

## Town of Windsor

### Memorandum

June 9, 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 May.

For your information:

- Budget Transfers are enclosed for the General & Water Fund.
- You may notice that the Fica and Retirement Line Items are over budget, however we have identified some issues with payroll at the beginning of the fiscal year and we are researching and correcting problems found. Once we have corrected the issues the line items will be back in order.
- We have submitted reports to Virginia Collections to continue booting for delinquent taxes.
- Audited businesses on cigarette taxes this month.
- Followed up with businesses without a current business license.
- Preparation for our end of fiscal year is in full effect, I have already been in contact with Diane and Roger.

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

**General Fund**

Checking – Farmers Bank	\$ 619,916.76
Certificates of Deposit – Cemetery	109,025.78
Certificates of Deposit (CNB)	511,500.74
Certificates of Deposit (FB)	300,000.00
Checking – Suntrust	<u>150.00</u>
	\$ 1,540,593.28

**Water Fund**

Checking – Farmers Bank	\$ 366,256.32
Certificate of Deposit	<u>271,257.30</u>
	\$ 637,513.62

**Rural Development Construction Account**

Checking – Farmers Bank	\$ 22,047.63
-------------------------	--------------

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

Checking – Farmers Bank	\$ 396,200.69
-------------------------	---------------

**All Funds**

Total Bank Assets	<u>\$ 2,596,355.22</u>
-------------------	------------------------

**Liabilities – Water Fund**

Farmers Bank – Bond – Water Fund	\$ 689,868.17 (principal only)
USDA Rural Dev.	<u>\$ 797,949.08</u>
	\$ 1,487,817.25

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**GENERAL FUND**

June 1, 2015

Balance on hand April 30, 2015		\$644,571.64
Receipts:		
Total receipts collected in May	<u>170,118.41</u>	
Total receipts prior to month's disbursements		814,690.05
Disbursements:		
Total disbursements in May	<u>194,650.54</u>	
Balance on hand May 31, 2015 - Farmers Bank		\$620,039.51

**TOWN OF WINDSOR  
TREASURER'S REPORT  
SUNTRUST ACCOUNT**

June 1, 2015

Balance on hand April 30, 2015		\$ 150.00
Receipts:		
Total receipts collected in May	<u>0.00</u>	
Total receipts prior to month's disbursements		150.00
Disbursements:		
Total disbursements in May	<u>0.00</u>	
Balance on hand May 31, 2015 - Suntrust		\$ 150.00

# TOWN OF WINDSOR

## TREASURER'S REPORT

### WATER FUND

June 1, 2015

Balance on hand April 30, 2015		\$325,518.57
Receipts:		
Total receipts collected in May	<u>48,833.38</u>	
Total receipts prior to month's disbursement		374,351.95
Disbursements:		
Total disbursements in May	<u>8,095.63</u>	
Balance on hand May 31, 2015 - Farmers Bank		\$366,256.32

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**RURAL DEVELOPMENT CONSTRUCTION ACCOUNT**

June 1, 2015

Balance on hand April 30, 2015		\$ 22,043.89
Receipts:		
Total receipts collected in May	<u>3.74</u>	
Total receipts prior to month's disbursements		22,047.63
Disbursements:		
Total disbursements in May	<u>0.00</u>	
Balance on hand May 31, 2015 – Farmers Bank		\$ 22,047.63

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

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

June 1, 2015

Balance on hand April 30, 2015		\$ 396,133.40
Receipts:		
Total receipts collected in May	<u>67.29</u>	
Total receipts prior to month's disbursements		396,200.69
Disbursements:		
Total disbursements in May	<u>0.00</u>	
Balance on hand May 31, 2015 – Farmers Bank		\$ 396,200.69

Financial Statements Fiscal Year 2014-2015  
 General Fund Revenue  
 May 31, 2015

	2014-15 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>General Property Taxes</b>				
Taxes on Real Property	\$ 185,000	\$ 178	\$ 188,515	\$ 3,515
Taxes on Mobile Homes	4,000	94	4,736	736
Taxes on Personal Property	65,000	526	67,031	2,031
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,500	-	10,788	1,288
Penalties & Interest on Delinquent Taxes	3,000	94	3,041	41
<b>Total</b>	<u>\$ 286,025</u>	<u>\$ 891</u>	<u>\$ 293,638</u>	<u>\$ 7,613</u>
<b>Other Local Taxes</b>				
Bank Franchise Tax	\$ 129,000	\$ 115,066	\$ 115,066	\$ (13,934)
Communication Tax/Cable Franchise Tax	65,000	5,627	61,509	(3,491)
Cigarette Tax	55,000	3,750	59,584	4,584
Local Sales Tax	83,500	7,845	85,667	2,167
Meals Tax	320,000	248	304,280	(15,720)
Utility Taxes	90,000	7,617	86,276	(3,724)
<b>Total</b>	<u>\$ 742,500</u>	<u>\$ 140,152</u>	<u>\$ 712,383</u>	<u>\$ (30,117)</u>
<b>Licenses</b>				
Merchants & Other Licenses	\$ 124,000	\$ 1,926	\$ 135,207	\$ 11,207
Motor Vehicle Licenses	40,000	600	43,708	3,708
<b>Total</b>	<u>\$ 164,000</u>	<u>\$ 2,526</u>	<u>\$ 178,915</u>	<u>\$ 14,915</u>



Financial Statements Fiscal Year 2014-2015  
 General Fund Revenue  
 May 31, 2015

