

## Town of Windsor

### Memorandum

February 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 January.

For your information:

- I will be taking Level I, II, and III Accounting Courses offered through the Treasurers' Association throughout this year.
- DMV stops are being processed this week for delinquent taxes.

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

**General Fund**

Checking – Farmers Bank	\$ 854,994.02
Checking – WPD Forfeited Assets	360.13
Certificates of Deposit – Cemetery	109,025.78
Certificates of Deposit (CNB)	511,500.74
Certificates of Deposit (FB)	<u>302,265.93</u>
	\$ 1,778,146.60

**Water Fund**

Checking – Farmers Bank	\$ 550,950.54
Certificate of Deposit	<u>271,257.30</u>
	\$ 822,207.84

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

Checking – Farmers Bank	\$ 396,732.88
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**All Funds**

Total Bank Assets	<u>\$ 2,997,087.32</u>
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**Liabilities – Water Fund**

Farmers Bank – Bond – Water Fund	\$ 689,868.17 (principal only)
USDA Rural Dev.	<u>\$ 766,390.03</u>
	\$ 1,456,258.20

**TOWN OF WINDSOR**  
**TREASURER'S REPORT**  
**GENERAL FUND**

February 1, 2016

Balance on hand December 31, 2015		\$857,918.77
Receipts:		
Total receipts collected in January	<u>128,292.66</u>	
Total receipts prior to month's disbursements		\$986,211.43
Disbursements:		
Total disbursements in January	<u>131,217.41</u>	
Balance on hand January 31, 2016 - Farmers Bank		\$854,994.02

**TOWN OF WINDSOR  
TREASURER'S REPORT**

**Windsor Police Forfeited Assets**

February 1, 2016

Balance on hand December 31, 2015		\$ 360.08
Receipts:		
Total receipts collected in January	<u>0.05</u>	
Total receipts prior to month's disbursements		360.13
Disbursements:		
Total disbursements in January	<u>0.00</u>	
Balance on hand January 31, 2016 – Farmers Bank		\$ 360.13

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**WATER FUND**

February 1, 2016

Balance on hand December 31, 2015		\$497,649.61
Receipts:		
Total receipts collected in January	<u>59,318.32</u>	
Total receipts prior to month's disbursement		556,967.93
Disbursements:		
Total disbursements in January	<u>6,017.39</u>	
Balance on hand January 31, 2016 - Farmers Bank		\$550,950.54

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**TOWN CENTER/FUTURE DEVELOPMENT  
& SPACE NEEDS FUND**

February 1, 2016

Balance on hand December 31, 2015		\$ 396,665.50
Receipts:		
Total receipts collected in January	<u>67.38</u>	
Total receipts prior to month's disbursements		396,732.88
Disbursements:		
Total disbursements in January	<u>0.00</u>	
Balance on hand January 31, 2016 – Farmers Bank		\$ 396,732.88

Financial Statements Fiscal Year 2015-2016  
 General Fund Revenue  
 January 31, 2016

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>General Property Taxes</b>				
Taxes on Real Property	\$ 190,000	\$ 6,029	\$ 182,993	\$ (7,007)
Taxes on Mobile Homes	4,200	463	4,244	44
Taxes on Personal Property	66,000	4,057	63,716	(2,284)
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,750	-	10,225	475
Penalties & Interest on Delinquent Taxes	2,750	881	1,518	(1,232)
<b>Total</b>	<u>\$ 292,225</u>	<u>\$ 11,431</u>	<u>\$ 282,224</u>	<u>\$ (10,001)</u>
<b>Other Local Taxes</b>				
Bank Franchise Tax	\$ 130,000	\$ -	\$ 32,928	\$ (97,072)
Communication Tax	65,000	5,341	37,879	(27,121)
Cigarette Tax	58,000	3,750	52,500	(5,500)
Local Sales Tax	85,000	-	48,563	(36,437)
Meals Tax	310,000	75,927	246,127	(63,873)
Utility Taxes	90,000	-	46,296	(43,704)
<b>Total</b>	<u>\$ 738,000</u>	<u>\$ 85,018</u>	<u>\$ 464,294</u>	<u>\$ (273,706)</u>
<b>Licenses</b>				
Merchants & Other Licenses	\$ 126,000	\$ 6,070	\$ 16,652	\$ (109,348)
Motor Vehicle Licenses	40,000	3,925	37,913	(2,087)
<b>Total</b>	<u>\$ 166,000</u>	<u>\$ 9,995</u>	<u>\$ 54,566</u>	<u>\$ (111,434)</u>

Financial Statements Fiscal Year 2015-2016  
 General Fund Revenue  
 January 31, 2016

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Rents</b>				
Post Office Rental	\$ 18,000	\$ -	\$ 4,500	\$ (13,500)
<b>Total</b>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ (13,500)</u>
 <b>Revenues from the Commonwealth</b>				
<i>Categorical Aid:</i>				
Police HB 599 Funding	\$ 57,289	\$ -	\$ 28,644	\$ (28,645)
Litter Control Grant	1,000	-	1,071	71
Fire Program Grant	9,000	-	9,000	-
<i>Noncategorical aid:</i>				
Mobile Home Titling Taxes	3,500	1,395	1,785	(1,715)
<b>Total</b>	<u>\$ 70,789</u>	<u>\$ 1,395</u>	<u>\$ 40,500</u>	<u>\$ (30,289)</u>



Financial Statements Fiscal Year 2015-2016  
 General Fund Revenue  
 January 31, 2016

