

Town of Windsor

Memorandum

March 10, 2015

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

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

For your information:

- You may notice the salary line items variance/balance is low for February. We will be processing the final reimbursement to the salary line items from the Water Fund to General Fund this month.
- Enclosed is a Budget Transfer for your review and approval.
- Enclosed is a recommendation to move \$300,000 from General Fund to a Certificate of Deposit with Farmers Bank.

TREASURER'S REPORT
February 28, 2015

General Fund

Checking – Farmers Bank	\$ 738,026.35
Certificates of Deposit – Cemetery	108,664.06
Certificates of Deposit	508,908.97
Checking – Suntrust	<u>150.00</u>
	\$ 1,355,749.38

Water Fund

Checking – Farmers Bank	\$ 388,062.29
Certificate of Deposit	<u>271,257.30</u>
	\$ 659,319.59

Rural Development Construction Account

Checking – Farmers Bank	\$ 22,036.53
-------------------------	--------------

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

Checking – Farmers Bank	\$ 396,009.24
-------------------------	---------------

All Funds

Total Bank Assets	<u>\$ 2,433,114.74</u>
-------------------	------------------------

Liabilities – Water Fund

Farmers Bank – Bond – Water Fund	\$ 715,735.33 (principal only)
USDA Rural Dev.	<u>\$ 799,747.53</u>
	\$ 1,515,482.86

TOWN OF WINDSOR

TREASURER'S REPORT

GENERAL FUND

March 1, 2015

Balance on hand January 31, 2015		\$725,925.53
Receipts:		
Total receipts collected in February	<u>107,650.66</u>	
Total receipts prior to month's disbursements		833,576.19
Disbursements:		
Total disbursements in February	<u>95,549.84</u>	
Balance on hand February 28, 2015 - Farmers Bank		\$738,026.35

TOWN OF WINDSOR
TREASURER'S REPORT
SUNTRUST ACCOUNT

March 1, 2015

Balance on hand January 31, 2015		\$ 150.00
Receipts:		
Total receipts collected in February	<u>0.00</u>	
Total receipts prior to month's disbursements		150.00
Disbursements:		
Total disbursements in February	<u>0.00</u>	
Balance on hand February 28, 2015 - Suntrust		\$ 150.00

TOWN OF WINDSOR

TREASURER'S REPORT

WATER FUND

March 1, 2015

Balance on hand January 31, 2015		\$338,497.94
Receipts:		
Total receipts collected in February	<u>57,283.75</u>	
Total receipts prior to month's disbursement		395,781.69
Disbursements:		
Total disbursements in February	<u>7,719.40</u>	
Balance on hand February 28, 2015 - Farmers Bank		\$388,062.29

TOWN OF WINDSOR

TREASURER'S REPORT

RURAL DEVELOPMENT CONSTRUCTION ACCOUNT

March 1, 2015

Balance on hand January 31, 2015		\$ 22,033.15
Receipts:		
Total receipts collected in February	<u>3.38</u>	
Total receipts prior to month's disbursements		22,036.53
Disbursements:		
Total disbursements in February	<u>0.00</u>	
Balance on hand February 28, 2015 – Farmers Bank		\$ 22,036.53

TOWN OF WINDSOR

TREASURER'S REPORT

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

March 1, 2015

Balance on hand January 31, 2015		\$ 395,948.49
Receipts:		
Total receipts collected in February	<u>60.75</u>	
Total receipts prior to month's disbursements		396,009.24
Disbursements:		
Total disbursements in February	<u>0.00</u>	
Balance on hand February 28, 2015 – Farmers Bank		\$ 396,009.24

Financial Statements Fiscal Year 2014-2015
General Fund Revenue
February 28, 2015

	2014-15 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
General Property Taxes				
Taxes on Real Property	\$ 185,000	\$ 2,003	\$ 188,027	\$ 3,027
Taxes on Mobile Homes	4,000	197	4,345	345
Taxes on Personal Property	65,000	2,269	69,073	4,073
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,500	1,753	10,788	1,288
Penalties & Interest on Delinquent Taxes	3,000	767	2,786	(214)
Total	<u>\$ 286,025</u>	<u>\$ 6,989</u>	<u>\$ 294,547</u>	<u>\$ 8,522</u>
Other Local Taxes				
Bank Franchise Tax	\$ 129,000	\$ -	\$ -	\$ (129,000)
Communication Tax/Cable Franchise Tax	65,000	5,558	44,736	(20,264)
Cigarette Tax	55,000	7,500	44,584	(10,416)
Local Sales Tax	83,500	10,094	64,165	(19,336)
Meals Tax	320,000	602	237,832	(82,168)
Utility Taxes	90,000	8,094	61,875	(28,125)
Total	<u>\$ 742,500</u>	<u>\$ 31,848</u>	<u>\$ 453,191</u>	<u>\$ (289,309)</u>
Licenses				
Merchants & Other Licenses	\$ 124,000	\$ 43,642	\$ 52,670	\$ (71,330)
Motor Vehicle Licenses	40,000	2,500	40,745	745
Total	<u>\$ 164,000</u>	<u>\$ 46,142</u>	<u>\$ 93,414</u>	<u>\$ (70,586)</u>

Financial Statements Fiscal Year 2014-2015
 General Fund Revenue
 February 28, 2015

