

## Town of Windsor

### Memorandum

April 8, 2014

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

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

I am proposing to Council to move \$400,000 from our General Fund to a Certificate of Deposit with Farmers Bank for five years at an interest rate of 1.20%.

For your information:

- Business Licenses have all been renewed for 2014. Starting next week, I will begin the auditing process using IRMS.
- An audit was performed for Cigarette Taxes; I found one business without our stamps. They purchased a roll of cigarette stamps; I intend to check on them again April 16, 2014.
- My training was a success with Bright. I discovered we were not using Bright to its full potential.
- I have contacted Farmers Bank regarding payment on our Bond account. We have scheduled for the payments to be taken out of the General and Water Fund accounts by April 15, 2014.
- You may notice salary line items show a credit this month due to the reimbursement from the Water Fund to General Fund.

**TREASURER'S REPORT**  
**March 31, 2014**

**General Fund**

Checking – Farmers Bank	\$ 760,965.36
Certificates of Deposit – Cemetery	106,623.73
Certificates of Deposit	<u>500,113.70</u>
	\$ 1,367,702.79

**Water Fund**

Checking – Farmers Bank	\$ 376,580.51
Certificate of Deposit	<u>268,516.89</u>
	\$ 645,097.40

**Rural Development Construction Account**

Checking – Farmers Bank	\$ 21,996.23
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**Town Center/Future Development  
& Space Needs Fund**

Checking – Farmers Bank	\$ 195,570.99
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**All Funds**

Total Bank Assets	<u>\$ 2,230,367.41</u>
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**Intergovernmental Liabilities**

Due to General Fund from Water Fund	<u>\$181,012.00</u>
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**Liabilities – Water Fund/General Fund**

Farmers Bank – Bond – General Fund	\$ 400,000.00 (principal only)
Farmers Bank – Bond – Water Fund	\$ 766,000.00 (principal only)
USDA Rural Dev.	<u>\$ 819,787.90</u>
	\$ 1,985,787.90

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**GENERAL FUND**

April 1, 2014

Balance on hand February 28, 2014

\$644,939.03

Receipts:

Total receipts collected in March

203,284.62

Total receipts prior to month's disbursements

848,223.65

Disbursements:

Total disbursements in March

87,258.29

Balance on hand March 31, 2014 - Farmers Bank

\$760,965.36

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**WATER FUND**

April 1, 2014

Balance on hand February 28, 2014

\$388,835.73

Receipts:

Total receipts collected in March

52,923.10

Total receipts prior to month's disbursement

\$441,758.83

Disbursements:

Total disbursements in March

65,178.32

Balance on hand March 31, 2014 - Farmers Bank

\$376,580.51

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

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

April 1, 2014

Balance on hand February 28, 2014 \$ 211,567.90

Receipts:

Total receipts collected in March 33.63

Total receipts prior to month's disbursements 211,601.53

Disbursements:

Total disbursements in March 16,030.54

Balance on hand March 31, 2014 – Farmers Bank \$ 195,570.99

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**RURAL DEVELOPMENT CONSTRUCTION ACCOUNT**

April 1, 2014

Balance on hand February 31, 2014		\$ 21,992.49
Receipts:		
Total receipts collected in March	<u>3.74</u>	
Total receipts prior to month's disbursements		21,996.23
Disbursements:		
Total disbursements in March	<u>0.00</u>	
Balance on hand March 31, 2014 – Farmers Bank		\$ 21,996.23

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>General Property Taxes</b>				
Current Taxes on Real Property	\$ 182,850	\$ 7,733	\$ 194,370	\$ 11,520
Current Taxes on Mobile Homes	4,650	102	4,332	(318)
Current Taxes on Personal Property	63,200	3,105	68,024	4,824
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,500	-	9,034	(466)
Penalties & Interest on Delinquent Taxes	3,000	307	1,608	(1,392)
<b>Total</b>	<u>\$ 282,725</u>	<u>\$ 11,247</u>	<u>\$ 296,896</u>	<u>\$ 14,171</u>
<b>Other Local Taxes</b>				
Bank Franchise Tax	\$ 128,000	\$ -	\$ -	\$ (128,000)
Communication Tax/Cable Franchise Tax	65,000	5,213	49,830	(15,170)
Cigarette Tax	45,000	10,650	41,700	(3,300)
Local Sales Tax	82,640	6,737	66,110	(16,530)
Meals Tax	300,000	2,311	233,554	(66,446)
Utility Taxes	90,000	8,437	70,718	(19,282)
<b>Total</b>	<u>\$ 710,640</u>	<u>\$ 33,349</u>	<u>\$ 461,912</u>	<u>\$ (248,728)</u>
<b>Licenses</b>				
Merchants & Other Licenses	\$ 120,000	\$ 73,125	\$ 128,778	\$ 8,778
Motor Vehicle Licenses	40,000	1,140	40,507	507
<b>Total</b>	<u>\$ 160,000</u>	<u>\$ 74,265</u>	<u>\$ 169,285</u>	<u>\$ 9,285</u>