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Fines</b>				
Traffic Fines	\$ 145,000	\$ 13,802	\$ 84,426	\$ (60,574)
<b>Total</b>	<b>\$ 145,000</b>	<b>\$ 13,802</b>	<b>\$ 84,426</b>	<b>\$ (60,574)</b>
<b>Miscellaneous Revenues</b>				
Administrative Collection Fee	\$ 6,000	\$ 3,165	\$ 6,233	\$ 233
Cemetery Plot Sales	1,000	-	-	(1,000)
Credit Card Convenience Fee	500	129	504	4
DMV Grant Reimbursement	11,800	-	3,710	(8,090)
Interest Earned	12,000	151	2,299	(9,701)
Other Miscellaneous Revenues	146,000	2,322	176,267	30,267
Reimbursement from Water Fund	63,240	-	31,620	(31,620)
Unappropriated Fund Balance	153,952	-	-	(153,952)
Zoning Fees	1,500	900	2,025	525
<b>Total</b>	<b>\$ 395,992</b>	<b>\$ 6,667</b>	<b>\$ 222,657</b>	<b>\$ (173,335)</b>
<b>Total All Revenues</b>	<b>\$ 1,826,006</b>	<b>\$ 128,307</b>	<b>\$ 1,153,167</b>	<b>\$ (672,839)</b>

Financial Statment Fiscal Year 2015-2016  
 General Fund Expenditure  
 January 31, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Legislative</b>				
Mayor & Council Members				
Compensation	\$ 9,600	\$ -	\$ 4,615	\$ 4,985
Advertising	1,700	-	-	1,700
Audit	15,000	-	-	15,000
Travel and Training	7,000	-	5,830	1,170
Special Meetings	500	-	67	434
<b>Total Legislative</b>	<u>\$ 33,800</u>	<u>\$ -</u>	<u>\$ 10,511</u>	<u>\$ 23,289</u>
<b>Legal</b>				
Legal Services	\$ 27,000	\$ 3,053	\$ 9,139	\$ 17,862
Dues and Subscriptions	350	-	240	110
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
<b>Total Legal</b>	<u>\$ 28,250</u>	<u>\$ 3,053</u>	<u>\$ 9,379</u>	<u>\$ 18,872</u>

**Financial Statment Fiscal Year 2015-2016**  
**General Fund Expenditure**  
**January 31, 2016**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>General Management</b>				
Salaries and Wages	\$ 107,408	\$ 14,665	\$ 92,428	\$ 14,980
Overtime	1,500	-	-	1,500
Part time	5,000	-	-	5,000
Non-compensation Expenses				
FICA/Medicare	9,075	1,045	5,942	3,133
Health Insurance	22,050	2,799	16,674	5,376
Retirement	8,121	1,099	6,875	1,246
Life Insurance	3,020	194	1,203	1,817
Advertising	500	-	430	70
Bank Fees	900	76	600	300
Dues and Subscriptions	4,000	-	3,488	512
DMV Stop Fees	-	60	700	(700)
Equipment	3,500	32	510	2,990
Equipment Rental	6,000	434	3,141	2,859
Information Technology	27,680	-	13,666	14,014
Maintenance Contracts	5,000	-	3,782	1,218
Postal Services	7,100	621	4,420	2,680
Professional Services	19,640	1,821	10,690	8,950
Publications	2,000	6	888	1,113
Supplies	9,500	590	3,183	6,317
Telephone-Communications	7,000	841	3,916	3,084
Travel and Training	15,000	876	8,506	6,494
Vehicle Allowance	4,800	400	2,800	2,000
<b>Total General Management</b>	<b>\$ 268,794</b>	<b>\$ 25,560</b>	<b>\$ 183,841</b>	<b>\$ 84,953</b>

Financial Statment Fiscal Year 2015-2016  
 General Fund Expenditure  
 January 31, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Planning &amp; Community Development</b>				
Compensation - Planning Commission	\$ 2,200	\$ -	\$ -	\$ 2,200
Salaries and Wages	49,000	3,769	30,371	18,629
Non-compensation Expenses				
FICA/Medicare	3,755	252	2,035	1,720
Health Insurance	10,725	825	6,599	4,126
Retirement	3,275	252	2,014	1,261
Life Insurance	650	50	398	252
Advertising	1,500	-	307	1,193
Dues and Subscriptions	500	-	50	450
Professional Services	2,600	-	-	2,600
Publications	100	-	-	100
Supplies	200	-	-	200
Telephone-Communications	650	50	299	351
Travel and Training	2,685	-	1,746	939
Vehicle Fuel	500	29	260	240
Vehicle Repairs and Maintenance	300	-	60	240
<b><i>Total Planning</i></b>	<b><u>\$ 78,640</u></b>	<b><u>\$ 5,227</u></b>	<b><u>\$ 44,139</u></b>	<b><u>\$ 34,501</u></b>