	2014-15 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
Rents				
Post Office Rental	\$ 18,000	\$ 3,000	\$ 12,000	\$ (6,000)
Other Rentals	-	-	-	-
Total	<u>\$ 18,000</u>	<u>\$ 3,000</u>	<u>\$ 12,000</u>	<u>\$ (6,000)</u>
 Revenues from the Commonwealth				
<i>Categorical Aid:</i>				
Police HB 599 Funding	\$ 57,289	\$ -	\$ 28,644	\$ (28,645)
Litter Control Grant	1,000	-	1,059	59
Fire Program Grant	10,000	-	10,000	-
Six Year Improvement Funds	42,000	-	-	(42,000)
<i>Noncategorical aid:</i>				
Mobile Home Titling Taxes	3,000	-	2,677	(323)
Total	<u>\$ 113,289</u>	<u>\$ -</u>	<u>\$ 42,380</u>	<u>\$ (70,909)</u>
 Revenue from the Federal Government				
COPS Grant	\$ 4,880	\$ -	\$ 10,647	\$ 5,767
Stimulus Funding	-	-	-	-
Total	<u>\$ 4,880</u>	<u>\$ -</u>	<u>\$ 10,647</u>	<u>\$ 5,767</u>

Financial Statements Fiscal Year 2014-2015
General Fund Revenue
February 28, 2015

	2014-15 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
Fines				
Traffic Fines	\$ 137,000	\$ 10,204	\$ 103,215	\$ (33,785)
Total	<u>\$ 137,000</u>	<u>\$ 10,204</u>	<u>\$ 103,215</u>	<u>\$ (33,785)</u>
Miscellaneous Revenues				
Administrative Collection Fee	\$ 4,000	\$ 2,348	\$ 6,197	\$ 2,197
Cemetery Plot Sales	1,000	-	300	(700)
Credit Card Convenience Fee	500	89	403	(97)
DMV Grant Reimbursement	-	2,065	6,321	6,321
Interest Earned	12,000	592	9,025	(2,975)
Other Miscellaneous Revenues	142,925	49	140,280	(2,645)
Reimbursement from Water Fund	62,340	-	31,170	(31,170)
Debt Repayment from Water Fund	181,012	-	181,012	-
Unappropriated Fund Balance	60,810	-	-	(60,810)
Zoning Fees	1,500	125	1,275	(225)
Total	<u>\$ 466,087</u>	<u>\$ 5,268</u>	<u>\$ 375,983</u>	<u>\$ (90,104)</u>
Total All Revenues	<u>\$ 1,931,781</u>	<u>\$ 103,451</u>	<u>\$ 1,385,376</u>	<u>\$ (546,405)</u>
		<u>\$ 4,200.00</u>		
		\$ 107,650.66		

Financial Statements Fiscal Year 2014-2015
 General Fund Expenditures
 February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Legislative				
Mayor & Council Members				
Compensation	\$ 9,000	\$ -	\$ 4,200	\$ 4,800
Advertising	1,700	-	-	1,700
Audit	15,000	-	14,500	500
Dues and Subscriptions	-	-	-	-
Election Expense	2,500	-	716	1,784
Travel and Training	7,000	-	6,253	747
Special Meetings	1,000	-	75	925
Total Legislative	<u>\$ 36,200</u>	<u>\$ -</u>	<u>\$ 25,743</u>	<u>\$ 10,457</u>
Legal				
Legal Services	\$ 30,000	\$ 1,988	\$ 13,152	\$ 16,848
Dues and Subscriptions	350	-	-	350
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
Total Legal	<u>\$ 31,250</u>	<u>\$ 1,988</u>	<u>\$ 13,152</u>	<u>\$ 18,098</u>

Financial Statments Fiscal Year 2014-2015

General Fund Expenditures

February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
General Management				
Salaries and Wages	\$ 98,445	\$ 13,826	\$ 84,448	\$ 13,997
Overtime	1,500	-	-	1,500
Part time	5,000	-	-	5,000
Non-compensation Expenses				
FICA	6,510	981	6,229	281
Health Insurance	22,050	2,799	16,674	5,376
Retirement	7,500	1,032	6,955	545
Life Insurance	3,000	183	1,008	1,992
Advertising	500	-	128	372
Bank Fees	1,000	77	478	522
Dues and Subscriptions	4,000	-	2,942	1,058
DMV Stop Fees	-	80	740	(740)
Education - Manager	4,400	1,356	2,855	1,545
Equipment	4,000	-	-	4,000
Equipment Rental	7,000	448	3,519	3,481
Information Technology	30,000	1,180	14,806	15,194
Maintenance Contracts	6,000	-	2,938	3,062
Postal Services	7,000	680	5,161	1,839
Professional Services	15,000	225	5,494	9,507
Publications	2,000	-	479	1,521
Supplies	9,500	1,336	4,957	4,543
Telephone-Communications	7,000	314	4,210	2,790
Travel and Training	10,000	672	8,565	1,435
Vehicle Allowance	4,800	400	3,200	1,600
Total General Management	\$ 256,205	\$ 25,589	\$ 175,785	\$ 80,420

Financial Statments Fiscal Year 2014-2015

General Fund Expenditures

February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Planning & Community Development				
Compensation - Planning Commission	\$ 2,200	\$ -	\$ -	\$ 2,200
Salaries and Wages	47,800	3,677	33,255	14,545
Non-compensation Expenses				
FICA	2,975	245	2,219	756
Health Insurance	10,725	825	7,424	3,301
Retirement	3,200	246	2,385	815
Life Insurance	635	49	410	225
Advertising	1,500	-	994	506
Dues and Subscriptions	500	-	-	500
Professional Services	3,000	-	60	2,940
Publications	100	-	-	100
Supplies	200	-	30	170
Telephone-Communications	650	50	351	299
Travel and Training	3,000	-	1,361	1,639
Vehicle Fuel	500	24	332	168
Vehicle Repairs and Maintenance	400	-	-	400
Total Planning	<u>\$ 77,385</u>	<u>\$ 5,115</u>	<u>\$ 48,821</u>	<u>\$ 28,564</u>

