carr  
George Stubbs

Council member absent: Kelly Blankenship

Councilman Bernacki led the Pledge of Allegiance.

**Public Hearing**

Mayor Willis said there is a public hearing tonight to consider a conditional use permit for Reba's Gaming Parlor; an electronic gaming establishment. He asked Mr. Sullivan to give a brief overview of the application.

Mr. Sullivan stated that the applicant, Mr. Tony Blackley, has submitted an application requesting to convert the former Anna's Ristorante Italiano & Pizzeria, located at 15 E. Windsor Blvd., into Reba's Gaming Parlor. He explained that this establishment would offer pay-to-play electronic gaming machines with cash payouts for those who win. Mr. Sullivan reported that such an establishment can bring additional revenue and new employment opportunities.

Mayor Willis asked if the public hearing has been properly advertised. Mr. Taylor confirmed that the public hearing has been properly advertised.

Mayor Willis opened the public hearing. He asked for any persons wishing to speak in favor of the conditional use permit for Reba's Gaming Parlor to come forward at this time.

Tony Blackley, applicant, stated that there will be trained security personnel at the premises. He said profanity, alcohol, and drugs will not be allowed in the gaming parlor. He said this will be an establishment where people can come relax and enjoy playing electronic games of skill. He said he will not keep a large amount of money on the premises. He explained that if someone wins a large jackpot, an employee will call him, and he will bring the money to the winner. He explained that all winners will receive a 1099 for tax purposes. Mr. Blackley assured Council that he and his wife will do their

best to make sure this will be a clean, protected establishment if Council passes the conditional use permit for Reba's Gaming Parlor.

Reba Blackley, applicant, said they have never had a robbery, a fight, or drugs in their gaming parlors. She said they use trained security personnel to ensure that everyone stays safe. She said someone may play with \$5.00 and win \$20.00 to \$1,000.00. She explained that those winnings may be spent at businesses located in Town, which will generate additional revenue for the Town of Windsor. Mrs. Blackley said this establishment gives senior citizens and others a place where they can make new friends and enjoy themselves.

Mayor Willis asked for any persons wishing to speak in opposition of the conditional use permit for Reba's Gaming Parlor to come forward. No one came forward to speak in opposition.

Mayor Willis closed the public hearing. He said it is now open for discussion among Council.

Mayor Willis asked the Town Attorney to brief Council on the status of the "electronic gaming" bills that were introduced into the current General Assembly session.

Mr. Taylor reported that the General Assembly session concluded this past weekend. He explained that the House of Delegates and the Senate Finance and Appropriations Committee voted to pass House Bill 881 (HB 881) which will completely ban all forms of electronic gaming including those located in restaurants, truck stops, and retail stores across Virginia. He said HB 881 specifically defines electronic skill gaming as illegal gambling. He said if the Governor signs this bill, the ban will become effective July 1, 2020. Mr. Taylor said it is expected that some action will be taken by the Governor within the next 30 to 45 days.

Councilman Carr expressed his concerns with the cost that would be incurred by the applicant if the conditional use permit was passed tonight and then the law were to go into effect July 1, 2020 banning all electronic skill gaming in the State of Virginia.

Councilman Stubbs stated that based on information provided by the Chief of Police, a concerned citizen who spoke at the February 26, 2020 Planning Commission meeting, and from other citizens, he feels that most residents do not think this is an appropriate business for the Town of Windsor.

Councilman Greg Willis stated that he is opposed to this type of business. He said he feels that it preys on a particular demographic and contributes to the lessening of their quality of life. He said he is in favor of voting tonight and not tabling this issue.

Mr. Blackley said the hours of operation will be 10:00 a.m. to 2:00 a.m. Monday through Saturday and 1:00 p.m. to 2:00 a.m. on Sundays as questioned by Vice Mayor Scott.

Mayor Willis asked what the specific financial benefit would be to the Town.

Mr. Sullivan reported that the Town would receive an initial business license fee of \$100 for a new business, and going forward, the license fee would be \$0.25 per \$100 of gross receipts.

Mr. Blackley estimated that his weekly gross receipts could be approximately \$30,000.

Vice Mayor Scott said Council is always interested in new businesses locating within the Town to generate additional revenue. He said several citizens have called and approached him, and no one he has spoken with is in support of this type of business locating in the Town of Windsor.

Mayor Willis questioned what the negative financial benefits would be to the Town.

Mr. Sullivan said Windsor may see an increase in crimes related to gambling, such as robberies and counterfeiting. He said there may be increased traffic along Route 460 and increases in bankruptcies and divorce rates. Mr. Sullivan said no alcohol will be served at the premise, and security personnel will be provided.

After further discussion, Councilman Stubbs made a motion to deny the conditional use permit for Reba's Gaming Parlor. Councilman Greg Willis seconded, and Council passed the motion 5 to 1 as recorded on the attached chart as motion #1.

## **Delegations, Public Comments and Citizens' Concerns**

### ***Student Liaison - Stephen Branch***

Stephen Branch, Student Liaison to Council, briefed Council on several school activities. He reported that the spring sports season has begun. He said four students placed at the Annual State Beta Club Convention, and they have qualified for the National Convention. He said the school system is collecting data for an equity audit to see if everyone and school events are equally represented. He said representatives will be going to individual classes to see if the demographics in those classes match the school demographics regarding such things as gender, race, and sports representation. Mr. Branch noted that the school system is also preparing for the possible effects of the coronavirus.

Mayor Willis thanked Mr. Branch for attending the meeting and for updating Council on the recent events at the high school.

Albert Burckard, Isle of Wight County Citizens' Association, invited Council and all citizens to attend Windsor's 118<sup>th</sup> Birthday celebration. He said in honor of the Town of Windsor's 118<sup>th</sup> Birthday, the Isle of Wight County Museum will present a railroad-themed program. He said the celebration will take place March 15, 2020 at the Windsor Ruritan Building beginning at 2:00 p.m.

## **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the February 11, 2020 Council meeting, the Police Chief's report, and the Planning and Zoning report. He asked if there were any questions or comments regarding the Consent Agenda.

Councilman Bernacki congratulated Chief Riddle and his staff for working to affordably obtain a K-9 for the Windsor Police Department. He said this will be a tremendous asset to the community.

Councilman Greg Willis made a motion to adopt the Consent Agenda as presented. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

### **Treasurer's Report**

Ms. Newsome said the Treasurer's report for the month of February is before Council for review. She reported that the additional principal payment of \$53,494.37 was made to the Town Center loan at Farmers bank as directed by Council. She also stated that Real Estate collection is at 99.6% as of February 29, 2020.

Ms. Newsome continued to update Council on the import issues with the 2019 personal property taxes. She said she has been working with Cyndi Wellman, with the Isle of Wight County IT Department, and Mary Barker with the Munis Help Desk. She said Ms. Barker has identified set-up issues that are causing problems with the import. She said they have corrected the set-up issues, and Cyndi is now working with the XML file with the expectation that all files will be imported correctly tomorrow. Ms. Newsome said she will update Council as soon as the import file is run again.

Mayor Willis suggested that a cover letter be attached to the 2019 personal property tax bills apologizing for the delay and inconvenience and explaining that this is the tax bill for 2019.

Council continued to discuss an appropriate due date for the 2019 personal property tax bills. Council agreed by consensus to allow 45 days for payment due to the inconvenience of the tax bills being delayed.

Councilman Stubbs made a motion to approve the Treasurer's report. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### **Council's Discussion of Citizens' Concerns**

None

### **Town Manager's Report**

#### ***Appropriation of Funds from Surplus Property***

Mr. Stallings reported that Council authorized the disposal of a surplus 2012 Dodge Charger previously used by the Windsor Police Department. He said this vehicle was sold at auction, and the Town received \$2,000 from the sale.

Mr. Stallings explained that the Police Chief has requested that these funds be added to his Vehicle Repair and Maintenance line item.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating these funds into the 2019-20 Operating Budget, and add these funds to the Police Chief's requested line item.

After discussion, Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$2,000 from the sale of surplus property into the General Fund Operating Budget and approving a budget amendment for fiscal year 2019-20."

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$2,000 From The Sale Of Surplus Property Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2019-20. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### ***Appropriation of Lab Fees***

Mr. Stallings reported that as part of the construction in Phase 2 of Holland Meadows, the developers were required to install new water lines and have those lines tested. He explained that the Town pulls water samples from these lines and has them tested at the same lab we use for our own samples. He said we have received reimbursements in the amount of \$2,940.

Mr. Stallings recommended that Council adopt the enclosed resolution appropriating these funds back into the State/Lab Fees line item of the Water Fund Operating Budget because this is where the testing fees were paid from.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$2,940 in collected fees to the 2019-20 Water Fund Operating Budget."

Councilman Greg Willis made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$2,940 In Collected Fees To The 2019-20 Water Fund Operating Budget." Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***Salary and Compensation Study RFP Results***

Mr. Stallings reported that the Town issued a Request for Proposals (RFP) from qualified firms to complete a salary and compensation study for the Town. He said the proposals were due by 5:00 p.m. on Friday, February 21, 2020. He said the Town has received two proposals, one from Baker Tilly Virchow Krause, LLP, and one from Gallagher Human Resources & Compensation Consulting practice.

Mr. Stallings reviewed both proposals. He said Baker Tilly Virchow Krause, LLP is based out of Mechanicsville, Virginia. He said they have done extensive work in the State of Virginia and has worked with Towns the size of Windsor. He said Springstead, now part of Baker Tilly, completed the 2008 salary study for the Town of Windsor. He said they will provide updated job descriptions as part of their work. Mr. Stallings reported that their total proposed cost is \$12,287.

Mr. Stallings stated that Gallagher Human Resources & Compensation Consulting is based out of Richmond, Virginia. He said they have only worked for one locality in Virginia, and it was significantly larger than Windsor. He said they do not provide updated job descriptions as part of their contract, but this can be an optional add-on. Mr. Stallings said their total proposed cost is \$22,000 to \$23,500.

Mr. Stallings recommended that Council adopt the enclosed resolution that would appropriate the sum of \$12,500 to cover the cost of the Baker Tilly Virchow Krause, LLP proposal if Council elects to move forward with a salary and compensation study.

Mayor Willis explained that the value of having a salary and compensation study to Council would be to give an independent view of salary ranges for Town of Windsor staff compared to other localities of the same size. Mr. Stallings explained that it would also update salary ranges, job classifications, and look at all aspects of pay and compensation such as benefits.

Councilman Carr expressed his concerns with spending thousands of dollars for a company to determine where we need to be regarding salaries. He said he feels that Council should be able to determine this by receiving information from other localities similar to Windsor since this is public knowledge.

Mayor Willis explained that a salary and compensation study helps Council understand if we are competitive, and it gives an assurance that our staff is being paid fairly compared to the rest of the market.

Mr. Stallings said it helps having an unbiased third party do a study in comparison to having staff gather this information.

Councilman Bernacki stated that the current study was conducted 12 years ago. He said we risk losing experienced staff if we are not competitive and at current market value. He said this study will give Council a basis moving forward as we budget and as we plan for the future to know where we need to be to remain competitive.

After further discussion, Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$12,500 from the Unappropriated Fund Balance of the General Fund to the 2019-20 General Fund Operating Budget."

Councilman Bernacki made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$12,500 From The Unappropriated Fund Balance Of The General Fund To The 2019-20 General Fund Operating Budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### ***Public Works Building***

Mr. Stallings said Council directed him to move forward with the Public Works Building project. He said he has been working with Brian Camden of Alpha Corporation to complete the bid package based off the 2016 plans. He said attached is a report from Mr. Camden as to the status of the work. He said they are finalizing the bid documents now. He said they expect to have everything ready to go out to bid by the week of March 23, 2020.

Mr. Stallings said the estimated project cost in 2016 was \$680,000. Using a 4% per year escalation, this would equate to an estimated cost adjusted to today's dollars of right at \$800,000. He said actual cost will not be known until we receive bids.

Mr. Stallings recommended that Council authorize the Town Manager to put this project out to bid. He said those bids would come back to Council for further action.

Mr. Stallings stated that he attached a resolution to appropriate \$10,000 in funds from the Unappropriated Fund Balance to help cover the cost of updating the plans and completing the bid package. He said these funds will cover the cost of engineering fees, architect fees, structural engineering fees, and construction administration fees. Mr. Stallings said this resolution also authorizes the Town Manager to issue the Invitation for Bids for this project.

Mayor Willis read the title of the resolution as follows: "A resolution appropriating the sum of \$10,000 from the Unappropriated Fund Balance of the General Fund into the General Fund Operating Budget and approving a budget amendment for fiscal year 2019-20.

Vice Mayor Scott made a motion to adopt the resolution entitled: A Resolution Appropriating The Sum Of \$10,000 From The Unappropriated Fund Balance Of The General Fund Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2019-20. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Councilman Bernacki made a motion to authorize and direct the Town Manager to do all things necessary to issue the Invitation for Bids for the Public Works project. Councilman Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

### ***Action List***

Mr. Stallings reviewed the Action List with Council. He reported that Bowman Consulting has completed their survey work and are currently finalizing design work for the drainage project. He said they will be at the March 18, 2020 Drainage Committee meeting to present their findings. He said this information, with a cost estimate, will be presented to Council for discussion and for direction.

Councilman Bernacki questioned if this project would be more cost efficient if it was broken down into phasing. Mr. Stallings said phasing has not been discussed, but if we find that financially phasing is necessary, it can be considered.

Mr. Stallings updated Council on the Church Street/Shiloh Drive sidewalk project as requested by Councilman Bernacki. He said Isle of Wight will be sending bid results as soon as they have authorization from VDOT to proceed. He said he will forward this information to Council when it is received.

Mr. Stallings updated Council on the acoustic panels as requested by Mayor Willis. Mr. Stallings reported that the firm has completed the measurements for the panels, and a representative will be meeting with the Advisory Board members on March 11, 2020 to choose a color for the panels.



### ***Calendar of Events***

Mr. Stallings reviewed the Calendar of Events with Council. He noted that the Post Legislative Breakfast is scheduled for March 24, 2020 at 8:30 a.m. at the Windsor Town Center. He also added that Windsor's 118<sup>th</sup> Birthday celebration will be held at the Windsor Ruritan Building on March 15, 2020 at 2:00 p.m. as stated previously by Mr. Burckard.