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Rents</b>				
Post Office Rental	\$ 18,000	\$ 1,500	\$ 13,500	\$ (4,500)
Other Rentals	-	-	-	-
<b>Total</b>	<u>\$ 18,000</u>	<u>\$ 1,500</u>	<u>\$ 13,500</u>	<u>\$ (4,500)</u>

**Revenues from the Commonwealth**

Categorical Aid:

Police HB 599 Funding	\$ 57,289	\$ 14,322	\$ 42,966	\$ (14,323)
Litter Control Grant	1,200	-	1,060	(140)
Fire Program Grant	9,800	-	9,800	-
Six Year Improvement Funds	45,000	-	-	(45,000)

Noncategorical aid:

Mobile Home Titling Taxes	3,500	-	75	(3,425)
DMV Grant - Speed	-	-	4,225	4,225
Grants	-	-	-	-
<b>Total</b>	<u>\$ 116,789</u>	<u>\$ 14,322</u>	<u>\$ 58,126</u>	<u>\$ (58,663)</u>

**Revenue from the Federal Government**

COPS Grant	\$ 58,569	\$ -	\$ 28,556	\$ (30,013)
Stimulus Funding	-	-	-	-
<b>Total</b>	<u>\$ 58,569</u>	<u>\$ -</u>	<u>\$ 28,556</u>	<u>\$ (30,013)</u>



Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Fines</b>				
Traffic Fines	\$ 137,000	\$ 12,266	\$ 107,000	\$ (30,000)
<b>Total</b>	<u>\$ 137,000</u>	<u>\$ 12,266</u>	<u>\$ 107,000</u>	<u>\$ (30,000)</u>
<b>Miscellaneous Revenues</b>				
Administrative Collection Fee	\$ 4,000	\$ 1,321	\$ 4,121	\$ 121
Asset Forfeiture	-	-	-	-
Cemetery Plot Sales	1,000	-	9,600	8,600
Credit Card Convenience Fee	500	160	556	56
DMV Fee for DMV Stops	-	320	1,400	1,400
Donations	1,575	-	1,777	202
Interest Earned	15,000	124	8,898	(6,102)
Other Miscellaneous Revenues	7,500	1,028	36,598	29,098
Transfer from Cemetery Fund	-	-	-	-
Reimbursement from Water Fund	60,950	14,755	44,867	(16,083)
Transfer from Space Needs Fund	-	-	-	-
Unappropriated Fund Balance	118,898	-	-	(118,898)
Zoning Fees	1,500	175	1,150	(350)
<b>Total</b>	<u>\$ 210,923</u>	<u>\$ 17,882</u>	<u>\$ 108,967</u>	<u>\$ (101,956)</u>
<b>Total All Revenues</b>	<u>\$ 1,694,646</u>	<u>\$ 164,832</u>	<u>\$ 1,244,241</u>	<u>\$ (450,405)</u>

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Legislative</b>				
Mayor & Council Members				
Compensation	\$ 9,600	\$ -	\$ 4,200	\$ 5,400
Advertising	1,650	-	1,374	276
Audit	15,000	-	14,000	1,000
Dues and Subscriptions	-	-	-	-
Election Expense	-	-	-	-
Special Meetings	1,000	8	46	954
Travel and Training	7,000	-	5,795	1,205
<b>Total Legislative</b>	<u>\$ 34,250</u>	<u>\$ 8</u>	<u>\$ 25,415</u>	<u>\$ 8,835</u>
<b>Legal</b>				
Legal Services	\$ 36,000	\$ 2,588	\$ 17,319	\$ 18,681
Dues and Subscriptions	350	-	-	350
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
<b>Total Legal</b>	<u>\$ 37,250</u>	<u>\$ 2,588</u>	<u>\$ 17,319</u>	<u>\$ 19,931</u>

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>General Management</b>				
Salaries and Wages	\$ 106,100	\$ (6,034)	\$ 73,888	\$ 32,212
Overtime	1,000	-	848	152
Part time	22,000	-	9,093	12,907
Non-compensation Expenses				
FICA	8,125	(543)	5,780	2,345
Health Insurance	21,750	(1,435)	13,683	8,067
Retirement	11,355	736	5,232	6,123
Life Insurance	3,000	80	1,305	1,695
Advertising	500	-	442	58
Bank Fees	1,000	166	709	291
DMV Stops - Expense	-	100	1,300	(1,300)
Dues and Subscriptions	3,600	-	3,193	407
Education - Manager	4,400	-	1,417	2,983
Equipment	3,500	-	1,264	2,236
Equipment Rental	5,500	402	3,291	2,209
Information Technology	46,000	2,725	38,561	7,439
Maintenance Contracts	6,000	-	3,278	2,722
Postal Services	6,200	621	4,804	1,396
Professional Services	15,000	455	4,803	10,197
Publications	2,500	35	345	2,155
Supplies	9,250	1,025	6,571	2,679
Telephone-Communications	7,500	800	4,024	3,476
Town Car	-	-	-	-
Travel and Training	9,000	17	5,892	3,108
Vehicle Allowance	4,800	400	3,600	1,200
<b>Total General Management</b>	<b>\$ 298,080</b>	<b>\$ (450)</b>	<b>\$ 193,324</b>	<b>\$ 104,756</b>