**Financial Statement Fiscal Year 2015-2016  
General Fund Expenditure  
January 31, 2016**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Public Works &amp; Property Maintenance</b>				
Salaries and Wages	\$ 43,325	\$ 6,845	\$ 39,027	\$ 4,298
Overtime	2,000	-	-	2,000
Part-time-Year Round	7,953	689	5,279	2,674
Part-time-Temporary	8,000	-	8,026	(26)
Non-compensation Expenses				
FICA/Medicare	3,830	463	2,440	1,390
Health Insurance	9,650	1,483	8,527	1,123
Retirement	2,900	445	2,560	340
Life Insurance	575	88	506	69
Building Repairs and Maintenance	14,370	438	4,703	9,667
Clothing - Uniforms	500	-	537	(37)
Equipment	3,500	-	-	3,500
Equipment Rental	500	-	-	500
Equipment Repairs and Maintenance	5,000	-	3,616	1,384
Rental Property - Repairs & Maintenance	2,500	-	714	1,786
Street and Sidewalk Maintenance	10,000	-	4,369	5,631
Street Lights - Utility Expense	35,000	2,555	15,370	19,630
Utilities	11,000	819	4,953	6,047
Vehicle Fuel	4,000	46	1,606	2,394
Vehicle Repairs and Maintenance	1,000	-	585	415
<b>Total Public Works &amp; Property Maintenance</b>	<b>\$ 165,603</b>	<b>\$ 13,871</b>	<b>\$ 102,818</b>	<b>\$ 62,785</b>

**Financial Statement Fiscal Year 2015-2016**  
**General Fund Expenditure**  
**January 31, 2016**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Police</b>				
Salaries and Wages	\$ 283,679	\$ 22,329	\$ 160,884	\$ 122,795
Overtime	25,000	896	9,654	15,346
Non-compensation Expenses				
FICA/Medicare	21,705	1,578	11,196	10,509
Health Insurance	64,340	3,624	27,025	37,315
Retirement	18,950	1,437	9,970	8,980
Life Insurance	3,750	284	2,076	1,674
DMV Grant Disbursement	11,800	455	4,795	7,005
Advertising	500	-	408	92
Community Relations	500	-	199	301
Dues, Subscriptions & Publications	1,250	-	640	610
Equipment	9,800	213	6,308	3,492
Information Technology	2,500	-	353	2,147
Investigations	1,000	-	-	1,000
Office Supplies	3,000	116	579	2,421
Postage	250	-	-	250
Telephone-Communications	12,000	1,294	8,635	3,365
Travel and Training	9,000	-	4,971	4,029
Vehicle Fuel	40,000	1,239	10,701	29,299
Vehicle/Equipment Repairs and Maint	17,000	1,022	6,692	10,308
Body Camera	8,000	-	5,550	2,450
<b>Building Operations</b>				
Utilities	6,500	334	2,220	4,280
Equipment Rental	3,000	34	957	2,043
Maintenance Contracts	3,000	-	960	2,040
<b>Total Police</b>	<b>\$ 546,524</b>	<b>\$ 34,854</b>	<b>\$ 274,770</b>	<b>\$ 271,754</b>

Financial Statement Fiscal Year 2015-2016  
 General Fund Expenditure  
 January 31, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Cultural Events</b>				
4th of July Celebration	\$ 5,000	\$ -	\$ 4,611	\$ 389
Christmas Holidays	300	20	457	(157)
Other Events	5,000	-	1,959	3,041
<b>Total Cultural Events</b>	<b>\$ 10,300</b>	<b>\$ 20</b>	<b>\$ 7,027</b>	<b>\$ 3,273</b>
<b>Economic Development</b>				
Business Appreciation	\$ 1,000	\$ -	\$ -	\$ 1,000
Dues and Subscriptions	3,500	-	3,500	-
Activities	750	113	193	558
Other Economic Development Activities	5,000	-	-	5,000
<b>Total Economic Development</b>	<b>\$ 10,250</b>	<b>\$ 113</b>	<b>\$ 3,693</b>	<b>\$ 6,558</b>
<b>Fire Department</b>				
Grant	9,000	-	9,000	-
<b>Total Fire Department</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ -</b>
<b>Refuse Collection</b>				
Residential Collection	\$ 73,000	\$ 39	\$ 38,157	\$ 34,843
Seasonal Clean-ups	3,000	950	950	2,050
<b>Total Refuse Collection</b>	<b>\$ 76,000</b>	<b>\$ 989</b>	<b>\$ 39,107</b>	<b>\$ 36,893</b>

Financial Statment Fiscal Year 2015-2016  
 General Fund Expenditure  
 January 31, 2016

**Capital Projects**

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Police Car	\$ 39,000	\$ 36,889	\$ 36,889	\$ 2,111
Streetlight Extensions	2,000	-	-	2,000
Information Technology Upgrades	5,000	-	955	4,045
Financial Software Upgrade	36,000	-	-	36,000
Police Department Technology	10,000	-	-	10,000
Construction of Public Works Facility	115,000	-	-	115,000
Space Needs Sinking Fund Expense	133,860	-	-	133,860
<b><i>Total Capital Projects</i></b>	<b><u>\$ 340,860</u></b>	<b><u>\$ 36,889</u></b>	<b><u>\$ 37,845</u></b>	<b><u>\$ 303,015</u></b>

**Non-departmental**

Contingency	\$ 55,785	\$ 740	\$ 44,926	\$ 10,859
Contribution to Library	1,200	-	1,200	-
Contribution to TRIAD	1,000	-	1,000	-
Insurance	35,000	-	31,942	3,058
Payments to Other Governments	65,000	364	61,123	3,877
<b><i>Total Non-departmental</i></b>	<b><u>\$ 157,985</u></b>	<b><u>\$ 1,104</u></b>	<b><u>\$ 140,191</u></b>	<b><u>\$ 17,794</u></b>

**Total All Expenditures**

	<b><u>\$ 1,726,006</u></b>	<b><u>\$ 121,680</u></b>	<b><u>\$ 862,320</u></b>	<b><u>\$ 863,686</u></b>
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Financial Statements Fiscal Year 2015-2016  
 Water Fund  
 January 13, 2016