### **Town Attorney's Report**

None

### **Mayor's Report**

#### ***Evaluations***

Mayor Willis asked that staff evaluations be returned as soon as possible so that compilations may be completed. He said he will keep Council informed if it is determined that a meeting is necessary to discuss the results before the next Council meeting for budget purposes.

Mayor Willis announced that Council sadly received Mr. Stallings resignation last week. He expressed his gratitude to Mr. Stallings for a job well done with the Town of Windsor. Mayor Willis congratulated Mr. Stallings and wished him well with his new endeavor.

### **Economic Development Authority (EDA) Report**

Vice Mayor Scott reported that Chris Morello, Isle of Wight County EDA Director, and Nicole Talton, Isle of Wight County EDA Coordinator, attended the March 2, 2020 meeting. He said they gave a power point presentation regarding how far Isle of Wight County has progressed regarding economic development and discussed future planning for growth. He said Ms. Talton is open and willing to meet with businesses in the Town to discuss their needs and to offer any assistance available.

Councilman Stubbs asked for an update on O'Reilly Auto Parts and the property across from Food Lion. Mr. Stallings reported that staff completed paperwork associated with the O'Reilly's plat, and it has been recorded. He stated that the project is moving forward. He said he has no information regarding the property across from Food Lion.

### **Other Reports**

Councilman Bernacki reported that the Windsor Volunteer Fire Department recently passed their recertification for Basic Life Support (BLS). He said this allows the fire department to respond with the rescue squad to critical calls.

Councilman Bernacki said there has been a lot of miscommunication regarding the Coronavirus. He suggested that citizens go directly to the Centers for Disease Control (CDC) website for accurate updates. He said the CDC is suggesting that everyone keep your hands washed, do not touch your face after touching surfaces, and for those who are immune deficient, please be careful when out in the public.

## **Old or Unfinished Business**

### ***Beautification Award***

Councilman Bernacki said he would like to receive input from Council regarding the Beautification Award information that was presented at the February 11, 2020 meeting. He said he thought it would be a good idea to at least try it as a test for 12 to 24 months to see how well it is received with the community. He said it could be evaluated after this time period.

Councilman Greg Willis asked would it consist of a committee of three organized by citizens. Councilman Bernacki said this can be discussed, but he feels that it could be set up as a committee from the community with bylaws to use as a guideline. He said they can take ownership, evaluate it, and set it up as they please.

Vice Mayor Scott explained that he served on the Beautification Committee in the past before an Economic Development Authority was established in Windsor. He said they were encouraging businesses along Route 460 to make improvements which could possibly help their businesses become more profitable. He said the Beautification Committee made the businesses aware that there would be recognition by presenting an annual Beautification Award for display. He said after several years, no businesses were making improvements; therefore, awards were not presented. Vice Mayor Scott recommended that if this moves forward, it should focus on residential recognition. He said if businesses are recognized, it should be done through the EDA.

Mayor Willis suggested having a Council member serve on the Committee for representation if this moves forward. Council agreed by consensus.

After further discussion, Councilman Bernacki made a motion to establish a Beautification Committee and move forward with setting up a structure and bylaws to be presented to Council for review at the April 14, 2020 meeting. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

Councilman Greg Willis asked for an update regarding the renovation of the church located at 102 Maple Lane. Mr. Sullivan reported that they are continuing to renovate the church, and the work that has been completed has exceeded the building inspection code requirements.

## **New Business**

Vice Mayor Scott announced that the Ruritan Club is having a recognition dinner for First Responders. He said it will be held at the Windsor Ruritan Building on Tuesday, March 17, 2020.

## **Closed Session**

Councilman Greg Willis made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 Personnel. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public

officers, appointees, or employees of any public body. Vice Mayor Scott seconded, and Council passed the motion as recorded on the attached chart as motion #10.

Councilman Stubbs made a motion to go back into regular session. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

Councilman Bernacki made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D, that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

Councilman Stubbs made a motion to move forward with a contract to employee Sandy Wanner as Interim Town Manager for the Town of Windsor. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #13.

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 #14.

The meeting adjourned at 9:41 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date March 10, 2020

Motion #	Bernacki	Blankenship	Carr	Stubbs	Scott	Greg Willis	Glyn Willis
1	Y	Absent	N	Y	Y	Y	
2	Y		Y	Y	Y	Y	
3	Y		Y	Y	Y	Y	
4	Y		Y	Y	Y	Y	
5	Y		Y	Y	Y	Y	
6	Y		Y	Y	Y	Y	
7	Y		Y	Y	Y	Y	
8	Y		Y	Y	Y	Y	
9	Y		Y	Y	Y	Y	
10	Y		Y	Y	Y	Y	
11	Y		Y	Y	Y	Y	
12	Y Y		Y	Y	Y	Y	
13	Y Y		Y	Y	Y	Y	
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Jerry Whitehead, Clerk

**Minutes  
Windsor Town Council Emergency Called Meeting  
Town Hall  
April 2, 2020**

The Windsor Town Council met in an emergency called meeting on April 2, 2020 at 5:30 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Christy Newsome, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present:

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

**Electronic Participation**

Vice Mayor Scott, Councilman Greg Willis, and Councilwoman Blankenship requested to participate and vote at today's meeting by electronic participation due to the Executive Order signed by the Governor of Virginia prohibiting public gatherings of more than ten individuals.

Councilman Stubbs made a motion to allow Vice Mayor Scott, Councilman Greg Willis, and Councilwoman Blankenship to participate and vote at today's meeting by electronic participation. Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

**Revised State of Emergency Declaration**

Mr. Stallings stated that the State of Emergency Declaration has been revised to include the language "disaster." He said this will allow Council to adopt the Continuity of Operations Ordinance, which is next on the agenda.

Councilman Stubbs made a motion to adopt the revised State of Emergency Declaration adding the language "disaster." Councilman Bernacki seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

**Continuity of Operations Ordinance**

Mr. Stallings explained that the Continuity of Operations Ordinance is in addition to the Town's existing State of Emergency Ordinance. He said this will allow Town Council, Planning Commission, Town Boards, Committees, or Commissions to hold electronic meetings in the event of a disaster. He said the meeting agendas must only consist of matters that are essential during the State of Emergency.

Mr. Stallings stated that the April meeting will be held electronically. He said he is planning to use the Zoom platform during the meeting. He explained that he can make that link public. Mr. Stallings added that he is looking at options that other localities are

using to receive public comments, which will be necessary during the public hearing for the budget adoption.

Councilman Greg Willis made a motion to adopt the Continuity of Operations Ordinance. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### **Family Medical Leave Act (FMLA) Revisions**

Mr. Stallings reported that the Federal government has required that all employers with less than 500 employees adopt a change to the FMLA. He said the revisions will provide for up to 80 hours of expanded family and medical leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), or is experiencing COVID-19 symptoms and seeking medical diagnosis.

He said it also provides additional leave for employees unable to work because of a need to care for an individual subject to quarantine or to take care of a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Mr. Stallings noted that Emergency Responders are not eligible for the child care leave provision. He said this includes sworn Law Enforcement Officers.

Mr. Stallings explained that this policy will be in effect until the end of the calendar year.

Councilwoman Blankenship noted that the policy is dated through December 31, 2020. She asked if this policy can be cancelled if the COVID-19 pandemic ends before this date.

Mr. Stallings said the Federal government would take action to allow localities to cancel this policy early if needed.

Councilman Greg Willis made a motion to adopt the FMLA revisions. Vice Mayor Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mr. Stallings said he will continue to send updates to Council's email accounts. He briefed Council on the active COVID-19 cases at Consulate Health Care of Windsor. He said the Town office is still closed to the public, and business is being conducted by phone, drop-box, and online.

Councilman Bernacki suggested that there be a highlighted message on the Town's website explaining to the public options that can be taken to pay 2019 personal property tax bills, water bills, or how to conduct any other necessary business with the Town. He also suggested a note explaining that staff is available by phone or email to answer questions or address concerns citizens may have. Mr. Stallings said he would take care of this matter.

Council continued to discuss the purchase of a laptop if staff would need to work from home. Mr. Stallings said a laptop would cost approximately \$1,700, and it may take up to a month or more to receive due to backorders.

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 #5.

The meeting adjourned at 6:05 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date April 2, 2020 Emergency Called Meeting

Motion #	Blankenship	Carr	Stubbs	Scott	Greg Willis	Bernacki	Glyn Willis
1	Y	Y	Y	Y	Y	Y	
2		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	
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Jerry Whitehead, Town Clerk



# Town of Windsor

## Memorandum

April 14<sup>th</sup>, 2020

**TO:** The Honorable Mayor and Town Council

**FROM:** Michael Stallings, Town Manager *MS*  
R.D. Riddle, Chief of Police

**SUBJECT:** Police Chief's Report

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

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

## Patrol / Business Checks Section

**03/19 02/20 03/20**

Patrol / Business Checks	1359	1403	1647
Citizen House Checks	2	4	2
Directed Patrol Checks	3	4	0

## Traffic Related Stops / Offenses Section

Traffic Stops Conducted (Total)	<b>214</b>	<b>155</b>	<b>143</b>
Traffic Summons Issued for Primary Offense	164	123	96
Secondary Violations	8	12	5
Total Number of Summons Issued	<b>171</b>	<b>135</b>	<b>101</b>
Warnings / Advice Given	50	32	42
Inspections (Child Safety Seat / Trailer / Vehicle)	0	0	0
Driving Under the Influence Arrests	1	2	0
Wanted Persons Arrested through Traffic Enforcement	0	0	0

## Current / Ongoing Police Investigations Section

Open Investigation Assigned to Patrol	6	3	2
Open Investigation Assigned to Detective	2	5	2
On-Going Undercover Operation(s)	0	0	0
Investigations Solved w/ Charges Filed or sent to Commonwealth Attorney	14	5	4
Investigations Solved or Closed Pending Further Leads	6	5	8



# Town of Windsor Police Department



## Arrests / Warrants Related Section

Felony Arrests Made	3	6	0
Felony Warrants (Obtained)	3	2	1
Felony Warrants (Served)	3	6	0
Misdemeanor Arrests Made	6	8	0
Misdemeanor Warrants (Obtained)	8	8	0
Misdemeanor Warrants (Served)	6	8	0
Juvenile Petitions (Obtained / Served)	0	0	0
Narcotics / Weapons Related Arrests	1	2	0
Search Warrant Obtained and Executed	2	2	0
Seizures Made	1	2	0
Weapons (Confiscated / Destroyed)	0	0	0
Emergency Protection Orders (Obtained)	1	2	0
Emergency Protection Orders (Served)	3	2	0
Emergency Custody Order / Temporary Detention Orders	0	0	0

## Reports Taken

Criminal Reports Taken	9	12	9
Motor Vehicle Crash Reports Taken	8	9	3
Field Interview Cards Obtained	6	4	2
Missing Persons / Run-Away Report Taken	0	1	0
Death Reports Taken	0	1	1

## Auxiliary Officers

Total Hours Worked	18
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	03/2019	02/2020	03/2020
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### Reported / Responded Criminal Offenses

Abduction (Kidnapping)	1	0	0
Assault (Felony / Malicious Wounding)	1	1	0
Assault (Misdemeanor)	0	0	1
Assault (Domestic)	3	2	0
Auto Theft (Unauthorized Use)	1	0	1
Break & Enter (Attempted Burglary)	0	0	0
Burglary	0	0	0
Counterfeit	0	0	1
Child Abuse (Neglect)	1	1	1
Destruction of Private Property (Vandalism)	1	1	0
Disorderly Conduct	1	3	2
Embezzlement	0	0	0
Firearms Offenses / Complaints	0	0	1
Fraud	3	1	1
Harassment	0	0	1
Indecent Exposure	0	0	0
Larceny (Grand / Petit)	1	2	2
Larceny (Gas Drive Off)	0	0	0
Larceny (From Vehicle)	0	0	2
Narcotic Offenses	2	2	0
Public Intoxication	0	0	0
Threats (Death / Bodily Harm)	1	0	0
Trespassing (Loitering)	1	2	0
Robbery	0	0	0
Sex Related Offenses	1	0	1
Psychiatric Problems	1	4	1

<b>TOTALS</b>	<b>19</b>	<b>19</b>	<b>15</b>
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# Town of Windsor Police Department



## Reported / Responded Non-Criminal Offenses

911 Hang Up	0	2	2
Alarm (Commercial)	8	4	3
Alarm (Residential)	6	3	2
Animal Complaint	4	5	5
Assist Other Jurisdiction (Mutual Aid)	10	6	4
Assist Rescue	8	4	3
Assist Fire	4	2	2
Business Assist / Police Escort	2	3	2
Citizen Assist	26	19	13
Disturbance (Noise)	1	6	1
Found Property	0	1	1
Juvenile Problem	2	2	3
Missing Person (Run-Away)	1	1	1
Motor Vehicle Crash	8	10	8
Motorist Assist (Traffic Hazard)	13	13	8
Parking Violation(s)	0	0	0
Reckless Driving	4	9	5
Suspicious Activity (Peeping Tom/etc.)	11	11	12
Unsecured (Business)	1	2	3
Unsecured (Residence)	0	0	0
Walk-In Complaints	13	13	4
Welfare Check	4	3	4
Other / Unclassified	6	15	7
<b>TOTALS</b>	<b><u>132</u></b>	<b><u>136</u></b>	<b><u>93</u></b>

### Self-Initiated Service Calls

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

03/2019	2/2020	03/2020
1641	1643	1832

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

Total Calls 03/2019	Total Calls 2/2020	Total Calls 03/2020
1735	1736	1910



## Town of Windsor Police Department



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

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

**\*\*No arrests made due to COVID19 Pandemic\*\***

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

- 3/2/20 – Accident – 20 E. Windsor Blvd.
- 3/3/20- Larceny from Motor Vehicle- 24100 Lovers Ln.
- 3/3/20- Accident- W. Blackwater Rd. / S. Prince Blvd.
- 3/3/20- ID Theft- 20 N. Court St.
- 3/12/20- Unauthorized Use of Auto- 60 Belmont St.
- 3/12/20- Domestic Assault- 1500 Buckhorn Dr.
- 3/14/20- Structure Fire- 24400 John Henry St.
- 3/16/20- Larceny- 10400 Albert Ct.
- 3/20/20- Death Report- 12200 Whitfield Park Ln.
- 3/24/20- Larceny from Motor Vehicle- 110 Marlette St.
- 3/25/20- Accident- 20 E. Windsor Blvd.

