

## Town of Windsor

### Memorandum

January 12, 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 December.

For your information:

- Our audit is closing at this time. We will have our audit by the end of the month to review.
- Late notices for taxes have been sent out.

**TREASURER'S REPORT**  
**December 31, 2015**

**General Fund**

Checking – Farmers Bank	\$ 857,918.77
Checking – WPD Forfeited Assets	360.08
Certificates of Deposit – Cemetery	109,025.78
Certificates of Deposit (CNB)	511,500.74
Certificates of Deposit (FB)	<u>302,265.93</u>
	\$ 1,781,071.30

**Water Fund**

Checking – Farmers Bank	\$ 497,649.61
Certificate of Deposit	<u>271,257.30</u>
	\$ 768,906.91

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

Checking – Farmers Bank	\$ 396,665.50
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**All Funds**

Total Bank Assets	<u>\$ 2,946,643.71</u>
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**Liabilities – Water Fund**

Farmers Bank – Bond – Water Fund	\$ 689,868.17 (principal only)
USDA Rural Dev.	<u>\$ 767,738.31</u>
	\$ 1,457,606.48

# TOWN OF WINDSOR

## TREASURER'S REPORT

### GENERAL FUND

January 1, 2016

Balance on hand November 30, 2015		\$776,734.21
Receipts:		
Total receipts collected in December	<u>215,913.36</u>	
Total receipts prior to month's disbursements		\$992,647.57
Disbursements:		
Total disbursements in December	<u>134,728.80</u>	
Balance on hand December 31, 2015 - Farmers Bank		\$857,918.77

# TOWN OF WINDSOR

## TREASURER'S REPORT

### Windsor Police Forfeited Assets

January 1, 2016

Balance on hand November 30, 2015		\$ 360.03
Receipts:		
Total receipts collected in December	<u>0.05</u>	
Total receipts prior to month's disbursements		360.08
Disbursements:		
Total disbursements in December	<u>0.00</u>	
Balance on hand December 31, 2015 – Farmers Bank		\$ 360.08

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**WATER FUND**

January 1, 2016

Balance on hand November 30, 2015		\$490,132.57
Receipts:		
Total receipts collected in December	<u>23,341.56</u>	
Total receipts prior to month's disbursement		513,474.13
Disbursements:		
Total disbursements in December	<u>15,824.52</u>	
Balance on hand December 31, 2015 - Farmers Bank		\$497,649.61

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

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

January 1, 2016

Balance on hand November 30, 2015		\$ 396,598.13
Receipts:		
Total receipts collected in December	<u>67.37</u>	
Total receipts prior to month's disbursements		396,665.50
Disbursements:		
Total disbursements in December	<u>0.00</u>	
Balance on hand December 31, 2015 – Farmers Bank		\$ 396,665.50

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

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>General Property Taxes</b>				
Taxes on Real Property	\$ 190,000	\$ 78,646	\$ 176,964	\$ (13,036)
Taxes on Mobile Homes	4,200	1,263	3,781	(419)
Taxes on Personal Property	66,000	31,103	61,451	(4,549)
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,750	6,334	10,225	475
Penalties & Interest on Delinquent Taxes	2,750	320	1,312	(1,438)
<b>Total</b>	<u>\$ 292,225</u>	<u>\$ 117,665</u>	<u>\$ 273,261</u>	<u>\$ (18,964)</u>
<b>Other Local Taxes</b>				
Bank Franchise Tax	\$ 130,000	\$ -	\$ 32,928	\$ (97,072)
Communication Tax	65,000	5,464	32,538	(32,462)
Cigarette Tax	58,000	11,250	48,750	(9,250)
Local Sales Tax	85,000	7,861	48,563	(36,437)
Meals Tax	310,000	2,102	170,201	(139,799)
Utility Taxes	90,000	6,816	46,296	(43,704)
<b>Total</b>	<u>\$ 738,000</u>	<u>\$ 33,493</u>	<u>\$ 379,276</u>	<u>\$ (358,724)</u>
<b>Licenses</b>				
Merchants & Other Licenses	\$ 126,000	\$ 5,765	\$ 10,582	\$ (115,418)
Motor Vehicle Licenses	40,000	17,555	33,989	(6,011)
<b>Total</b>	<u>\$ 166,000</u>	<u>\$ 23,320</u>	<u>\$ 44,571</u>	<u>\$ (121,429)</u>

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

	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	\$ 14,322	\$ 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	-	390	(3,110)
<b>Total</b>	<u>\$ 70,789</u>	<u>\$ 14,322</u>	<u>\$ 39,105</u>	<u>\$ (31,684)</u>