	2015-16 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Water Sales	\$ 442,500	\$ 28,979	\$ 275,845	\$ (166,655)
Tap, Connection & Other Fees	45,000	22,870	55,720	10,720
Interest Earned	3,500	89	1,669	(1,831)
Prior Year Fund Balance	129,004	-	-	(129,004)
<b>Total Revenues</b>	<b>\$ 620,004</b>	<b>\$ 51,938</b>	<b>\$ 333,234</b>	<b>\$ (286,770)</b>

Financial Statements Fiscal Year 2015-2016

Water Fund

January 13, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Expenditures</b>				
Operating & Maintenance (O&M)				
Salaries	\$ 176,586	\$ -	\$ 88,293	\$ 88,293
Advertising	100	-	-	100
Bank Fees	850	211	788	62
Clothing - Uniforms	500	-	210	290
Dues and Subscriptions	800	-	300	500
Equipment	4,000	-	-	4,000
Equipment Repairs and Maintenance	5,000	-	4,427	573
Equipment Rental	500	-	-	500
Maintenance Contracts	25,000	-	22,236	2,764
Meters	1,000	-	-	1,000
Professional Fees	4,000	-	940	3,060
Publications	200	-	-	200
Maintenance & Repairs System	29,004	378	10,610	18,394
State Fees/Lab Fees	4,500	-	3,553	947
Telephone - Communications	1,600	149	1,126	474
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	132	249	2,251
Utilities	19,000	1,873	11,464	7,536
Vehicle Fuel	3,000	86	1,066	1,934
Vehicle Maintenance and Repair	900	-	625	275
Payments to General Fund				
Indirect Cost	50,040	-	25,020	25,020
Protection of Water System	13,200	-	6,600	6,600
<b>Total O&amp;M</b>	<b>\$ 343,280</b>	<b>\$ 2,829</b>	<b>\$ 177,508</b>	<b>\$ 165,772</b>

Financial Statements Fiscal Year 2015-2016  
 Water Fund  
 January 13, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Depreciation				
Depreciation	\$ 58,724	\$ -	\$ -	\$ 58,724
<b>Total Depreciation</b>	<b>\$ 58,724</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,724</b>
Debt Service				
USDA Loan - Principal & Interest	\$ 55,000	\$ -	\$ 10,589	\$ 44,411
New USDA Loan - Principal & Interest	43,000	3,323	23,261	19,739
<b>Total Debt Service</b>	<b>\$ 98,000</b>	<b>\$ 3,323</b>	<b>\$ 33,850</b>	<b>\$ 64,150</b>
Capital				
Water Main Replacement	\$ 5,000	\$ -	\$ -	\$ 5,000
New Maintenance Facility	115,000	-	-	115,000
<b>Total Capital</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>
<b>Total All Expenditures</b>	<b>\$ 620,004</b>	<b>\$ 6,152</b>	<b>\$ 211,358</b>	<b>\$ 408,646</b>

Financial Statements Fiscal Year 2015-2016  
 Space Needs Fund  
 January 31, 2016

	2015-16 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Transfer From General Fund	\$ 100,000	\$ -	\$ -	\$ (100,000)
Interest Earned	350	67	467	117
Prior Year Fund Balance	-	-	-	-
<b>Total Revenues</b>	<b>\$ 100,350</b>	<b>\$ 67</b>	<b>\$ 467</b>	<b>\$ (99,883)</b>

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Expenditures</b>				
Professional Services	\$ 25,350	\$ -	\$ -	\$ 25,350
Future Space Needs	75,000	-	-	75,000
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total All Expenditures</b>	<b>\$ 100,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,350</b>

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	DEBIT NO.	DEBIT DATE	DESCRIPTION	BATCH
00000	000333	AFLAC	JAN 2016	1/01/2016	100-000200-0200-	589.29	132	1/01/2016	PR Liability Account	00850
					DEBIT TOTAL	589.29				
00000	000610	VRS	JAN 2016	1/11/2016	100-000200-0200-	6,423.63	134	1/11/2016	PR Liability Account	00850
					DEBIT TOTAL	6,423.63				
00000	000620	MERCHANT BANK FEES	JAN 2016	1/11/2016	4100-012100-5410-	38.03	136	1/11/2016	Equipment Rental	00850
					DEBIT TOTAL	38.03				
00000	000620	MERCHANT BANK FEES	JAN 2016 WTR	1/12/2016	4100-012100-3160-	76.25	136	1/12/2016	Bank Fees	00850
					DEBIT TOTAL	76.25				
00000	000106	VA. DEPT. OF TAXATION	4TH QTR	1/13/2016	100-000200-0200-	941.40	130	1/13/2016	PR Liability Account	00850
					DEBIT TOTAL	941.40				
00000	000206	VA EMPLOYMENT COMMISSION	4TH QTR	1/14/2016	4100-091600-0001-	158.29	131	1/14/2016	Contingency	00850
					DEBIT TOTAL	158.29				
00000	000612	ICMARC HYBRID	JAN 2016	1/28/2016	100-000200-0200-	67.48	135	1/28/2016	PR Liability Account	00850
					DEBIT TOTAL	67.48				
					CHECK TYPE TOTAL	8,294.37				