	2014-15 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Rents</b>				
Post Office Rental	\$ 18,000	\$ -	\$ 15,000	\$ (3,000)
Other Rentals	-	-	-	-
<b>Total</b>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ (3,000)</u>
 <b>Revenues from the Commonwealth</b>				
<i>Categorical Aid:</i>				
Police HB 599 Funding	\$ 57,289	\$ -	\$ 42,966	\$ (14,323)
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	-	5,401	2,401
<b>Total</b>	<u>\$ 113,289</u>	<u>\$ -</u>	<u>\$ 59,426</u>	<u>\$ (53,863)</u>
 <b>Revenue from the Federal Government</b>				
COPS Grant	\$ 4,880	\$ -	\$ 10,647	\$ 5,767
Stimulus Funding	-	-	-	-
<b>Total</b>	<u>\$ 4,880</u>	<u>\$ -</u>	<u>\$ 10,647</u>	<u>\$ 5,767</u>

Financial Statements Fiscal Year 2014-2015  
 General Fund Revenue  
 May 31, 2015

	2014-15 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Fines</b>				
Traffic Fines	\$ 137,000	\$ 12,967	\$ 148,450	\$ 11,450
<b>Total</b>	<b>\$ 137,000</b>	<b>\$ 12,967</b>	<b>\$ 148,450</b>	<b>\$ 11,450</b>
<b>Miscellaneous Revenues</b>				
Administrative Collection Fee	\$ 4,000	\$ 424	\$ 9,326	\$ 5,326
Cemetery Plot Sales	1,000	2,000	5,300	4,300
Credit Card Convenience Fee	500	23	580	80
DMV Grant Reimbursement	-	2,135	11,746	11,746
Interest Earned	12,000	571	12,505	505
Other Miscellaneous Revenues	145,337	48	142,254	(3,083)
Reimbursement from Water Fund	62,340	-	62,340	-
Debt Repayment from Water Fund	181,012	-	181,012	-
Unappropriated Fund Balance	60,810	-	-	(60,810)
Zoning Fees	1,500	225	1,925	425
<b>Total</b>	<b>\$ 468,499</b>	<b>\$ 5,426</b>	<b>\$ 426,988</b>	<b>\$ (41,511)</b>
<b>Total All Revenues</b>	<b>\$ 1,934,193</b>	<b>\$ 161,963</b>	<b>\$ 1,845,446</b>	<b>\$ (88,747)</b>
		Proffers	\$ 8,400.00	
			\$ 170,362.74	

Financial Statements Fiscal Year 2014-2015  
 General Fund Expenditure  
 May 31, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Legislative</b>				
Mayor & Council Members				
Compensation	\$ 9,000	\$ -	\$ 3,600	\$ 5,400
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	-	80	920
<b>Total Legislative</b>	<u>\$ 36,200</u>	<u>\$ -</u>	<u>\$ 25,148</u>	<u>\$ 11,052</u>
<b>Legal</b>				
Legal Services	\$ 30,000	\$ 713	\$ 15,564	\$ 14,436
Dues and Subscriptions	350	-	-	350
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
<b>Total Legal</b>	<u>\$ 31,250</u>	<u>\$ 713</u>	<u>\$ 15,564</u>	<u>\$ 15,686</u>

**Financial Statements Fiscal Year 2014-2015**  
**General Fund Expenditure**  
**May 31, 2015**

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>General Management</b>				
Salaries and Wages	\$ 98,445	\$ 20,739	\$ 96,181	\$ 2,264
Overtime	1,500	-	-	1,500
Part time	5,000	-	-	5,000
Non-compensation Expenses				
FICA	6,510	1,487	7,406	(896)
Health Insurance	22,050	4,198	17,955	4,095
Retirement	7,500	1,548	7,872	(372)
Life Insurance	3,000	274	1,558	1,442
Advertising	500	256	383	117
Bank Fees	1,000	90	754	246
Dues and Subscriptions	4,000	94	3,072	928
DMV Stop Fees	-	360	1,580	(1,580)
Education - Manager	4,400	-	2,855	1,545
Equipment	500	147	147	353
Equipment Rental	7,000	254	4,756	2,244
Information Technology	30,000	1,580	23,744	6,256
Maintenance Contracts	6,000	-	3,433	2,567
Postal Services	7,000	848	6,660	340
Professional Services	15,000	1,799	7,943	7,057
Publications	2,000	1,013	1,492	508
Supplies	9,500	1,142	7,285	2,215
Telephone-Communications	7,000	511	5,906	1,094
Travel and Training	13,500	962	10,324	3,176
Vehicle Allowance	4,800	800	4,800	-
<b>Total General Management</b>	<b>\$ 256,205</b>	<b>\$ 38,103</b>	<b>\$ 216,106</b>	<b>\$ 40,099</b>

**Financial Statements Fiscal Year 2014-2015**  
**General Fund Expenditure**  
**May 31, 2015**

	2014-15 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	47,800	5,515	46,124	1,676
Non-compensation Expenses				
FICA	2,975	368	3,076	(101)
Health Insurance	10,725	1,237	10,311	414
Retirement	3,200	368	3,245	(45)
Life Insurance	635	73	580	55
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	52	503	147
Travel and Training	3,000	-	1,361	1,639
Vehicle Fuel	500	23	393	107
Vehicle Repairs and Maintenance	400	-	56	344
<b>Total Planning</b>	<b>\$ 77,385</b>	<b>\$ 7,637</b>	<b>\$ 66,734</b>	<b>\$ 10,651</b>