Financial Statements Fiscal Year 2014-2015

General Fund Expenditures

February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Public Works & Property Maintenance				
Salaries and Wages	\$ 42,080	\$ 6,633	\$ 37,719	\$ 4,361
Overtime	2,000	100	100	1,900
Part-time-Temporary	8,000		6,914	1,086
Non-compensation Expenses				
FICA	3,230	456	2,664	566
Health Insurance	9,650	1,483	8,526	1,124
Retirement	2,815	432	2,794	21
Life Insurance	560	85	445	115
Building Repairs and Maintenance	18,000	484	3,721	14,279
Clothing - Uniforms	500	-	196	304
Equipment	3,500	-	288	3,212
Equipment Rental	500	-	-	500
Equipment Repairs and Maintenance	5,000	46	717	4,283
Rental Property - Repairs & Maintenance	2,500	26	823	1,677
Street and Sidewalk Maintenance	20,900	-	142	20,758
Street Lights - Utility Expense	33,000	2,533	17,864	15,136
Utilities	9,000	969	5,864	3,136
Vehicle Fuel	4,000	130	1,404	2,596
Vehicle Repairs and Maintenance	1,000	32	183	817
Total Public Works & Property Maintenance	<u>\$ 166,235</u>	<u>\$ 13,410</u>	<u>\$ 90,364</u>	<u>\$ 75,871</u>

Financial Statements Fiscal Year 2014-2015

General Fund Expenditures

February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Police				
Salaries and Wages	\$ 237,043	\$ 15,705	\$ 134,605	\$ 102,438
Grant Funded Position	56,975	4,182	37,958	19,017
Overtime	25,000	2,660	14,885	10,115
Non-compensation Expenses				
FICA	16,250	1,289	10,126	6,124
Health Insurance	53,620	3,133	28,193	25,427
Retirement	15,840	920	9,796	6,044
Life Insurance	3,130	223	1,883	1,247
DMV Grant Disbursement	-	770	8,155	(8,155)
Advertising	500	-	320	180
Community Relations	5,525	-	5,452	73
Dues, Subscriptions & Publications	1,250	-	712	538
Equipment	9,800	46	5,959	3,841
Information Technology	2,500	-	870	1,630
Investigations	1,000	-	-	1,000
Office Supplies	3,000	49	905	2,095
Postage	250	-	-	250
Telephone-Communications	12,000	1,050	6,689	5,311
Travel and Training	9,000	-	6,384	2,616
Vehicle Fuel	40,000	3,835	18,247	21,753
Vehicle/Equipment Repairs and Maint	17,000	633	8,027	8,973
Taser Replacement	8,000	-	7,999	1
Building Operations				
Building Renovations	15,000	799	2,475	12,525
Utilities	6,700	520	2,843	3,857
Equipment Rental	3,000	103	1,043	1,957
Maintenance Contracts	3,000	160	960	2,040
Total Police	\$ 545,383	\$ 36,076	\$ 314,487	\$ 230,896

Financial Statements Fiscal Year 2014-2015
 General Fund Expenditures
 February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Cultural Events				
4th of July Celebration	\$ 5,000	\$ 2,000	\$ 4,279	\$ 721
Christmas Holidays	500	-	213	287
Other Events	3,000	-	1,551	1,449
Total Cultural Events	<u>\$ 8,500</u>	<u>\$ 2,000</u>	<u>\$ 6,042</u>	<u>\$ 2,458</u>
Economic Development				
Business Appreciation	\$ 1,300	\$ -	\$ -	\$ 1,300
Chamber of Commerce	-	-	-	-
Dues and Subscriptions	3,500	-	3,500	-
Activities	750	35	308	443
Other Economic Development Activities	5,000	-	-	5,000
Total Economic Development	<u>\$ 10,550</u>	<u>\$ 35</u>	<u>\$ 3,808</u>	<u>\$ 6,743</u>
Fire Department				
Contribution	\$ -	\$ -	\$ -	\$ -
Grant	9,200	-	10,000	(800)
Total Fire Department	<u>\$ 9,200</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ (800)</u>
Rescue Squad				
Contribution	\$ -	\$ -	\$ -	\$ -
Total Rescue Squad	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Refuse Collection				
Residential Collection	\$ 72,000	\$ 5,830	\$ 47,136	\$ 24,864
Seasonal Clean-ups	3,000	-	950	2,050
Total Refuse Collection	<u>\$ 75,000</u>	<u>\$ 5,830</u>	<u>\$ 48,086</u>	<u>\$ 26,914</u>