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 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	46,800	3,600	36,108	10,692
Non-compensation Expenses				
FICA	3,590	240	2,406	1,184
Health Insurance	10,550	811	8,110	2,440
Retirement	4,025	669	2,677	1,348
Life Insurance	625	93	371	254
Advertising	1,000	-	826	174
Dues and Subscriptions	600	-	50	550
Professional Services	3,000	-	-	3,000
Publications	100	-	-	100
Supplies	200	-	-	200
Telephone-Communications	850	50	399	452
Travel and Training	3,000	-	840	2,160
Vehicle Fuel	900	23	337	563
Vehicle Repairs and Maintenance	400	-	40	360
<b>Total Planning</b>	<u>\$ 77,840</u>	<u>\$ 5,486</u>	<u>\$ 52,164</u>	<u>\$ 25,676</u>

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Public Works &amp; Property Maintenance</b>				
Salaries and Wages	\$ 41,080	\$ (3,950)	\$ 32,609	\$ 8,471
Overtime	2,000	-	-	2,000
Part-time-Temporary	7,500	-	3,262	4,238
Non-compensation Expenses		-		
FICA	3,150	(361)	1,909	1,241
Health Insurance	9,485	(911)	7,473	2,012
Retirement	3,535	294	2,056	1,479
Life Insurance	550	27	245	305
Building Repairs and Maintenance	18,000	233	3,950	14,050
Clothing - Uniforms	500	-	466	34
Equipment	3,500	-	20	3,480
Equipment Rental	500	-	-	500
Equipment Repairs and Maintenance	3,500	-	1,048	2,452
Rental Property - Repairs & Maintenance	2,500	264	1,057	1,443
Street and Sidewalk Maintenance	8,000	-	79	7,921
Street Lights - Utility Expense	33,000	2,526	20,639	12,361
Utilities	9,000	230	5,877	3,123
Vehicle Fuel	4,000	-	1,560	2,440
Vehicle Repairs and Maintenance	1,000	-	23	977
<b>Total Public Works &amp; Property Maintenance</b>	<b>\$ 150,800</b>	<b>\$ (1,647)</b>	<b>\$ 82,273</b>	<b>\$ 68,527</b>

**Financial Statements for Fiscal Year 13-14**  
**General Fund**  
**March 31, 2014**

	<b>2013-14 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Police</b>				
Salaries and Wages	\$ 230,440	\$ 13,278	\$ 168,871	\$ 61,569
Overtime	25,000	2,005	13,369	11,631
Grant Funded Position	59,670	-	36,034	23,636
Non-compensation Expenses				
FICA	19,545	1,111	12,263	7,282
Health Insurance	52,720	3,080	36,478	16,242
Retirement	19,775	2,469	12,355	7,420
Life Insurance	3,045	342	1,714	1,331
DMV Grant Disbursement	-	1,015	5,460	(5,460)
Advertising	500	-	-	500
Community Relations	2,377	-	2,722	(346)
Dues, Subscriptions & Publications	1,500	-	225	1,275
Equipment	12,500	1,653	10,697	1,803
DMV Grant - Speed	-	-	-	-
DMV Grant - Alcohol	-	-	-	-
Information Technology	3,000	-	1,803	1,197
Investigations	400	-	390	10
Office Supplies	4,000	-	3,979	21
Postage	1,000	-	49	951
Telephone-Communications	12,000	936	5,489	6,511
Travel and Training	8,500	-	8,060	440
Vehicle Fuel	30,000	854	18,473	11,527
Vehicle/Equipment Repairs and Maint	17,000	-	14,030	2,970
Building Operations				
Utilities	6,700	521	3,386	3,314
Equipment Rental	3,000	139	2,324	676
Maintenance Contracts	2,000	(1,360)	842	1,158
<b>Total Police</b>	<b>\$ 514,672</b>	<b>\$ 26,043</b>	<b>\$ 359,015</b>	<b>\$ 155,657</b>

