


## Town of Windsor

### Memorandum

December 14, 2021

**TO:** The Honorable Mayor and Members of Town Council  
**FROM:** Cheryl McClanahan, Treasurer   
**SUBJECT:** Appropriation of Donated Funds

As you are aware, each year our Police Department conducts a toy drive here in Windsor. The Police Department has received donations to assist in this effort. As such, we must appropriate those donations so that they can be used to purchase toys for the toy drive.

We have received \$2,150.00 in donations. Attached is a resolution that appropriated these funds.

I recommend that Council adopt the enclosed resolutions.

#### Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of  
\$2,150 In Funds Donated To The Town  
Of Windsor To The General Fund Of The  
Town Of Windsor's Operating Budget  
For Fiscal Year 2021-2022

Resolution No. \_\_\_\_\_

**Resolution**

A Resolution Appropriating The Sum Of  
\$2,150 In Funds Donated To The Town  
Of Windsor To The General Fund Of The  
Town Of Windsor's Operating Budget  
For Fiscal Year 2021-2022

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

Section 1. That the sum of \$2,150.00 in funds donated to the Town of Windsor for use in the Town's Police Department for the Christmas toy drive be, and the same hereby is, appropriated to the General Fund of the Town of Windsor's Operating Budget for Fiscal Year 2021-2022, Account Number 100-31100-46014, Police Community Affairs.

Section 2. This resolution shall be in effect on and after its adoption.

Adopted:

TESTE:

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