Financial Statements Fiscal Year 2014-2015
General Fund Expenditures
February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Capital Projects				
Police Car	\$ 63,000	\$ -	\$ -	\$ 63,000
Sidewalks - <i>Federal Stimulus & Eng.</i>	-	-	-	-
Streetlight Extensions	2,000	-	182	1,818
Sidewalk Repair and Construction	7,500	-	-	7,500
Sidewalks - SYIP Funds	42,000	-	-	42,000
Information Technology Upgrades	7,000	733	2,191	4,809
Financial Software Upgrade	36,000	-	-	36,000
Paving of Cemetery Driveways	-	-	-	-
Space Needs Sinking Fund Expense	422,012	-	324,386	97,626
Total Capital Projects	<u>422,012</u>	<u>-</u>	<u>324,386</u>	<u>97,626</u>
	<u>\$ 579,512</u>	<u>\$ 733</u>	<u>\$ 326,759</u>	<u>\$ 252,753</u>
Non-departmental				
Contingency	\$ 17,851	\$ 2,056	\$ 7,089	\$ 10,762
Contribution to Library	1,200	-	1,200	-
Contribution to TRIAD	1,000	-	1,000	-
Replacement TOW Sign	17,910	-	8,955	8,955
Insurance	33,400	-	33,352	48
Transfer to Town Center/Space Needs	-	-	-	-
Payments to Other Governments	65,000	365	31,948	33,052
Total Non-departmental	<u>\$ 136,361</u>	<u>\$ 2,421</u>	<u>\$ 83,545</u>	<u>\$ 52,816</u>
Total All Expenditures	<u>\$ 1,931,781</u>	<u>\$ 93,196</u>	<u>\$ 1,146,591</u>	<u>\$ 785,190</u>

Financial Statements Fiscal Year 2014-2015

Water Fund

February 28, 2015

	2014-15 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
Revenues				
Water Sales	\$ 433,000	\$ 47,144	\$ 328,640	\$ (104,360)
Tap, Connection & Other Fees	40,000	16,036	63,090	23,090
Interest Earned	3,200	60	1,348	(1,852)
Prior Year Fund Balance	187,000	-	-	(187,000)
<i>Total Revenues</i>	<u>\$ 663,200</u>	<u>\$ 63,239</u>	<u>\$ 393,078</u>	<u>\$ (270,122)</u>

Financial Statements Fiscal Year 2014-2015

Water Fund

February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Expenditures				
Operating & Maintenance (O&M)				
Salaries	\$ 158,945	\$ -	\$ 79,473	\$ 79,473
Advertising	100	-	-	100
Bank Fees	850	56	575	275
Clothing - Uniforms	500	-	245	255
Dues and Subscriptions	800	-	595	205
Equipment	4,000	-	-	4,000
Equipment Repairs and Maintenance	5,000	-	1,928	3,072
Equipment Rental	500	-	-	500
Insurance	-	-	-	-
Maintenance Contracts	25,000	-	22,943	2,057
Meters	1,000	-	-	1,000
Professional Fees	4,000	1,901	2,302	1,698
Publications	200	-	-	200
Maintenance & Repairs System	15,000	22	5,966	9,034
State Fees/Lab Fees	10,500	40	8,902	1,598
Telephone - Communications	1,600	90	928	672
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	240	1,675	825
Utilities	17,500	1,806	12,286	5,214
Vehicle Fuel	3,000	146	2,601	399
Vehicle Maintenance and Repair	900	-	773	127
Payments to General Fund				
Debt Services	181,012	-	181,012	-
Indirect Cost	49,140	-	24,570	24,570
Protection of Water System	13,200	-	6,600	6,600
Total O&M	\$ 496,247	\$ 4,301	\$ 353,374	\$ 142,873

Financial Statements Fiscal Year 2014-2015

Water Fund

February 28, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Depreciation				
Depreciation	\$ 63,953	\$ -	\$ -	\$ 63,953
Total Depreciation	\$ 63,953	\$ -	\$ -	\$ 63,953
Debt Service				
USDA Loan - Principal & Interest	\$ 55,000	\$ -	\$ 10,987	\$ 44,013
New USDA Loan - Principal & Interest	43,000	3,323	26,584	16,416
Total Debt Service	\$ 98,000	\$ 3,323	\$ 37,571	\$ 60,429
Capital				
Water Main Replacement	\$ 5,000	\$ -	\$ -	\$ 5,000
Other Capital Outlay	-	-	-	-
Total Capital	\$ 5,000	\$ -	\$ -	\$ 5,000
Total All Expenditures	\$ 663,200	\$ 7,624	\$ 390,944	\$ 272,256
water refunds:		\$ 95.40		
		\$ 7,719.51		

Financial Statements Fiscal Year 2014-2015
Space Needs Fund
February 28, 2015

	2014-15 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
Revenues				
Transfer From General Fund	\$ 200,000	\$ -	\$ 200,000	\$ -
Interest Earned	350	61	292	(58)
Prior Year Fund Balance	50,000	-	-	(50,000)
Total Revenues	\$ 250,350	\$ 61	\$ 200,292	\$ (50,058)

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Expenditures				
Professional Services	\$ 50,350	\$ -	\$ -	\$ 50,350
				-
				-
				-
				-
				-
				-
				-
Total All Expenditures	\$ 50,350	\$ -	\$ -	\$ 50,350