Financial Statements for Fiscal Year 13-14  
 General Fund  
 March 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Cultural Events</b>				
4th of July Celebration	\$ 3,500	\$ -	\$ 3,500	\$ -
Christmas Holidays	500	-	394	106
Other Events	1,500	-	-	1,500
<b><i>Total Cultural Events</i></b>	<b><u>\$ 5,500</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 3,894</u></b>	<b><u>\$ 1,606</u></b>
<b>Economic Development</b>				
Business Appreciation	\$ 1,300	\$ -	\$ -	\$ 1,300
Chamber of Commerce	-	-	-	-
Dues and Subscriptions	3,500	-	3,500	-
Activities	750	-	393	358
* Other Economic Development Activities	5,000	-	5,000	-
<b><i>* Total Economic Development</i></b>	<b><u>\$ 10,550</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 8,893</u></b>	<b><u>\$ 1,658</u></b>
<b>Fire Department</b>				
Contribution	\$ -	\$ -	\$ -	\$ -
Grant	9,800	-	9,800	-
<b><i>Total Fire Department</i></b>	<b><u>\$ 9,800</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 9,800</u></b>	<b><u>\$ -</u></b>
<b>Rescue Squad</b>				
Contribution	\$ -	\$ -	\$ -	\$ -
<b><i>Total Rescue Squad</i></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b>Refuse Collection</b>				
Residential Collection	\$ 70,500	\$ 5,830	\$ 53,657	\$ 16,843
Seasonal Clean-ups	3,000	-	950	2,050
<b><i>Total Refuse Collection</i></b>	<b><u>\$ 73,500</u></b>	<b><u>\$ 5,830</u></b>	<b><u>\$ 54,607</u></b>	<b><u>\$ 18,893</u></b>

Financial Statements for Fiscal Year 13-14

General Fund

March 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Capital Projects</b>				
Police Car	\$ 63,000	\$ -	\$ -	\$ 63,000
Sidewalks - <i>Federal Stimulus &amp; Eng.</i>	-	-	-	-
Streetlight Extensions	2,000	-	-	2,000
Sidewalk Repair and Construction	5,000	-	-	5,000
Sidewalks - SYIP Funds	45,000	-	-	45,000
Information Technology Upgrades	7,000	1,595	2,495	4,505
Financial Software Upgrade	36,000	-	-	36,000
Paving of Cemetery Driveways	14,250	-	14,250	-
Space Needs Sinking Fund Expense	111,000	-	8,949	102,051
<b>Total Capital Projects</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 283,250</u>	<u>\$ 1,595</u>	<u>\$ 25,694</u>	<u>\$ 257,556</u>
<b>Non-departmental</b>				
Contingency	\$ 9,508	\$ -	\$ 460	\$ 9,048
Building Renovations	79,648	-	79,455	193
Replacement Town Signs	25,000	-	1,312	23,688
Contribution to Library	1,200	-	1,200	-
Contribution to TRIAD	1,000	-	1,000	-
Grant Funded Position Set Aside	10,000	-	-	10,000
Insurance	28,000	-	30,192	(2,192)
Transfer to Town Center/Space Needs	-	-	-	-
Payments to Other Governments	50,000	1,122	31,413	18,587
<b>Total Non-departmental</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 204,356</u>	<u>\$ 1,122</u>	<u>\$ 145,032</u>	<u>\$ 59,324</u>
<b>Total All Expenditures</b>	<u>\$ 1,699,848</u>	<u>\$ 40,574</u>	<u>\$ 977,429</u>	<u>\$ 722,419</u>



Financial Statements for Fiscal Year 13-14  
 Water Fund  
 March 31, 2014

	2013-14 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Water Sales	\$ 435,000	\$ 34,628	\$ 311,159	\$ (123,841)
Tap, Connection & Other Fees	45,000	8,560	43,086	(1,914)
Interest Earned	3,000	960	3,264	264
Prior Year Fund Balance	-	-	-	-
<b>Total Revenues</b>	<b><u>\$ 483,000</u></b>	<b><u>\$ 44,148</u></b>	<b><u>\$ 357,509</u></b>	<b><u>\$ (125,491)</u></b>
profers/deposits		\$ 8,775.00		
		<b><u>\$ 52,923</u></b>		

**Financial Statements for Fiscal Year 13-14**  
**Water Fund**  
**March 31, 2014**

	<b>2013-14 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Expenditures</b>				
<b>Operating &amp; Maintenance (O&amp;M)</b>				
Salaries	\$ 161,655	\$ 40,414	\$ 120,593	\$ 41,062
Advertising	100	-	-	100
Bank Fees	1,150	75	862	288
Clothing - Uniforms	500	-	466	34
Dues and Subscriptions	800	-	595	205
Equipment	6,000	2,035	4,995	1,005
Equipment Repairs and Maintenance	4,500	187	3,116	1,384
Equipment Rental	500	-	-	500
Insurance	-	-	-	-
Maintenance Contracts	23,000	-	22,171	829
Meters	1,000	-	980	20
Professional Fees	2,700	395	395	2,305
Publications	200	-	-	200
Maintenance & Repairs System	12,500	2,227	9,323	3,177
State Fees/Lab Fees	5,000	63	3,165	1,835
Telephone - Communications	1,600	128	1,036	564
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	-	763	1,738
Utilities	18,500	957	11,358	7,142
Vehicle Fuel	3,500	116	2,305	1,195
Vehicle Maintenance and Repair	900	-	527	373
Indirect Cost	47,025	11,756	35,268	11,757
Protection of Water System	13,200	3,300	9,900	3,300
Salaries	-	-	-	-
<b>Total O&amp;M</b>	<b>\$ 307,830</b>	<b>\$ 61,653</b>	<b>\$ 227,818</b>	<b>\$ 80,012</b>