AP308

TOWN OF WINDSOR  
TOWN OF WINDSOR

A/P MANUAL CHECK REGISTER TIME-11:45:49

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P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000663	UNITED STATES TREASURY	4TH QTR	1/11/2016	100-000200-0200- - -	5,486.92	12790	1/11/2016	PR Liability Account	00850
					CHECK TOTAL	5,486.92				
					CHECK TYPE TOTAL	5,486.92				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH		
00000	000214	AVES - MOODY'S	84412	1/01/2016	4100-042300-3170-	-	-	16.50	8825	1/11/2016	Refuse Collection	00840
00000	000214	AVES - MOODY'S	84413	1/01/2016	4100-042300-3170-	-	-	22.50	8825	1/11/2016	Refuse Collection	00840
					CHECK TOTAL			39.00				
00000	000018	COMMUNITY ELECTRIC COOP.	4100 12/2015	12/24/2015	4100-041000-5100-	-	-	16.53	8826	1/11/2016	Utilities	00840
					CHECK TOTAL			16.53				
00000	000171	DEWITT'S AUTOM. CENTER	0086851	1/05/2016	4100-031100-6005-	-	-	865.50	8827	1/11/2016	Vehicle Repairs and Maintenanc	00840
					CHECK TOTAL			865.50				
00000	000107	DOMINION VIRGINIA POWER	7640 12/2015	12/30/2015	4100-041000-5110-	-	-	2,554.95	8828	1/11/2016	Utilities - Street Lights	00840
					CHECK TOTAL			2,554.95				
00000	000605	GADGET MONKEY ELECTRONICS	20151228001	12/28/2015	4100-031100-6001-	-	-	57.98	8829	1/11/2016	Communications	00840
					CHECK TOTAL			57.98				
00000	000211	LEXISNEXIS RISK DATA MNGT	158678620151231	12/31/2015	4100-012100-3100-	-	-	175.00	8830	1/11/2016	Professional Services	00840
					CHECK TOTAL			175.00				
00000	000261	MANSFIELD OIL COMPANY	00131801	12/17/2015	4100-081100-4200-	-	-	15.30	8831	1/11/2016	Fuel	00842
00000	000261	MANSFIELD OIL COMPANY	00131801	12/17/2015	4100-031100-6008-	-	-	604.56	8831	1/11/2016	Fuel and Tires	00842
00000	000261	MANSFIELD OIL COMPANY	00133474	1/04/2016	4100-031100-6008-	-	-	634.31	8831	1/11/2016	Fuel and Tires	00842
00000	000261	MANSFIELD OIL COMPANY	00133474	1/04/2016	4100-081100-4200-	-	-	13.95	8831	1/11/2016	Fuel	00842
00000	000261	MANSFIELD OIL COMPANY	00133474	1/04/2016	4100-041000-4200-	-	-	45.96	8831	1/11/2016	Fuel	00842
					CHECK TOTAL			1,314.08				
00000	000660	MARK'S GUNSMITHING, INC	1902355	1/05/2016	4100-031100-6004-	-	-	95.11	8832	1/11/2016	Equipment	00840
					CHECK TOTAL			95.11				
00000	000059	MCI	0328 12/2015	12/19/2015	4100-031100-6001-	-	-	34.91	8833	1/11/2016	Communications	00840
					CHECK TOTAL			34.91				
00000	000126	MINNESOTA LIFE	DEC 2015	12/31/2015	100-000200-0200-	-	-	144.52	8834	1/11/2016	PR Liability Account	00840
					CHECK TOTAL			144.52				
00000	000069	PITNEY BOWES LLC	3678 11/2015	12/21/2015	4100-012100-5210-	-	-	620.99	8835	1/11/2016	Postal Services	00840
					CHECK TOTAL			620.99				
00000	000036	RICOH USA, INC	5039756929	12/26/2015	4100-031100-6025-	-	-	33.92	8836	1/11/2016	Building Operations - Equip Re	00840
00000	000036	RICOH USA, INC	5039765866	12/28/2015	4100-012100-5410-	-	-	179.81	8836	1/11/2016	Equipment Rental	00840
					CHECK TOTAL			213.73				
00000	000430	STATE FARM	8248-07 JAN 16	12/22/2015	100-000200-0200-	-	-	90.83	8837	1/11/2016	PR Liability Account	00840
					CHECK TOTAL			90.83				
00000	000381	SUNTRUST BANK	5882 12/2015	12/22/2015	4100-012100-6020-	-	-	31.97	8838	1/11/2016	Equipment - Purchased	00842
00000	000381	SUNTRUST BANK	5882 12/2015	12/22/2015	4100-012100-6001-	-	-	282.91	8838	1/11/2016	Office Operations (Supplies)	00842
00000	000381	SUNTRUST BANK	5882 12/2015	12/22/2015	4100-081500-5811-	-	-	112.50	8838	1/11/2016	Chamber of Commerce-Activities	00842
00000	000381	SUNTRUST BANK	5882 12/2015	12/22/2015	4100-091600-0001-	-	-	559.71	8838	1/11/2016	Contingency	00842
