

Town of Windsor

Memorandum

December 10, 2013

TO: The Honorable Mayor and Members of Town Council
FROM: Michael Stallings, Town Manager
SUBJECT: Treasurer's Report

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

You will notice that the Fire Department Grant came in \$2,600 more than we had budgeted. As such, I have included a resolution with the agenda to appropriate these additional grant proceeds so that we may pass them on to the Fire Department.

You will notice that the Miscellaneous Revenues line item had a sizeable amount of money collected this month. This is due to the insurance check for the damaged Town sign.

You will notice that the Building Renovations line item shows that we have overspent by \$1,026. This is because the \$1,219 change order for the chair railing and paint was included in the final bill from J.R. Willis. This amount was to be charged to the Space Needs Fund, as such, it will be moved to correct the overage. This correction is scheduled for the next visit of our consultant.

The Insurance line item shows overspent by \$2,192. There is a budget transfer later on the agenda that addresses this expenditure.

I recommend that you adopt and file this report.

Financial Statement for Fiscal Year 13-14
 General Fund Revenues
 November 30, 2013

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
General Property Taxes				
Current Taxes on Real Property	\$ 182,850	\$ 75,234	\$ 93,135	\$ (89,715)
Current Taxes on Mobile Homes	4,650	1,587	1,688	(2,962)
Current Taxes on Personal Property	63,200	21,008	22,748	(40,452)
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,500	-	-	(9,500)
Penalties & Interest on Delinquent Taxes	3,000	101	421	(2,579)
Total	<u>\$ 282,725</u>	<u>\$ 97,930</u>	<u>\$ 137,519</u>	<u>\$ (145,206)</u>
Other Local Taxes				
Bank Franchise Tax	\$ 128,000		\$ -	\$ (128,000)
Communication Tax/Cable Franchise Tax	65,000	5,593	27,642	(37,358)
Cigarette Tax	45,000	10,350	20,700	(24,300)
Local Sales Tax	82,640	7,473	36,036	(46,604)
Meals Tax	300,000	637	153,678	(146,322)
Utility Taxes	90,000	7,544	39,455	(50,545)
Total	<u>\$ 710,640</u>	<u>\$ 31,598</u>	<u>\$ 277,512</u>	<u>\$ (433,128)</u>
Licenses				
Merchants & Other Licenses	\$ 120,000		\$ 4,254	\$ (115,746)
Motor Vehicle Licenses	40,000	13,870	15,764	(24,236)
Total	<u>\$ 160,000</u>	<u>\$ 13,870</u>	<u>\$ 20,017</u>	<u>\$ (139,983)</u>

Financial Statement for Fiscal Year 13-14
 General Fund Revenues
 Novemeber 30, 2013

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
Rents				
Post Office Rental	\$ 18,000	\$ 1,500	\$ 6,000	\$ (12,000)
Other Rentals	-	-	-	-
Total	<u>\$ 18,000</u>	<u>\$ 1,500</u>	<u>\$ 6,000</u>	<u>\$ (12,000)</u>
Revenues from the Commonwealth				
<i>Categorical Aid:</i>				
Police HB 599 Funding	\$ 57,289	\$ -	\$ 14,322	\$ (42,967)
Litter Control Grant	1,200	-	1,060	(140)
Fire Program Grant	7,200	-	9,800	2,600
Six Year Improvement Funds	45,000	-	-	(45,000)
<i>Noncategorical aid:</i>				
Mobile Home Titling Taxes	3,500	-	75	(3,425)
DMV Grant - Speed	-	3,175	4,225	4,225
Grants	-	-	-	-
Total	<u>\$ 114,189</u>	<u>\$ 3,175</u>	<u>\$ 29,482</u>	<u>\$ (84,707)</u>
Revenue from the Federal Government				
COPS Grant	\$ 58,569	\$ 4,485	\$ 24,058	\$ (34,511)
Stimulus Funding	-	-	-	-
Total	<u>\$ 58,569</u>	<u>\$ 4,485</u>	<u>\$ 24,058</u>	<u>\$ (34,511)</u>

Financial Statement for Fiscal Year 13-14
 General Fund Revenues
 Novemeber 30, 2013