## Town of Windsor

### Memorandum

April 14, 2020

**TO:** The Honorable Mayor and Members of Town Council  
**FROM:** Christy N. Jernigan, Treasurer  
**RE:** Treasurer's Report

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

- We paid the primary deposit of \$9,984 for the acoustical treatment for the Windsor Town Center.
- All personal property and public service tax bills were mailed, we have begun collecting 2019 tax revenue.
- You may notice we paid two of our quarterly Tyler Technologies maintenance application service bills.
- In the water fund other operations revenue we had 3 new water service locations added for phase II of Holland Meadows this month.
- I am processing our quarterly payroll taxes for 2020
- Our bond payment for April is scheduled with Farmers Bank \$44,302.10 (\$35,000 of principal and \$9,302.10 of interest)

**TREASURER'S REPORT**  
**March 31, 2020**

**General Fund**

Checking – Farmers Bank	\$ 166,256.26
Checking – WPD Forfeited Assets	2,018.47
Certificates of Deposit – Cemetery	117,054.04
Certificates of Deposit	<u>781,566.10</u>
	\$ 1,066,894.87

**Water Fund**

Checking – Farmers Bank	\$ 520,718.79
Certificate of Deposit	<u>291,242.52</u>
	\$ 811,961.31

**Future Development  
& Space Needs Fund**

Checking – Farmers Bank	\$ 347,782.74
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**Windsor Town Center**

Checking – Farmers Bank	\$ 129,228.09
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**All Funds**

Total Bank Assets	<u>\$ 2,355,867.01</u>
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**Liabilities – Water Fund**

Farmers Bank – Bond	\$ 571,000.00 (principal only)
USDA Rural Development	<u>\$ 588,093.26</u>
	\$ 1,159,093.26

**Liabilities – Windsor Town Center**

Farmers Bank – Loan	\$ 92,145.88
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# TOWN OF WINDSOR

## TREASURER'S REPORT

### GENERAL FUND

Balance on hand February 29, 2020		\$ 225,658.39
Receipts:		
Total receipts collected in March	<u>73,034.63</u>	
Total receipts prior to month's disbursements		\$ 298,724.88
Disbursements:		
Total disbursements in March	<u>132,468.62</u>	
Balance on hand March 31, 2020 - Farmers Bank		\$ 166,256.26

**TOWN OF WINDSOR**  
**TREASURER'S REPORT**  
**WINDSOR POLICE FORFEITED ASSETS**

Balance on hand February 29, 2020		\$ 2,018.21
Receipts:		
Total receipts collected in March	<u>0.26</u>	
Total receipts prior to month's disbursements		2,018.47
Disbursements:		
Total disbursements in March	<u>0.00</u>	
Balance on hand March 31, 2020 – Farmers Bank		\$ 2,018.47

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**WATER FUND**

Balance on hand February 29, 2020		\$472,805.75
Receipts:		
Total receipts collected in March	<u>54,491.77</u>	
Total receipts prior to month's disbursement		527,297.52
Disbursements:		
Total disbursements in March	<u>6,578.73</u>	
Balance on hand March 31, 2020 - Farmers Bank		\$520,718.79

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

Balance on hand February 29, 2020		\$ 347,723.68
Receipts:		
Total receipts collected in March	<u>59.06</u>	
Total receipts prior to month's disbursements		347,782.74
Disbursements:		
Total disbursements in March	<u>0.00</u>	
Balance on hand March 31, 2020 – Farmers Bank		\$ 347,782.74

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

Balance on hand February 29, 2020		\$ 143,014.22
Receipts:		
Total receipts collected in March	<u>573.19</u>	
Total receipts prior to month's disbursements		143,587.41
Disbursements:		
Total disbursements in March	<u>14,359.32</u>	
Balance on hand March 31, 2020 – Farmers Bank		\$ 129,228.09



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YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000010 31111 CY Tax - Real Prope	-200,000	-200,000	-201,091.96	-1,871.88	.00	1,091.96	100.5%
2020/09/000012 03/04/2020 CRP	-15.00	REF RE			2019 RE TAX		
2020/09/000016 03/06/2020 CRP	-629.20	REF RE			2019 RE TAX		
2020/09/000023 03/09/2020 CRP	-706.28	REF RE			2019 RE TAX		
2020/09/000036 03/13/2020 CRP	-471.41	REF RE			2019 RE TAX		
2020/09/000059 03/19/2020 CRP	-49.99	REF RE			2019 RE TAX		
10000010 31112 Delinquent Year	0	0	-198.76	.00	.00	198.76	100.0%
10000010 31114 Prepaid Taxes	0	0	-25.00	.00	.00	25.00	100.0%
10000020 31122 Cur. Public Service	-11,500	-11,500	-10,581.35	-10,581.35	.00	-918.65	92.0%
2020/09/000100 03/30/2020 TXB	-9,767.14	REF			2019 RE PUBLIC SERVICE		
2020/09/000101 03/30/2020 TXB	-814.21	REF			2019 PP PUBLIC SERVICE		
10000020 31123 Delinquent Public S	0	0	.00	.00	.00	.00	.0%
10000030 31120 Current Year Mobile	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
10000030 31121 PPTRA Contribution	-19,550	-19,550	-19,527.44	.00	.00	-22.56	99.9%
10000030 31131 Current YearCY - Pe	-75,000	-75,000	-1,410.29	-364.93	.00	-73,589.71	1.9%
2020/09/000036 03/13/2020 CRP	-63.84	REF PP			2018 PP TAX		
2020/09/000036 03/13/2020 CRP	-30.00	REF PP			2018 PP TAX		
2020/09/000084 03/24/2020 CRP	-6.79	REF PP			2019 PP TAX		
2020/09/000084 03/24/2020 CRP	-68.21	REF PP			2019 PP TAX		
2020/09/000084 03/24/2020 CRP	-22.86	REF PP			2019 PP TAX		
2020/09/000084 03/24/2020 CRP	-18.40	REF PP			2019 PP TAX		
2020/09/000104 03/30/2020 CRP	-49.54	REF PP			2019 PP TAX		
2020/09/000104 03/30/2020 CRP	-1.97	REF PP			2019 PP TAX		
2020/09/000104 03/30/2020 CRP	-4.12	REF PP			2019 PP TAX		
2020/09/000104 03/30/2020 CRP	-17.66	REF PP			2019 PP TAX		
2020/09/000109 03/31/2020 CRP	-39.99	REF PP			2019 PP TAX		
2020/09/000109 03/31/2020 CRP	-15.01	REF PP			2019 PP TAX		
2020/09/000109 03/31/2020 CRP	-22.86	REF PP			2019 PP TAX		
2020/09/000109 03/31/2020 CRP	-3.68	REF PP			2019 PP TAX		



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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000030	31132 Delinquent Year	0	0	.00	.00	.00	.00	.0%
10000030	31137 Roll Back Taxes	0	0	.00	.00	.00	.00	.0%
10000030	32236 Prepaid Personal Pr	0	0	.00	.00	.00	.00	.0%
10000040	31141 Current Year	0	0	.00	.00	.00	.00	.0%
10000040	31142 Delinquent Year	0	0	.00	.00	.00	.00	.0%
10000050	31161 Penalties/Interest	-4,000	-4,000	-2,173.89	-337.29	.00	-1,826.11	54.3%
	2020/09/000012 03/04/2020 CRP	-2.05	REF RE			2019 RE TAX		
	2020/09/000016 03/06/2020 CRP	-85.99	REF RE			2019 RE TAX		
	2020/09/000017 03/06/2020 CRP	-20.60	REF PP			2018 PP TAX		
	2020/09/000023 03/09/2020 CRP	-97.42	REF RE			2019 RE TAX		
	2020/09/000036 03/13/2020 CRP	-8.51	REF PP			2018 PP TAX		
	2020/09/000036 03/13/2020 CRP	-110.24	REF RE			2019 RE TAX		
	2020/09/000059 03/19/2020 CRP	-6.84	REF RE			2019 RE TAX		
	2020/09/000079 03/24/2020 TXB	-5.64	REF			2019 PP AIRPLANE		
10000050	31162 Interest (All Taxes)	0	0	.00	.00	.00	.00	.0%
10000050	31163 Administrative Coll	-10,000	-10,000	-1,835.54	-144.47	.00	-8,164.46	18.4%
	2020/09/000016 03/06/2020 CRP	-30.00	REF MS					
	2020/09/000017 03/06/2020 CRP	-60.00	REF MS					
	2020/09/000036 03/13/2020 CRP	-54.47	REF MS					
10000060	31210 Local Sales & Use T	-110,000	-110,000	-98,165.06	-9,167.68	.00	-11,834.94	89.2%
	2020/09/000084 03/24/2020 CRP	-9,167.68	REF MS					
10000060	31211 Meals Tax	-365,000	-365,000	-329,107.66	.00	.00	-35,892.34	90.2%
10000060	31212 Mobile Home Titling	-4,000	-4,000	-4,245.00	.00	.00	245.00	106.1%
10000070	31221 Consumer Utility Ta	-91,500	-91,500	-67,436.97	-7,356.93	.00	-24,063.03	73.7%
	2020/09/000067 03/20/2020 GEN	-7,356.93	REF ACH			UTILITY TAX		



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YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080	31231 Business License Ta	-130,000	-130,000	-71,359.20	-18,208.10	.00	-58,640.80	54.9%
	2020/09/000009 03/04/2020 CRP	.10	REF BL			2020 BL BL		
	2020/09/000013 03/04/2020 CRP	-5,489.87	REF BL			2020 BL BL		
	2020/09/000017 03/06/2020 CRP	-5,748.93	REF BL			2020 BL BL		
	2020/09/000023 03/09/2020 CRP	-138.79	REF BL			2020 BL BL		
	2020/09/000037 03/13/2020 CRP	-60.01	REF BL			2020 BL BL		
	2020/09/000059 03/19/2020 CRP	-87.56	REF BL			2020 BL BL		
	2020/09/000066 03/31/2020 GEN	-697.29	REF ACH			CONSUMPTION TAX BL2020		
	2020/09/000084 03/24/2020 CRP	-30.00	REF BL			2020 BL BL		
	2020/09/000093 03/27/2020 CRP	-2,288.85	REF BL			2020 BL BL		
	2020/09/000109 03/31/2020 CRP	-3,666.90	REF MS					
10000090	31242 Communications/Cabl	-58,000	-58,000	-41,597.92	-4,525.76	.00	-16,402.08	71.7%
	2020/09/000064 03/20/2020 GEN	-4,525.76	REF ACH			COMMUNICATION TAX		
10000100	31251 Vehicle License Fee	-41,500	-41,500	-74.65	-74.65	.00	-41,425.35	.2%
	2020/09/000036 03/13/2020 CRP	20.00	REF PP			2018 PP TAX		
	2020/09/000036 03/13/2020 CRP	-20.00	REF PP			2018 PP TAX		
	2020/09/000084 03/24/2020 CRP	-20.00	REF PP			2019 PP TAX		
	2020/09/000104 03/30/2020 CRP	-14.65	REF PP			2019 PP TAX		
	2020/09/000109 03/31/2020 CRP	-20.00	REF PP			2019 PP TAX		
	2020/09/000109 03/31/2020 CRP	-20.00	REF PP			2019 PP TAX		
10000110	31267 Bank Franchise Tax	-130,000	-130,000	.00	.00	.00	-130,000.00	.0%
10000120	31281 Cigarette Tax	-71,250	-71,250	-67,500.00	-13,500.00	.00	-3,750.00	94.7%
	2020/09/000059 03/19/2020 CRP	-4,500.00	REF MS					
	2020/09/000104 03/30/2020 CRP	-4,500.00	REF MS					
	2020/09/000110 03/31/2020 CRP	-4,500.00	REF MS					
10000130	31331 Zoning Fees	-3,000	-3,000	-5,185.00	-175.00	.00	2,185.00	172.8%
	2020/09/000040 03/16/2020 CRP	-25.00	REF MS					
	2020/09/000041 03/16/2020 CRP	-25.00	REF MS					
	2020/09/000061 03/19/2020 CRP	-25.00	REF MS					
	2020/09/000097 03/27/2020 CRP	-75.00	REF MS					
	2020/09/000111 03/31/2020 CRP	-25.00	REF MS					
10000130	31335 Proffer	0	0	.00	.00	.00	.00	.0%





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YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000130	31336 Cemetery Plot Sales	-1,800	-1,800	-1,200.00	.00	.00	-600.00	66.7%
10000140	31412 Traffic Fines	-130,000	-130,000	-90,509.39	-8,009.87	.00	-39,490.61	69.6%
	2020/09/000017 03/06/2020 CRP	-8,009.87	REF MS					
10000150	31401 Asset Forfeiture Fu	0	0	.00	.00	.00	.00	.0%
10000160	31511 Interest (Bank)	-11,500	-11,500	-14,231.13	-36.19	.00	2,731.13	123.7%
	2020/09/000121 03/31/2020 GEN	-4.33	REF ACH			INTEREST		
	2020/09/000122 03/31/2020 GEN	-31.86	REF ACH			INTEREST		
10000160	31513 Dividends (Insuranc	0	0	.00	.00	.00	.00	.0%
10000180	31661 Wtr Fnd Reimbursame	-65,390	-65,390	-65,390.00	.00	.00	.00	100.0%
10000180	31662 Wtr Fnd Raimbursame	-207,182	-207,182	-207,182.00	.00	.00	.00	100.0%
10000190	31661 Misc. Rev. - Donati	0	0	.00	.00	.00	.00	.0%
10000190	31895 Miscellaneous Reven	-8,000	-17,030	-32,389.69	-20.00	.00	15,359.69	190.2%
	2020/09/000013 03/04/2020 CRP	-20.00	REF MS					
	2020/09/000054 03/10/2020 BUA	-2,000.00	REF 192017			BA 19-20-17		
10000190	31898 Credit Card Fees	-600	-600	-55.77	-90.16	.00	-544.23	9.3%
	2020/09/000006 03/02/2020 CRP	-1.05	REF MS					
	2020/09/000011 03/04/2020 CRP	-13.75	REF MS					
	2020/09/000014 03/05/2020 CRP	-5.06	REF MS					
	2020/09/000015 03/06/2020 CRP	-4.54	REF MS					
	2020/09/000016 03/06/2020 CRP	-.53	REF MS					
	2020/09/000021 03/09/2020 CRP	-7.83	REF MS					
	2020/09/000035 03/13/2020 CRP	-17.71	REF MS					
	2020/09/000037 03/13/2020 CRP	-.90	REF MS					
	2020/09/000040 03/16/2020 CRP	-.75	REF MS					
	2020/09/000045 03/16/2020 CRP	-5.13	REF MS					
	2020/09/000057 03/18/2020 CRP	-13.39	REF MS					
	2020/09/000068 03/20/2020 CRP	-8.63	REF MS					
	2020/09/000069 03/20/2020 CRP	-1.80	REF MS					
	2020/09/000083 03/24/2020 CRP	-3.00	REF MS					
	2020/09/000091 03/27/2020 CRP	-6.09	REF MS					