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

	<b>2015-16 Budget</b>	<b>This Month's Receipts</b>	<b>YTD Receipts</b>	<b>Variance/ Balance</b>
<b>Fines</b>				
Traffic Fines	\$ 145,000	\$ 15,919	\$ 70,624	\$ (74,376)
<b>Total</b>	<u>\$ 145,000</u>	<u>\$ 15,919</u>	<u>\$ 70,624</u>	<u>\$ (74,376)</u>
<b>Miscellaneous Revenues</b>				
Administrative Collection Fee	\$ 6,000	\$ 185	\$ 3,067	\$ (2,933)
Cemetery Plot Sales	1,000	-	-	(1,000)
Credit Card Convenience Fee	500	188	375	(125)
DMV Grant Reimbursement	11,800	-	3,710	(8,090)
Interest Earned	12,000	902	2,147	(9,853)
Other Miscellaneous Revenues	146,000	21	173,945	27,945
Reimbursement from Water Fund	63,240	-	31,620	(31,620)
Unappropriated Fund Balance	153,952	-	-	(153,952)
Zoning Fees	1,500	125	1,125	(375)
<b>Total</b>	<u>\$ 395,992</u>	<u>\$ 1,421</u>	<u>\$ 215,989</u>	<u>\$ (180,003)</u>
<b>Total All Revenues</b>	<u><b>\$ 1,826,006</b></u>	<u><b>\$ 206,139</b></u>	<u><b>\$ 1,027,326</b></u>	<u><b>\$ (798,680)</b></u>

Financial Statements Fiscal Year 2015-2016  
 General Fund Expenditure  
 December 31, 2015

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Legislative</b>				
Mayor & Council Members				
Compensation	\$ 9,600	\$ 4,200	\$ 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>\$ 4,200</u>	<u>\$ 10,511</u>	<u>\$ 23,289</u>
<b>Legal</b>				
Legal Services	\$ 27,000	\$ -	\$ 6,086	\$ 20,915
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>\$ -</u>	<u>\$ 6,326</u>	<u>\$ 21,925</u>

Financial Statements Fiscal Year 2015-2016

General Fund Expenditure

December 31, 2015

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>General Management</b>				
Salaries and Wages	\$ 107,408	\$ 22,905	\$ 77,763	\$ 29,645
Overtime	1,500	-	-	1,500
Part time	5,000	-	-	5,000
Non-compensation Expenses				
FICA/Medicare	9,075	1,622	4,897	4,178
Health Insurance	22,050	4,198	13,875	8,175
Retirement	8,121	1,649	5,776	2,345
Life Insurance	3,020	290	1,009	2,011
Advertising	500	-	430	70
Bank Fees	900	47	524	376
Dues and Subscriptions	4,000	-	3,488	512
DMV Stop Fees	-	20	640	(640)
Equipment	3,500	-	478	3,022
Equipment Rental	6,000	413	2,707	3,293
Information Technology	27,680	813	13,666	14,014
Maintenance Contracts	5,000	681	3,782	1,218
Postal Services	7,100	235	3,799	3,301
Professional Services	19,640	775	8,869	10,771
Publications	2,000	-	881	1,119
Supplies	9,500	-	2,357	7,143
Telephone-Communications	7,000	574	3,075	3,925
Travel and Training	15,000	419	7,630	7,370
Vehicle Allowance	4,800	400	2,400	2,400
<b>Total General Management</b>	<b>\$ 268,794</b>	<b>\$ 35,042</b>	<b>\$ 158,045</b>	<b>\$ 110,749</b>

Financial Statements Fiscal Year 2015-2016

General Fund Expenditure

December 31, 2015

	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	5,871	26,602	22,398
Non-compensation Expenses				
FICA/Medicare	3,755	395	1,783	1,972
Health Insurance	10,725	1,237	5,774	4,951
Retirement	3,275	378	1,762	1,513
Life Insurance	650	75	348	302
Advertising	1,500	-	307	1,193
Dues and Subscriptions	500	50	50	450
Professional Services	2,600	-	-	2,600
Publications	100	-	-	100
Supplies	200	-	-	200
Telephone-Communications	650	50	249	401
Travel and Training	2,685	-	1,746	939
Vehicle Fuel	500	23	231	269
Vehicle Repairs and Maintenance	300	-	60	240
<b>Total Planning</b>	<b>\$ 78,640</b>	<b>\$ 8,079</b>	<b>\$ 38,912</b>	<b>\$ 39,728</b>

