

## Town of Windsor

### Memorandum

August 9, 2016

**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 July.

For your information:

- Due to the transition of Munis the Treasurer's Report will not be available until Friday. I apologize for the delay this month.
- With this being the first treasurer's report of the new fiscal year some revenues and expenditures will be charged back to the previous fiscal year and effect the totals of upcoming reports.
- Our auditor Diane Smith will be here October to begin the town's 2015/2016 audit.

**TREASURER'S REPORT**  
**July 31, 2016**

**General Fund**

Checking – Farmers Bank	\$ 361,278.92
Checking – WPD Forfeited Assets	360.40
Certificates of Deposit – Cemetery	110,881.11
Certificates of Deposit (CNB)	518,804.03
Certificates of Deposit (FB)	<u>303,783.30</u>
	\$ 1,295,107.76

**Water Fund**

Checking – Farmers Bank	\$ 583,994.68
Certificate of Deposit	<u>276,801.91</u>
	\$ 860,796.59

**Town Center/Future Development**  
**& Space Needs Fund**

Checking – Farmers Bank	\$ 931,250.37
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**All Funds**

Total Bank Assets	<u>\$ 3,087,154.72</u>
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**Liabilities – Water Fund**

Farmers Bank – Bond – Water Fund	\$ 664,614.80 (principal only)
USDA Rural Dev.	<u>\$ 758,840.24</u>
	\$ 1,423,455.04

# TOWN OF WINDSOR

## TREASURER'S REPORT

### WATER FUND

July 1, 2016

Balance on hand June 30, 2016		\$574,407.22
Receipts:		
Total receipts collected in July	<u>34,687.45</u>	
Total receipts prior to month's disbursement		609,094.67
Disbursements:		
Total disbursements in July	<u>25,099.99</u>	
Balance on hand July 31, 2016 - Farmers Bank		\$583,994.68

# TOWN OF WINDSOR

## TREASURER'S REPORT

### Windsor Police Forfeited Assets

		July 1, 2016
Balance on hand June 30, 2016		\$ 360.35
Receipts:		
Total receipts collected in July	<u>0.05</u>	
Total receipts prior to month's disbursements		360.40
Disbursements:		
Total disbursements in July	<u>0.00</u>	
Balance on hand July 31, 2016 – Farmers Bank		\$ 360.40

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

		July 1, 2016
Balance on hand June 30, 2016		\$ 931,092.21
Receipts:		
Total receipts collected in July	<u>158.16</u>	
Total receipts prior to month's disbursements		931,250.37
Disbursements:		
Total disbursements in July	<u>0.00</u>	
Balance on hand July 31, 2016 – Farmers Bank		\$ 931,250.37

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**GENERAL FUND**

July 1, 2016

Balance on hand June 30, 2016		\$399,009.01
Receipts:		
Total receipts collected in July	<u>158,728.48</u>	
Total receipts prior to month's disbursements		\$557,737.49
Disbursements:		
Total disbursements in July	<u>196,458.57</u>	
Balance on hand July 31, 2016 - Farmers Bank		\$361,278.92