Financial Statements Fiscal Year 2014-2015  
 General Fund Expenditure  
 May 31, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Public Works &amp; Property Maintenance</b>				
Salaries and Wages	\$ 42,080	\$ 9,744	\$ 39,370	\$ 2,710
Overtime	2,000	-	100	1,900
Part-time-Temporary	8,000	856	7,770	231
Non-compensation Expenses				
FICA	3,230	651	2,883	348
Health Insurance	9,650	2,224	8,897	753
Retirement	2,815	649	2,902	(87)
Life Insurance	560	128	466	94
Building Repairs and Maintenance	18,000	681	5,677	12,323
Clothing - Uniforms	500	-	196	304
Equipment	3,500	-	288	3,212
Equipment Rental	500	-	116	384
Equipment Repairs and Maintenance	5,000	325	1,223	3,777
Rental Property - Repairs & Maintenance	2,500	237	1,202	1,298
Street and Sidewalk Maintenance	20,900	14,063	14,205	6,695
Street Lights - Utility Expense	32,000	2,555	25,512	6,488
Utilities	10,000	248	8,487	1,513
Vehicle Fuel	4,000	400	2,182	1,818
Vehicle Repairs and Maintenance	1,000	-	342	658
<b><i>Total Public Works &amp; Property Maintenance</i></b>	<b><u>\$ 166,235</u></b>	<b><u>\$ 32,761</u></b>	<b><u>\$ 121,817</u></b>	<b><u>\$ 44,418</u></b>

**Financial Statements Fiscal Year 2014-2015**

**General Fund Expenditure**

**May 31, 2015**

	<b>2014-15 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Police</b>				
Salaries and Wages	\$ 237,043	\$ 23,500	\$ 188,944	\$ 48,099
Grant Funded Position	56,975	6,986	53,321	3,654
Overtime	25,000	4,032	22,195	2,805
Non-compensation Expenses				
FICA	16,250	1,827	14,278	1,972
Health Insurance	53,620	4,699	39,157	14,463
Retirement	15,840	1,380	13,016	2,824
Life Insurance	3,130	334	2,663	467
DMV Grant Disbursement	-	1,085	10,255	(10,255)
Advertising	500	-	320	180
Community Relations	5,525	-	5,452	73
Dues, Subscriptions & Publications	1,250	-	712	538
Equipment	9,800	233	7,446	2,354
Information Technology	2,500	35	905	1,595
Investigations	1,000	-	-	1,000
Office Supplies	3,000	299	1,800	1,200
Postage	250	-	6	244
Telephone-Communications	12,000	1,020	9,496	2,504
Travel and Training	9,000	580	7,426	1,574
Vehicle Fuel	40,000	1,356	22,462	17,538
Vehicle/Equipment Repairs and Maint	19,412	966	13,099	6,314
Taser Replacement	8,000	-	7,999	1
<b>Building Operations</b>				
Building Renovations	15,000	3,749	6,916	8,084
Utilities	6,700	185	3,993	2,707
Equipment Rental	3,000	134	1,444	1,556
Maintenance Contracts	3,000	160	1,440	1,560
<b>Total Police</b>	<b>\$ 547,795</b>	<b>\$ 52,560</b>	<b>\$ 434,746</b>	<b>\$ 113,049</b>

Financial Statements Fiscal Year 2014-2015  
 General Fund Expenditure  
 May 31, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Cultural Events</b>				
4th of July Celebration	\$ 5,000	\$ -	\$ 4,279	\$ 721
Christmas Holidays	500	-	213	287
Other Events	3,000	-	1,551	1,449
<b>Total Cultural Events</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ 6,042</b>	<b>\$ 2,458</b>
<b>Economic Development</b>				
Business Appreciation	\$ 1,300	\$ -	\$ -	\$ 1,300
Chamber of Commerce	-	-	-	-
Dues and Subscriptions	3,500	-	3,500	-
Activities	750	-	561	190
Other Economic Development Activities	5,000	-	-	5,000
<b>Total Economic Development</b>	<b>\$ 10,550</b>	<b>\$ -</b>	<b>\$ 4,061</b>	<b>\$ 6,490</b>
<b>Fire Department</b>				
Contribution	\$ -	\$ -	\$ -	\$ -
Grant	9,200	-	10,000	(800)
<b>Total Fire Department</b>	<b>\$ 9,200</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ (800)</b>
<b>Rescue Squad</b>				
Contribution	\$ -	\$ -	\$ -	\$ -
<b>Total Rescue Squad</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Refuse Collection</b>				
Residential Collection	\$ 72,000	\$ 5,841	\$ 64,681	\$ 7,319
Seasonal Clean-ups	3,000	-	950	2,050
<b>Total Refuse Collection</b>	<b>\$ 75,000</b>	<b>\$ 5,841</b>	<b>\$ 65,631</b>	<b>\$ 9,369</b>



Financial Statements Fiscal Year 2014-2015  
 General Fund Expenditure  
 May 31, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Capital Projects</b>				
Police Car	\$ 63,000	\$ 60,000	\$ 60,000	\$ 3,000
Sidewalks - <i>Federal Stimulus &amp; Eng.</i>	-	-	-	-
Streetlight Extensions	2,000	-	182	1,818
Sidewalk Repair and Construction	7,500	1,313	1,313	6,187
Sidewalks - SYIP Funds	42,000	-	-	42,000
Information Technology Upgrades	7,000	-	2,370	4,630
Financial Software Upgrade	36,000	-	-	36,000
Paving of Cemetery Driveways	-	-	-	-
Space Needs Sinking Fund Expense	422,012	-	324,386	97,626
<b>Total Capital Projects</b>				-
	<u>\$ 579,512</u>	<u>\$ 61,313</u>	<u>\$ 388,251</u>	<u>\$ 191,261</u>
<b>Non-departmental</b>				
Contingency	\$ 17,851	\$ 20	\$ 15,352	\$ 2,499
Contribution to Library	1,200	-	1,200	-
Contribution to TRIAD	1,000	-	1,000	-
Replacement TOW Sign	17,910	-	18,142	(232)
Insurance	33,400	-	33,352	48
Transfer to Town Center/Space Needs	-	-	-	-
Payments to Other Governments	65,000	370	33,054	31,946
<b>Total Non-departmental</b>				
	<u>\$ 136,361</u>	<u>\$ 390</u>	<u>\$ 102,101</u>	<u>\$ 34,260</u>
<b>Total All Expenditures</b>				
	<u>\$ 1,934,193</u>	<u>\$ 199,318</u>	<u>\$ 1,456,200</u>	<u>\$ 477,993</u>
Proffers		\$ 8,400		
		<u>\$ 207,718</u>		