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YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

JOURNAL DETAIL 2020 - 9 TO 2020 - 9

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000200 32213 Rolling Stock Tax	0	0	-3,826.54	.00	.00	3,826.54	100.0%
10000210 32421 Fire Program Fund G	-10,000	-10,000	-10,000.00	.00	.00	.00	100.0%
10000220 32432 Litter Control Gran	-1,500	-1,500	-1,251.00	.00	.00	-249.00	83.4%
10000230 32441 Police 599 Funding	-61,321	-61,321	-47,784.00	.00	.00	-13,537.00	77.9%
10000230 32443 DMV Grant	0	0	-13,997.20	-7,000.00	.00	13,997.20	100.0%
2020/09/000005 03/03/2020 GEN	-3,500.00	REF WPD			FSC 20 50368	POLICE DEPT	
2020/09/000065 03/03/2020 GEN	-3,500.00	REF ACH			FSC 20 50368	POLICE DEPT	
10000230 32446 DCJS GRANT - Safety	0	-2,469	-2,469.00	.00	.00	.00	100.0%
10000230 32447 Capital Lease Proce	0	0	.00	.00	.00	.00	.0%
10000250 33304 DMV Grant Fund (ALC	0	0	.00	.00	.00	.00	.0%
10000250 33305 DMV Grant Fund (SPE	0	0	.00	.00	.00	.00	.0%
10000260 34150 Unappropriated Fund	-13,500	-62,026	.00	.00	.00	-62,026.25	.0%
2020/09/000052 03/10/2020 BUA	-10,000.00	REF 192016			BA 192016		
2020/09/000053 03/10/2020 BUA	-12,500.00	REF 192019			BA 19-20-19		
10000260 34151 Transfer from Space	0	0	.00	.00	.00	.00	.0%
10000260 34152 Due to/from Water F	0	0	.00	.00	.00	.00	.0%
10000260 34153 Due to/from Cemente	0	0	.00	.00	.00	.00	.0%
10000260 34154 Trans From WPD - Fo	0	0	.00	.00	.00	.00	.0%
10000290 41100 Salaries and Wages	9,600	9,600	4,200.00	.00	.00	5,400.00	43.8%
10000290 43120 Audit Expense	15,000	15,000	15,450.00	.00	.00	-450.00	103.0%



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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
10000290 43600 Advertising	0	0	.00	.00	.00	.00	.0%	
10000290 45500 Travel & Training (	6,000	6,000	1,218.54	.00	.00	4,781.46	20.3%	
10000290 45900 Special Meetings	750	750	403.09	.00	.00	346.91	53.7%	
10000290 47777 Election Expense	0	0	.00	.00	.00	.00	.0%	
10000300 41100 Salaries and Wages	215,110	215,110	159,945.32	16,546.97	.00	55,164.68	74.4%	
2020/09/000004 03/03/2020 PRJ	8,273.48	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY		
2020/09/000039 03/17/2020 PRJ	8,273.49	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY		
10000300 41116 Accrued Payroll Tax	0	0	.00	.00	.00	.00	.0%	
10000300 41117 Part Time	9,500	9,500	312.87	.00	.00	9,187.13	3.3%	
10000300 41211 Overtime	500	500	.00	.00	.00	500.00	.0%	
10000300 42100 FICA	13,337	13,337	9,516.71	986.69	.00	3,820.29	71.4%	
2020/09/000004 03/03/2020 PRJ	505.75	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY		
2020/09/000039 03/17/2020 PRJ	480.94	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY		
10000300 42110 Medicare	3,120	3,120	2,225.71	230.75	.00	894.29	71.3%	
2020/09/000004 03/03/2020 PRJ	118.28	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY		
2020/09/000039 03/17/2020 PRJ	112.47	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY		
10000300 42210 VRS - Retirement	10,065	10,065	7,355.09	774.22	.00	2,709.91	73.1%	
2020/09/000004 03/03/2020 PRJ	387.11	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY		
2020/09/000039 03/17/2020 PRJ	387.11	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY		
10000300 42211 VRS Hybrid	0	0	.00	.00	.00	.00	.0%	
10000300 42240 ICMA	0	0	.00	.00	.00	.00	.0%	
10000300 42300 Health Insurance -	48,380	48,380	31,144.67	3,243.70	.00	17,235.33	64.4%	
2020/09/000004 03/03/2020 PRJ	1,621.85	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY		
2020/09/000039 03/17/2020 PRJ	1,621.85	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY		



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ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000300	42400 Life Insurance	4,418	4,418	2,692.51	216.76	.00	1,725.49	60.9%
	2020/09/000004 03/03/2020 PRJ	108.38	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	108.38	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000300	43100 Professional Servic	18,000	61,526	46,826.95	17,590.29	.00	14,699.30	76.1%
	2020/09/000029 03/10/2020 API	320.00	VND 000805 IN TOW 02/29/20			ROGER HAMILTON	PROFESSIONAL SERVI	15341
	2020/09/000048 03/16/2020 API	153.54	VND 000494 IN 142828			BMS DIRECT	ENVELOPES	15348
	2020/09/000048 03/16/2020 API	186.00	VND 000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
	2020/09/000052 03/10/2020 BUA	10,000.00	REF 192016					
	2020/09/000053 03/10/2020 BUA	12,500.00	REF 192019					
	2020/09/000106 03/24/2020 API	450.00	VND 000754 IN 00339361			MUNICODE	PROF SERV	15372
	2020/09/000106 03/24/2020 API	420.00	VND 000805 IN MARCH 31, 2020			ROGER HAMILTON	PROF SVCS	15373
	2020/09/000106 03/24/2020 API	4,650.00	VND 000912 IN 0003332			JAMES RIVER ARCHITEC	PROF SERV	15370
	2020/09/000106 03/24/2020 API	650.00	VND 000912 IN 0003334			JAMES RIVER ARCHITEC	PROF SERV	15370
	2020/09/000106 03/24/2020 API	2,335.75	VND 000912 IN 0003329			JAMES RIVER ARCHITEC	PROF SERV	15370
	2020/09/000106 03/24/2020 API	4,750.00	VND 000912 IN 0003333			JAMES RIVER ARCHITEC	PROF SERV	15370
	2020/09/000106 03/24/2020 API	3,675.00	VND 000916 IN 0033327-IN			G E T SOLUTIONS, INC	PROF SERV	15365
10000300	43160 Bank Fees	0	0	10.00	.00	.00	-10.00	100.0%
10000300	43170 DMV Stops (Town Exp	0	0	-75.00	-25.00	.00	75.00	100.0%
	2020/09/000017 03/06/2020 CRP	-25.00	REF MS					
10000300	43320 Maintenance Contrac	5,000	5,000	2,258.12	341.04	.00	2,741.88	45.2%
	2020/09/000029 03/10/2020 API	266.04	VND 000259 IN 3310700777			PITNEY BOWES GLOBAL	LEASE ON COPIER	15339
	2020/09/000048 03/16/2020 API	75.00	VND 000182 IN 52561			GUARDIAN SECURITY SY	TOW SECURITY	15352
10000300	43600 Advertising	4,000	4,000	3,407.15	.00	.00	592.85	85.2%
10000300	44100 Information Technol	28,000	28,000	22,295.67	119.88	.00	5,704.33	79.6%
	2020/09/000048 03/16/2020 API	119.88	VND 000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
10000300	45210 Postal Services	7,750	7,750	5,087.45	620.99	.00	2,662.55	65.6%
	2020/09/000029 03/10/2020 API	620.99	VND 000069 IN 3678 03/2020			PITNEY BOWES LLC	POSTAL SVCS	15340
10000300	45230 Telephone - Communi	8,000	8,000	5,852.80	640.91	.00	2,147.20	73.2%
	2020/09/000106 03/24/2020 API	168.22	VND 000015 IN 189031420			SPECTRUM BUSINESS	COMMUNICATIONS	15375
	2020/09/000106 03/24/2020 API	304.01	VND 000108 IN 0001-35 03/2020			VERIZON	COMMUNICATION	15379
	2020/09/000106 03/24/2020 API	168.68	VND 000109 IN 00001 9850881021			VERIZON WIRELESS	COMMUNICATION	15380



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ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
100	General Fund	APPROP	BUDGET				BUDGET	USED
10000300	45410 Equipment Rental	6,000	6,000	4,964.21	216.01	.00	1,035.79	82.7%
	2020/09/000048 03/16/2020 API	216.01 VND	000416 IN 103421994		RICOH USA INC.	RENT		15357
10000300	45500 Travel & Training (	15,000	15,000	8,039.34	1,809.17	.00	6,960.66	53.6%
	2020/09/000033 03/13/2020 API	800.00 VND	000014 IN Leadership 2020		CHAMBER OF COMMERCE	G. Parker Jernigan		15346
	2020/09/000048 03/16/2020 API	902.33 VND	000803 IN 2679 02/2020		VISA	FEB 2020 CHARGES		15359
	2020/09/000048 03/16/2020 API	106.84 VND	000915 IN 03/11-03/13/2020		CLA MARY J DUNLOW	03/11-03/13/2020 R		15355
10000300	45510 Vehicle Allowance	4,800	4,800	3,600.00	400.00	.00	1,200.00	75.0%
	2020/09/000004 03/03/2020 PRJ	400.00 REF	030320		WARRANT=030320	RUN=1 BIWEEKLY		
10000300	45810 Dues and Subscripti	4,000	4,000	2,681.85	49.00	.00	1,318.15	67.0%
	2020/09/000106 03/24/2020 API	49.00 VND	000010 IN 0322 25403		THE TIDEWATER NEWS	DUES & SUBSCRIPTIO		15376
10000300	46001 Office Operations (	8,000	8,000	5,806.42	977.31	.00	2,193.58	72.6%
	2020/09/000029 03/10/2020 API	12.99 VND	000089 IN 249169		TOTAL BUSINESS SOLUT	TOW SUPPLIES		15344
	2020/09/000029 03/10/2020 API	564.24 VND	000494 IN 142606		BMS DIRECT	SUPPLIES		15336
	2020/09/000106 03/24/2020 API	14.97 VND	000089 IN 249560-2		TOTAL BUSINESS SOLUT	TOW SUPPLIES		15377
	2020/09/000106 03/24/2020 API	8.23 VND	000089 IN 249560		TOTAL BUSINESS SOLUT	SUPPLIES		15377
	2020/09/000106 03/24/2020 API	179.97 VND	000089 IN 249560-0		TOTAL BUSINESS SOLUT	TOW SUPPLIES		15377
	2020/09/000106 03/24/2020 API	32.49 VND	000089 IN 249889-01		TOTAL BUSINESS SOLUT	TOW SUPPLIES		15377
	2020/09/000106 03/24/2020 API	50.45 VND	000089 IN 249889-0		TOTAL BUSINESS SOLUT	TOW SUPPLIES		15377
	2020/09/000106 03/24/2020 API	113.97 VND	000089 IN 249729-0		TOTAL BUSINESS SOLUT	TOW SUPPLIES		15377
10000300	46012 Publications	1,500	1,500	480.32	.00	.00	1,019.68	32.0%
10000300	46020 Equipment - Purchas	3,500	3,500	2,077.98	.00	.00	1,422.02	59.4%
10000310	43150 Legal Services	27,000	27,000	12,285.00	.00	.00	14,715.00	45.5%
10000310	45500 Travel & Training (	500	500	.00	.00	.00	500.00	.0%
10000310	45810 Dues and Subscripti	350	350	250.00	.00	.00	100.00	71.4%



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ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
100	General Fund	APPROP	BUDGET				BUDGET	USED
10000310	46001 Office Operations (	100	100	.00	.00	.00	100.00	.0%
10000310	46012 Publications	300	300	.00	.00	.00	300.00	.0%
10290010	38002 Other Financing Use	0	0	.00	.00	.00	.00	.0%
10000320	42000 Police Salaries and	355,397	355,397	254,574.36	26,345.60	.00	100,822.64	71.6%
	2020/09/000004 03/03/2020 PRJ	13,382.68	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	12,962.92	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000320	42001 Police Overtime	20,000	20,000	17,385.66	1,666.58	.00	2,614.34	86.9%
	2020/09/000004 03/03/2020 PRJ	1,003.04	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	663.54	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000320	42100 FICA	22,035	22,035	16,093.16	1,650.67	.00	5,941.84	73.0%
	2020/09/000004 03/03/2020 PRJ	842.36	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	808.31	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000320	42110 Medicare	5,154	5,154	3,763.75	386.06	.00	1,390.25	73.0%
	2020/09/000004 03/03/2020 PRJ	197.01	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	189.05	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000320	42210 VRS - Retirement	13,754	13,754	9,744.89	978.53	.00	4,009.11	70.9%
	2020/09/000004 03/03/2020 PRJ	510.71	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	467.82	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000320	42211 VRS Hybrid	0	0	213.11	20.32	.00	-213.11	100.0%
	2020/09/000004 03/03/2020 PRJ	9.98	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	10.34	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000320	42300 Health Insurance -	90,216	90,216	55,640.45	6,060.94	.00	34,575.55	61.7%
	2020/09/000004 03/03/2020 PRJ	3,030.47	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	3,030.47	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	