**Financial Statements Fiscal Year 2015-2016**

**General Fund Expenditure**

**December 31, 2015**

	<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	\$ 10,451	\$ 32,183	\$ 11,142
Overtime	2,000	-	-	2,000
Part-time-Year Round	7,953	1,062	4,590	3,363
Part-time-Temporary	8,000	215	8,026	(26)
Non-compensation Expenses				
FICA/Medicare	3,830	708	1,977	1,853
Health Insurance	9,650	2,224	7,043	2,607
Retirement	2,900	668	2,115	785
Life Insurance	575	132	418	157
Building Repairs and Maintenance	14,370	527	4,266	10,104
Clothing - Uniforms	500	309	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	4,218	4,369	5,631
Street Lights - Utility Expense	35,000	2,537	12,815	22,185
Utilities	11,000	717	4,133	6,867
Vehicle Fuel	4,000	180	1,560	2,440
Vehicle Repairs and Maintenance	1,000	-	585	415
<b>Total Public Works &amp; Property Maintenance</b>	<b>\$ 165,603</b>	<b>\$ 23,947</b>	<b>\$ 88,946</b>	<b>\$ 76,657</b>

Financial Statements Fiscal Year 2015-2016  
 General Fund Expenditure  
 December 31, 2015

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Police</b>				
Salaries and Wages	\$ 283,679	\$ 34,824	\$ 139,792	\$ 143,887
Overtime	25,000	831	8,757	16,243
Non-compensation Expenses				
FICA/Medicare	21,705	2,439	10,402	11,303
Health Insurance	64,340	5,435	23,401	40,939
Retirement	18,950	2,155	8,533	10,417
Life Insurance	3,750	426	1,792	1,958
DMV Grant Disbursement	11,800	805	4,340	7,460
Advertising	500	-	408	92
Community Relations	500	57	199	301
Dues, Subscriptions & Publications	1,250	-	640	610
Equipment	9,800	-	6,094	3,706
Information Technology	2,500	353	353	2,147
Investigations	1,000	-	-	1,000
Office Supplies	3,000	118	463	2,537
Postage	250	-	-	250
Telephone-Communications	12,000	1,099	5,353	6,647
Travel and Training	9,000	-	4,971	4,029
Vehicle Fuel	40,000	1,211	9,472	30,528
Vehicle/Equipment Repairs and Maint	17,000	449	5,671	11,329
Body Camera	8,000	-	5,550	2,450
<b>Building Operations</b>				
Utilities	6,500	276	1,885	4,615
Equipment Rental	3,000	137	923	2,077
Maintenance Contracts	3,000	160	960	2,040
<b>Total Police</b>	<u>\$ 546,524</u>	<u>\$ 50,777</u>	<u>\$ 239,957</u>	<u>\$ 306,567</u>

**Financial Statements Fiscal Year 2015-2016**

**General Fund Expenditure**

**December 31, 2015**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Cultural Events</b>				
4th of July Celebration	\$ 5,000	\$ -	\$ 4,611	\$ 389
Christmas Holidays	300	437	437	(137)
Other Events	5,000	-	1,959	3,041
<b><i>Total Cultural Events</i></b>	<b><u>\$ 10,300</u></b>	<b><u>\$ 437</u></b>	<b><u>\$ 7,008</u></b>	<b><u>\$ 3,292</u></b>
<b>Economic Development</b>				
Business Appreciation	\$ 1,000	\$ -	\$ -	\$ 1,000
Dues and Subscriptions	3,500	-	3,500	-
Activities	750	-	80	670
Other Economic Development Activities	5,000	-	-	5,000
<b><i>Total Economic Development</i></b>	<b><u>\$ 10,250</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 3,580</u></b>	<b><u>\$ 6,670</u></b>
<b>Fire Department</b>				
Grant	9,000	9,000	9,000	-
<b><i>Total Fire Department</i></b>	<b><u>\$ 9,000</u></b>	<b><u>\$ 9,000</u></b>	<b><u>\$ 9,000</u></b>	<b><u>\$ -</u></b>
<b>Refuse Collection</b>				
Residential Collection	\$ 73,000	\$ 6,340	\$ 38,118	\$ 34,882
Seasonal Clean-ups	3,000	-	-	3,000
<b><i>Total Refuse Collection</i></b>	<b><u>\$ 76,000</u></b>	<b><u>\$ 6,340</u></b>	<b><u>\$ 38,118</u></b>	<b><u>\$ 37,882</u></b>

**Financial Statements Fiscal Year 2015-2016**

**General Fund Expenditure**

**December 31, 2015**

**Capital Projects**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
Police Car	\$ 39,000	\$ -	\$ -	\$ 39,000
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>\$ -</u></b>	<b><u>\$ 955</u></b>	<b><u>\$ 339,905</u></b>

**Non-departmental**

Contingency	\$ 55,785	\$ 22	\$ 44,186	\$ 11,599
Contribution to Library	1,200	1,200	1,200	-
Contribution to TRIAD	1,000	1,000	1,000	-
Insurance	35,000	-	31,942	3,058
Payments to Other Governments	65,000	1,834	60,759	4,241
<b><i>Total Non-departmental</i></b>	<b><u>\$ 157,985</u></b>	<b><u>\$ 4,056</u></b>	<b><u>\$ 139,087</u></b>	<b><u>\$ 18,897</u></b>