Financial Statements Fiscal Year 2014-2015  
 Water Fund  
 May 31, 2015

	2014-15 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Water Sales	\$ 433,000	\$ 34,758	\$ 438,718	\$ 5,718
Tap, Connection & Other Fees	40,000	11,656	89,920	49,920
Interest Earned	3,200	63	2,501	(699)
Prior Year Fund Balance	187,000	-	-	(187,000)
<b>Total Revenues</b>	<b>\$ 663,200</b>	<b>\$ 46,477</b>	<b>\$ 531,139</b>	<b>\$ (132,061)</b>

Financial Statements Fiscal Year 2014-2015

Water Fund

May 31, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Expenditures</b>				
Operating & Maintenance (O&M)				
Salaries	\$ 158,945	\$ -	\$ 158,945	\$ -
Advertising	100	-	-	100
Bank Fees	850	95	830	20
Clothing - Uniforms	500	-	245	255
Dues and Subscriptions	800	-	595	205
Equipment	4,000	-	-	4,000
Equipment Repairs and Maintenance	4,500	728	2,656	1,844
Equipment Rental	500	-	-	500
Insurance	-	-	-	-
Maintenance Contracts	25,000	-	22,943	2,057
Meters	1,000	-	-	1,000
Professional Fees	4,000	-	2,382	1,618
Publications	200	-	-	200
Maintenance & Repairs System	13,200	559	8,827	4,373
State Fees/Lab Fees	10,500	40	9,085	1,415
Telephone - Communications	1,600	143	1,356	244
Part Time/Temporary Help	1,000	887	887	113
Travel and Training	2,500	592	2,267	233
Utilities	19,300	1,513	17,528	1,772
Vehicle Fuel	3,000	100	2,944	56
Vehicle Maintenance and Repair	1,400	-	1,268	132
Payments to General Fund				
Debt Services	181,012	-	181,012	-
Indirect Cost	49,140	-	49,140	-
Protection of Water System	13,200	-	13,200	-
<b>Total O&amp;M</b>	<b>\$ 496,247</b>	<b>\$ 4,657</b>	<b>\$ 476,110</b>	<b>\$ 20,137</b>

Financial Statements Fiscal Year 2014-2015  
 Water Fund  
 May 31, 2015

	2014-15 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Depreciation				
Depreciation	\$ 63,953	\$ -	\$ -	\$ 63,953
<b>Total Depreciation</b>	<b>\$ 63,953</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,953</b>
Debt Service				
USDA Loan - Principal & Interest	\$ 55,000	\$ -	\$ 47,840	\$ 7,160
New USDA Loan - Principal & Interest	43,000	3,323	36,553	6,447
<b>Total Debt Service</b>	<b>\$ 98,000</b>	<b>\$ 3,323</b>	<b>\$ 84,393</b>	<b>\$ 13,607</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>\$ 663,200</b>	<b>\$ 7,980</b>	<b>\$ 560,503</b>	<b>\$ 102,697</b>
water refunds		\$ 125.50		
		\$ 8,105.63		

Financial Statements Fiscal Year 2014-2015  
 Space Needs Fund  
 May 31, 2015

	2014-15 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Transfer From General Fund	\$ 200,000	\$ -	\$ 200,000	\$ -
Interest Earned	350	67	532	182
Prior Year Fund Balance	50,000	-	-	(50,000)
<b>Total Revenues</b>	<b><u>\$ 250,350</u></b>	<b><u>\$ 67</u></b>	<b><u>\$ 200,532</u></b>	<b><u>\$ (49,818)</u></b>

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



P/O NO. ---	VEND. NO. -----	VENDOR NAME -----	INVOICE NO. -----	INVOICE DATE -----	ACCOUNT NO. -----	NET AMOUNT -----	CHECK NO. -----	CHECK DATE -----	DESCRIPTION -----	BATCH -----
00000	000132	POSTMASTER, WINDSOR	BULK MAIL 5/15	5/01/2015	4100-012100-5210- - -	226.80	12760	5/01/2015	Postal Services	00757
					CHECK TOTAL	226.80				
00000	000614	BILLY MITCHELL	05/2015 CONCERT	5/01/2015	4100-072000-5642- - -	450.00	12761	5/02/2015	Other Events	00757
					CHECK TOTAL	450.00				
					CHECK TYPE TOTAL	676.80				