00000	000381	SUNTRUST BANK	5882 12/2015	12/22/2015	4100-012100-5500-	-	-	876.16	8838	1/11/2016	Travel and Training	00842
00000	000381	SUNTRUST BANK	5882 12/2015	12/22/2015	4100-012100-6012-	-	-	6.36	8838	1/11/2016	Publications	00842
					CHECK TOTAL			1,869.61				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH		
00000	000531	THE LAW OFFICES OF	DEC 2015	12/31/2015	4100-012210-3150-	-	-	1,500.00	8839	1/11/2016	Legal Services	00840
00000	000531	THE LAW OFFICES OF	NOV 2015	11/30/2015	4100-012210-3150-	-	-	1,553.00	8839	1/11/2016	Legal Services	00840
					CHECK TOTAL			3,053.00				
00000	000089	TOTAL BUSINESS SOLUTIONS	209343-0	12/30/2015	4100-041000-5100-	-	-	67.60	8840	1/11/2016	Utilities	00840
00000	000089	TOTAL BUSINESS SOLUTIONS	209425-0	12/31/2015	4100-012100-6001-	-	-	28.75	8840	1/11/2016	Office Operations (Supplies)	00840
					CHECK TOTAL			96.35				
00000	000092	TOWN OF WINDSOR WAT. FUND	314 12/2015	12/29/2015	4100-041000-5100-	-	-	24.50	8841	1/11/2016	Utilities	00840
00000	000092	TOWN OF WINDSOR WAT. FUND	506318 12/2015	12/29/2015	4100-031100-6024-	-	-	24.50	8841	1/11/2016	Building Operations - Utilitie	00840
00000	000092	TOWN OF WINDSOR WAT. FUND	97 12/2015	12/29/2015	4100-041000-5100-	-	-	24.50	8841	1/11/2016	Utilities	00840
					CHECK TOTAL			73.50				
00000	000594	VACORP	DEC 2015	12/31/2015	4100-091600-0001-	-	-	21.98	8842	1/11/2016	Contingency	00840
					CHECK TOTAL			21.98				
00000	000108	VERIZON	6020 12/2015	12/19/2015	4100-031100-6001-	-	-	160.91	8843	1/11/2016	Communications	00840
00000	000108	VERIZON	6218 12/2015	12/19/2015	4100-012100-5230-	-	-	258.57	8843	1/11/2016	Telephone - Communications	00840
					CHECK TOTAL			419.48				
00000	000109	VERIZON WIRELESS	9757540560	12/20/2015	4100-031100-6001-	-	-	798.91	8844	1/11/2016	Communications	00842
00000	000109	VERIZON WIRELESS	9757540560	12/20/2015	4100-081100-5230-	-	-	49.81	8844	1/11/2016	Telephone - Communications	00842
00000	000109	VERIZON WIRELESS	9757540560	12/20/2015	4100-012100-5230-	-	-	452.32	8844	1/11/2016	Telephone - Communications	00842
					CHECK TOTAL			1,301.04				
00000	000119	WINDSOR HARDWARE	DEC 2015	12/31/2015	4100-041000-3315-	-	-	327.69	8845	1/11/2016	Building Repairs and Maintenanc	00844
00000	000119	WINDSOR HARDWARE	DEC 2015	12/31/2015	4100-072000-5641-	-	-	19.98	8845	1/11/2016	Christmas Holidays	00844
					CHECK TOTAL			347.67				
00000	000006	ANTHEM BLUE CROSS	FEB-MAR 2016	1/08/2016	100-000200-0200-	-	-	15,504.00	8646	1/26/2016	PR Liability Account	00849
					CHECK TOTAL			15,504.00				
00000	000234	ATLANTIC COMMUNICATIONS	107367	1/18/2016	4100-031100-6005-	-	-	45.00	8647	1/26/2016	Vehicle Repairs and Maintenanc	00849
00000	000234	ATLANTIC COMMUNICATIONS	107385	1/18/2016	4100-031100-6005-	-	-	45.00	8647	1/26/2016	Vehicle Repairs and Maintenanc	00849
					CHECK TOTAL			90.00				
00000	000214	AVES - MOODY'S	83655	11/23/2015	4100-042300-3175-	-	-	950.00	8648	1/26/2016	Seasonal Cleanups	00849
					CHECK TOTAL			950.00				
00000	000661	BLUE RIDGE BANK	0133 PAYMENT	1/14/2016	4100-094000-8004-	-	-	36,889.41	8649	1/26/2016	Police Car	00849
					CHECK TOTAL			36,889.41				
00000	000633	BOWMAN CONSULTING	206842	12/31/2015	4100-012100-3100-	-	-	750.00	8650	1/26/2016	Professional Services	00849
					CHECK TOTAL			750.00				
00000	000020	CRYSTAL SPRINGS	2080944 011516	1/15/2016	4100-041000-5100-	-	-	45.95	8651	1/26/2016	Utilities	00849
					CHECK TOTAL			45.95				
00000	000407	DMV	15365339	12/31/2015	4100-012100-3170-	-	-	60.00	8652	1/26/2016	DMV Stops (Town Expense)	00846
					CHECK TOTAL			60.00				