Financial Statements for Fiscal Year 13-14  
 Water Fund  
 March 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Depreciation				
Depreciation	\$ 72,170	\$ -	\$ -	\$ 72,170
<b>Total Depreciation</b>	<b>\$ 72,170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,170</b>
Debt Service				
Farmers Bank Bond - Principal and Interest	\$ 55,000		\$ 8,949	\$ 46,051
New USDA Loan - Principal and Interest	43,000	3,323	29,907	13,093
<b>Total Debt Service</b>	<b>\$ 98,000</b>	<b>\$ 3,323</b>	<b>\$ 38,856</b>	<b>\$ 59,144</b>
Capital				
Water Main Replacement	\$ 5,000	\$ -	\$ -	\$ 5,000
Other Capital Outlay	-	-	-	-
<b>Total Capital</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Total All Expenditures</b>	<b>\$ 483,000</b>	<b>\$ 64,976</b>	<b>\$ 266,674</b>	<b>\$ 216,326</b>
Return Check		\$ 127.21		
Credit Card Fees		\$ 75.11		
Total Disbursements:		<b>\$ 65,178.03</b>		

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000148	AK UNIFORMS & EQUIP. CO.	AK3945	1/28/2014	4100-031100-6004-	- - 687.95 CHECK TOTAL	7527	3/04/2014	Equipment	00640
00000	000172	APPAREL 2000	30426	12/26/2013	4100-031100-6004-	- - 540.15 CHECK TOTAL	7528	3/04/2014	Equipment	00640
00000	000568	BERTHA RODRIGUEZ	0000003	12/06/2013	4100-012100-3100-	- - 60.00 CHECK TOTAL	7529	3/04/2014	Professional Services	00640
00000	000581	BOTACH TACTICAL	96653	12/11/2013	4100-031100-6004-	- - 384.00 CHECK TOTAL	7530	3/04/2014	Equipment	00640
00000	000382	CARROT-TOP INDUSTRIES	20904400	2/11/2014	4100-041000-3315-	- - 113.80 CHECK TOTAL	7531	3/04/2014	Building Repairs and Maintenanc	00640
00000	000107	DOMINION VIRGINIA POWER	0270 02/14	2/07/2014	4100-041000-5100-	- -	7532	3/04/2014	Utilities	00640
00000	000107	DOMINION VIRGINIA POWER	4958 02/14	2/07/2014	4100-031100-6024-	- -	7532	3/04/2014	Building Operations - Utilitie	00640
00000	000107	DOMINION VIRGINIA POWER	5004 02/14	2/07/2014	4100-041000-5100-	- - 60.42 CHECK TOTAL	7532	3/04/2014	Utilities	00640
00000	000378	ISLE OF WIGHT COUNTY	DEC 2013 SALES	2/28/2014	4100-091600-3800-	- -	7533	3/04/2014	Payments to Other Governments	00640
00000	000378	ISLE OF WIGHT COUNTY	NOV 2013 SALES	1/31/2014	4100-091600-3800-	- - 372.59 CHECK TOTAL	7533	3/04/2014	Payments to Other Governments	00640
00000	000397	LASER LABS, INC	14426	12/12/2013	4100-031100-6004-	- - 23.00 CHECK TOTAL	7534	3/04/2014	Equipment	00640
00000	000261	MANSFIELD OIL COMPANY	72400	2/18/2014	4100-081100-4200-	- -	7535	3/04/2014	Fuel	00640
00000	000261	MANSFIELD OIL COMPANY	72400	2/18/2014	4100-031100-6008-	- - 853.78 CHECK TOTAL	7535	3/04/2014	Fuel and Tires	00640
00000	000059	MCI	0328 02/14	2/19/2014	4100-031100-6001-	- - 34.94 CHECK TOTAL	7536	3/04/2014	Communications	00640
00000	000126	MINNESOTA LIFE	055252 02/2014	2/28/2014	100-000200-0200-	- - 115.91 CHECK TOTAL	7537	3/04/2014	PR Liability Account	00640
00000	000069	FITNEY BOWES LLC	3678 02/14	1/28/2014	4100-012100-5210-	- - 620.99 CHECK TOTAL	7538	3/04/2014	Postal Services	00640
00000	000036	RICOH USA, INC	17786767	2/14/2014	4100-031100-6025-	- - 102.68 CHECK TOTAL	7539	3/04/2014	Building Operations - Equip Re	00640
00000	000381	SUNTRUST BANK	5882 02/14	2/22/2014	4100-012100-6012-	- -	7540	3/04/2014	Publications	00640
00000	000381	SUNTRUST BANK	5882 02/14	2/22/2014	4100-011010-5900-	- -	7540	3/04/2014	Special Meetings	00640
00000	000381	SUNTRUST BANK	5882 02/14	2/22/2014	4100-012100-5500-	- -	7540	3/04/2014	Travel and Training	00640
00000	000381	SUNTRUST BANK	5882 02/14	2/22/2014	4100-012100-6001-	- - 619.46 CHECK TOTAL	7540	3/04/2014	Office Operations (Supplies)	00640
00000	000563	THE POLICE AND SHERR PRES	53242	12/09/2013	4100-031100-6004-	- - 17.46 CHECK TOTAL	7541	3/04/2014	Equipment	00640