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000333	AFLAC	JAN 2015 CORR	1/13/2015	100-000200-0200- - -	262.62	12755	2/05/2015	PR Liability Account	00738
					CHECK TOTAL	262.62				
00000	000464	VMCA	CLERK CONF 2015	2/01/2015	4100-012100-5500- - -	330.00	12756	2/10/2015	Travel and Training	00738
					CHECK TOTAL	330.00				
					CHECK TYPE TOTAL	592.62				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000234	ATLANTIC COMMUNICATIONS	104585	1/30/2015	4100-031100-6005-	45.00	8209	2/09/2015	Vehicle Repairs and Maintenanc	00734
					CHECK TOTAL	45.00				
00000	000214	AVES - MOODY'S	78330	2/01/2015	4100-042300-3170-	5,830.00	8210	2/09/2015	Refuse Collection	00734
					CHECK TOTAL	5,830.00				
00000	000007	BEAMON & JOHNSON, INC.	3270 JAN 2015	1/31/2015	4100-031100-6005-	42.22	8211	2/09/2015	Vehicle Repairs and Maintenanc	00734
					CHECK TOTAL	42.22				
00000	000170	BUSINESS DATA OF VA, INC	FEB 2015	2/01/2015	4100-012100-4100-	950.00	8212	2/09/2015	Information Technology	00734
00000	000170	BUSINESS DATA OF VA, INC	1388-2014	1/21/2015	4100-012100-4100-	154.95	8212	2/09/2015	Information Technology	00734
					CHECK TOTAL	1,104.95				
00000	000569	CHRISTINA NEWSOME	FEB 2015	2/01/2015	4100-012100-5230-	30.00	8213	2/09/2015	Telephone - Communications	00734
					CHECK TOTAL	30.00				
00000	000018	COMMUNITY ELECTRIC COOP.	1010144100 2/15	1/28/2015	4100-041000-5100-	15.55	8214	2/09/2015	Utilities	00734
					CHECK TOTAL	15.55				
00000	000019	CRAWFORD'S SMALL ENGINE	7513	1/21/2015	4100-041000-3312-	45.90	8215	2/09/2015	Equipment Repairs and Maintena	00734
					CHECK TOTAL	45.90				
00000	000179	CREATIVE BUSINESS SOLUT.	524224-0	2/02/2015	4100-012100-6001-	10.00	8216	2/09/2015	Office Operations (Supplies)	00734
					CHECK TOTAL	10.00				
00000	000107	DOMINION VIRGINIA POWER	7640 01/2015	1/29/2015	4100-041000-5110-	2,532.72	8217	2/09/2015	Utilities - Street Lights	00734
					CHECK TOTAL	2,532.72				
00000	000024	FERN'S AUTO REPAIR	28274	1/30/2015	4100-041000-3310-	32.00	8218	2/09/2015	Vehicle Repairs and Maintenanc	00734
					CHECK TOTAL	32.00				
00000	000246	IIMC	2015 RENEWAL	12/29/2014	4100-012100-5500-	180.00	8219	2/09/2015	Travel and Training	00734
					CHECK TOTAL	180.00				
00000	000211	LEXISNEXIS RISK DATA MNGT	1586786-2015013	1/31/2015	4100-012100-3100-	175.00	8220	2/09/2015	Professional Services	00734
					CHECK TOTAL	175.00				
00000	000151	M & W PRINTERS, INC.	94106	1/28/2015	4100-012100-6001-	324.61	8221	2/09/2015	Office Operations (Supplies)	00734
					CHECK TOTAL	324.61				
00000	000261	MANSFIELD OIL COMPANY	00099628	1/26/2015	4100-031100-6008-	615.39	8222	2/09/2015	Fuel and Tires	00734
00000	000261	MANSFIELD OIL COMPANY	00099628	1/26/2015	4100-041000-4200-	55.43	8222	2/09/2015	Fuel	00734
					CHECK TOTAL	670.82				
00000	000059	MCI	0328 JAN 2015	1/19/2015	4100-031100-6001-	34.57	8223	2/09/2015	Communications	00734
					CHECK TOTAL	34.57				
00000	000126	MINNESOTA LIFE	JAN 2015	1/31/2015	100-000200-0200-	138.76	8224	2/09/2015	PR Liability Account	00734
					CHECK TOTAL	138.76				
00000	000069	PITNEY BOWES LLC	3678 01/2015	1/11/2015	4100-012100-5210-	679.98	8225	2/09/2015	Postal Services	00734
					CHECK TOTAL	679.98				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.		NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000531	RAILEY & RAILEY, P.C.	JAN 2015	1/31/2015	4100-012100-3150-	- -	1,987.50	8226	2/09/2015	Legal Services	00734
						CHECK TOTAL	1,987.50				
00000	000076	RICHWOOD GRAPHICS	22037	1/15/2015	4100-012100-6001-	- -	404.59	8227	2/09/2015	Office Operations (Supplies)	00734
						CHECK TOTAL	404.59				
00000	000036	RICOH USA, INC	19234601	1/15/2015	4100-031100-6025-	- -	102.68	8228	2/09/2015	Building Operations - Equip Re	00734
00000	000036	RICOH USA, INC	5034318527	1/22/2015	4100-012100-5410-	- -	194.02	8228	2/09/2015	Equipment Rental	00734
						CHECK TOTAL	296.70				
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-094000-8009-	- -	202.44	8229	2/09/2015	Information Technology Upgrade	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-012100-5500-	- -	63.22	8229	2/09/2015	Travel and Training	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-081500-5811-	- -	35.00	8229	2/09/2015	Chamber of Commerce-Activities	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-091600-0001-	- -	23.69	8229	2/09/2015	Contingency	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-012100-3130-	- -	1,356.30	8229	2/09/2015	Education - Town Manager	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-094000-8009-	- -	530.61	8229	2/09/2015	Information Technology Upgrade	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-091600-0001-	- -	7.38	8229	2/09/2015	Contingency	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-091600-0001-	- -	64.95	8229	2/09/2015	Contingency	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-031100-6014-	- -	311.36	8229	2/09/2015	Police Community Affairs	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-031100-6027-	- -	547.95	8229	2/09/2015	Building Renovations	00734
00000	000381	SUNTRUST BANK	5882 2/2015	1/22/2015	4100-012100-6001-	- -	15.90	8229	2/09/2015	Office Operations (Supplies)	00734
						CHECK TOTAL	3,158.80				
00000	000459	THE SUPPLY ROOM COMPANIES	2231848-0	1/30/2015	4100-012100-6001-	- -	223.72	8230	2/09/2015	Office Operations (Supplies)	00734
						CHECK TOTAL	223.72				
00000	000585	TIDEWATER TACTICAL	18448	1/30/2015	4100-031100-6004-	- -	45.66	8231	2/09/2015	Equipment	00734
						CHECK TOTAL	45.66				
00000	000089	TOTAL BUSINESS SOLUTIONS	201617-1	1/27/2015	4100-012100-6001-	- -	2.98	8232	2/09/2015	Office Operations (Supplies)	00734
00000	000089	TOTAL BUSINESS SOLUTIONS	201737-0	1/29/2015	4100-012100-6001-	- -	315.00	8232	2/09/2015	Office Operations (Supplies)	00734
00000	000089	TOTAL BUSINESS SOLUTIONS	201946-0	2/06/2015	4100-041000-3315-	- -	105.64	8232	2/09/2015	Building Repairs and Maintenanc	00734
00000	000089	TOTAL BUSINESS SOLUTIONS	201946-0	2/06/2015	4100-012100-6001-	- -	29.08	8232	2/09/2015	Office Operations (Supplies)	00734
						CHECK TOTAL	452.70				
00000	000594	VACORP	JAN 2015	1/31/2015	4100-091600-0001-	- -	19.91	8233	2/09/2015	Contingency	00734
						CHECK TOTAL	19.91				
00000	000108	VERIZON	6020 01/2015	1/19/2015	4100-031100-6001-	- -	156.27	8234	2/09/2015	Communications	00734
00000	000108	VERIZON	6020 12/2014	12/19/2014	4100-031100-6001-	- -	153.20	8234	2/09/2015	Communications	00734
						CHECK TOTAL	309.47				
00000	000109	VERIZON WIRELESS	9739200741	1/20/2015	4100-012100-5230-	- -	139.84	8235	2/09/2015	Telephone - Communications	00734
00000	000109	VERIZON WIRELESS	9739200741	1/20/2015	4100-081100-5230-	- -	49.82	8235	2/09/2015	Telephone - Communications	00734
00000	000109	VERIZON WIRELESS	9739200741	1/20/2015	4100-031100-6001-	- -	459.13	8235	2/09/2015	Communications	00734
						CHECK TOTAL	658.79				
00000	000119	WINDSOR HARDWARE	5157 JAN 2015	1/31/2015	4100-041000-3315-	- -	182.56	8236	2/09/2015	Building Repairs and Maintenanc	00734
00000	000119	WINDSOR HARDWARE	5157 JAN 2015	1/31/2015	4100-031100-6002-	- -	48.80	8236	2/09/2015	Materials and Supplies	00734
00000	000119	WINDSOR HARDWARE	5157 JAN 2015	1/31/2015	4100-031100-6005-	- -	1.38	8236	2/09/2015	Vehicle Repairs and Maintenanc	00734
00000	000119	WINDSOR HARDWARE	5157 JAN 2015	1/31/2015	4100-012100-6001-	- -	5.16	8236	2/09/2015	Office Operations (Supplies)	00734