P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH		
00000	000107	DOMINION VIRGINIA POWER	0002	01/2016	1/06/2016	4100-041000-5100-	- -	495.89	8653	1/26/2016	Utilities	00846
00000	000107	DOMINION VIRGINIA POWER	0270	01/2016	1/09/2016	4100-041000-5100-	- -	12.95	8653	1/26/2016	Utilities	00849
00000	000107	DOMINION VIRGINIA POWER	4958	01/2016	1/09/2016	4100-031100-6024-	- -	285.24	8653	1/26/2016	Building Operations - Utilitie	00849
00000	000107	DOMINION VIRGINIA POWER	5004	01/2016	1/09/2016	4100-041000-5100-	- -	10.87	8653	1/26/2016	Utilities	00849
00000	000107	DOMINION VIRGINIA POWER	7615	01/2016	1/09/2016	4100-041000-5100-	- -	12.62	8653	1/26/2016	Utilities	00849
00000	000107	DOMINION VIRGINIA POWER	8591	01/2016	1/21/2016	4100-041000-5100-	- -	85.56	8653	1/26/2016	Utilities	00849
						CHECK TOTAL		903.13				
00000	000032	HRSD	0003	12/2015	12/29/2015	4100-041000-5100-	- -	15.25	8654	1/26/2016	Utilities	00849
00000	000032	HRSD	3095	12/2015	1/12/2016	4100-031100-6024-	- -	15.25	8654	1/26/2016	Building Operations - Utilitie	00849
						CHECK TOTAL		30.50				
00000	000378	ISLE OF WIGHT COUNTY	NOV 2015		1/14/2016	4100-091600-3800-	- -	363.62	8655	1/26/2016	Payments to Other Governments	00849
						CHECK TOTAL		363.62				
00000	000040	ISLE OF WIGHT COUNTY TREA	191468		1/15/2016	4100-041000-5100-	- -	7.25	8656	1/26/2016	Utilities	00846
00000	000040	ISLE OF WIGHT COUNTY TREA	191667		1/15/2016	4100-031100-6024-	- -	9.24	8656	1/26/2016	Building Operations - Utilitie	00849
						CHECK TOTAL		16.49				
00000	000662	FRAETORIAN DIGITAL	010132-3914		11/30/2015	4100-012100-3100-	- -	896.00	8657	1/26/2016	Professional Services	00849
						CHECK TOTAL		896.00				
00000	000393	QUILL CORPORATION	2206925		1/11/2016	4100-012100-6001-	- -	124.50	8658	1/26/2016	Office Operations (Supplies)	00849
						CHECK TOTAL		124.50				
00000	000416	RICOH USA, INC.	96141869		1/08/2016	4100-012100-5410-	- -	216.01	8659	1/26/2016	Equipment Rental	00849
						CHECK TOTAL		216.01				
00000	000254	SECOND OPINION PEST CONTR	71485		1/20/2016	4100-041000-3315-	- -	55.00	8660	1/26/2016	Building Repairs and Maintenanc	00849
00000	000254	SECOND OPINION PEST CONTR	71486		1/20/2016	4100-041000-3315-	- -	55.00	8660	1/26/2016	Building Repairs and Maintenanc	00849
						CHECK TOTAL		110.00				
00000	000015	SPECTRUM BUSINESS	0000189	01/2016	1/06/2016	4100-031100-6001-	- -	241.15	8661	1/26/2016	Communications	00849
00000	000015	SPECTRUM BUSINESS	0000189	01/2016	1/06/2016	4100-012100-5230-	- -	129.86	8661	1/26/2016	Telephone - Communications	00849
						CHECK TOTAL		371.01				
00000	000585	TIDEWATER TACTICAL	20763		1/15/2016	4100-031100-6004-	- -	118.36	8662	1/26/2016	Equipment	00849
						CHECK TOTAL		118.36				
00000	000089	TOTAL BUSINESS SOLUTIONS	010037-0		1/21/2016	4100-031100-6002-	- -	54.63	8663	1/26/2016	Materials and Supplies	00849
00000	000089	TOTAL BUSINESS SOLUTIONS	209786-0		1/13/2016	4100-012100-6001-	- -	94.04	8663	1/26/2016	Office Operations (Supplies)	00849
00000	000089	TOTAL BUSINESS SOLUTIONS	210037-1		1/21/2016	4100-031100-6002-	- -	61.03	8663	1/26/2016	Materials and Supplies	00849
00000	000089	TOTAL BUSINESS SOLUTIONS	210039-0		1/21/2016	4100-012100-6001-	- -	59.71	8663	1/26/2016	Office Operations (Supplies)	00849
						CHECK TOTAL		269.41				
00000	000035	VANTAGEPT. TRANSF. AGENTS	304565	01/2016	1/12/2016	100-000200-0200-	- -	223.84	8664	1/26/2016	PR Liability Account	00849
						CHECK TOTAL		223.84				
00000	000118	WINDSOR AMOCO	26540		1/19/2016	4100-031100-6005-	- -	66.00	8665	1/26/2016	Vehicle Repairs and Maintenanc	00849
						CHECK TOTAL		66.00				
						CHECK TYPE TOTAL		71,403.99				
						FINAL TOTAL		85,185.28				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	DEBIT NO.	DEBIT DATE	DESCRIPTION	BATCH
00000	000461	USDA RURAL DEVELOPMENT	JAN 2016	1/04/2016	4200-042000-9095-	-	-			
						3,323.00	133	1/04/2016	New USDA Loan Fund Reserve	00850
						DEBIT TOTAL				
						3,323.00				
00000	000620	MERCHANT BANK FEES	JAN 2016	1/12/2016	4200-042000-3160-	-	-			
						211.03	136	1/12/2016	Bank Fees	00850
						DEBIT TOTAL				
						211.03				
						CHECK TYPE TOTAL				
						3,534.03				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH	
00000	000261	MANSFIELD OIL COMPANY	00131801 WTR	12/17/2015	4200-042000-4200-	- -	44.44	7834	1/11/2016	Vehicle Fuel	00843
00000	000261	MANSFIELD OIL COMPANY	00133474 WTR	1/04/2016	4200-042000-4200-	- -	41.09	7834	1/11/2016	Vehicle Fuel	00843
						CHECK TOTAL	85.53				
00000	000302	PHILLIP BOWDEN	JAN 2016	1/01/2016	4200-042000-5230-	- -	30.00	7835	1/11/2016	Telephone - Communications	00839
						CHECK TOTAL	30.00				
00000	000381	SUNTRUST BANK	5882 12/2015WTR	12/22/2015	4200-042000-5500-	- -	132.31	7836	1/11/2016	Travel & Training	00843
						CHECK TOTAL	132.31				
00000	000473	USA BLUE BOOK	834964	12/30/2015	4200-042000-6007-	- -	77.13	7837	1/11/2016	Maintenance & Repairs - System	00839
						CHECK TOTAL	77.13				
00000	000108	VERIZON	0406 12/2015	12/19/2015	4200-042000-5230-	- -	59.49	7838	1/11/2016	Telephone - Communications	00839
						CHECK TOTAL	59.49				
00000	000109	VERIZON WIRELESS	9757540560	12/20/2015	4200-042000-5230-	- -	59.81	7839	1/11/2016	Telephone - Communications	00843
						CHECK TOTAL	59.81				
00000	000119	WINDSOR HARDWARE	DEC 2015 WTR	12/31/2015	4200-042000-6007-	- -	212.16	7840	1/11/2016	Maintenance & Repairs - System	00845
						CHECK TOTAL	212.16				
00000	000107	DOMINION VIRGINIA POWER	4197 01/2016	1/07/2016	4200-042000-5100-	- -	845.18	7841	1/26/2016	Utilities	00847
00000	000107	DOMINION VIRGINIA POWER	5000 01/2016	1/06/2016	4200-042000-5100-	- -	15.51	7841	1/26/2016	Utilities	00847
00000	000107	DOMINION VIRGINIA POWER	5002 01/2016	1/07/2016	4200-042000-5100-	- -	140.22	7841	1/26/2016	Utilities	00847
00000	000107	DOMINION VIRGINIA POWER	7818 01/2016	1/07/2016	4200-042000-5100-	- -	6.59	7841	1/26/2016	Utilities	00847
00000	000107	DOMINION VIRGINIA POWER	9251 01/2016	1/07/2016	4200-042000-5100-	- -	865.23	7841	1/26/2016	Utilities	00847
						CHECK TOTAL	1,872.73				
00000	000267	HD SUPPLY WATERWORKS, LTD	E962287	1/04/2016	4200-042000-6007-	- -	67.98	7842	1/26/2016	Maintenance & Repairs - System	00848
						CHECK TOTAL	67.98				
00000	000113	VUPS	12150514	12/31/2015	4200-042000-6007-	- -	21.00	7843	1/26/2016	Maintenance & Repairs - System	00848
						CHECK TOTAL	21.00				
						CHECK TYPE TOTAL	2,618.14				
						FINAL TOTAL	6,152.17				