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
Fines				
Traffic Fines	\$ 137,000	\$ 13,355	\$ 65,463	\$ (71,537)
Total	<u>\$ 137,000</u>	<u>\$ 13,355</u>	<u>\$ 65,463</u>	<u>\$ (71,537)</u>
Miscellaneous Revenues				
Administrative Collection Fee	\$ 4,000	\$ 200	\$ 1,580	\$ (2,420)
Asset Forfeiture	-	-	-	-
Cemetery Plot Sales	1,000	100	8,900	7,900
Credit Card Convenience Fee	500	5,350	120	(380)
DMV Fee for DMV Stops	-	100	900	900
Donations	-	-	-	-
Interest Earned	15,000	542	832	(14,168)
Other Miscellaneous Revenues	7,500	25,198	30,927	23,427
Transfer from Cemetery Fund	-	-	-	-
Reimbursement from Water Fund	60,950	-	15,056	(45,894)
Transfer from Space Needs Fund	-	-	-	-
Unappropriated Fund Balance	118,898	-	118,898	-
Zoning Fees	1,500	50	425	(1,075)
Total	<u>\$ 209,348</u>	<u>\$ 31,540</u>	<u>\$ 177,637</u>	<u>\$ (31,711)</u>
Total All Revenues	<u>\$ 1,690,471</u>	<u>\$ 197,452</u>	<u>\$ 737,688</u>	<u>\$ (952,783)</u>

Financial Statement for Fiscal Year 13-14
General Fund Expenditures
November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Legislative				
Mayor & Council Members				
Compensation	\$ 9,600	\$ -	\$ -	\$ 9,600
Advertising	1,650	-	1,374	276
Audit	15,000	-	-	15,000
Dues and Subscriptions	-	-	-	-
Election Expense	-	-	-	-
Special Meetings	1,000	-	-	1,000
Travel and Training	7,000	-	2,568	4,432
Total Legislative	<u>\$ 34,250</u>	<u>\$ -</u>	<u>\$ 3,941</u>	<u>\$ 30,309</u>
Legal				
Legal Services	\$ 36,000	\$ 1,500	\$ 9,407	\$ 26,594
Dues and Subscriptions	350	-	-	350
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
Total Legal	<u>\$ 37,250</u>	<u>\$ 1,500</u>	<u>\$ 9,407</u>	<u>\$ 27,844</u>

Financial Statement for Fiscal Year 13-14
General Fund Expenditures
November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
General Management				
Salaries and Wages	\$ 106,100	\$ 13,557	\$ 57,111	\$ 48,989
Overtime	1,000		848	152
Part time	22,000	1,323	6,210	15,790
Non-compensation Expenses				
FICA	8,125	1,062	4,644	3,481
Health Insurance	21,750	2,269	10,396	11,354
Retirement	11,355	1,099	3,863	7,492
Life Insurance	3,000	134	840	2,160
Advertising	500	-	442	58
Bank Fees	1,000	115	441	559
DMV Stops - Expense	-	140	1,020	(1,020)
Dues and Subscriptions	3,600	-	2,943	657
Education - Manager	4,400	-	86	4,314
Equipment	3,500	-	1,047	2,453
Equipment Rental	5,500	413	1,753	3,747
Information Technology	46,000	3,457	27,149	18,851
Maintenance Contracts	6,000	-	2,730	3,270
Postal Services	6,200	-	2,445	3,755
Professional Services	15,000	93	1,560	13,441
Publications	2,500	-	311	2,189
Supplies	9,250	13	2,183	7,067
Telephone-Communications	7,500	90	1,988	5,512
Town Car	-	-	-	-
Travel and Training	9,000	-	6,550	2,450
Vehicle Allowance	4,800	400	2,000	2,800
Total General Management	\$ 298,080	\$ 24,165	\$ 138,560	\$ 159,520