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000089	TOTAL BUSINESS SOLUTIONS	194158-0	2/26/2014	4100-012100-6001-	- - 249.98 CHECK TOTAL	7542	3/04/2014	Office Operations (Supplies)	00640
00000	000108	VERIZON	0406 02/14	2/19/2014	4100-012100-5230-	- - 254.84 CHECK TOTAL	7543	3/04/2014	Telephone - Communications	00640
00000	000214	AVES - MOODY'S	67476	3/01/2014	4100-042300-3170-	- - 5,830.00 CHECK TOTAL	7544	3/11/2014	Refuse Collection	00642
00000	000160	BOWMAN ELEC. SERVICES INC	TOW14-01	2/01/2014	4100-041000-3318-	- - 250.00 CHECK TOTAL	7545	3/11/2014	Rental Property-Repairs & Main	00642
00000	000015	CHARTER	0000189 12/13	12/06/2013	4100-012100-5230-	- - 84.36	7546	3/11/2014	Telephone - Communications	00642
00000	000015	CHARTER	0000189 12/13	12/06/2013	4100-031100-6001-	- - 234.87	7546	3/11/2014	Communications	00642
						CHECK TOTAL				
						319.23				
00000	000018	COMMUNITY ELECTRIC COOP.	4100 02/2014	2/25/2014	4100-041000-5100-	- - 27.67 CHECK TOTAL	7547	3/11/2014	Utilities	00642
00000	000407	DMV	14059335	2/28/2014	4100-012100-3170-	- - 100.00 CHECK TOTAL	7548	3/11/2014	DMV Stops (Town Expense)	00642
00000	000182	GUARDIAN SECURITY SYSTEMS	33669	12/02/2013	4100-031100-6026-	- - 160.00	7549	3/11/2014	Building Operations - Maintena	00642
00000	000182	GUARDIAN SECURITY SYSTEMS	34251	1/13/2014	4100-031100-6026-	- - 160.00	7549	3/11/2014	Building Operations - Maintena	00642
00000	000182	GUARDIAN SECURITY SYSTEMS	34259	2/01/2014	4100-031100-6026-	- - 160.00	7549	3/11/2014	Building Operations - Maintena	00642
00000	000182	GUARDIAN SECURITY SYSTEMS	34779	3/05/2014	4100-031100-6026-	- - 160.00	7549	3/11/2014	Building Operations - Maintena	00642
						CHECK TOTAL				
						640.00				
00000	000238	INTERNAL REVENUE SERVICE	CP102	3/10/2014	100-000200-0200-	- - 188.27 CHECK TOTAL	7550	3/11/2014	PR Liability Account	00642
00000	000378	ISLE OF WIGHT COUNTY	JAN 2014	3/01/2014	4100-091600-3800-	- - 375.28 CHECK TOTAL	7551	3/11/2014	Payments to Other Governments	00642
00000	000531	RAILEY & RAILEY, P.C.	2484	2/28/2014	4100-012210-3150-	- - 2,587.50 CHECK TOTAL	7552	3/11/2014	Legal Services	00642
00000	000416	RICOH USA, INC.	91876939	2/26/2014	4100-012100-5410-	- - 183.00 CHECK TOTAL	7553	3/11/2014	Equipment Rental	00642
00000	000108	VERIZON	6799 02/2014	2/19/2014	4100-031100-6001-	- - 80.05 CHECK TOTAL	7554	3/11/2014	Communications	00642
00000	000109	VERIZON WIRELESS	9720395000	2/20/2014	4100-031100-6001-	- - 498.69	7555	3/11/2014	Communications	00642
00000	000109	VERIZON WIRELESS	9720395000	2/20/2014	4100-012100-5230-	- - 227.30	7555	3/11/2014	Telephone - Communications	00642
00000	000109	VERIZON WIRELESS	9720395000	2/20/2014	4100-081100-5230-	- - 49.77	7555	3/11/2014	Telephone - Communications	00642
						CHECK TOTAL				
						775.76				
00000	000119	WINDSOR HARDWARE	5157 02/2014	2/28/2014	4100-041000-3315-	- - 119.28	7556	3/11/2014	Building Repairs and Maintenan	00642
00000	000119	WINDSOR HARDWARE	5157 02/2014	2/28/2014	4100-041000-3318-	- - 13.98	7556	3/11/2014	Rental Property-Repairs & Main	00642
						CHECK TOTAL				
						133.26				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000006	ANTHEM BLUE CROSS	APR-MAY 2014	3/10/2014	100-000200-0200-	-	-			
					CHECK TOTAL	13,311.00	7557	3/18/2014	PR Liability Account	00644
00000	000170	BUSINESS DATA OF VA, INC	MARCH 2014	3/01/2014	4100-012100-4100-	-	-			
00000	000170	BUSINESS DATA OF VA, INC	1033-2014	2/19/2014	4100-012100-4100-	-	-			
					CHECK TOTAL	2,725.00	7558	3/18/2014	Information Technology	00644
						125.00	7558	3/18/2014	Information Technology	00644
00000	000015	CHARTER	0000189 03/2014	3/06/2014	4100-031100-6001-	-	-			
00000	000015	CHARTER	0000189 03/2014	3/06/2014	4100-012100-5230-	-	-			
					CHECK TOTAL	320.50	7559	3/18/2014	Communications	00644
						87.25	7559	3/18/2014	Telephone - Communications	00644
00000	000391	COMPRO COMPUTERS	2052-0717	3/04/2014	4100-094000-8009-	-	-			
00000	000391	COMPRO COMPUTERS	2054-0717	3/04/2014	4100-094000-8009-	-	-			
					CHECK TOTAL	1,594.84	7560	3/18/2014	Information Technology Upgrade	00644
						299.90	7560	3/18/2014	Information Technology Upgrade	00644
00000	000107	DOMINION VIRGINIA POWER	7640 FEB 2014	2/27/2014	4100-041000-5110-	-	-			
00000	000107	DOMINION VIRGINIA POWER	8591 02/2014	2/19/2014	4100-041000-5100-	-	-			
					CHECK TOTAL	2,611.05	7561	3/18/2014	Utilities - Street Lights	00644
						85.01	7561	3/18/2014	Utilities	00644
00000	000393	QUILL CORPORATION	9861784	2/25/2014	4100-012100-6001-	-	-			
					CHECK TOTAL	113.70	7562	3/18/2014	Office Operations (Supplies)	00644
						113.70				