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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000320 42400 Life Insurance</u>	4,656	4,656	3,316.80	345.11	.00	1,339.20	71.2%
2020/09/000004 03/03/2020 PRJ	175.30 REF	030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	169.81 REF	031720			WARRANT=031720	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	1,175.61	338.33	.00	1,824.39	39.2%
2020/09/000048 03/16/2020 API	220.44 VND	000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
2020/09/000106 03/24/2020 API	79.90 VND	000089 IN 249591			TOTAL BUSINESS SOLUT	WPD SUPPLIES	15377
2020/09/000106 03/24/2020 API	37.99 VND	000089 IN 249805-0			TOTAL BUSINESS SOLUT	WPD SUPPLIES	15377
<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	265.27	95.27	.00	984.73	21.2%
2020/09/000048 03/16/2020 API	60.00 VND	000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
2020/09/000048 03/16/2020 API	35.27 VND	000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
<u>10000320 46004 Equipment</u>	10,800	13,269	10,216.26	812.71	.00	3,052.74	77.0%
2020/09/000029 03/10/2020 API	12.00 VND	000534 IN 039904			EMBROIDERY EXPRESSIO	WPD EQUIPMENT	15337
2020/09/000048 03/16/2020 API	275.18 VND	000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
2020/09/000063 03/03/2020 APM	-232.47 VND	000109 IN 9848784227			VERIZON WIRELESS	COMMUNICATIONS	
2020/09/000106 03/24/2020 API	308.00 VND	000146 IN 11976 572895			KUSTOM SIGNALS INC.	WPD EQUIP	15371
2020/09/000106 03/24/2020 API	450.00 VND	000917 IN 138765			DAVIS & STANTON PROM	WPD EQUIP	15362
<u>10000320 46005 Vehicle Repairs and</u>	17,000	19,000	12,949.01	5,766.00	.00	6,050.99	68.2%
2020/09/000029 03/10/2020 API	2,828.00 VND	000234 IN 201773			ATLANTIC COMMUNICATI	WPD VEH MAINT	15335
2020/09/000029 03/10/2020 API	2,700.00 VND	000234 IN 201774			ATLANTIC COMMUNICATI	WPD VEH MAINT	15335
2020/09/000048 03/16/2020 API	140.00 VND	000234 IN 201739			ATLANTIC COMMUNICATI	WPD VEH MAINT	15347
2020/09/000048 03/16/2020 API	98.00 VND	000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359
2020/09/000054 03/10/2020 BUA	2,000.00 REF	192017			BA 19-20-17		
<u>10000320 46006 Training and Travel</u>	12,500	14,100	5,575.56	370.37	.00	8,524.44	39.5%
2020/09/000048 03/16/2020 API	370.37 VND	000803 IN 2679 02/2020			VISA	FEB 2020 CHARGES	15359

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>10000320 46008 Fuel and Tires</u>	32,000	32,000	15,700.69	662.70	.00	16,299.31	49.1%
<u>2020/09/000048 03/16/2020 API</u>	662.70 VND	000261 IN	SQLCD-586314	MANSFIELD OIL	FUEL		15354
<u>10000320 46010 DMV Grant Disburseme</u>	0	0	9,485.00	910.00	.00	-9,485.00	100.0%
<u>2020/09/000004 03/03/2020 PRJ</u>	350.00 REF	030320		WARRANT=030320	RUN=1 BIWEEKLY		
<u>2020/09/000039 03/17/2020 PRJ</u>	560.00 REF	031720		WARRANT=031720	RUN=1 BIWEEKLY		
<u>10000320 46012 TELEPHONE - COMMUNI</u>	14,000	14,000	10,008.91	1,316.08	.00	3,991.09	71.5%
<u>2020/09/000063 03/03/2020 APM</u>	232.47 VND	000109 IN	9848784227	VERIZON WIRELESS	COMMUNICATIONS		
<u>2020/09/000106 03/24/2020 API</u>	408.91 VND	000015 IN	189031420	SPECTRUM BUSINESS	COMMUNICATIONS		15375
<u>2020/09/000106 03/24/2020 API</u>	674.70 VND	000109 IN	00001 9850881021	VERIZON WIRELESS	COMMUNICATION		15380
<u>10000320 46014 Police Community Af</u>	500	4,725	3,727.83	.00	.00	997.17	78.9%
<u>10000320 46023 Postage</u>	0	0	.00	.00	.00	.00	.0%
<u>10000320 46024 WPD Utilities</u>	5,000	5,000	4,045.96	920.44	.00	954.04	80.9%
<u>2020/09/000048 03/16/2020 API</u>	26.25 VND	000092 IN	506318 03/2020	TOWN OF WINDSOR WAT.	WPD UTILITIES		15358
<u>2020/09/000106 03/24/2020 API</u>	18.00 VND	000032 IN	3095 03/2020	HRSD	WPD UTILITIES		15367
<u>2020/09/000106 03/24/2020 API</u>	8.61 VND	000040 IN	295834	ISLE OF WIGHT COUNTY	WPD UTILITIES		15369
<u>2020/09/000106 03/24/2020 API</u>	867.58 VND	000107 IN	4958 03/2020	DOMINION VIRGINIA PO	4392514958 56 E WI		15363
<u>10000320 46025 WPD Equipment Renta</u>	2,250	2,250	1,400.40	167.88	.00	849.60	62.2%
<u>2020/09/000048 03/16/2020 API</u>	167.88 VND	000036 IN	9028143991	RICOH USA INC	WPD EQP RNTL		15356
<u>10000320 46026 WPD Maint Contracts</u>	6,750	6,750	5,990.11	255.00	.00	759.89	88.7%
<u>2020/09/000106 03/24/2020 API</u>	255.00 VND	000182 IN	52775	GUARDIAN SECURITY SY	WPD MAINT CONT		15366
<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	84,400.42	8,861.08	.00	43,471.58	66.0%
<u>2020/09/000004 03/03/2020 PRJ</u>	4,198.67 REF	030320		WARRANT=030320	RUN=1 BIWEEKLY		
<u>2020/09/000039 03/17/2020 PRJ</u>	4,662.41 REF	031720		WARRANT=031720	RUN=1 BIWEEKLY		



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ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000350	41211 Overtime	500	500	.00	.00	.00	500.00	.0%
10000350	41311 Part Time Temporary	8,500	8,500	.00	.00	.00	8,500.00	.0%
10000350	42100 FICA	7,929	7,929	4,600.87	483.51	.00	3,328.13	58.0%
	2020/09/000004 03/03/2020 PRJ	227.38	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	256.13	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000350	42110 Medicare	1,855	1,855	1,076.00	113.08	.00	779.00	58.0%
	2020/09/000004 03/03/2020 PRJ	53.17	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	59.91	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000350	42210 VRS - Retirement	3,790	3,790	2,769.25	291.50	.00	1,020.75	73.1%
	2020/09/000004 03/03/2020 PRJ	145.75	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	145.75	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000350	42211 VRS Hybrid	0	0	.00	.00	.00	.00	.0%
10000350	42300 Health Insurance -	25,368	25,368	18,538.11	1,951.38	.00	6,829.89	73.1%
	2020/09/000004 03/03/2020 PRJ	975.69	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	975.69	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000350	42400 Life Insurance	1,283	1,283	953.05	98.68	.00	329.95	74.3%
	2020/09/000004 03/03/2020 PRJ	49.34	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
	2020/09/000039 03/17/2020 PRJ	49.34	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000350	42810 Clothing Allowance	600	600	99.10	.00	.00	500.90	16.5%
10000350	43310 Vehicle Repairs and	1,000	1,000	692.83	.00	.00	307.17	69.3%
10000350	43312 Equipment Repairs a	5,000	5,000	1,522.59	.00	.00	3,477.41	30.5%
10000350	43313 Piping & Storm Drai	5,000	10,000	3,940.00	2,690.00	.00	6,060.00	39.4%
	2020/09/000106 03/24/2020 API	2,690.00	VND 000633 IN 288863			BOWMAN CONSULTING	PIPING AND STORM	15361

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
10000350 43315 Building Repairs an	8,500	8,500	6,902.03	.00	.00	1,597.97	81.2%	
10000350 43319 Street & Sidewalk M	10,000	10,000	168.93	.00	.00	9,831.07	1.7%	
10000350 44200 Fuel	3,750	3,750	1,342.54	39.86	.00	2,407.46	35.8%	
2020/09/000048 03/16/2020 API	39.86 VND	000261 IN	SQLCD-586314	MANSFIELD OIL	FUEL		15354	
10000350 45100 Utilities	15,000	15,000	5,412.98	171.98	.00	9,587.02	36.1%	
2020/09/000029 03/10/2020 API	26.25 VND	000092 IN	314 03/2020	TOWN OF WINDSOR WAT.	CEM UTILITY		15345	
2020/09/000029 03/10/2020 API	26.25 VND	000092 IN	97 03/2020	TOWN OF WINDSOR WAT.	TOWN UTILITY		15345	
2020/09/000029 03/10/2020 API	41.70 VND	000714 IN	430824	SPRING LAKE BOTTLED	WATER		15342	
2020/09/000048 03/16/2020 API	26.85 VND	000018 IN	4100 03/2020	COMMUNITY ELECTRIC C	UTILITIES		15349	
2020/09/000048 03/16/2020 API	11.41 VND	000040 IN	296029	ISLE OF WIGHT COUNTY	UTILITIES		15353	
2020/09/000048 03/16/2020 API	12.94 VND	000107 IN	7615 03/2020	DOMINION VIRGINIA PO	9461397615 23014 C		15351	
2020/09/000048 03/16/2020 API	8.58 VND	000107 IN	0270 03/2020	DOMINION VIRGINIA PO	5760510270 LOVERS		15350	
2020/09/000106 03/24/2020 API	18.00 VND	000032 IN	0003 02/2020	HRSD	UTILITIES		15367	
10000350 45110 Utilities - Street	35,000	35,000	23,834.23	87.28	.00	11,165.77	68.1%	
2020/09/000106 03/24/2020 API	87.28 VND	000107 IN	8591 03/2020	DOMINION VIRGINIA PO	9483138591 WINDSOR		15364	
10000350 45410 Equipment Rental	750	750	.00	.00	.00	750.00	.0%	
10000350 46020 Equipment - Purchas	3,500	3,500	294.75	.00	.00	3,205.25	8.4%	
10000360 43170 Residential Collecti	96,000	96,000	55,507.41	.00	.00	40,492.59	57.8%	
10000370 45640 4th of July Celebra	6,500	6,955	3,837.60	750.00	.00	3,117.40	55.2%	
2020/09/000029 03/10/2020 API	750.00 VND	000914 IN	JULY 4, 2020	THE EMBERS	JULY CELEBRATION		15343	
10000370 45641 Christmas Holidays	250	250	196.45	.00	.00	53.55	78.6%	
10000370 45642 Other Events	7,500	8,250	4,793.65	.00	.00	3,456.35	58.1%	



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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000380 41100 Salaries and Wages	44,800	44,800	33,362.07	4,069.70	.00	11,437.93	74.5%
2020/09/000004 03/03/2020 PRJ	1,723.08	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	2,346.62	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000380 41110 Compensation - Plan	2,200	2,200	.00	.00	.00	2,200.00	.0%
10000380 42100 FICA	2,778	2,778	2,070.10	252.50	.00	707.90	74.5%
2020/09/000004 03/03/2020 PRJ	106.92	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	145.58	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000380 42110 Medicare	650	650	484.14	59.05	.00	165.86	74.5%
2020/09/000004 03/03/2020 PRJ	25.00	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	34.05	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000380 42210 VRS - Retirement	1,734	1,734	1,291.06	157.50	.00	442.94	74.5%
2020/09/000004 03/03/2020 PRJ	66.68	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	90.82	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000380 42211 VRS Hybrid	0	0	.00	.00	.00	.00	.0%
10000380 42300 Health Insurance -	8,400	8,400	6,138.52	646.16	.00	2,261.48	73.1%
2020/09/000004 03/03/2020 PRJ	323.08	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	323.08	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000380 42400 Life Insurance	587	587	437.00	53.31	.00	150.00	74.4%
2020/09/000004 03/03/2020 PRJ	22.57	REF 030320			WARRANT=030320	RUN=1 BIWEEKLY	
2020/09/000039 03/17/2020 PRJ	30.74	REF 031720			WARRANT=031720	RUN=1 BIWEEKLY	
10000380 43100 Professional Servic	1,500	1,500	78.00	.00	.00	1,422.00	5.2%
10000380 43310 Vehicle Repairs and	300	300	.00	.00	.00	300.00	.0%
10000380 43600 Advertising	1,500	1,500	683.84	100.10	.00	816.16	45.6%
2020/09/000106 03/24/2020 API	100.10	VND 000082 IN 198381	1000061	SMITHFIELD TIMES	ADVERTISING		15374