**Total All Expenditures**

	<b><u>\$ 1,726,006</u></b>	<b><u>\$ 141,878</u></b>	<b><u>\$ 740,445</u></b>	<b><u>\$ 985,561</u></b>
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Financial Statements Fiscal Year 2015-2016  
 Water Fund  
 December 31, 2015

	2015-16 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Water Sales	\$ 442,500	\$ 41,676	\$ 246,931	\$ (195,569)
Tap, Connection & Other Fees	45,000	1,194	32,730	(12,270)
Interest Earned	3,500	84	1,580	(1,920)
Prior Year Fund Balance	129,004	-	-	(129,004)
<b>Total Revenues</b>	<b>\$ 620,004</b>	<b>\$ 42,954</b>	<b>\$ 281,241</b>	<b>\$ (338,763)</b>

**Financial Statements Fiscal Year 2015-2016**  
**Water Fund**  
**December 31, 2015**

	<b>2015-16 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	\$ 176,586	\$ -	\$ 88,293	\$ 88,293
Advertising	100	-	-	100
Bank Fees	850	-	501	349
Clothing - Uniforms	500	210	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	9,940	22,236	2,764
Meters	1,000	-	-	1,000
Professional Fees	4,000	-	940	3,060
Publications	200	-	-	200
Maintenance & Repairs System	29,004	7	10,232	18,773
State Fees/Lab Fees	4,500	-	3,553	947
Telephone - Communications	1,600	144	977	623
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	-	117	2,383
Utilities	19,000	1,790	9,591	9,409
Vehicle Fuel	3,000	97	981	2,019
Vehicle Maintenance and Repair	900	-	625	275
<b>Payments to General Fund</b>				
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>\$ 12,189</b>	<b>\$ 174,603</b>	<b>\$ 168,677</b>

Financial Statements Fiscal Year 2015-2016  
 Water Fund  
 December 31, 2015

	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	38,678	4,322
<b>Total Debt Service</b>	<b>\$ 98,000</b>	<b>\$ 3,323</b>	<b>\$ 49,268</b>	<b>\$ 48,732</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>\$ 15,512</b>	<b>\$ 223,871</b>	<b>\$ 396,134</b>