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,282.98	17
0025	HARRIS, JOSHUA L		2	1,046.29	7
0019	DUNLOW, MARY J		3	810.02	2
0006	WHITEHEAD, TERRY S		3	895.25	4
0014	BOWDEN, PHILLIP H		4	784.90	14
0037	GRIFFIN, CLIFTON J		4	1,222.83	6
0031	JERNIGAN, CHRISTINA M		4	1,057.18	3
0023	JERNIGAN, GRAFTON P		4	1,255.40	8
0007	SIMS, KENNETH W		4	1,294.31	15
0012	OWENS, WILIFORD D. JR.		6	1,293.55	10
0015	STALLINGS, MICHAEL R JR		6	2,149.23	1
0032	SWAN, ROBERT B		8	1,518.13	13
0027	RIDDLE, RODNEY D		9	1,395.33	11
0035	LOCKE, ROBERT JAMES		11	283.46	16
*****BANK TOTAL*****				16,288.86	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
 OR PREVIOUSLY DOCUMENTED. THE TOTAL 16,288.86 EQUALS THE DIRECT  
 DEPOSIT REGISTER.

1/12/16 

PR100C --P/R CHECK REGISTER TOWN OF WINDSOR  
RPT RUN TIME- 10.40.03 RPT RUN DTE- 1/12/2016 PR END DATE-2016/01/09

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EMP#	NAME	SOC. SEC.	CHECK#	NET PAY
0036	LOGWOOD, CARSON ROBERT		4779	340.00
****COMPANY TOTAL****				340.00

GROSS-\$ 392.50

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 340.00 EQUALS THE CHECK  
REGISTER.

1/12/16

*[Signature]*

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,283.37	19
0025	HARRIS, JOSHUA L		2	1,123.13	8
0019	DUNLOW, MARY J		3	810.40	2
0006	WHITEHEAD, TERRY S		3	895.63	4
0014	BOWDEN, PHILLIP H		4	877.71	16
0037	GRIFFIN, CLIFTON J		4	1,342.16	6
0031	JERNIGAN, CHRISTINA M		4	1,057.56	3
0023	JERNIGAN, GRAFTON P		4	1,344.03	10
0007	SIMS, KENNETH W		4	1,295.65	17
0012	OWENS, WILIFORD D. JR.		6	1,113.67	12
0015	STALLINGS, MICHAEL R JR		6	1,864.17	1
0032	SWAN, ROBERT B		8	1,287.25	15
0027	RIDDLE, RODNEY D		9	1,396.68	13
0035	LOCKE, ROBERT JAMES		11	283.46	18
*****BANK TOTAL*****				15,974.87	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 15,974.87 EQUALS THE DIRECT  
DEPOSIT REGISTER.

1/26/16 *M. H. [Signature]*

PR100C --P/R CHECK REGISTER TOWN OF WINDSOR  
RPT RUN TIME- 19.21.45 RPT RUN DTE- 1/26/2016 PR END DATE-2016/01/23

001

PAGE 1

EMP#	NAME	SOC. SEC.	CHECK#	NET PAY
0036	LOGWOOD, CARSON ROBERT		4780	492.77
***COMPANY TOTAL***				492.77

GROSS-\$ 590.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 492.77 EQUALS THE CHECK  
REGISTER.

1/26/16 