E/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000007	BEAMON & JOHNSON, INC.	JUNE 2016	6/30/2016	4100-041000-3312-	27.98	8412	7/14/2016	Equipment Repairs and Maintena	00916
00000	000007	BEAMON & JOHNSON, INC.	JUNE 2016	6/30/2016	4100-031100-6005-	82.45	8412	7/14/2016	Vehicle Repairs and Maintenanc	00916
					CHECK TOTAL	110.43				
00000	000651	C. R. ALSTON INC.	4215	6/21/2016	4100-041000-3315-	156.54	8413	7/14/2016	Building Repairs and Maintenanc	00916
					CHECK TOTAL	156.54				
00000	000018	COMMUNITY ELECTRIC COOP.	4100 06/2016	6/28/2016	4100-041000-5100-	27.54	8414	7/14/2016	Utilities	00916
					CHECK TOTAL	27.54				
00000	000019	CRAWFORD'S SMALL ENGINE	16662 CORR	5/24/2016	4100-041000-3312-	450.43	8415	7/14/2016	Equipment Repairs and Maintena	00916
00000	000019	CRAWFORD'S SMALL ENGINE	17618	6/30/2016	4100-041000-6020-	1,895.87	8415	7/14/2016	Equipment	00916
					CHECK TOTAL	2,346.30				
00000	000407	DMV	16182357	6/30/2016	4100-012100-3170-	40.00	8416	7/14/2016	DMV Stops (Town Expense)	00916
					CHECK TOTAL	40.00				
00000	000107	DOMINION VIRGINIA POWER	7640 06/2016	6/26/2016	4100-041000-5110-	2,486.62	8417	7/14/2016	Utilities - Street Lights	00916
					CHECK TOTAL	2,486.62				
00000	000211	LEXISNEKIS RISK DATA MNGT	158678620160630	6/30/2016	4100-012100-3100-	175.00	8418	7/14/2016	Professional Services	00916
					CHECK TOTAL	175.00				
00000	000036	RICOH USA, INC	5042884659	6/20/2016	4100-031100-6025-	31.82	8419	7/14/2016	Building Operations - Equip Re	00916
					CHECK TOTAL	31.82				
00000	000531	THE LAW OFFICES OF	3006	6/30/2016	4100-012210-3150-	1,200.00	8420	7/14/2016	Legal Services	00916
					CHECK TOTAL	1,200.00				
00000	000553	TIDALWAVE GRAPHICS	2012 DODGE	6/21/2016	3100-018999-0099-	470.00	8421	7/14/2016	Miscellaneous Revenue	00916
					CHECK TOTAL	470.00				
00000	000088	TIMES PUBLISHING	153055	6/15/2016	4100-011010-3600-	244.42	8422	7/14/2016	Advertising	00916
00000	000088	TIMES PUBLISHING	153212	6/29/2016	4100-011010-3600-	63.18	8422	7/14/2016	Advertising	00916
					CHECK TOTAL	307.60				
00000	000665	TYLER TECHNOLOGIES	045-164722	6/30/2016	4100-091600-0001-	2,550.00	8423	7/14/2016	Contingency	00916
					CHECK TOTAL	2,550.00				
00000	000109	VERIZON WIRELESS	9767372075	6/20/2016	4100-031100-6001-	560.77	8424	7/14/2016	Communications	00916
00000	000109	VERIZON WIRELESS	9767372075	6/20/2016	4100-012100-5230-	309.99	8424	7/14/2016	Telephone - Communications	00916
00000	000109	VERIZON WIRELESS	9767372075	6/20/2016	4100-081100-5230-	49.92	8424	7/14/2016	Telephone - Communications	00916
					CHECK TOTAL	920.68				
00000	000118	WINDSOR AMOCO	26672	6/03/2016	4100-031100-6005-	25.90	8425	7/14/2016	Vehicle Repairs and Maintenanc	00916
00000	000118	WINDSOR AMOCO	26677	6/15/2016	4100-031100-6005-	82.65	8425	7/14/2016	Vehicle Repairs and Maintenanc	00916
00000	000118	WINDSOR AMOCO	26678	5/26/2016	4100-031100-6005-	111.60	8425	7/14/2016	Vehicle Repairs and Maintenanc	00916
00000	000118	WINDSOR AMOCO	26679	5/26/2016	4100-031100-6005-	111.60	8425	7/14/2016	Vehicle Repairs and Maintenanc	00916
00000	000118	WINDSOR AMOCO	26680	5/03/2016	4100-031100-6005-	25.00	8425	7/14/2016	Vehicle Repairs and Maintenanc	00916
00000	000118	WINDSOR AMOCO	26681	6/29/2016	4100-031100-6005-	80.60	8425	7/14/2016	Vehicle Repairs and Maintenanc	00916
					CHECK TOTAL	437.35				
					CHECK TYPE TOTAL	11,259.88				
					FINAL TOTAL	11,259.88				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000007	BEAMON & JOHNSON, INC.	JUNE 2016	6/30/2016	4200-042000-3312-	13.98	7934	7/14/2016	Equipment Repairs & Maintenanc	00915
00000	000007	BEAMON & JOHNSON, INC.	404-544921	5/23/2016	4200-042000-3310-	54.28	7934	7/14/2016	Vehicle Repairs & Maintenance	00915
					CHECK TOTAL	68.26				
00000	000019	CRAWFORD'S SMALL ENGINE	17619	6/30/2016	4200-042000-3312-	122.64	7935	7/14/2016	Equipment Repairs & Maintenanc	00915
					CHECK TOTAL	122.64				
00000	000682	CUMMINS ATLANTIC	010-98897	6/30/2016	4200-042000-6007-	600.30	7936	7/14/2016	Maintenance & Repairs - System	00915
					CHECK TOTAL	600.30				
00000	000681	FRONTLINE RICHMOND	3692830	6/30/2016	4200-042000-6007-	4,908.00	7937	7/14/2016	Maintenance & Repairs - System	00915
					CHECK TOTAL	4,908.00				
00000	000109	VERIZON WIRELESS	9767372075	6/20/2016	4200-042000-5230-	59.92	7938	7/14/2016	Telephone - Communications	00915
					CHECK TOTAL	59.92				
00000	000113	VUPS	06160515	6/30/2016	4200-042000-6007-	33.60	7939	7/14/2016	Maintenance & Repairs - System	00915
					CHECK TOTAL	33.60				
					CHECK TYPE TOTAL	5,792.72				
					FINAL TOTAL	5,792.72				