00000	000036	RICOH USA, INC	5029652515	2/25/2014	4100-031100-6025-	-	-			
00000	000036	RICOH USA, INC	5029809921	3/06/2014	4100-012100-5410-	-	-			
					CHECK TOTAL	256.26	7563	3/18/2014	Building Operations - Equip Re	00644
						219.47	7563	3/18/2014	Equipment Rental	00644
00000	000089	TOTAL BUSINESS SOLUTIONS	194516-0	3/13/2014	4100-012100-6001-	-	-			
00000	000089	TOTAL BUSINESS SOLUTIONS	194533-0	3/14/2014	4100-012100-6001-	-	-			
					CHECK TOTAL	41.37	7564	3/18/2014	Office Operations (Supplies)	00644
						13.19	7564	3/18/2014	Office Operations (Supplies)	00644
00000	000092	TOWN OF WINDSOR WAT. FUND	314 FEB 2014	2/27/2014	4100-041000-5100-	-	-			
00000	000092	TOWN OF WINDSOR WAT. FUND	506318 02/2014	2/27/2014	4100-031100-6024-	-	-			
00000	000092	TOWN OF WINDSOR WAT. FUND	97 FEB 2014	2/27/2014	4100-041000-5100-	-	-			
					CHECK TOTAL	68.25	7565	3/18/2014	Utilities	00644
						22.75	7565	3/18/2014	Building Operations - Utilitie	00644
						22.75	7565	3/18/2014	Utilities	00644
00000	000035	VANTAGEPT. TRANSF. AGENTS	304565 03/2014	3/13/2014	100-000200-0200-	-	-			
					CHECK TOTAL	210.76	7566	3/18/2014	PR Liability Account	00644
						210.76				
					CHECK TYPE TOTAL	38,822.21				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000508	DGS CASHIER	80136696	2/12/2014	4200-042000-3101-	- -				
						23.00	7480	3/04/2014	State Fees	00639
						CHECK TOTAL				
						23.00				
00000	000107	DOMINION VIRGINIA POWER	4197 02/14	2/12/2014	4200-042000-5100-	- -				
00000	000107	DOMINION VIRGINIA POWER	5002 02/14	2/12/2014	4200-042000-5100-	- -				
00000	000107	DOMINION VIRGINIA POWER	7818 02/14	2/07/2014	4200-042000-5100-	- -				
						744.27	7481	3/04/2014	Utilities	00639
						206.64	7481	3/04/2014	Utilities	00639
						5.85	7481	3/04/2014	Utilities	00639
						CHECK TOTAL				
						956.76				
00000	000267	HD SUPPLY WATERWORKS, LTD	C064242	2/19/2014	4200-042000-6020-	- -				
						1,921.07	7482	3/04/2014	Equipment	00639
						CHECK TOTAL				
						1,921.07				
00000	000302	PHILLIP BOWDEN	PHONE USE 3/14	3/01/2014	4200-042000-5230-	- -				
						30.00	7483	3/04/2014	Telephone - Communications	00639
						CHECK TOTAL				
						30.00				
00000	000261	MANSFIELD OIL COMPANY	72400 WTR	2/18/2014	4200-042000-4200-	- -				
						115.71	7484	3/05/2014	Vehicle Fuel	00641
						CHECK TOTAL				
						115.71				
00000	000108	VERIZON	0406 02/14 WTR	2/19/2014	4200-042000-5230-	- -				
						47.61	7485	3/05/2014	Telephone - Communications	00641
						CHECK TOTAL				
						47.61				
00000	000109	VERIZON WIRELESS	9720395000 WTR	2/20/2014	4200-042000-5230-	- -				
						50.53	7486	3/11/2014	Telephone - Communications	00643
						CHECK TOTAL				
						50.53				
00000	000119	WINDSOR HARDWARE	5157 WTR 2/2014	2/28/2014	4200-042000-6007-	- -				
						69.95	7487	3/11/2014	Maintenance & Repairs - System	00643
						CHECK TOTAL				
						69.95				
00000	000007	BEAMON & JOHNSON, INC.	3270 FEB 2014	2/28/2014	4200-042000-3312-	- -				
						187.21	7488	3/18/2014	Equipment Repairs & Maintenanc	00645
						CHECK TOTAL				
						187.21				
00000	000267	HD SUPPLY WATERWORKS, LTD	C092706	2/28/2014	4200-042000-6007-	- -				
						469.95	7489	3/18/2014	Maintenance & Repairs - System	00645
						CHECK TOTAL				
						469.95				
00000	000582	LEWIS CONSTRUCTION OF	0314-999	3/11/2014	4200-042000-6007-	- -				
00000	000582	LEWIS CONSTRUCTION OF	0314-999.2	3/11/2014	4200-042000-6007-	- -				
						759.66	7490	3/18/2014	Maintenance & Repairs - System	00645
						897.45	7490	3/18/2014	Maintenance & Repairs - System	00645
						CHECK TOTAL				
						1,667.11				
00000	000455	RED BUD SUPPLY INC	130032	2/20/2014	4200-042000-6020-	- -				
						114.18	7491	3/18/2014	Equipment	00645
						CHECK TOTAL				
						114.18				
00000	000090	TOWN OF WINDSOR GEN FUND	JAN-MAR REIMBUR	3/01/2014	4200-042000-1100-	- -				
00000	000090	TOWN OF WINDSOR GEN FUND	JAN-MAR REIMBUR	3/01/2014	4200-042000-9090-	- -				
00000	000090	TOWN OF WINDSOR GEN FUND	JAN-MAR REIMBUR	3/01/2014	4200-042000-1114-	- -				
						40,413.75	7492	3/18/2014	Salaries and Wages	00645
						11,756.25	7492	3/18/2014	Payts to GF - Indirect Cost	00645
						3,300.00	7492	3/18/2014	Protection of Water Sys Resour	00645
						CHECK TOTAL				
						55,470.00				
00000	000284	VDACS	B024553	2/28/2014	4200-042000-3101-	- -				
						40.00	7493	3/18/2014	State Fees	00645
						CHECK TOTAL				
						40.00				
00000	000113	VUPS	02140512	2/28/2014	4200-042000-6007-	- -				
						19.95	7494	3/18/2014	Maintenance & Repairs - System	00645
						CHECK TOTAL				
						19.95				
						CHECK TYPE TOTAL				
						61,183.03				
						FINAL TOTAL				
						61,183.03				