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

	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	400	50
Prior Year Fund Balance	-	-	-	-
<b>Total Revenues</b>	<b>\$ 100,350</b>	<b>\$ 67</b>	<b>\$ 400</b>	<b>\$ (99,950)</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	DEC 2015	12/01/2015	100-000200-0200-	-	-			
						392.86	125	12/03/2015	PR Liability Account	00841
						DEBIT TOTAL				
						392.86				
00000	000612	ICMARC HYBRID	DEC 2015	12/03/2015	100-000200-0200-	-	-			
						101.22	128	12/03/2015	PR Liability Account	00841
						DEBIT TOTAL				
						101.22				
00000	000587	WINDSOR COMMUNITY	DONATION 15/16	12/08/2015	4100-011010-1100-	-	-			
						1,200.00	123	12/08/2015	Mayor & Council Compensation	00828
						DEBIT TOTAL				
						1,200.00				
00000	000610	VRS	DEC 2015	12/04/2015	100-000200-0200-	-	-			
						6,423.63	127	12/10/2015	PR Liability Account	00841
						DEBIT TOTAL				
						6,423.63				
00000	000620	MERCHANT BANK FEES	DEC 2015	12/11/2015	4100-012100-3160-	-	-			
00000	000620	MERCHANT BANK FEES	DEC 2015 LEASE	12/11/2015	4100-012100-5410-	-	-			
						47.39	129	12/11/2015	Bank Fees	00841
						38.03	129	12/11/2015	Equipment Rental	00841
						DEBIT TOTAL				
						85.42				
00000	000182	GUARDIAN SECURITY SYSTEMS	39214	12/15/2015	4100-012100-3320-	-	-			
						75.00	124	12/30/2015	Maintenance Contracts	00841
						DEBIT TOTAL				
						75.00				
						CHECK TYPE TOTAL				
						8,278.13				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000420	CLINT BRYANT	15/16 STIPEND	12/08/2015	4100-011010-1100-	600.00	8772	12/08/2015	Mayor & Council Compensation	00828
					CHECK TOTAL	600.00				
00000	000373	DURWOOD V SCOTT	15/16 STIPEND	12/08/2015	4100-011010-1100-	600.00	8773	12/08/2015	Mayor & Council Compensation	00828
					CHECK TOTAL	600.00				
00000	000476	N MACON EDWARDS, III	15/16 STIPEND	12/08/2015	4100-011010-1100-	600.00	8774	12/08/2015	Mayor & Council Compensation	00828
					CHECK TOTAL	600.00				
00000	000475	PATTY FLEMMING	15/16 STIPEND	12/08/2015	4100-011010-1100-	600.00	8775	12/08/2015	Mayor & Council Compensation	00828
					CHECK TOTAL	600.00				
00000	000637	TONY AMBROSE	15/16 STIPEND	12/08/2015	4100-011010-1100-	600.00	8776	12/08/2015	Mayor & Council Compensation	00828
					CHECK TOTAL	600.00				
00000	000578	TRIAD	15/16 DONATION	12/08/2015	4100-091600-5641-	1,000.00	8777	12/08/2015	Contribution - TRIAD	00828
					CHECK TOTAL	1,000.00				
00000	000136	WINDSOR LIBRARY	15/16 DONATION	12/08/2015	4100-091600-5640-	1,200.00	8778	12/08/2015	Contribution - Library	00828
					CHECK TOTAL	1,200.00				
00000	000122	WINDSOR VOL. FIRE DEPT.	15/16 GRANT	12/08/2015	4100-032100-5704-	9,000.00	8779	12/08/2015	Grant	00828
					CHECK TOTAL	9,000.00				
00000	000234	ATLANTIC COMMUNICATIONS	105807	11/17/2015	4100-031100-6005-	70.32	8780	12/14/2015	Vehicle Repairs and Maintenan	00829
					CHECK TOTAL	70.32				
00000	000214	AVES - MOODY'S	83683	12/01/2015	4100-042300-3170-	6,340.14	8781	12/14/2015	Refuse Collection	00829
					CHECK TOTAL	6,340.14				
00000	000407	DMV	15334342	11/30/2015	4100-012100-3170-	20.00	8782	12/14/2015	DMV Stops (Town Expense)	00829
					CHECK TOTAL	20.00				
00000	000107	DOMINION VIRGINIA POWER	0002 12/2015	12/04/2015	4100-041000-5100-	472.86	8783	12/14/2015	Utilities	00829
00000	000107	DOMINION VIRGINIA POWER	7640 11/2015	11/30/2015	4100-041000-5110-	2,537.35	8783	12/14/2015	Utilities - Street Lights	00829
00000	000107	DOMINION VIRGINIA POWER	85914 11/2015	11/18/2015	4100-041000-5100-	85.58	8783	12/14/2015	Utilities	00829
					CHECK TOTAL	3,095.79				
00000	000529	INSERCORP	15-4-1001	10/26/2015	4100-012100-3100-	600.00	8784	12/14/2015	Professional Services	00829
					CHECK TOTAL	600.00				
00000	000378	ISLE OF WIGHT COUNTY	AUGUST 2015	12/10/2015	4100-091600-3800-	366.45	8785	12/14/2015	Payments to Other Governments	00829
00000	000378	ISLE OF WIGHT COUNTY	JULY 2015	12/10/2015	4100-091600-3800-	360.70	8785	12/14/2015	Payments to Other Governments	00829
00000	000378	ISLE OF WIGHT COUNTY	OCTOBER 2015	12/10/2015	4100-091600-3800-	361.64	8785	12/14/2015	Payments to Other Governments	00829
00000	000378	ISLE OF WIGHT COUNTY	SEPT 2015	12/10/2015	4100-091600-3800-	364.34	8785	12/14/2015	Payments to Other Governments	00829
00000	000378	ISLE OF WIGHT COUNTY	SEPT 2015	12/10/2015	4100-091600-3800-	364.34	8785	12/14/2015	Payments to Other Governments	00829
					CHECK TOTAL	1,817.47				
00000	000631	JENNIFER FINCH	TOW FLOAT 2015	12/04/2015	4100-072000-5641-	100.00	8786	12/14/2015	Christmas Holidays	00829
					CHECK TOTAL	100.00				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.		NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000211	LEXISNEXIS RISK DATA MNGT	1586786-2015113	11/30/2015	4100-012100-3100-	- -	175.00	8787	12/14/2015	Professional Services	00829
						CHECK TOTAL	175.00				
00000	000126	MINNESOTA LIFE	NOV 2015	11/30/2015	100-000200-0200-	- -	144.52	8788	12/14/2015	PR Liability Account	00829
						CHECK TOTAL	144.52				
00000	000036	RICOH USA, INC	5039325572	11/25/2015	4100-031100-6025-	- -	34.34	8789	12/14/2015	Building Operations - Equip Re	00829
00000	000036	RICOH USA, INC	5039329709	11/28/2015	4100-012100-5410-	- -	159.09	8789	12/14/2015	Equipment Rental	00829
						CHECK TOTAL	193.43				
00000	000574	STEALTH SHREDDING INC	36285	11/27/2015	4100-031100-6002-	- -	95.50	8790	12/14/2015	Materials and Supplies	00829
						CHECK TOTAL	95.50				
00000	000403	SUNGARD PUBLIC SECTOR INC	111480	11/30/2015	4100-031100-6000-	- -	102.67	8791	12/14/2015	Computer and Technology	00829
						CHECK TOTAL	102.67				
00000	000607	THOMPSON TIRE	28396	11/25/2015	4100-031100-6008-	- -	1,374.00	8792	12/14/2015	Fuel and Tires	00829