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TO FISCAL 2017/01 07/01/2016 TO 07/30/2016

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
678 ALPHA CORPORATION								
	07/09/16			1	P 07/19/16		Professional Services	1,695.00
INVOICE: F580-110-001						100-12100-43100-0000-0000-		
VENDOR TOTALS		1,695.00	YTD INVOICED			1,695.00	YTD PAID	1,695.00
6 ANTHEM BLUE CROSS								
	07/08/16			2	P 07/19/16		PR Liability Account	16,766.00
INVOICE: AUG-SEPT 2016						100-00000-12200-0000-0000-		
VENDOR TOTALS		16,766.00	YTD INVOICED			16,766.00	YTD PAID	16,766.00
234 ATLANTIC COMMUNICATIONS								
	07/06/16			3	P 07/19/16		Vehicle Repairs and Maint	45.00
INVOICE: 109041						100-31100-46005-0000-0000-		
VENDOR TOTALS		135.00	YTD INVOICED			45.00	YTD PAID	45.00
680 BAY DISPOSAL & RECYCLING								
	07/07/16			4	P 07/19/16		4th of July Celebration	300.00
INVOICE: 1746205						100-72000-45640-0000-0000-		
	07/11/16			4	P 07/19/16		4th of July Celebration	200.00
INVOICE: 1747724						100-72000-45640-0000-0000-		
VENDOR TOTALS		500.00	YTD INVOICED			500.00	YTD PAID	500.00
19 CRAWFORD'S SMALL ENGINE								
	07/15/16			5	P 07/19/16		Equipment Repairs and Mai	37.74
INVOICE: 17964						100-41000-43312-0000-0000-		
VENDOR TOTALS		37.74	YTD INVOICED			37.74	YTD PAID	37.74
20 CRYSTAL SPRINGS								
	07/01/16			6	P 07/19/16		Utilities	36.49
INVOICE: 2080944 070116						100-41000-45100-0000-0000-		
VENDOR TOTALS		36.49	YTD INVOICED			36.49	YTD PAID	36.49
171 DEWITT'S AUTOM. CENTER								
	07/08/16			7	P 07/19/16		Vehicle Repairs and Maint	149.05
INVOICE: 0090716						100-31100-46005-0000-0000-		

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TO FISCAL 2017/01 07/01/2016 TO 07/30/2016

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		149.05	YTD INVOICED			149.05	YTD PAID	149.05
107 DOMINION VIRGINIA POWER								
INVOICE:	07/05/16 0002 07/2016			8 P	07/19/16	100-41000-45100-0000-0000-	Utilities	388.43
INVOICE:	07/08/16 7615 07/2016			8 P	07/19/16	100-41000-45100-0000-0000-	Utilities	12.62
INVOICE:	07/08/16 0270 07/2016			8 P	07/19/16	100-41000-45100-0000-0000-	Utilities	7.77
INVOICE:	07/06/16 9251 07/2016			1 P	07/19/16	200-42000-45100-0000-0000-	Utilities	756.10
INVOICE:	07/06/16 4197 07/2016			1 P	07/19/16	200-42000-45100-0000-0000-	Utilities	711.67
INVOICE:	07/05/16 5000 07/2016			1 P	07/19/16	200-42000-45100-0000-0000-	Utilities	7.21
INVOICE:	07/06/16 5002 07/2016			1 P	07/19/16	200-42000-45100-0000-0000-	Utilities	46.58
INVOICE:	07/06/16 7818 07/2016			1 P	07/19/16	200-42000-45100-0000-0000-	Utilities	6.59
INVOICE:	07/08/16 5004 07/2016			8 P	07/19/16	100-41000-45100-0000-0000-	Utilities	13.46
INVOICE:	07/08/16 4958 07/2016			8 P	07/19/16	100-31100-46024-0000-0000-	Building Operations - Uti	355.22
VENDOR TOTALS		2,391.18	YTD INVOICED			2,305.65	YTD PAID	2,305.65
514 ECONOMIC DEVELOPMENT								
INVOICE:	07/11/16 CONTRIBUTION 16/17			9 P	07/19/16	100-81500-45641-0000-0000-	Other Economic Developmen	5,000.00
VENDOR TOTALS		5,000.00	YTD INVOICED			5,000.00	YTD PAID	5,000.00
226 HAMPTON ROADS ASSOC OF CHIEFS OF POLICE								
INVOICE:	07/18/16 2673080-0			10 P	07/19/16	100-41000-43315-0000-0000-	Building Repairs and Main	152.20
VENDOR TOTALS		152.20	YTD INVOICED			152.20	YTD PAID	152.20