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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000380 44200 Fuel	500	500	81.61	.00	.00	418.39	16.3%
10000380 45230 Telephone - Communi	650	650	153.26	.00	.00	496.74	23.6%
10000380 45500 Travel & Training (	3,000	3,000	636.58	.00	.00	2,363.42	21.2%
10000380 45810 Dues and Subscripti	500	500	100.00	.00	.00	400.00	20.0%
10000380 46001 Office Operations (	200	200	188.78	.00	.00	11.22	94.4%
10000380 46012 Publications	100	100	.00	.00	.00	100.00	.0%
10000390 45640 Business Appreciati	750	750	.00	.00	.00	750.00	.0%
10000390 45641 Other Economic Deve	5,000	5,000	5,000.00	.00	.00	.00	100.0%
10000390 45810 Dues and Subscripti	3,500	3,500	3,500.00	.00	.00	.00	100.0%
10000390 45811 Chamber of Commerce	750	750	220.00	.00	.00	530.00	29.3%
10000400 43800 Payments to Other G	60,000	60,000	58,700.94	6,647.18	.00	1,299.06	97.8%
2020/09/000029 03/10/2020 API	1,615.64	VND 000378	IN DECEMBER 2019		ISLE OF WIGHT COUNTY E911	COMMUNICATION	15338
2020/09/000029 03/10/2020 API	1,651.62	VND 000378	IN JANUARY 2020		ISLE OF WIGHT COUNTY E911	COMMUNICATION	15338
2020/09/000029 03/10/2020 API	1,721.65	VND 000378	IN FEBRUARY 2020		ISLE OF WIGHT COUNTY E911	COMMUNICATION	15338
2020/09/000029 03/10/2020 API	1,658.27	VND 000378	IN MARCH 2020		ISLE OF WIGHT COUNTY E911	COMMUNICATION	15338
10000400 45300 Insurance	40,000	40,000	42,704.00	.00	.00	-2,704.00	106.8%
10000400 45462 Vacation Buyback	11,461	11,461	11,461.33	.00	.00	.00	100.0%
10000400 45640 Contributions to Li	1,200	1,200	1,200.00	.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
10000400 45641 Contributions to Tr	1,000	1,000	1,000.00	.00	.00	.00	100.0%
10000400 45643 Contributions to To	0	0	.00	.00	.00	.00	.0%
10000400 45862 Contingency	21,244	21,244	18,711.29	4,383.31	.00	2,532.38	88.1%
2020/09/000048 03/16/2020 API	3,950.98 VND	000803 IN 2679	02/2020	VISA	FEB 2020 CHARGES	15359	
2020/09/000106 03/24/2020 API	432.33 VND	000238 IN CP128		INTERNAL REVENUE SER	54-0836148 TAX PER	15368	
10000410 49311 Transfer to Town Ce	90,000	90,000	72,077.33	.00	.00	17,922.67	80.1%
10000420 48001 Street Lighting Ext	500	500	286.21	.00	.00	213.79	57.2%
10000420 48004 Police Car	35,000	35,000	.00	.00	.00	35,000.00	.0%
10000420 48007 Space Needs - Sinki	0	0	.00	.00	.00	.00	.0%
10000420 48009 Information Technol	2,500	2,500	1,940.00	.00	.00	560.00	77.6%
10000420 48012 Financial Software	0	0	34,898.74	25,373.74	.00	-34,898.74	100.0%
2020/09/000106 03/24/2020 API	12,686.87 VND	000665 IN 045-293096		TYLER TECHNOLOGIES	FINANCIAL SOFTWARE	15378	
2020/09/000106 03/24/2020 API	12,686.87 VND	000665 IN 045-284090		TYLER TECHNOLOGIES	FINANCIAL SOFTWARE	15378	
10000420 48013 Police Dept Technol	13,500	13,500	13,293.00	.00	.00	207.00	98.5%
10000420 48019 Purchase of New Pol	0	0	.00	.00	.00	.00	.0%
<b>TOTAL General Fund</b>	<b>0</b>	<b>0</b>	<b>-68,481.72</b>	<b>69,623.92</b>	<b>.00</b>	<b>68,481.72</b>	<b>100.0%</b>
TOTAL REVENUES	-1,840,093	-1,900,118	-1,411,801.41	-81,464.26	.00	-488,316.84	
TOTAL EXPENSES	1,840,093	1,900,118	1,343,319.69	151,088.18	.00	556,798.56	
PRIOR FUND BALANCE				5,110,680.18			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				5,110,680.18			

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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
11000010 31511 Interest (Bank)	-500	-500	-684.61	-59.06	.00	184.61	136.9%
2020/09/000119 03/31/2020 GEN	-59.06	REF ACH		INTEREST			
11000020 39001 Revenue from IOW Co	0	0	.00	.00	.00	.00	.0%
11000030 31000 Transfer from Fund	0	0	.00	.00	.00	.00	.0%
11000030 31010 Funds allocated fro	-24,500	-255,955	.00	.00	.00	-255,954.75	.0%
11000040 43604 Space Needs Fund Pr	25,000	256,455	231,455.00	.00	.00	24,999.75	90.3%
11000040 43610 Future Space Needs	0	0	.00	.00	.00	.00	.0%
TOTAL Town Cntr/Future Dev.&Space	0	0	230,770.39	-59.06	.00	-230,770.39	100.0%
TOTAL REVENUES	-25,000	-256,455	-684.61	-59.06	.00	-255,770.14	
TOTAL EXPENSES	25,000	256,455	231,455.00	.00	.00	24,999.75	
PRIOR FUND BALANCE				578,553.13			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				578,553.13			

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 Windsor Town Center							
12010010 31511 Interest (Bank)	0	0	-350.42	-23.19	.00	350.42	100.0%
2020/09/000117 03/31/2020 GEN	-23.19 REF ACH				INTEREST		
12010030 31899 Rental Income	-5,000	-5,000	-2,750.00	-550.00	.00	-2,250.00	55.0%
2020/09/000074 03/16/2020 GEN	-450.00 REF RENTAL				RENTAL		
2020/09/000075 03/13/2020 GEN	-100.00 REF WTC				RENTAL		
12020010 31890 Contributions from	0	0	.00	.00	.00	.00	.0%
12040010 31000 Transfer in New Acc	0	0	.00	.00	.00	.00	.0%
12040010 49325 Transfer from Gener	0	0	.00	.00	.00	.00	.0%
12120010 13300 Fund Balance	-25,000	-78,494	.00	.00	.00	-78,494.37	.0%
12120010 41100 Salaries and Wages	5,000	5,000	249.20	47.50	.00	4,750.80	5.0%
2020/09/000116 03/31/2020 GEN	47.50 REF AP CK				CK 1343 MELVIN EVANS		
12120010 43610 Future Space Needs	0	53,494	53,494.37	.00	.00	.00	100.0%
12120010 45100 Utilities	30,000	30,000	19,231.67	3,684.89	.00	10,768.33	64.1%
2020/09/000070 03/20/2020 GEN	20.10 REF WTC				CK 1350 HRSD		
2020/09/000071 03/20/2020 GEN	214.95 REF WTC				CK 1351 CHARTER		
2020/09/000073 03/16/2020 GEN	10.29 REF WTC				CK 1345 ISLE OF WIGHT COUNTY		
2020/09/000076 03/17/2020 GEN	126.50 REF BAY				CK 1347 BAY DISPOSAL		
2020/09/000077 03/17/2020 GEN	26.25 REF WTC				CK 1348 TOWN OF WINDSOR		
2020/09/000078 03/20/2020 GEN	3,286.80 REF WTC				CK 1346 DOMINION		
12120010 45640 Contribution from I	-25,000	-25,000	-12,500.00	.00	.00	-12,500.00	50.0%
12120010 46001 Office Operations (	5,000	5,000	1,319.26	102.28	.00	3,680.74	26.4%
2020/09/000116 03/31/2020 GEN	102.28 REF AP CK				CK 1341 TOTAL BUSINESS		
12120010 46007 Town Center Repairs	5,000	5,000	1,467.00	.00	.00	3,533.00	29.3%



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ACCOUNTS FOR: 120 Windsor Town Center	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12120010 48010 Building Renovation	0	0	95,163.26	9,984.00	.00	-95,163.26	100.0%
2020/09/000116 03/31/2020 GEN	9,984.00	REF AP CK			CK 1344 BART CARDEA PROV		
12120010 49097 LOC Interest Expens	0	0	.00	.00	.00	.00	.0%
12940010 43100 Professional Servic	10,000	10,000	9,385.25	261.50	.00	614.75	93.9%
2020/09/000072 03/20/2020 GEN	135.00	REF WTC			CK 1349 GUARDIAN		
2020/09/000116 03/31/2020 GEN	126.50	REF AP CK			CK 1342 BAY DISPOSAL		
TOTAL Windsor Town Center	0	0	164,709.59	13,506.98	.00	-164,709.59	100.0%
TOTAL REVENUES	-55,000	-108,494	-15,600.42	-573.19	.00	-92,893.95	
TOTAL EXPENSES	55,000	108,494	180,310.01	14,080.17	.00	-71,815.64	
PRIOR FUND BALANCE				2,178,395.29			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				2,178,395.29			



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ACCOUNTS FOR: 125	Economic Development Agency	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12010040	31511 Interest (Bank)	0	0	-44.33	-5.03	.00	44.33	100.0%
	2020/09/000120 03/31/2020 GEN	-5.03	REF ACH		INTEREST			
12010050	31899 Miscellaneous Reven	-5,000	-5,000	-5,000.00	.00	.00	.00	100.0%
12040020	49325 Transfer to General	0	0	.00	.00	.00	.00	.0%
12940020	43100 Professional Servic	0	0	1,787.86	.00	.00	-1,787.86	100.0%
TOTAL Economic Development Agency		-5,000	-5,000	-3,256.47	-5.03	.00	-1,743.53	65.1%
TOTAL REVENUES		-5,000	-5,000	-5,044.33	-5.03	.00	44.33	
TOTAL EXPENSES		0	0	1,787.86	.00	.00	-1,787.86	
PRIOR FUND BALANCE					26,470.79			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES					.00			
REVISED FUND BALANCE					26,470.79			

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ACCOUNTS FOR: 135 WPD Assest Forefiture	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010010 31511 Interest (Bank)	0	0	-2.03	-.26	.00	2.03	100.0%
2020/09/000118 03/31/2020 GEN	-.26	REF ACH		INTEREST			
13010020 31401 Asset Forfeiture Fu	0	0	-2,522.40	.00	.00	2,522.40	100.0%
13040010 49325 Transfer to General	0	0	1,051.00	.00	.00	-1,051.00	100.0%
13310010 46020 Equipment - Purchas	0	0	.00	.00	.00	.00	.0%
TOTAL WPD Assest Forefiture	0	0	-1,473.43	-.26	.00	1,473.43	100.0%
TOTAL REVENUES	0	0	-2,524.43	-.26	.00	2,524.43	
TOTAL EXPENSES	0	0	1,051.00	.00	.00	-1,051.00	
PRIOR FUND BALANCE				3,649.32			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				3,649.32			

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ACCOUNTS FOR: 200	Water Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20000010	31164	Late Fees	0	0	-8,840.00	-1,220.00	.00	8,840.00 100.0%
2020/09/000006	03/02/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000007	03/02/2020	UBC	-40.00	REF CR0303				
2020/09/000007	03/02/2020	UBC	40.00	REF CR0303				
2020/09/000010	03/04/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000011	03/04/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000015	03/06/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000025	03/10/2020	UBM	20.00	REF PN0310				
2020/09/000026	03/10/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000027	03/11/2020	UBA	-1,380.00	REF LF0311				
2020/09/000028	03/11/2020	UBM	20.00	REF PN0311				
2020/09/000035	03/13/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000038	03/16/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000042	03/16/2020	UBM	40.00	REF PN0316				
2020/09/000043	03/16/2020	UBM	20.00	REF PN0316				
2020/09/000044	03/16/2020	UBM	20.00	REF PN0316				
2020/09/000045	03/16/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000046	03/17/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000047	03/17/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000057	03/18/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000068	03/20/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000069	03/20/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000080	03/24/2020	UBM	40.00	REF PN0324				
2020/09/000091	03/27/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000099	03/27/2020	UBD	-20.00	REF CD0327				
2020/09/000099	03/27/2020	UBD	20.00	REF CD0327				
20000020	31511	Interest (Bank)	-3,500	-3,500	-4,801.71	.00	.00	1,301.71 137.2%
20000030	31611	Water Sales	-505,000	-505,000	-353,960.64	-31,674.26	.00	-151,039.36 70.1%
2020/09/000006	03/02/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000007	03/02/2020	UBC	-1,496.86	REF CR0303				
2020/09/000007	03/02/2020	UBC	40.00	REF CR0303				
2020/09/000007	03/02/2020	UBC	1,496.86	REF CR0303				
2020/09/000007	03/02/2020	UBC	40.00	REF CR0303				
2020/09/000008	03/03/2020	CRR	-10.00	REF UB		2019 UB UB		
2020/09/000010	03/04/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000011	03/04/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000014	03/05/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000015	03/06/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000018	03/03/2020	API	10.00	VND 000913 IN 4700		MATTHEWS LEONARD		5804
2020/09/000021	03/09/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000024	03/10/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000026	03/10/2020	CRP	.00	REF UB		2019 UB UB		
2020/09/000035	03/13/2020	CRP	.00	REF UB		2019 UB UB		

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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT		
200 Water Fund	APPROP	BUDGET				BUDGET	USED		
<u>20000030 31611 Water Sales</u>									
2020/09/000038	03/16/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000045	03/16/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000046	03/17/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000047	03/17/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000057	03/18/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000068	03/20/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000069	03/20/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000083	03/24/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000091	03/27/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000098	03/27/2020	UBB	-183.75	REF AR0327 F -FB0327 1000	UB AR GEN				
2020/09/000099	03/27/2020	UBD	-310.00	REF CD0327					
2020/09/000099	03/27/2020	UBD	310.00	REF CD0327					
2020/09/000102	03/30/2020	CRP	.00	REF UB	2019 UB UB				
2020/09/000115	03/31/2020	UBB	-23,217.03	REF AR0331 2 -BR0327 1000	UB AR GEN				
2020/09/000115	03/31/2020	UBB	-8,273.48	REF AR0331 2 -BR0327 2000	UB AR GEN				
<u>20000030 31612 Other Oper. Income</u>			-15,000	-17,940	-80,034.70	-15,420.00	.00	62,094.70	446.1%
2020/09/000022	03/09/2020	CRP	-30.00	REF MS					
2020/09/000035	03/13/2020	CRP	-330.00	REF MS					
2020/09/000056	03/10/2020	BUA	-2,940.00	REF 192018	BA 19-20-18				
2020/09/000095	03/27/2020	CRP	-15,060.00	REF MS					
<u>20000030 31613 Other Receipts</u>			0	0	-3,600.00	-225.00	.00	3,600.00	100.0%
2020/09/000022	03/09/2020	CRP	-75.00	REF MS					
2020/09/000095	03/27/2020	CRP	-150.00	REF MS					
<u>20000030 31614 Funds From the Comm</u>			0	0	.00	.00	.00	.00	.0%
<u>20000040 31898 Credit Card Fees</u>			0	0	1,193.16	144.99	.00	-1,193.16	100.0%
2020/09/000010	03/04/2020	CRP	-57.88	REF MS					
2020/09/000022	03/09/2020	CRP	-3.15	REF MS					
2020/09/000024	03/10/2020	CRP	-21.55	REF MS					
2020/09/000026	03/10/2020	CRP	-9.35	REF MS					
2020/09/000038	03/16/2020	CRP	-7.17	REF MS					
2020/09/000046	03/17/2020	CRP	-3.92	REF MS					
2020/09/000095	03/27/2020	CRP	-3.15	REF MS					
2020/09/000114	03/03/2020	GEN	251.16	REF CCFEES					