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	MAY 2015	4/10/2015	100-000200-0200-	- -				
						CHECK TOTAL			PR Liability Account	00751
						14,972.00	8356	5/04/2015		
						14,972.00				
00000	000134	BAJ MUNICIPAL SOFTWARE	FY2016 DEV FEES	5/01/2015	4100-012100-4100-	- -			Information Technology	00751
						CHECK TOTAL				
						350.00	8357	5/04/2015		
						350.00				
00000	000007	BEAMON & JOHNSON, INC.	3270 04/2015	4/30/2015	4100-031100-6005-	- -			Vehicle Repairs and Maintenance	00751
						CHECK TOTAL				
						31.84	8358	5/04/2015		
						31.84				
00000	000170	BUSINESS DATA OF VA, INC	1097-2015	4/15/2015	4100-012100-4100-	- -			Information Technology	00751
00000	000170	BUSINESS DATA OF VA, INC	1100-2015	4/17/2015	4100-012100-4100-	- -			Information Technology	00751
						CHECK TOTAL				
						125.00	8359	5/04/2015		
						154.95	8359	5/04/2015		
						279.95				
00000	000018	COMMUNITY ELECTRIC COOP.	4100 04/2015	4/25/2015	4100-041000-5100-	- -			Utilities	00751
						CHECK TOTAL				
						13.64	8360	5/04/2015		
						13.64				
00000	000171	DEWITT'S AUTOM. CENTER	0081299	4/28/2015	4100-031100-6005-	- -			Vehicle Repairs and Maintenance	00751
						CHECK TOTAL				
						309.76	8361	5/04/2015		
						309.76				
00000	000107	DOMINION VIRGINIA POWER	8591 04/2015	4/21/2015	4100-041000-5100-	- -			Utilities	00751
						CHECK TOTAL				
						84.98	8362	5/04/2015		
						84.98				
00000	000024	FERN'S AUTO REPAIR	28486	4/16/2015	4100-041000-3312-	- -			Equipment Repairs and Maintenance	00751
						CHECK TOTAL				
						82.00	8363	5/04/2015		
						82.00				
00000	000029	GENERAL CODE PUBLISHERS	C0017960	5/01/2015	4100-012100-6012-	- -			Publications	00751
						CHECK TOTAL				
						995.00	8364	5/04/2015		
						995.00				
00000	000041	ISLE OF WIGHT COUNTY	PROFFERS 04/15	4/24/2015	100-000240-0247-	- -			DUE TO ISLE OF WIGHT (PROFFERS	00751
						CHECK TOTAL				
						8,400.00	8365	5/04/2015		
						8,400.00				
00000	000535	LANDWORKS UNLIMITED LLC	303613	4/26/2015	4100-041000-3319-	- -			Street & Sidewalk Maintenance	00751
						CHECK TOTAL				
						14,063.00	8366	5/04/2015		
						14,063.00				
00000	000151	M & W PRINTERS, INC.	95481	4/29/2015	4100-012100-6001-	- -			Office Operations (Supplies)	00751
00000	000151	M & W PRINTERS, INC.	95847	4/28/2015	4100-012100-6001-	- -			Office Operations (Supplies)	00751
						CHECK TOTAL				
						412.50	8367	5/04/2015		
						355.02	8367	5/04/2015		
						767.52				
00000	000632	M L COBURN & CO. INC.	10065	4/27/2015	4100-091600-0001-	- -			Contingency	00751
						CHECK TOTAL				
						3,911.00	8368	5/04/2015		
						3,911.00				
00000	000261	MANSFIELD OIL COMPANY	00107034	4/20/2015	4100-031100-6008-	- -			Fuel and Tires	00751
00000	000261	MANSFIELD OIL COMPANY	00107034	4/20/2015	4100-041000-4200-	- -			Fuel	00751
						CHECK TOTAL				
						638.09	8369	5/04/2015		
						130.82	8369	5/04/2015		
						768.91				
00000	000059	MCI	0328 04/2015	4/19/2015	4100-031100-6001-	- -			Communications	00751
						CHECK TOTAL				
						32.70	8370	5/04/2015		
						32.70				
00000	000126	MINNESOTA LIFE	APRIL 2015	5/01/2015	100-000200-0200-	- -			PR Liability Account	00751
00000	000126	MINNESOTA LIFE	MAR 2015	4/01/2015	100-000200-0200-	- -			PR Liability Account	00751
						CHECK TOTAL				
						138.76	8371	5/04/2015		
						138.76	8371	5/04/2015		
						277.52				