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TO FISCAL 2017/01 07/01/2016 TO 07/30/2016

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
679 HENRICO COUNTY POLICE								
	06/30/16		11	P	07/19/16		Training and Travel	250.00
INVOICE:	2016/0028					100-31100-46006-0000-0000-		
VENDOR TOTALS		250.00	YTD INVOICED			250.00	YTD PAID	250.00
195 HRCJTA/CITY OF HAMPTON								
	07/01/16		12	P	07/19/16		Training and Travel	3,040.00
INVOICE:	17-49					100-31100-46006-0000-0000-		
VENDOR TOTALS		3,040.00	YTD INVOICED			3,040.00	YTD PAID	3,040.00
288 HRPDC								
	06/30/16		13	P	07/19/16		Professional Services	752.48
INVOICE:	4238					100-81100-43100-0000-0000-		
VENDOR TOTALS		752.48	YTD INVOICED			752.48	YTD PAID	752.48
32 HRSD								
	07/01/16		14	P	07/19/16		Building Operations - Uti	13.50
INVOICE:	3095 07/2016					100-31100-46024-0000-0000-		
	07/01/16		14	P	07/19/16		Utilities	13.50
INVOICE:	2408230003 07/2016					100-41000-45100-0000-0000-		
VENDOR TOTALS		27.00	YTD INVOICED			27.00	YTD PAID	27.00
217 KENNETH W SIMS								
	07/17/16		2	P	07/19/16		Telephone - Communication	84.79
INVOICE:	PHONE PURCHASE					200-42000-45230-0000-0000-		
VENDOR TOTALS		84.79	YTD INVOICED			84.79	YTD PAID	84.79
211 LEXISNEXIS RISK DATA MNGT								
	06/30/16		15	P	07/19/16		Dues and Subscriptions	20.75
INVOICE:	VA CODE UPDATE 2016					100-12100-45810-0000-0000-		
VENDOR TOTALS		20.75	YTD INVOICED			20.75	YTD PAID	20.75
261 MANSFIELD OIL COMPANY								
	07/05/16		16	P	07/19/16		Fuel and Tires	818.95
INVOICE:	SQLCD-220535					100-31100-46008-0000-0000-		
	07/05/16		16	P	07/19/16		Fuel	92.28



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TO FISCAL 2017/01 07/01/2016 TO 07/30/2016

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	07/08/16		21	P	07/19/16		Equipment Rental	216.01
INVOICE:	97184858					100-12100-45410-0000-0000-		
VENDOR TOTALS		216.01	YTD INVOICED			216.01	YTD PAID	216.01
221 SIRCHIE FINGER PRINT LAB								
	07/01/16		22	P	07/19/16		Office Operations (Suppli	175.39
INVOICE:	0260649-IN					100-31100-46001-0000-0000-		
VENDOR TOTALS		175.39	YTD INVOICED			175.39	YTD PAID	175.39
15 SPECTRUM BUSINESS								
	07/06/16		23	P	07/19/16		Telephone - Communication	134.41
INVOICE:	0000189 07/2016					100-12100-45230-0000-0000-		
	07/06/16		23	P	07/19/16		TELEPHONE - COMMUNICATION	328.95
INVOICE:	0000189 07/2016					100-31100-46012-0000-0000-		
VENDOR TOTALS		463.36	YTD INVOICED			463.36	YTD PAID	463.36
381 SUNTRUST BANK								
	06/22/16		24	P	07/19/16		Office Operations (Suppli	8.48
INVOICE:	5882 06/2016					100-12100-46001-0000-0000-		
	06/22/16		24	P	07/19/16		Travel & Training (All Ex	500.00
INVOICE:	5882 06/2016					100-81100-45500-0000-0000-		
	06/22/16		24	P	07/19/16		Postal Services	228.10
INVOICE:	5882 06/2016					100-12100-45210-0000-0000-		
	06/22/16		24	P	07/19/16		Building Repairs and Main	324.58
INVOICE:	5882 06/2016					100-41000-43315-0000-0000-		
	06/22/16		24	P	07/19/16		Police Dept Technology	40.23
INVOICE:	5882 06/2016					100-94000-48013-0000-0000-		
	06/22/16		24	P	07/19/16		Police Community Affairs	90.00
INVOICE:	5882 06/2016					100-31100-46014-0000-0000-		
	06/22/16		24	P	07/19/16		Police Dept Technology	359.50
INVOICE:	5882 06/2016					100-94000-48013-0000-0000-		
	06/22/16		24	P	07/19/16		Chamber of Commerce-Activ	18.00
INVOICE:	5882 06/2016					100-81500-45811-0000-0000-		
	06/22/16		24	P	07/19/16		Special Meetings	75.50
INVOICE:	5882 06/2016					100-11010-45900-0000-0000-		