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000119	WINDSOR HARDWARE	5157 JAN 2015	1/31/2015	4100-041000-3318-	25.99	8236	2/09/2015	Rental Property-Repairs & Main	00734
					CHECK TOTAL	263.89				
00000	000120	WINDSOR PHARMACY	JAN 2015	1/31/2015	4100-012100-6001-	2.76	8237	2/09/2015	Office Operations (Supplies)	00734
					CHECK TOTAL	2.76				
00000	000333	AFLAC	859573	2/14/2015	100-000200-0200-	447.76	8238	2/23/2015	PR Liability Account	00737
					CHECK TOTAL	447.76				
00000	000006	ANTHEM BLUE CROSS	MAR-APR 2015	2/10/2015	100-000200-0200-	14,972.00	8239	2/23/2015	PR Liability Account	00737
					CHECK TOTAL	14,972.00				
00000	000170	BUSINESS DATA OF VA, INC	1393-2014	1/26/2015	4100-012100-4100-	75.00	8240	2/23/2015	Information Technology	00737
					CHECK TOTAL	75.00				
00000	000015	CHARTER	0000189 02/2015	2/06/2015	4100-012100-5230-	143.75	8241	2/23/2015	Telephone - Communications	00737
00000	000015	CHARTER	0000189 02/2015	2/06/2015	4100-031100-6001-	236.75	8241	2/23/2015	Communications	00737
					CHECK TOTAL	380.50				
00000	000606	CONSOLIDATED PLASTICS	7507465	2/09/2015	4100-031100-6027-	250.83	8242	2/23/2015	Building Renovations	00737
					CHECK TOTAL	250.83				
00000	000020	CRYSTAL SPRINGS	2080944 021315	2/13/2015	4100-041000-5100-	46.95	8243	2/23/2015	Utilities	00737
					CHECK TOTAL	46.95				
00000	000171	DEWITT'S AUTOM. CENTER	0079653	2/12/2015	4100-031100-6005-	80.06	8244	2/23/2015	Vehicle Repairs and Maintenanc	00737
00000	000171	DEWITT'S AUTOM. CENTER	0079663	2/16/2015	4100-031100-6005-	464.61	8244	2/23/2015	Vehicle Repairs and Maintenanc	00737
					CHECK TOTAL	544.67				
00000	000407	DMV	150303332	1/30/2015	4100-012100-3170-	80.00	8245	2/23/2015	DMV Stops (Town Expense)	00737
					CHECK TOTAL	80.00				
00000	000107	DOMINION VIRGINIA POWER	0002 02/2015	2/04/2015	4100-041000-5100-	763.72	8246	2/23/2015	Utilities	00737
00000	000107	DOMINION VIRGINIA POWER	0270 02/2015	2/09/2015	4100-041000-5100-	12.48	8246	2/23/2015	Utilities	00737
00000	000107	DOMINION VIRGINIA POWER	4958 02/2015	2/09/2015	4100-031100-6024-	520.07	8246	2/23/2015	Building Operations - Utilitie	00737
00000	000107	DOMINION VIRGINIA POWER	5004 02/2015	2/09/2015	4100-041000-5100-	110.31	8246	2/23/2015	Utilities	00737
00000	000107	DOMINION VIRGINIA POWER	7615 02/2015	2/09/2015	4100-041000-5100-	19.74	8246	2/23/2015	Utilities	00737
					CHECK TOTAL	1,426.32				
00000	000182	GUARDIAN SECURITY SYSTEMS	36688	2/10/2015	4100-031100-6026-	160.00	8247	2/23/2015	Building Operations - Maintena	00737
					CHECK TOTAL	160.00				
00000	000529	INSERCORP	08021008	2/10/2015	4100-012100-3100-	50.00	8248	2/23/2015	Professional Services	00737
					CHECK TOTAL	50.00				
00000	000041	ISLE OF WIGHT COUNTY	1346	2/18/2015	4100-072000-5640-	2,000.00	8249	2/23/2015	4th of July Celebration	00737
					CHECK TOTAL	2,000.00				
00000	000378	ISLE OF WIGHT COUNTY	DEC 2014	2/01/2015	4100-091600-3800-	365.37	8250	2/23/2015	Payments to Other Governments	00737
					CHECK TOTAL	365.37				