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,225.19	17
0025	HARRIS, JOSHUA L		2	1,076.34	6
0019	DUNLOW, MARY J		3	765.98	2
0006	WHITEHEAD, TERRY S		3	846.52	4
0014	BOWDEN, PHILLIP H		4	717.57	15
0023	JERNIGAN, GRAFTON P		4	1,559.56	9
0031	NEWSOME, CHRISTINA M		4	761.04	3
0007	SIMS, KENNETH W		4	1,242.10	16
0012	OWENS, WILIFORD D. JR.		6	1,636.85	12
0015	STALLINGS, MICHAEL R JR		6	1,628.63	1
0027	RIDDLE, RODNEY D		7	1,186.19	14
*****BANK TOTAL*****				12,645.97	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 12,645.97 EQUALS THE DIRECT  
DEPOSIT REGISTER.

3/24/14 



EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,225.19	17
0025	HARRIS, JOSHUA L		2	1,561.37	7
0019	DUNLOW, MARY J		3	765.98	2
0006	WHITEHEAD, TERRY S		3	846.52	4
0014	BOWDEN, PHILLIP H		4	717.57	15
0023	JERNIGAN, GRAFTON P		4	1,469.52	10
0031	NEWSOME, CHRISTINA M		4	761.04	3
0007	SIMS, KENNETH W		4	1,242.10	16
0012	OWENS, WILIFORD D. JR.		6	1,308.82	12
0015	STALLINGS, MICHAEL R JR		6	1,915.03	1
0027	RIDDLE, RODNEY D		7	1,462.69	14
*****BANK TOTAL*****				13,275.83	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 13,275.83 EQUALS THE DIRECT  
DEPOSIT REGISTER.

3/10/14 *[Signature]*