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TO FISCAL 2017/01 07/01/2016 TO 07/30/2016

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	06/22/16		24	P	07/19/16		Travel & Training (All Ex	1,583.69
INVOICE: 5882	06/2016					100-12100-45500-0000-0000-		
	06/22/16		4	P	07/19/16		Maintenance & Repairs - S	19.96
INVOICE: 5882	06/2016	WTR FND				200-42000-46007-0000-0000-		
VENDOR TOTALS		3,248.04	YTD INVOICED			3,248.04	YTD PAID	3,248.04
92 TOWN OF WINDSOR WAT. FUND								
	07/01/16		25	P	07/19/16		Building Operations - Uti	24.50
INVOICE: 506318	07/2016					100-31100-46024-0000-0000-		
	07/01/16		25	P	07/19/16		Utilities	24.50
INVOICE: 314	07/2016					100-41000-45100-0000-0000-		
	07/01/16		25	P	07/19/16		Utilities	24.50
INVOICE: 97	07/2016					100-41000-45100-0000-0000-		
VENDOR TOTALS		73.50	YTD INVOICED			73.50	YTD PAID	73.50
665 TYLER TECHNOLOGIES								
	06/30/16		26	P	07/19/16		Financial Software Upgrad	1,683.55
INVOICE: 045-164479						100-94000-48012-0000-0000-		
	07/01/16		26	P	07/19/16		Financial Software Upgrad	6,100.00
INVOICE: 045-165035						100-94000-48012-0000-0000-		
	07/14/16		26	P	07/19/16		Financial Software Upgrad	3,187.50
INVOICE: 045-166201						100-94000-48012-0000-0000-		
VENDOR TOTALS		10,971.05	YTD INVOICED			10,971.05	YTD PAID	10,971.05
194 UNIVERSITY OF VIRGINIA								
	07/05/16		27	P	07/19/16		Dues and Subscriptions	250.00
INVOICE: 28561						100-12100-45810-0000-0000-		
	07/06/16		27	P	07/19/16		Dues and Subscriptions	90.00
INVOICE: 28652						100-12100-45810-0000-0000-		
VENDOR TOTALS		340.00	YTD INVOICED			340.00	YTD PAID	340.00
98 UTILITY SERVICE CO. INC.								
	07/01/16		5	P	07/19/16		Maintainence Contracts	11,274.75
INVOICE: 397284						200-42000-43380-0000-0000-		

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TO FISCAL 2017/01 07/01/2016 TO 07/30/2016

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		11,274.75	YTD INVOICED			11,274.75	YTD PAID	11,274.75
105 VA. RURAL WATER ASSOC.								
	07/01/16			6	P 07/19/16		Dues and Subscriptions	300.00
INVOICE: VRWA 2016-2017						200-42000-45810-0000-0000-		
VENDOR TOTALS		300.00	YTD INVOICED			300.00	YTD PAID	300.00
639 VAC								
	06/30/16			28	P 07/19/16		Miscellaneous Revenue	280.58
INVOICE: 04/02-06/30/2016						100-01899-31895-0000-0000-		
VENDOR TOTALS		280.58	YTD INVOICED			280.58	YTD PAID	280.58
268 VDH-WATERWORKS TECH AST F								
	07/05/16			7	P 07/19/16		State Fees	2,522.25
INVOICE: 170374						200-42000-43101-0000-0000-		
VENDOR TOTALS		2,522.25	YTD INVOICED			2,522.25	YTD PAID	2,522.25
264 VLGMA								
	07/05/16			29	P 07/19/16		Dues and Subscriptions	210.38
INVOICE: MEMBERSHIP 2016/2017						100-12100-45810-0000-0000-		
VENDOR TOTALS		210.38	YTD INVOICED			210.38	YTD PAID	210.38
							REPORT TOTALS	64,433.95

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	36	64,433.95

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