CREDIT CARD FEES MARCH 2020





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FOR 2020 09		JOURNAL DETAIL 2020 9 TO 2020 9						
ACCOUNTS FOR: 200	Water Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20000060	43380 Maintenance Contra	26,500	26,500	26,313.59	.00	.00	186.41	99.3%
20000060	43600 Advertising	100	100	.00	.00	.00	100.00	.0%
20000060	44200 Fuel	3,000	3,000	2,005.34	71.00	.00	994.66	66.8%
	2020/09/000049 03/17/2020 API	71.00 VND	000482 IN 1025491		JOHN DEERE FINANCIAL FUEL			5818
20000060	45100 Utilities	22,500	22,500	16,282.15	2,141.91	.00	6,217.85	72.4%
	2020/09/000049 03/17/2020 API	14.95 VND	000107 IN 5000 03/2020		DOMINION VIRGINIA PO 4233675000	42 DUKE		5813
	2020/09/000049 03/17/2020 API	612.58 VND	000107 IN 0002 03/2020		DOMINION VIRGINIA PO 4483480002	8 E WIN		5816
	2020/09/000049 03/17/2020 API	6.59 VND	000107 IN 7818 03/2020		DOMINION VIRGINIA PO 0057417818	23014 C		5811
	2020/09/000049 03/17/2020 API	504.50 VND	000107 IN 9251 03/2020		DOMINION VIRGINIA PO 2703869251	11 E GR		5815
	2020/09/000049 03/17/2020 API	816.49 VND	000107 IN 4197 03/2020		DOMINION VIRGINIA PO 4055684197	23014 C		5817
	2020/09/000049 03/17/2020 API	175.40 VND	000107 IN 5002 03/2020		DOMINION VIRGINIA PO 8913555002	DUKE ST		5814
	2020/09/000049 03/17/2020 API	11.40 VND	000107 IN 5004 03/2020		DOMINION VIRGINIA PO 2093585004	COMMUN		5812
20000060	45230 Telephone - Communi	1,800	1,800	1,384.63	150.84	.00	415.37	76.9%
	2020/09/000004 03/03/2020 PRJ	30.00 REF	030320		WARRANT=030320	RUN=1 BIWEEKLY		
	2020/09/000105 03/26/2020 API	69.01 VND	000108 IN 0001-78 03/2020		VERIZON	COMMUNICATION		5822
	2020/09/000105 03/26/2020 API	51.83 VND	000109 IN 00001 9850881021WTR		VERIZON WIRELESS	COMMUNICATION		5823
20000060	45410 Equipment Rental	500	500	.00	.00	.00	500.00	.0%
20000060	45500 Travel & Training (	2,500	2,500	738.21	.00	.00	1,761.79	29.5%
20000060	45810 Dues and Subscripti	800	800	785.00	.00	.00	15.00	98.1%
20000060	46007 Maintenance & Repai	20,000	20,000	16,952.94	153.53	.00	3,047.06	84.8%
	2020/09/000031 03/10/2020 API	38.53 VND	000217 IN 12/4/19 MEETING		KENNETH W SIMS	DIRECTORS OF UTILI		5810
	2020/09/000031 03/10/2020 API	11.50 VND	000217 IN 11/22/2019 CUT ON		KENNETH W SIMS	CUT ON WATER 11165		5810
	2020/09/000031 03/10/2020 API	40.25 VND	000217 IN 11/06/2019 MEETING		KENNETH W SIMS	DIRECTORS OF UTILI		5810
	2020/09/000031 03/10/2020 API	11.50 VND	000217 IN 12/08/2019 WTR LEAK		KENNETH W SIMS	WATER LEAK AT 20 V		5810
	2020/09/000031 03/10/2020 API	11.50 VND	000217 IN 03/01/2020 WTR LEAK		KENNETH W SIMS	CHECK FOR WATER LE		5810
	2020/09/000031 03/10/2020 API	40.25 VND	000217 IN 03/04/2020 MEETING		KENNETH W SIMS	DIRECTORS OF UTILI		5810



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YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09		JOURNAL DETAIL 2020 9 TO 2020 9						
ACCOUNTS FOR: 200 Water Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
20000060 46012 Publications	200	200	.00	.00	.00	200.00	.0%	
20000060 46020 Equipment - Purchas	5,000	22,305	4,548.60	.00	.00	17,756.40	20.4%	
20000060 46021 Meters	1,000	1,000	1,116.00	.00	.00	-116.00	111.6%	
20000060 46500 Water Main Replacem	0	0	.00	.00	.00	.00	.0%	
20000060 46502 UtilityVehicle	0	0	.00	.00	.00	.00	.0%	
20000060 46503 Water System Mappin	0	0	.00	.00	.00	.00	.0%	
20000060 46505 Duke St/Va Ave Proj	300,000	300,000	2,425.00	.00	.00	297,575.00	.8%	
20000060 48110 Depreciation	48,928	48,928	.00	.00	.00	48,928.00	.0%	
20000060 49090 Payts to GF - Indir	51,140	51,140	51,140.00	.00	.00	.00	100.0%	
20000060 49095 New USDA Loan Fund	43,000	43,000	29,907.00	3,323.00	.00	13,093.00	69.6%	
2020/09/000112 03/03/2020 GEN	3,323.00	REF USDA			USDA LOAN PAYMENT			
20000060 49096 USDA Loan (Principl	55,000	55,000	8,743.42	.00	.00	46,256.58	15.9%	
20000060 99097 Amortizations Expen	0	0	.00	.00	.00	.00	.0%	
20940010 46503 Water System Mappin	0	0	.00	.00	.00	.00	.0%	
<b>TOTAL Water Fund</b>	<b>0</b>	<b>0</b>	<b>-38,532.38</b>	<b>-40,719.77</b>	<b>.00</b>	<b>38,532.38</b>	<b>100.0%</b>	
TOTAL REVENUES	-823,500	-883,745	-450,043.89	-48,394.27	.00	-433,701.11		
TOTAL EXPENSES	823,500	883,745	411,511.51	7,674.50	.00	472,233.49		
PRIOR FUND BALANCE				1,824,747.37				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00				







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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 300 Cemetary Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30000010 31512 Interest Income	0	0	.00	.00	.00	.00	.0%
30000020 39101 Amounts from Curren	0	0	.00	.00	.00	.00	.0%
TOTAL Cemetary Fund	0	0	.00	.00	.00	.00	.0%



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FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-5,000	-5,000	283,735.98	42,346.78	.00	-288,735.98	-5674.7%

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

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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
15311	03/03/2020	PRINTED	000234 ATLANTIC COMMUNICATIONS		90.00		03/31/2020
			INVOICE NO	AMOUNT			
	200340		100-31100-46005-0000-0000-		45.00		
	200256		100-31100-46005-0000-0000-		45.00		
15312	03/03/2020	PRINTED	000680 BAY DISPOSAL & RECYCLING		6,839.07		03/31/2020
	4531/350789		100-42300-43170-0000-0000-		6,839.07		
15313	03/03/2020	PRINTED	000007 BEAMON & JOHNSON INC.		31.97		03/31/2020
	3270 02/2020		100-31100-46005-0000-0000-		31.97		
15314	03/03/2020	PRINTED	000494 BMS DIRECT		57.62		03/31/2020
	142373		100-12100-43100-0000-0000-		57.62		
15315	03/03/2020	PRINTED	000832 BUSH & TAYLOR, P.C.		1,500.00		03/31/2020
	19779		100-12210-43150-0000-0000-		1,500.00		
15316	03/03/2020	PRINTED	000407 DMV		75.00		03/31/2020
	1603		100-12100-43170-0000-0000-		25.00		
	0072		100-12100-43170-0000-0000-		25.00		
	0341		100-12100-43170-0000-0000-		25.00		
15317	03/03/2020	PRINTED	000107 DOMINION VIRGINIA POWER		87.28		03/31/2020
	8591 02/2020		100-41000-45110-0000-0000-		87.28		
15318	03/03/2020	PRINTED	000107 DOMINION VIRGINIA POWER		2,544.13		03/31/2020
	7640 03/2020		100-41000-45110-0000-0000-		2,544.13		
15319	03/03/2020	PRINTED	000022 FARMERS BANK		4,868.19		03/31/2020
	COM TE 01/20-02/20		100-93000-49311-0000-0000-		4,868.19		
15320	03/03/2020	PRINTED	000024 FERN'S AUTO REPAIR		50.00		03/31/2020
	30594		100-31100-46005-0000-0000-		50.00		
15321	03/03/2020	PRINTED	000912 JAMES RIVER ARCHITECTS		4,920.00		03/31/2020
	0003320		100-91600-45862-0000-0000-		4,920.00		
15322	03/03/2020	PRINTED	000261 MANSFIELD OIL COMPANY		735.57		03/31/2020
	SQLCD-583103		100-31100-46008-0000-0000-		735.57		
15323	03/03/2020	PRINTED	000036 RICOH USA INC		337.81		03/31/2020
	5058924211		100-12100-45410-0000-0000-		337.81		
15324	03/03/2020	PRINTED	000254 SECOND OPINION PEST CONTR		110.00		03/31/2020
	89666		100-41000-43315-0000-0000-		55.00		
	89667		100-41000-43315-0000-0000-		55.00		
15325	03/03/2020	PRINTED	000082 SMITHFIELD TIMES		257.60		03/31/2020
	198381/0220		100-12100-43600-0000-0000-		257.60		
15326	03/03/2020	PRINTED	000015 SPECTRUM BUSINESS		577.13		03/31/2020

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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
	189021420		100-12100-45230-0000-0000-		168.22		
	INVOICE NO		ACCOUNT	AMOUNT			
	189021420		100-31100-46012-0000-0000-		408.91		
15327	03/03/2020	PRINTED	000065 SUPFOLK NEWS-HERALD		20.00		03/31/2020
	152044/0220		100-12100-43600-0000-0000-		20.00		
15328	03/03/2020	PRINTED	000010 THE TIDEWATER NEWS		80.00		03/31/2020
	138309/0220		100-12100-43600-0000-0000-		80.00		
15329	03/03/2020	PRINTED	000089 TOTAL BUSINESS SOLUTIONS		37.90		03/31/2020
	248759		100-12100-46001-0000-0000-		26.20		
	249048		100-12100-46001-0000-0000-		11.70		
15330	03/03/2020	PRINTED	000035 VANTAGEPT. TRANSF. AGENTS		290.00		03/31/2020
	SUB#102745796		100-00000-12200-0000-0000-		290.00		
15331	03/03/2020	PRINTED	000108 VERIZON		295.40		03/31/2020
	0001-35 02/2020		100-12100-45230-0000-0000-		295.40		
15332	03/03/2020	PRINTED	000109 VERIZON WIRELESS		1,077.25		03/31/2020
	9848784227		100-31100-46012-0000-0000-		232.47		
	9848784227		100-31100-46012-0000-0000-		676.10		
	9848784227		100-12100-45230-0000-0000-		168.68		
15333	03/03/2020	PRINTED	000119 WINDSOR HARDWARE		171.06		03/31/2020
	5157 02/2020		100-31100-46001-0000-0000-		35.45		
	5157 02/2020		100-41000-43315-0000-0000-		135.61		
15334	03/11/2020	PRINTED	000861 ALLSTATE		60.56		03/31/2020
	D4399 03/2020		100-00000-12200-0000-0000-		60.56		
15335	03/11/2020	PRINTED	000234 ATLANTIC COMMUNICATIONS		5,528.00		03/31/2020
	201773		100-31100-46005-0000-0000-		2,828.00		
	201774		100-31100-46005-0000-0000-		2,700.00		
15336	03/11/2020	PRINTED	000494 BMS DIRECT		564.24		03/31/2020
	142606		100-12100-46001-0000-0000-		564.24		
15337	03/11/2020	PRINTED	000534 EMBROIDERY EXPRESSIONS		12.00		03/31/2020
	039904		100-31100-46004-0000-0000-		12.00		
15338	03/11/2020	PRINTED	000378 ISLE OF WIGHT COUNTY		6,647.18		03/31/2020
	DECEMBER 2019		100-91600-43800-0000-0000-		1,615.64		
	JANUARY 2020		100-91600-43800-0000-0000-		1,651.62		
	FEBRUARY 2020		100-91600-43800-0000-0000-		1,721.65		
	MARCH 2020		100-91600-43800-0000-0000-		1,658.27		
15339	03/11/2020	PRINTED	000259 PITNEY BOWES GLOBAL FINAN		266.04		03/31/2020
	3310700777		100-12100-43320-0000-0000-		266.04		

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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
15340	03/11/2020	PRINTED	000069 PITNEY BOWES LLC		620.99		03/31/2020
		INVOICE NO	ACCOUNT	AMOUNT			
	3678 03/2020		100-12100-45210-0000-0000-		620.99		
15341	03/11/2020	PRINTED	000805 ROGER HAMILTON		320.00		03/31/2020
	TOW 02/29/20		100-12100-43100-0000-0000-		320.00		
15342	03/11/2020	PRINTED	000714 SPRING LAKE BOTTLED WATER		41.70		03/31/2020
	430824		100-41000-45100-0000-0000-		41.70		
15343	03/11/2020	PRINTED	000914 THE EMBERS AGENCY	750.00			
	JULY 4, 2020		100-72000-45640-0000-0000-		750.00		
15344	03/11/2020	PRINTED	000089 TOTAL BUSINESS SOLUTIONS		12.99		03/31/2020
	249169		100-12100-46001-0000-0000-		12.99		
15345	03/11/2020	PRINTED	000092 TOWN OF WINDSOR WAT. FUND		52.50		03/31/2020
	314 03/2020		100-41000-45100-0000-0000-		26.25		
	97 03/2020		100-41000-45100-0000-0000-		26.25		
15346	03/13/2020	PRINTED	000014 CHAMBER OF COMMERCE		800.00		03/31/2020
	Leadership 2020		100-12100-45500-0000-0000-		800.00		
15347	03/17/2020	PRINTED	000234 ATLANTIC COMMUNICATIONS		140.00		03/31/2020
	201739		100-31100-46005-0000-0000-		140.00		
15348	03/17/2020	PRINTED	000494 BMS DIRECT		153.54		03/31/2020
	142828		100-12100-43100-0000-0000-		153.54		
15349	03/17/2020	PRINTED	000018 COMMUNITY ELECTRIC COOP.		26.85		03/31/2020
	4100 03/2020		100-41000-45100-0000-0000-		26.85		
15350	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		8.58		03/31/2020
	0270 03/2020		100-41000-45100-0000-0000-		8.58		
15351	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		12.94		03/31/2020
	7615 03/2020		100-41000-45100-0000-0000-		12.94		
15352	03/17/2020	PRINTED	000182 GUARDIAN SECURITY SYSTEMS	75.00			
	52561		100-12100-43320-0000-0000-		75.00		
15353	03/17/2020	PRINTED	000040 ISLE OF WIGHT COUNTY		11.41		03/31/2020
	296029		100-41000-45100-0000-0000-		11.41		
15354	03/17/2020	PRINTED	000261 MANSFIELD OIL COMPANY		702.56		03/31/2020
	SQLCD-586314		100-31100-46008-0000-0000-		662.70		
	SQLCD-586314		100-41000-44200-0000-0000-		39.86		
15355	03/17/2020	PRINTED	000915 MARY J DUNLOW		106.84		03/31/2020
	03/11-03/13/2020	CLA	100-12100-45500-0000-0000-		106.84		