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	00101037	2/13/2015	4100-041000-4200-	75.01	8251	2/23/2015	Fuel	00737
00000	000261	MANSFIELD OIL COMPANY	00101037	2/13/2015	4100-081100-4200-	24.22	8251	2/23/2015	Fuel	00737
00000	000261	MANSFIELD OIL COMPANY	00101037	2/13/2015	4100-031100-6008-	657.74	8251	2/23/2015	Fuel and Tires	00737
					CHECK TOTAL	756.97				
00000	000604	MEGA OFFICE FURNITURE	2118777-1	12/09/2014	4100-041000-3315-	196.15	8252	2/23/2015	Building Repairs and Maintenanc	00737
					CHECK TOTAL	196.15				
00000	000242	MICHAEL STALLINGS	02/11-02/13/15	2/11/2015	4100-012100-5500-	99.07	8253	2/23/2015	Travel and Training	00737
					CHECK TOTAL	99.07				
00000	000063	MOSCA DESIGN	22678	2/11/2015	4100-091600-0001-	1,499.63	8254	2/23/2015	Contingency	00737
					CHECK TOTAL	1,499.63				
00000	000416	RICOH USA, INC.	94158993	2/09/2015	4100-012100-5410-	216.01	8255	2/23/2015	Equipment Rental	00737
					CHECK TOTAL	216.01				
00000	000629	RIDDICK BABINEAU, PC	087804	2/04/2015	4100-091600-0001-	250.00	8256	2/23/2015	Contingency	00737
					CHECK TOTAL	250.00				
00000	000607	THOMPSON TIRE	176352	2/06/2015	4100-031100-6008-	2,562.00	8257	2/23/2015	Fuel and Tires	00737
					CHECK TOTAL	2,562.00				
00000	000630	WILLIAMS MULLEN	893470	2/06/2015	4100-091600-0001-	190.00	8258	2/23/2015	Contingency	00737
					CHECK TOTAL	190.00				
					CHECK TYPE TOTAL	46,285.80				
					FINAL TOTAL	46,878.42				

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,249.71	20
0025	HARRIS, JOSHUA L		2	1,316.52	8
0019	DUNLOW, MARY J		3	781.81	2
0006	WHITEHEAD, TERRY S		3	856.33	4
0014	BOWDEN, PHILLIP H		4	831.84	18
0023	JERNIGAN, GRAFTON P		4	1,157.71	9
0031	NEWSOME, CHRISTINA M		4	1,026.00	3
0007	SIMS, KENNETH W		4	1,266.69	19
0012	OWENS, WILIFORD D. JR.		6	1,404.89	12
0015	STALLINGS, MICHAEL R JR		6	1,966.59	1
0032	SWAN, ROBERT B		8	1,296.82	16
0027	RIDDLE, RODNEY D		9	1,392.52	14
0034	GUTIERREZ, JOSEPH R.		10	856.13	5
*****BANK TOTAL*****				15,403.56	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW
OR PREVIOUSLY DOCUMENTED. THE TOTAL 15,403.56 EQUALS THE DIRECT
DEPOSIT REGISTER.