P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000069	PITNEY BOWES LLC	3678 04/2015	4/02/2015	4100-012100-5210-	- -				
						620.99	8372	5/04/2015	Postal Services	00751
						CHECK TOTAL				
						620.99				
00000	000036	RICOH USA, INC	19613535	4/10/2015	4100-031100-6025-	- -				
00000	000036	RICOH USA, INC	5035704740	4/23/2015	4100-012100-5410-	- -				
						102.68	8373	5/04/2015	Building Operations - Equip Re	00751
						124.65	8373	5/04/2015	Equipment Rental	00751
						CHECK TOTAL				
						227.33				
00000	000592	SANTANDER LEASING LLC	1661658	4/21/2015	4100-094000-8004-	- -				
						60,000.00	8374	5/04/2015	Police Car	00751
						CHECK TOTAL				
						60,000.00				
00000	000430	STATE FARM	8248-07 MAY 15	5/01/2015	100-000200-0200-	- -				
						90.83	8375	5/04/2015	PR Liability Account	00751
						CHECK TOTAL				
						90.83				
00000	000580	SUFFOLK SHEET METAL, INC	43861	3/31/2015	4100-041000-3318-	- -				
						237.45	8376	5/04/2015	Rental Property-Repairs & Main	00751
						CHECK TOTAL				
						237.45				
00000	000381	SUNTRUST BANK	5882 04/2015	4/22/2015	4100-012100-5500-	- -				
00000	000381	SUNTRUST BANK	5882 04/2015	4/22/2015	4100-031100-6002-	- -				
00000	000381	SUNTRUST BANK	5882 04/2015	4/22/2015	4100-031100-6006-	- -				
						786.05	8377	5/04/2015	Travel and Training	00751
						102.60	8377	5/04/2015	Materials and Supplies	00751
						580.00	8377	5/04/2015	Training and Travel	00751
						CHECK TOTAL				
						1,468.65				
00000	000301	TERRY WHITEHEAD	REFUND BOOK	4/28/2015	4100-012100-6012-	- -				
00000	000301	TERRY WHITEHEAD	04/24/2015	4/24/2015	4100-012100-5500-	- -				
						18.17	8378	5/04/2015	Publications	00751
						176.43	8378	5/04/2015	Travel and Training	00751
						CHECK TOTAL				
						194.60				
00000	000585	TIDEWATER TACTICAL	19012	4/10/2015	4100-031100-6004-	- -				
						233.27	8379	5/04/2015	Equipment	00751
						CHECK TOTAL				
						233.27				
00000	000089	TOTAL BUSINESS SOLUTIONS	203635-0	4/24/2015	4100-012100-6001-	- -				
00000	000089	TOTAL BUSINESS SOLUTIONS	203762-0	4/30/2015	4100-012100-6001-	- -				
00000	000089	TOTAL BUSINESS SOLUTIONS	203762-0	4/30/2015	4100-041000-3315-	- -				
						122.42	8380	5/04/2015	Office Operations (Supplies)	00751
						127.73	8380	5/04/2015	Office Operations (Supplies)	00751
						79.38	8380	5/04/2015	Building Repairs and Maintenanc	00751
						CHECK TOTAL				
						329.53				
00000	000092	TOWN OF WINDSOR WAT. FUND	314 04/2015	5/01/2015	4100-041000-5100-	- -				
00000	000092	TOWN OF WINDSOR WAT. FUND	97 04/2015	5/01/2015	4100-041000-5100-	- -				
						24.50	8381	5/04/2015	Utilities	00751
						24.50	8381	5/04/2015	Utilities	00751
						CHECK TOTAL				
						49.00				
00000	000423	TREASURER OF VIRGINIA	DUNLOW RENEWAL	4/27/2015	4100-012100-5810-	- -				
						45.00	8382	5/04/2015	Dues and Subscriptions	00751
						CHECK TOTAL				
						45.00				
00000	000108	VERIZON	6020 04/2015	4/19/2015	4100-031100-6001-	- -				
00000	000108	VERIZON	6218 04/2015	4/19/2015	4100-012100-5230-	- -				
						154.36	8383	5/04/2015	Communications	00751
						257.86	8383	5/04/2015	Telephone - Communications	00751
						CHECK TOTAL				
						412.22				
00000	000109	VERIZON WIRELESS	9744284735	4/20/2015	4100-031100-6001-	- -				
00000	000109	VERIZON WIRELESS	9744284735	4/20/2015	4100-012100-5230-	- -				
00000	000109	VERIZON WIRELESS	9744284735	4/20/2015	4100-081100-5230-	- -				
						549.35	8384	5/04/2015	Communications	00751
						109.72	8384	5/04/2015	Telephone - Communications	00751
						52.48	8384	5/04/2015	Telephone - Communications	00751
						CHECK TOTAL				
						711.55				
00000	000119	WINDSOR HARDWARE	5157 04/2015	4/30/2015	4100-031100-6002-	- -				
00000	000119	WINDSOR HARDWARE	5157 04/2015	4/30/2015	4100-041000-3315-	- -				
						8.99	8385	5/04/2015	Materials and Supplies	00751
						601.88	8385	5/04/2015	Building Repairs and Maintenanc	00751
						CHECK TOTAL				
						610.87				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000120	WINDSOR PHARMACY	APRIL 2015	4/30/2015	4100-012100-6001-	14.98	8386	5/04/2015	Office Operations (Supplies)	00751
					CHECK TOTAL	14.98				
00000	000006	ANTHEM BLUE CROSS	JUNE-JULY 2015	5/08/2015	100-000200-0200-	14,972.00	8387	5/20/2015	PR Liability Account	00753
					CHECK TOTAL	14,972.00				
00000	000274	ARNETTE SERVICES	32	5/19/2015	4100-012100-3100-	650.00	8388	5/20/2015	Professional Services	00753
					CHECK TOTAL	650.00				
00000	000234	ATLANTIC COMMUNICATIONS	105639	5/06/2015	4100-031100-6005-	45.00	8389	5/20/2015	Vehicle Repairs and Maintenanc	00753
					CHECK TOTAL	45.00				
00000	000214	AVES - MOODY'S	79789	5/01/2015	4100-042300-3170-	5,841.00	8390	5/20/2015	Refuse Collection	00753
					CHECK TOTAL	5,841.00				
00000	000633	BOWMAN CONSULTING	192610	4/30/2015	4100-094000-8011-	1,313.25	8391	5/20/2015	Sidewalk Repair and Constructi	00753
					CHECK TOTAL	1,313.25				
00000	000170	BUSINESS DATA OF VA, INC	MAY 2015	5/01/2015	4100-012100-4100-	950.00	8392	5/20/2015	Information Technology	00753
					CHECK TOTAL	950.00				