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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
15356	03/17/2020	PRINTED	000036 RICOH USA INC		167.88		03/31/2020
	INVOICE NO		ACCOUNT	AMOUNT			
	9028143991		100-31100-46025-0000-0000-		167.88		
15357	03/17/2020	PRINTED	000416 RICOH USA INC.		216.01		03/31/2020
	103421994		100-12100-45410-0000-0000-		216.01		
15358	03/17/2020	PRINTED	000092 TOWN OF WINDSOR WAT. FUND		26.25		03/31/2020
	506318 03/2020		100-31100-46024-0000-0000-		26.25		
15359	03/17/2020	PRINTED	000803 VISA		6,218.45		03/31/2020
	2679 02/2020		100-12100-43100-0000-0000-		186.00		
	2679 02/2020		100-12100-45500-0000-0000-		902.33		
	2679 02/2020		100-91600-45862-0000-0000-		3,950.98		
	2679 02/2020		100-12100-44100-0000-0000-		119.88		
	2679 02/2020		100-31100-46006-0000-0000-		370.37		
	2679 02/2020		100-31100-46004-0000-0000-		275.18		
	2679 02/2020		100-31100-46001-0000-0000-		220.44		
	2679 02/2020		100-31100-46005-0000-0000-		98.00		
	2679 02/2020		100-31100-46003-0000-0000-		60.00		
	2679 02/2020		100-31100-46003-0000-0000-		35.27		
15360	03/31/2020	PRINTED	000006 ANTHEM BLUE CROSS	16,835.00			
	APRIL-MAY 2020		100-00000-12200-0000-0000-		16,835.00		
15361	03/31/2020	PRINTED	000633 BOWMAN CONSULTING	2,690.00			
	288863		100-41000-43313-0000-0000-		2,690.00		
15362	03/31/2020	PRINTED	000917 DAVIS & STANTON PROMOTION	450.00			
	138765		100-31100-46004-0000-0000-		450.00		
15363	03/31/2020	PRINTED	000107 DOMINION VIRGINIA POWER	867.58			
	4958 03/2020		100-31100-46024-0000-0000-		867.58		
15364	03/31/2020	PRINTED	000107 DOMINION VIRGINIA POWER	87.28			
	8591 03/2020		100-41000-45110-0000-0000-		87.28		
15365	03/31/2020	PRINTED	000916 G E T SOLUTIONS, INC	3,675.00			
	0033327-IN		100-12100-43100-0000-0000-		3,675.00		
15366	03/31/2020	PRINTED	000182 GUARDIAN SECURITY SYSTEMS	255.00			
	52775		100-31100-46026-0000-0000-		255.00		
15367	03/31/2020	PRINTED	000032 HRSD	36.00			
	0003 02/2020		100-41000-45100-0000-0000-		18.00		
	3095 03/2020		100-31100-46024-0000-0000-		18.00		
15368	03/31/2020	PRINTED	000238 INTERNAL REVENUE SERVICE	432.33			
	CP128		100-91600-45862-0000-0000-		432.33		
15369	03/31/2020	PRINTED	000040 ISLE OF WIGHT COUNTY	8.61			



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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
	295834		100-31100-46024-0000-0000-		8.61		
15370	03/31/2020	PRINTED	000912 JAMES RIVER ARCHITECTS	12,385.75			
		INVOICE NO	ACCOUNT	AMOUNT			
	0003332		100-12100-43100-0000-0000-		4,650.00		
	0003334		100-12100-43100-0000-0000-		650.00		
	0003329		100-12100-43100-0000-0000-		2,335.75		
	0003333		100-12100-43100-0000-0000-		4,750.00		
15371	03/31/2020	PRINTED	000146 KUSTOM SIGNALS INC.	308.00			
	11976 572895		100-31100-46004-0000-0000-		308.00		
15372	03/31/2020	PRINTED	000754 MUNICIPAL CODE CORPORATIO	450.00			
	00339361		100-12100-43100-0000-0000-		450.00		
15373	03/31/2020	PRINTED	000805 ROGER HAMILTON	420.00			
	MARCH 31, 2020		100-12100-43100-0000-0000-		420.00		
15374	03/31/2020	PRINTED	000082 SMITHFIELD TIMES	100.10			
	198381 1000061		100-81100-43600-0000-0000-		100.10		
15375	03/31/2020	PRINTED	000015 SPECTRUM BUSINESS	577.13			
	189031420		100-12100-45230-0000-0000-		168.22		
	189031420		100-31100-46012-0000-0000-		408.91		
15376	03/31/2020	PRINTED	000010 THE TIDEWATER NEWS	49.00			
	0322 25403		100-12100-45810-0000-0000-		49.00		
15377	03/31/2020	PRINTED	000089 TOTAL BUSINESS SOLUTIONS	517.97			
	249591		100-31100-46001-0000-0000-		79.90		
	249560-2		100-12100-46001-0000-0000-		14.97		
	249560		100-12100-46001-0000-0000-		8.23		
	249560-0		100-12100-46001-0000-0000-		179.97		
	249889-01		100-12100-46001-0000-0000-		32.49		
	249889-0		100-12100-46001-0000-0000-		50.45		
	249805-0		100-31100-46001-0000-0000-		37.99		
	249729-0		100-12100-46001-0000-0000-		113.97		
15378	03/31/2020	PRINTED	000665 TYLER TECHNOLOGIES	25,373.74			
	045-293096		100-94000-48012-0000-0000-		12,686.87		
	045-284090		100-94000-48012-0000-0000-		12,686.87		
15379	03/31/2020	PRINTED	000108 VERIZON	304.01			
	0001-35 03/2020		100-12100-45230-0000-0000-		304.01		
15380	03/31/2020	PRINTED	000109 VERIZON WIRELESS	843.38			
	00001 9850881021		100-31100-46012-0000-0000-		674.70		
	00001 9850881021		100-12100-45230-0000-0000-		168.68		
			70 CHECKS	CASH ACCOUNT TOTAL	67,490.88	47,770.49	



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UNCLEARED

CLEARED

70 CHECKS

FINAL TOTAL

67,490.88

47,770.49

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 Town of Windsor LIVE  
 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
5802	03/03/2020	PRINTED	000007 BEAMON & JOHNSON INC.		13.99		03/31/2020
		INVOICE NO	ACCOUNT	AMOUNT			
	3270 02/2020	WTR	200-42000-43310-0000-0000-		13.99		
5803	03/03/2020	PRINTED	000261 MANSFIELD OIL COMPANY		102.56		03/31/2020
	SQLCD-583103	WTR	200-42000-44200-0000-0000-		102.56		
5804	03/03/2020	PRINTED	000913 MATTHEWS LEONARD		10.00		03/31/2020
	4700		200-16010-31611-0000-0000-		10.00		
5805	03/03/2020	PRINTED	000473 USA BLUE BOOK		102.00		03/31/2020
	142177		200-42000-46007-0000-0000-		102.00		
5806	03/03/2020	PRINTED	000108 VERIZON		69.01		03/31/2020
	00001-78 02/2020		200-42000-45230-0000-0000-		69.01		
5807	03/03/2020	PRINTED	000109 VERIZON WIRELESS		51.83		03/31/2020
	9848784227	WTR	200-42000-45230-0000-0000-		51.83		
5808	03/03/2020	PRINTED	000113 VUPS		38.85		03/31/2020
	02200540		200-42000-46007-0000-0000-		38.85		
5809	03/03/2020	PRINTED	000119 WINDSOR HARDWARE		202.89		03/31/2020
	5157 02/2020	WTR	200-42000-43312-0000-0000-		202.89		
5810	03/11/2020	PRINTED	000217 KENNETH W SIMS		153.53		03/31/2020
	12/4/19	MEETING	200-42000-46007-0000-0000-		38.53		
	11/22/2019	CUT ON	200-42000-46007-0000-0000-		11.50		
	11/06/2019	MEETING	200-42000-46007-0000-0000-		40.25		
	12/08/2019	WTR LEAK	200-42000-46007-0000-0000-		11.50		
	03/01/2020	WTR LEAK	200-42000-46007-0000-0000-		11.50		
	03/04/2020	MEETING	200-42000-46007-0000-0000-		40.25		
5811	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		6.59		03/31/2020
	7818 03/2020		200-42000-45100-0000-0000-		6.59		
5812	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		11.40		03/31/2020
	5004 03/2020		200-42000-45100-0000-0000-		11.40		
5813	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		14.95		03/31/2020
	5000 03/2020		200-42000-45100-0000-0000-		14.95		
5814	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		175.40		03/31/2020
	5002 03/2020		200-42000-45100-0000-0000-		175.40		
5815	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		504.50		03/31/2020
	9251 03/2020		200-42000-45100-0000-0000-		504.50		
5816	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER		612.58		03/31/2020
	0002 03/2020		200-42000-45100-0000-0000-		612.58		



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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
5817	03/17/2020	PRINTED	000107 DOMINION VIRGINIA POWER INVOICE NO ACCOUNT	AMOUNT	816.49		03/31/2020
4197	03/2020		200-42000-45100-0000-0000-		816.49		
5818	03/17/2020	PRINTED	000482 JOHN DEERE FINANCIAL 1025491 200-42000-44200-0000-0000-		71.00 71.00		03/31/2020
5819	03/31/2020	PRINTED	000905 ALEXANDER'S CONTRACT SER 9714 200-42000-43312-0000-0000-	1,413.00	1,413.00		
5820	03/31/2020	PRINTED	000643 CITY OF SUFFOLK WTR SAMPLE 03/2020 200-42000-43101-0000-0000-	350.00	350.00		
5821	03/31/2020	PRINTED	000741 DCLS 58047 200-42000-43101-0000-0000-	24.22	24.22		
5822	03/31/2020	PRINTED	000108 VERIZON 0001-78 03/2020 200-42000-45230-0000-0000-	69.01	69.01		
5823	03/31/2020	PRINTED	000109 VERIZON WIRELESS 00001 9850881021WTR 200-42000-45230-0000-0000-	51.83	51.83		
22 CHECKS				CASH ACCOUNT TOTAL	1,908.06	2,957.57	



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AP CHECK RECONCILIATION REGISTER

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UNCLEARED

CLEARED

22 CHECKS

FINAL TOTAL

1,908.06

2,957.57

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## Town of Windsor

### Memorandum

April 14, 2020

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Financial Software Conversion

As you know, we have been working with Tyler Technologies to implement their Munis financial software for some time now.

Last fiscal year Council appropriated the funds to cover the total cost of the conversion to Munis. As we did not complete the conversion in last fiscal year, the remaining funds have gone into the Unappropriated Fund Balance of the General Fund. As such, we must appropriate them so that we can continue this project.

The remaining amount of funds is \$35,000. I have enclosed a resolution that appropriates these funds so that we may continue this project.

I recommend that Council adopt the enclosed resolution.

#### **Recommended Motion**

Move that Council 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

**Resolution**

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

**WHEREAS**, the Town Council of the Town of Windsor decided to proceed with the conversion of its financial software to Tyler Technologies Munis platform, and;

**WHEREAS**, the conversion to the Munis software will allow for easier use, more interaction between departments, and access to tax information by the general public, and;

**WHEREAS**, the Town had \$35,000 remaining in the 2018-19 Fiscal Year, and;

**WHEREAS**, these funds rolled over into the General Fund Fund Balance at the end of the 2018-19 Fiscal year, and must be appropriated to complete this project, and;

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

Section 1. That the sum of \$35,000 from the Unappropriated Fund Balance of the General Fund, be, and the same hereby is, appropriated to the Financial Software Upgrade line item in the 2019-20 General Fund Operating Budget:

Section 2. The Town Manager is hereby authorized and directed to continue to do all things necessary to complete this project.

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

Adopted: April 14, 2020

TESTE:

\_\_\_\_\_  
Town Clerk

## Town of Windsor

### Memorandum

April 14, 2020

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Interim Town Manager Contract

Attached you will find the work order from Berkley Group to employ Sandy Wanner as the Interim Town Manager beginning April 21<sup>st</sup>.

The Mayor and Town Attorney have reviewed the work order.

**EXHIBIT A**  
**WORK ORDER 1: SCOPE OF SERVICES FOR INTERIM TOWN MANAGER**  
**TOWN OF WINDSOR, VIRGINIA**

The Berkley Group will provide Interim Town Manager services to the Town. Mr. Sanford (“Sandy”) B. Wanner will be the individual assigned to provide services.

The Interim Town Manager’s responsibilities will include executing Town Council’s vision, managing day-to-day operations of Town staff, facilitating citizen requests, attending Council meetings, and implementing/enforcing Town policies and regulations. It is anticipated that Mr. Wanner will be on-site for an average of 32 hours per week at a rate of \$9,000 per month.

Mileage will be reimbursed for travel for Town business in Mr. Wanner’s personal vehicle, but not for travel to and from work.

We are in agreement with the services and basis for fee determination in this scope of work and hereby grant the consultant notice to proceed for the work herein specified.

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Mr. Glyn T. Willis, Mayor

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Date