						CHECK TOTAL	1,374.00				
00000	000089	TOTAL BUSINESS SOLUTIONS	208723-0	11/30/2015	4100-012100-6001-	- -	89.97	8793	12/14/2015	Office Operations (Supplies)	00829
						CHECK TOTAL	89.97				
00000	000594	VACORP	NOV 2015	11/30/2015	4100-091600-0001-	- -	21.98	8794	12/14/2015	Contingency	00829
						CHECK TOTAL	21.98				
00000	000035	VANTAGEPT. TRANSP. AGENTS	304565 12/2015	12/01/2015	100-000200-0200-	- -	223.84	8795	12/14/2015	PR Liability Account	00829
						CHECK TOTAL	223.84				
00000	000108	VERIZON	6218 11/2015	11/19/2015	4100-012100-5230-	- -	259.76	8796	12/14/2015	Telephone - Communications	00829
						CHECK TOTAL	259.76				
00000	000109	VERIZON WIRELESS	9755897735	11/20/2015	4100-031100-6001-	- -	669.62	8797	12/14/2015	Communications	00829
00000	000109	VERIZON WIRELESS	9755897735	11/20/2015	4100-081100-5230-	- -	49.81	8797	12/14/2015	Telephone - Communications	00829
00000	000109	VERIZON WIRELESS	9755897735	11/20/2015	4100-012100-5230-	- -	189.64	8797	12/14/2015	Telephone - Communications	00829
						CHECK TOTAL	909.07				
00000	000102	VIRGINIA MUNICIPAL LEAGUE	649	12/03/2015	4100-012100-5500-	- -	55.00	8798	12/14/2015	Travel and Training	00829
						CHECK TOTAL	55.00				
00000	000506	WINDSOR FIRE EXTINGUISHER	2015 INSPECTION	11/20/2015	4100-012100-3320-	- -	340.00	8799	12/14/2015	Maintenance Contracts	00829
						CHECK TOTAL	340.00				
00000	000120	WINDSOR PHARMACY	NOV 2015	12/01/2015	4100-012100-6001-	- -	4.00	8800	12/14/2015	Office Operations (Supplies)	00829
						CHECK TOTAL	4.00				
00000	000234	ATLANTIC COMMUNICATIONS	106186	12/10/2015	4100-031100-6005-	- -	367.00	8801	12/15/2015	Vehicle Repairs and Maintenan	00831
						CHECK TOTAL	367.00				
00000	000196	BELCHER'S PAVING CO	1314	12/11/2015	4100-041000-3319-	- -	4,217.50	8802	12/15/2015	Street & Sidewalk Maintenance	00833
						CHECK TOTAL	4,217.50				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000170	BUSINESS DATA OF VA, INC	1292-2015	11/12/2015	4100-012100-4100-	625.00	8803	12/15/2015	Information Technology	00833
					CHECK TOTAL	625.00				
00000	000107	DOMINION VIRGINIA POWER	0270 12/2015	12/09/2015	4100-041000-5100-	13.45	8804	12/15/2015	Utilities	00833
00000	000107	DOMINION VIRGINIA POWER	5004 12/2015	12/09/2015	4100-041000-5100-	12.15	8804	12/15/2015	Utilities	00833
00000	000107	DOMINION VIRGINIA POWER	7615 12/2015	12/09/2015	4100-041000-5100-	12.62	8804	12/15/2015	Utilities	00833
					CHECK TOTAL	38.22				
00000	000182	GUARDIAN SECURITY SYSTEMS	39256	12/07/2015	4100-031100-6026-	160.00	8806	12/15/2015	Building Operations - Maintena	00831
					CHECK TOTAL	160.00				
00000	000261	MANSFIELD OIL COMPANY	00128785	11/18/2015	4100-031100-6008-	694.30	8807	12/15/2015	Fuel and Tires	00831
00000	000261	MANSFIELD OIL COMPANY	00128785	11/18/2015	4100-041000-4200-	135.02	8807	12/15/2015	Fuel	00831
00000	000261	MANSFIELD OIL COMPANY	00130601	12/02/2015	4100-031100-6008-	517.07	8807	12/15/2015	Fuel and Tires	00831
00000	000261	MANSFIELD OIL COMPANY	00130601	12/02/2015	4100-081100-4200-	22.97	8807	12/15/2015	Fuel	00831
00000	000261	MANSFIELD OIL COMPANY	00130601	12/02/2015	4100-041000-4200-	45.21	8807	12/15/2015	Fuel	00831
					CHECK TOTAL	1,414.57				
00000	000416	RICOH USA, INC.	95977442	12/10/2015	4100-012100-5410-	216.01	8808	12/15/2015	Equipment Rental	00833
					CHECK TOTAL	216.01				
00000	000015	SPECTRUM BUSINESS	0000189 12/2015	12/06/2015	4100-012100-5230-	124.39	8809	12/15/2015	Telephone - Communications	00833
00000	000015	SPECTRUM BUSINESS	0000189 12/2015	12/06/2015	4100-031100-6001-	241.15	8809	12/15/2015	Communications	00833
					CHECK TOTAL	365.54				
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-081100-5810-	50.00	8810	12/15/2015	Dues and Subscriptions	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-012100-4100-	188.00	8810	12/15/2015	Information Technology	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-031100-6002-	22.47	8810	12/15/2015	Materials and Supplies	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-012100-5500-	50.18	8810	12/15/2015	Travel and Training	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-012100-6001-	16.97	8810	12/15/2015	Office Operations (Supplies)	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-072000-5641-	337.06	8810	12/15/2015	Christmas Holidays	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-012100-5500-	251.73	8810	12/15/2015	Travel and Training	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-031100-6014-	56.93	8810	12/15/2015	Police Community Affairs	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-091600-3800-	17.00	8810	12/15/2015	Payments to Other Governments	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-041000-2810-	176.95	8810	12/15/2015	Clothing Allowance - Uniforms	00833
00000	000381	SUNTRUST BANK	5882 11/2015	11/22/2015	4100-012100-5210-	235.16	8810	12/15/2015	Postal Services	00833
					CHECK TOTAL	1,402.45				
00000	000108	VERIZON	6020 11/2015	11/19/2015	4100-031100-6001-	155.91	8811	12/15/2015	Communications	00831
					CHECK TOTAL	155.91				
00000	000118	WINDSOR AMOCO	26477	10/22/2015	4100-031100-6000-	249.95	8812	12/15/2015	Computer and Technology	00831
					CHECK TOTAL	249.95				
00000	000119	WINDSOR HARDWARE	NOV 2015	11/30/2015	4100-041000-3315-	526.62	8813	12/15/2015	Building Repairs and Maintenanc	00833
					CHECK TOTAL	526.62				
00000	000006	ANTHEM BLUE CROSS	JAN-FEB 2016	12/10/2015	100-000200-0200-	15,504.00	8814	12/29/2015	PR Liability Account	00835
					CHECK TOTAL	15,504.00				
00000	000007	BEAMON & JOHNSON, INC.	NOV 2015	11/30/2015	4100-031100-6005-	11.59	8815	12/29/2015	Vehicle Repairs and Maintenanc	00838
					CHECK TOTAL	11.59				