00000	000019	CRAWFORD'S SMALL ENGINE	9323	5/04/2015	4100-041000-3312-	92.94	8393	5/20/2015	Equipment Repairs and Maintena	00753
					CHECK TOTAL	92.94				
00000	000020	CRYSTAL SPRINGS	2080944 050815	5/08/2015	4100-041000-5100-	63.49	8394	5/20/2015	Utilities	00753
					CHECK TOTAL	63.49				
00000	000634	DARLEYS HVAC AND	7964	5/12/2015	4100-041000-3312-	150.00	8395	5/20/2015	Equipment Repairs and Maintena	00753
					CHECK TOTAL	150.00				
00000	000171	DEWITT'S AUTOM. CENTER	0081604	5/12/2015	4100-031100-6005-	314.87	8396	5/20/2015	Vehicle Repairs and Maintenanc	00753
00000	000171	DEWITT'S AUTOM. CENTER	0081631	5/12/2015	4100-031100-6005-	135.34	8396	5/20/2015	Vehicle Repairs and Maintenanc	00753
00000	000171	DEWITT'S AUTOM. CENTER	0081649	5/18/2015	4100-031100-6005-	129.29	8396	5/20/2015	Vehicle Repairs and Maintenanc	00753
					CHECK TOTAL	579.50				
00000	000407	DMV	15120380	4/30/2015	4100-012100-3170-	360.00	8397	5/20/2015	DMV Stops (Town Expense)	00753
					CHECK TOTAL	360.00				
00000	000107	DOMINION VIRGINIA POWER	0002 05/2015	5/05/2015	4100-041000-5100-	327.22	8398	5/20/2015	Utilities	00753
00000	000107	DOMINION VIRGINIA POWER	0270 05/2015	5/08/2015	4100-041000-5100-	11.03	8398	5/20/2015	Utilities	00753
00000	000107	DOMINION VIRGINIA POWER	4958 05/2015	5/08/2015	4100-031100-6024-	160.64	8398	5/20/2015	Building Operations - Utilitie	00753
00000	000107	DOMINION VIRGINIA POWER	5004 05/2015	5/08/2015	4100-041000-5100-	12.78	8398	5/20/2015	Utilities	00753
00000	000107	DOMINION VIRGINIA POWER	7615 05/2015	5/08/2015	4100-041000-5100-	12.62	8398	5/20/2015	Utilities	00753
00000	000107	DOMINION VIRGINIA POWER	7640 05/2015	5/04/2015	4100-041000-5110-	2,554.93	8398	5/20/2015	Utilities - Street Lights	00753
					CHECK TOTAL	3,079.22				
00000	000605	GADGET MONKEY ELECTRONICS	20150511001	5/11/2015	4100-031100-6001-	46.64	8399	5/20/2015	Communications	00753
00000	000605	GADGET MONKEY ELECTRONICS	20150511002	5/11/2015	4100-031100-6000-	35.00	8399	5/20/2015	Computer and Technology	00753
					CHECK TOTAL	81.64				
00000	000182	GUARDIAN SECURITY SYSTEMS	37309	5/08/2015	4100-031100-6026-	160.00	8400	5/20/2015	Building Operations - Maintena	00753
					CHECK TOTAL	160.00				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000635	G2 AUTOMATED TECHNOLOGIES	3446	5/08/2015	4100-031100-6027-	3,749.14	8401	5/20/2015	Building Renovations	00753
					CHECK TOTAL	3,749.14				
00000	000529	INSERCORP	032434	5/05/2015	4100-012100-3100-	75.00	8402	5/20/2015	Professional Services	00753
					CHECK TOTAL	75.00				
00000	000378	ISLE OF WIGHT COUNTY	MAR 2015	5/12/2015	4100-091600-3800-	369.97	8403	5/20/2015	Payments to Other Governments	00753
					CHECK TOTAL	369.97				
00000	000211	LEXISNEXIS RISK DATA MNGT	1586786-2015043	4/30/2015	4100-012100-3100-	175.00	8404	5/20/2015	Professional Services	00753
					CHECK TOTAL	175.00				
00000	000261	MANSFIELD OIL COMPANY	00108226	5/05/2015	4100-031100-6008-	717.69	8405	5/20/2015	Fuel and Tires	00753
00000	000261	MANSFIELD OIL COMPANY	00108226	5/05/2015	4100-041000-4200-	269.38	8405	5/20/2015	Fuel	00753
00000	000261	MANSFIELD OIL COMPANY	00108226	5/05/2015	4100-081100-4200-	22.79	8405	5/20/2015	Fuel	00753
					CHECK TOTAL	1,009.86				
00000	000600	NATIONAL BUSINESS	CV839516-DCI	5/14/2015	4100-012100-6020-	147.30	8406	5/20/2015	Equipment - Purchased	00753
					CHECK TOTAL	147.30				
00000	000393	QUILL CORPORATION	3993980	5/06/2015	4100-012100-6001-	108.89	8407	5/20/2015	Office Operations (Supplies)	00753
					CHECK TOTAL	108.89				
00000	000531	RAILEY & RAILEY, P.C.	2725	4/30/2015	4100-012210-3150-	712.50	8408	5/20/2015	Legal Services	00753
					CHECK TOTAL	712.50				
00000	000036	RICOH USA, INC	5035728069	4/25/2015	4100-031100-6025-	30.98	8409	5/20/2015	Building Operations - Equip Re	00753
					CHECK TOTAL	30.98				
00000	000416	RICOH USA, INC.	94694345	5/08/2015	4100-012100-5410-	216.01	8410	5/20/2015	Equipment Rental	00753
					CHECK TOTAL	216.01				
00000	000015	SPECTRUM BUSINESS	0000189 05/2015	5/06/2015	4100-012100-5230-	143.75	8411	5/20/2015	Telephone - Communications	00753
00000	000015	SPECTRUM BUSINESS	0000189 05/2015	5/06/2015	4100-031100-6001-	236.75	8411	5/20/2015	Communications	00753
					CHECK TOTAL	380.50				
00000	000010	THE TIDEWATER NEWS	1YR RENEW 2015	5/13/2015	4100-012100-5810-	49.00	8412	5/20/2015	Dues and Subscriptions	00753
00000	000010	THE TIDEWATER NEWS	532947	4/26/2015	4100-012100-3100-	689.34	8412	5/20/2015	Professional Services	00753
					CHECK TOTAL	738.34				
00000	000558	TIDEWATER PUB, LLC	20974	4/30/2015	4100-012100-3600-	255.75	8413	5/20/2015	Advertising	00753
					CHECK TOTAL	255.75				
00000	000088	TIMES PUBLISHING	147825	4/22/2015	4100-012100-3100-	210.00	8414	5/20/2015	Professional Services	00753
					CHECK TOTAL	210.00				
00000	000089	TOTAL BUSINESS SOLUTIONS	203768-0	4/29/2015	4100-031100-6002-	187.47	8415	5/20/2015	Materials and Supplies	00753
					CHECK TOTAL	187.47				
00000	000092	TOWN OF WINDSOR WAT. FUND	506318 05/2015	5/01/2015	4100-031100-6024-	24.50	8416	5/20/2015	Building Operations - Utilitie	00753
					CHECK TOTAL	24.50				