2/9/15 *[Signature]*

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,249.71	20
0025	HARRIS, JOSHUA L		2	1,343.34	8
0019	DUNLOW, MARY J		3	781.81	2
0006	WHITEHEAD, TERRY S		3	856.33	4
0014	BOWDEN, PHILLIP H		4	854.32	18
0023	JERNIGAN, GRAFTON P		4	1,597.69	10
0031	NEWSOME, CHRISTINA M		4	1,026.00	3
0007	SIMS, KENNETH W		4	1,266.69	19
0012	OWENS, WILIFORD D. JR.		6	1,743.64	13
0015	STALLINGS, MICHAEL R JR		6	1,680.19	1
0032	SWAN, ROBERT B		8	1,327.35	17
0027	RIDDLE, RODNEY D		9	1,506.59	15
0034	GUTIERREZ, JOSEPH R.		10	869.11	5
*****BANK TOTAL*****				16,102.77	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW
OR PREVIOUSLY DOCUMENTED. THE TOTAL 16,102.77 EQUALS THE DIRECT
DEPOSIT REGISTER.

2/23/15

~~XXXXXXXXXX~~

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000582	LEWIS CONSTRUCTION OF	0215-1420	2/02/2015	4200-042000-3100-	1,900.63	7665	2/09/2015	Professional Fees	00733
					CHECK TOTAL	1,900.63				
00000	000261	MANSFIELD OIL COMPANY	00099628 WTR	1/26/2015	4200-042000-4200-	74.41	7666	2/09/2015	Vehicle Fuel	00733
					CHECK TOTAL	74.41				
00000	000302	PHILLIP BOWDEN	FEB 2015	1/31/2015	4200-042000-5230-	30.00	7667	2/09/2015	Telephone - Communications	00733
					CHECK TOTAL	30.00				
00000	000381	SUNTRUST BANK	5882 02/2015	1/22/2015	4200-042000-5500-	240.00	7668	2/09/2015	Travel & Training	00733
					CHECK TOTAL	240.00				
00000	000284	VDACS	B033074	12/31/2014	4200-042000-3101-	40.00	7669	2/09/2015	State Fees	00733
					CHECK TOTAL	40.00				
00000	000109	VERIZON WIRELESS	9739200741 WTR	1/20/2015	4200-042000-5230-	59.82	7670	2/09/2015	Telephone - Communications	00733
					CHECK TOTAL	59.82				
00000	000113	VUPS	01150506	1/31/2015	4200-042000-6007-	22.05	7671	2/09/2015	Maintenance & Repairs - System	00733
					CHECK TOTAL	22.05				
00000	000107	DOMINION VIRGINIA POWER	4197 02/2015	2/05/2015	4200-042000-5100-	778.24	7673	2/23/2015	Utilities	00736
00000	000107	DOMINION VIRGINIA POWER	5002 02/2015	2/05/2015	4200-042000-5100-	165.19	7673	2/23/2015	Utilities	00736
00000	000107	DOMINION VIRGINIA POWER	7818 02/2015	2/09/2015	4200-042000-5100-	6.78	7673	2/23/2015	Utilities	00736
00000	000107	DOMINION VIRGINIA POWER	9251 02/2015	2/05/2015	4200-042000-5100-	856.11	7673	2/23/2015	Utilities	00736
					CHECK TOTAL	1,806.32				
00000	000261	MANSFIELD OIL COMPANY	00101037 WTR	2/13/2015	4200-042000-4200-	72.00	7674	2/23/2015	Vehicle Fuel	00736
					CHECK TOTAL	72.00				
					CHECK TYPE TOTAL	4,245.23				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	999999	BENHAM REAL ESTATE LLC	UT0005064400001	2/06/2015	200-000200-0250-	21.31	7663	2/09/2015	Refund Liability Account	00163
					CHECK TOTAL	21.31				
00000	999999	HARING RAYMOND E	UT0005056890001	2/06/2015	200-000200-0250-	50.50	7664	2/09/2015	Refund Liability Account	00163
					CHECK TOTAL	50.50				
00000	999999	WILLIAMS JASON	UT0005063290001	2/06/2015	200-000200-0250-	23.48	7672	2/09/2015	Refund Liability Account	00163
					CHECK TOTAL	23.48				
					CHECK TYPE TOTAL	95.29				
					FINAL TOTAL	4,340.52				

Town of Windsor

Memorandum

March 10, 2015

TO: The Honorable Mayor and Members of Town Council

FROM: Christy Newsome, Treasurer

SUBJECT: Budget Transfer

We have a need for a budget transfer within the General Fund.

The transfer is in the Travel and Training line item. Due to the transition of employees into new positions this year, we have had an increased amount of training needs.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer in the amount of \$3,500 from account 4-100-12100-6020 Equipment to account 4-100-12100-5500 Travel and Training.

Town of Windsor

Memorandum

March 10, 2015

TO: The Honorable Mayor and Town Council

FROM: Christy Newsome, Treasurer

SUBJECT: Budget Transfer

We have a need for a budget transfer within the Water Fund.

The transfer is in the Vehicle Repairs and Maintenance line item. We had some unexpected repairs to the Chevrolet utility work truck.

I recommend that Council approve this budget transfer.

Recommended Motion

Move that Council approve a budget transfer in the amount of \$500 from account 4-200-42000-3312 Equipment Repairs and Maintenance to account 4-200-42000-3310 Vehicle Repairs and Maintenance.

Town of Windsor

Memorandum

March 10, 2015

TO: The Honorable Mayor and Members of Town Council

FROM: Christy Newsome, Treasurer

RE: Certificate of Deposit

As directed, I have reviewed Certificate of Deposit interest rates as well as the balance in the General Fund Checking account. Currently Farmers Bank and Citizens National Bank are offering 1% on 36 months CD's.

I recommend that we move \$300,000 from the General Fund checking account with Farmers Bank into a Certificate of Deposit with Farmers Bank for 3 years at an interest rate of 1%.

We have 3 Certificate of Deposits with Citizens National Bank at this time, and this will spread out our investments.