P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000020	CRYSTAL SPRINGS	2080944 121815	12/18/2015	4100-041000-5100-	- -				
						CHECK TOTAL				
						34.72	8816	12/29/2015	Utilities	00838
						34.72				
00000	000107	DOMINION VIRGINIA POWER	4958 12/2015	12/09/2015	4100-031100-6024-	- -				
00000	000107	DOMINION VIRGINIA POWER	8591 12/2015	12/18/2015	4100-041000-5100-	- -				
						CHECK TOTAL				
						276.21	8817	12/29/2015	Building Operations - Utilitie	00835
						85.58	8817	12/29/2015	Utilities	00837
						361.79				
00000	000059	MCI	0328 11/2015	11/19/2015	4100-031100-6001-	- -				
						CHECK TOTAL				
						32.76	8818	12/29/2015	Communications	00835
						32.76				
00000	000242	MICHAEL STALLINGS	MEETING12/11/15	12/11/2015	4100-012100-5500-	- -				
						CHECK TOTAL				
						61.87	8819	12/29/2015	Travel and Training	00835
						61.87				
00000	000259	PITNEY BOWES GLOBAL FINAN	2886042-DC15	12/13/2015	4100-012100-3320-	- -				
						CHECK TOTAL				
						266.04	8821	12/29/2015	Maintenance Contracts	00835
						266.04				
00000	000481	PITNEY BOWES INC	504543	12/13/2015	4100-012100-6001-	- -				
						CHECK TOTAL				
						125.46	8822	12/29/2015	Office Operations (Supplies)	00835
						125.46				
00000	000036	RICOH USA, INC	20661704	12/11/2015	4100-031100-6025-	- -				
						CHECK TOTAL				
						102.68	8823	12/29/2015	Building Operations - Equip Re	00837
						102.68				
00000	000659	RM DESIGNS	POCKET DESIGN	12/01/2015	4100-041000-2810-	- -				
						CHECK TOTAL				
						132.00	8824	12/29/2015	Clothing Allowance - Uniforms	00838
						132.00				
						CHECK TYPE TOTAL				
						56,604.14				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	999999	GATES DAVID PAUL	PP1500027160001	12/15/2015	100-000200-0300- - -	9.23	8805	12/15/2015	Refund Liability Account	00175
00000	999999	GATES DAVID PAUL	PP1500027160002	12/15/2015	100-000200-0300- - -	20.00	8805	12/15/2015	Refund Liability Account	00175
					CHECK TOTAL	29.23				
00000	999999	PHILLIPS DONALD EUGENE	PP1500034080006	12/31/2015	100-000200-0300- - -	20.00	8820	12/29/2015	Refund Liability Account	00176
					CHECK TOTAL	20.00				
					CHECK TYPE TOTAL	49.23				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000607	THOMPSON TIRE	28396	11/25/2015	4100-031100-6008-	1,374.00-	8792	12/14/2015	Fuel and Tires	00056
					CHECK TOTAL	1,374.00-				
					CHECK TYPE TOTAL	1,374.00-				
					FINAL TOTAL	63,557.50				