F/O NO. ---	VEND. NO. -----	VENDOR NAME -----	INVOICE NO. -----	INVOICE DATE -----	ACCOUNT NO. -----	NET AMOUNT -----	CHECK NO. -----	CHECK DATE -----	DESCRIPTION -----	BATCH -----
00000	000594	VACORP	APRIL 2015	4/30/2015	4100-091600-0001- - -	19.91	8417	5/20/2015	Contingency	00753
					CHECK TOTAL	19.91				
					CHECK TYPE TOTAL	147,335.25				
					FINAL TOTAL	148,207.58				

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	MAY 2015	5/04/2015	4200-042000-9095-	3,323.00	83	5/04/2015	New USDA Loan Fund Reserve	00757
					DEBIT TOTAL	3,323.00				
00000	000620	MERCHANT BANK FEES	MAY 2015	5/12/2015	4200-042000-3160-	94.60	85	5/12/2015	Bank Fees	00757
					DEBIT TOTAL	94.60				
					CHECK TYPE TOTAL	3,417.60				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000267	HD SUPPLY WATERWORKS, LTD	D786209	4/20/2015	4200-042000-6007-	510.74	7705	5/04/2015	Maintenance & Repairs - System	00750
					CHECK TOTAL	510.74				
00000	000217	KENNETH W SIMS	02/08-04/23/15	4/23/2015	4200-042000-4200-	57.50	7706	5/04/2015	Vehicle Fuel	00750
					CHECK TOTAL	57.50				
00000	000261	MANSFIELD OIL COMPANY	00107034 WTR	4/20/2015	4200-042000-4200-	42.67	7707	5/04/2015	Vehicle Fuel	00750
					CHECK TOTAL	42.67				
00000	000058	MCCLUNG-LOGAN EQUIP CO.	WI803399	4/27/2015	4200-042000-3312-	727.90	7708	5/04/2015	Equipment Repairs & Maintenan	00750
					CHECK TOTAL	727.90				
00000	000302	PHILLIP BOWDEN	MAY 2015	5/01/2015	4200-042000-5230-	30.00	7709	5/04/2015	Telephone - Communications	00750
					CHECK TOTAL	30.00				
00000	000381	SUNTRUST BANK	5882 WTR 04/15	4/22/2015	4200-042000-5500-	592.21	7710	5/04/2015	Travel & Training	00750
					CHECK TOTAL	592.21				
00000	000108	VERIZON	0406 04/2015	4/19/2015	4200-042000-5230-	53.16	7711	5/04/2015	Telephone - Communications	00750
					CHECK TOTAL	53.16				
00000	000109	VERIZON WIRELESS	9744284735 WTR	4/20/2015	4200-042000-5230-	59.86	7712	5/04/2015	Telephone - Communications	00750
					CHECK TOTAL	59.86				
00000	000113	VUPS	04150522	4/30/2015	4200-042000-6007-	48.36	7713	5/04/2015	Maintenance & Repairs - System	00750
					CHECK TOTAL	48.36				
00000	000107	DOMINION VIRGINIA POWER	4197 05/2015	5/06/2015	4200-042000-5100-	720.91	7714	5/20/2015	Utilities	00754
00000	000107	DOMINION VIRGINIA POWER	5000 05/2015	5/05/2015	4200-042000-5100-	12.32	7714	5/20/2015	Utilities	00754
00000	000107	DOMINION VIRGINIA POWER	5002 05/2015	5/06/2015	4200-042000-5100-	75.36	7714	5/20/2015	Utilities	00754
00000	000107	DOMINION VIRGINIA POWER	7818 05/2015	5/08/2015	4200-042000-5100-	6.78	7714	5/20/2015	Utilities	00754
00000	000107	DOMINION VIRGINIA POWER	9251 05/2015	5/06/2015	4200-042000-5100-	697.51	7714	5/20/2015	Utilities	00754
					CHECK TOTAL	1,512.88				
00000	000284	VDACS	B035893	4/30/2015	4200-042000-3101-	40.00	7716	5/20/2015	State Fees	00754
					CHECK TOTAL	40.00				
					CHECK TYPE TOTAL	3,675.28				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	999999	HABECKER MARK T	UT0005057720001	5/08/2015	200-000200-0250-	50.50	7715	5/20/2015	Refund Liability Account	00166
					CHECK TOTAL	50.50				
00000	999999	WILLIAMS BONNIE	UT0005055630001	5/08/2015	200-000200-0250-	75.00	7717	5/20/2015	Refund Liability Account	00166
					CHECK TOTAL	75.00				
00000	999999	BLAIS CONNIE J	UT0000007080001	5/05/2015	200-000200-0250-	40.00	7718	6/01/2015	Refund Liability Account	00167
					CHECK TOTAL	40.00				
00000	999999	OLSSON JUDY M	UT0005061950001	5/05/2015	200-000200-0250-	50.50	7720	6/01/2015	Refund Liability Account	00167
					CHECK TOTAL	50.50				
					CHECK TYPE TOTAL	216.00				
					FINAL TOTAL	7,308.88				

# Town of Windsor

## Memorandum

June 9, 2015

**TO:** The Honorable Mayor and Town Council

**FROM:** Christy Newsome, Treasurer

**SUBJECT:** Budget Transfers

We have a need for a budget transfer into the postage line item of the General Fund, due to bulk mail shipments to residents this fiscal year.

We have a need for a budget transfer into the Public Works part time line item of the General Fund, to allow the employment of two part time maintenance workers through the end of the fiscal year.

We have a need for a budget transfer into the bank fees line item of the Water Fund, due to increased credit card sales for water bills.

I recommend that Council approve this budget transfer.

### Recommended Motion

Move that Council approve a budget transfer in the amount of \$100 from account 4-100-12100-3100 to account 4-100-12100-5210 Postage.

Move that Council approve a budget transfer in the amount of \$1,500 from account 4-100-41000-1211 Public Works Overtime to account 4-100-41000-1311 Part Time Help.

Move that Council approve a budget transfer in the amount of \$100 from account 4-200-42000-5810 Dues and Subscriptions to account 4-200-42000-3160 Bank Fees.