

## Town of Windsor

### Memorandum

January 8, 2019

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**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 \$250 in donations since the last Town Council meeting. Attached is a resolution that appropriates these funds.

I recommend that Council adopt the enclosed resolution.

#### **Recommended Motion**

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of  
\$250 In Funds Donated To The Town Of  
Windsor To The General Fund Of The  
Town Of Windsor's Operating Budget  
For Fiscal Year 2018-2019

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

**Resolution**

A Resolution Appropriating The Sum Of  
\$250 In Funds Donated To The Town Of  
Windsor To The General Fund Of The  
Town Of Windsor's Operating Budget  
For Fiscal Year 2018-2019

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

Section 1. That the sum of \$250 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 2018-2019, Account Number 4-100-31100-6014, Police Community Affairs.

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

Adopted: January 8, 2019

TESTE:

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Town Clerk