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	DEC 2015	12/01/2015	4200-042000-9095-	3,323.00	126	12/03/2015	New USDA Loan Fund Reserve	00841
					- -	3,323.00				
					DEBIT TOTAL	3,323.00				
00000	000620	MERCHANT BANK FEES	DEC 2015 WTR	12/11/2015	4200-042000-3160-	75.58	129	12/11/2015	Bank Fees	00841
					- -	75.58				
					DEBIT TOTAL	75.58				
					CHECK TYPE TOTAL	3,398.58				

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	5000 12/2015	12/04/2015	4200-042000-5100-	- -	15.94	7825	12/14/2015	Utilities	00830
						CHECK TOTAL	15.94				
00000	000455	RED BUD SUPPLY INC	140373	11/17/2015	4200-042000-2810-	- -	210.27	7826	12/14/2015	Clothing Allowance - Uniforms	00830
						CHECK TOTAL	210.27				
00000	000098	UTILITY SERVICE CO. INC.	382526	12/01/2015	4200-042000-3380-	- -	9,939.66	7827	12/14/2015	Maintainence Contracts	00830
						CHECK TOTAL	9,939.66				
00000	000108	VERIZON	0406 11/2015	11/19/2015	4200-042000-5230-	- -	54.49	7828	12/14/2015	Telephone - Communications	00830
						CHECK TOTAL	54.49				
00000	000109	VERIZON WIRELESS	9755897735 WTR	11/20/2015	4200-042000-5230-	- -	59.81	7829	12/14/2015	Telephone - Communications	00830
						CHECK TOTAL	59.81				
00000	000113	VUPS	11150521	11/30/2015	4200-042000-6007-	- -	7.35	7830	12/14/2015	Maintenance & Repairs - System	00830
						CHECK TOTAL	7.35				
00000	000107	DOMINION VIRGINIA POWER	4197 12/2015	12/07/2015	4200-042000-5100-	- -	836.33	7831	12/15/2015	Utilities	00832
00000	000107	DOMINION VIRGINIA POWER	5002 12/2015	12/07/2015	4200-042000-5100-	- -	108.35	7831	12/15/2015	Utilities	00832
00000	000107	DOMINION VIRGINIA POWER	7818 12/2015	12/07/2015	4200-042000-5100-	- -	6.66	7831	12/15/2015	Utilities	00832
00000	000107	DOMINION VIRGINIA POWER	9251 12/2015	12/07/2015	4200-042000-5100-	- -	823.20	7831	12/15/2015	Utilities	00832
						CHECK TOTAL	1,774.54				
00000	000261	MANSFIELD OIL COMPANY	00128785 WTR	11/18/2015	4200-042000-4200-	- -	53.15	7832	12/15/2015	Vehicle Fuel	00834
00000	000261	MANSFIELD OIL COMPANY	00130601 WTR	12/02/2015	4200-042000-4200-	- -	43.96	7832	12/15/2015	Vehicle Fuel	00834
						CHECK TOTAL	97.11				
00000	000302	PHILLIP BOWDEN	DEC 2015	12/21/2015	4200-042000-5230-	- -	30.00	7833	12/29/2015	Telephone - Communications	00836
						CHECK TOTAL	30.00				
						CHECK TYPE TOTAL	12,189.17				
						FINAL TOTAL	15,587.75				