Financial Statement for Fiscal Year 13-14
 General Fund Expenditures
 November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Planning & Community Development				
Compensation - Planning Commission	\$ 2,200	\$ -	\$ -	\$ 2,200
Salaries and Wages	46,800	3,600	19,800	27,000
Non-compensation Expenses	-		-	-
FICA	3,590	240	1,319	2,271
Health Insurance	10,550	811	4,461	6,089
Retirement	4,025	335	1,339	2,686
Life Insurance	625	46	185	440
Advertising	1,000	-	826	174
Dues and Subscriptions	600	-	50	550
Professional Services	3,000	-	120	2,880
Publications	100	-	-	100
Supplies	200	-	-	200
Telephone-Communications	850	50	199	651
Travel and Training	3,000	-	511	2,489
Vehicle Fuel	400	30	194	206
Vehicle Repairs and Maintenance	400	-	-	400
Total Planning	<u>\$ 77,340</u>	<u>\$ 5,111</u>	<u>\$ 29,004</u>	<u>\$ 48,336</u>

Financial Statement for Fiscal Year 13-14
 General Fund Expenditures
 November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Public Works & Property Maintenance				
Salaries and Wages	\$ 41,080	\$ 6,320	\$ 24,490	\$ 16,590
Overtime	2,000	-	-	2,000
Part-time-Temporary	7,500	-	2,796	4,704
Non-compensation Expenses				
FICA	3,150	425	1,551	1,599
Health Insurance	9,485	1,458	5,650	3,835
Retirement	3,535	587	1,468	2,067
Life Insurance	550	81	190	360
Building Repairs and Maintenance	18,000	692	2,305	15,695
Clothing - Uniforms	500	-	-	500
Equipment	3,500	-	-	3,500
Equipment Rental	500	-	-	500
Equipment Repairs and Maintenance	3,500	11	1,038	2,462
Rental Property - Repairs & Maintenance	2,500	-	143	2,357
Street and Sidewalk Maintenance	8,000	-	79	7,921
Street Lights - Utility Expense	33,000	-	10,382	22,618
Utilities	9,000	96	2,677	6,323
Vehicle Fuel	4,000	185	1,318	2,682
Vehicle Repairs and Maintenance	1,000	-	7	993
Total Public Works & Property Maintenance	\$ 150,800	\$ 9,855	\$ 54,094	\$ 96,706

Financial Statement for Fiscal Year 13-14
General Fund Expenditures
November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Police				
Salaries and Wages	\$ 230,440	\$ 17,726	\$ 97,492	\$ 132,948
Overtime	25,000	1,571	6,424	18,576
Grant Funded Position	59,670	4,498	24,205	35,465
Non-compensation Expenses				
FICA	19,545	1,342	7,189	12,356
Health Insurance	52,720	3,891	21,401	31,319
Retirement	19,775	1,648	6,591	13,184
Life Insurance	3,045	229	915	2,130
DMV Grant Disbursement	-	840	3,885	(3,885)
Advertising	500	-	-	500
Community Relations	600	74	427	173
Dues, Subscriptions & Publications	1,500	-	225	1,275
Equipment	8,000	253	8,216	(216)
DMV Grant - Speed	-	-	-	-
DMV Grant - Alcohol	-	-	-	-
Information Technology	3,000	-	1,013	1,987
Investigations	400	-	390	10
Office Supplies	4,000	-	3,917	83
Postage	1,000	-	20	980
Telephone-Communications	12,000	538	2,152	9,848
Travel and Training	8,500	-	3,976	4,524
Vehicle Fuel	30,000	1,269	11,069	18,931
Vehicle/Equipment Repairs and Maint	17,000	195	12,475	4,525
Building Operations				
Utilities	6,700	258	1,793	4,907
Equipment Rental	3,000	-	1,868	1,132
Maintenance Contracts	2,000	160	1,186	814
Total Police	\$ 508,395	\$ 34,491	\$ 216,830	\$ 291,565

Financial Statement for Fiscal Year 13-14
 General Fund Expenditures
 November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Cultural Events				
4th of July Celebration	\$ 3,500	\$ -	\$ 3,500	\$ -
Christmas Holidays	500	-	-	500
Other Events	1,500	-	-	1,500
Total Cultural Events	<u>\$ 5,500</u>	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 2,000</u>
Economic Development				
Business Appreciation	\$ 1,300	\$ -	\$ -	\$ 1,300
Chamber of Commerce				-
Dues and Subscriptions	3,500		3,500	-
Activities	750	-	150	600
* Other Economic Development Activities	5,000	-	5,000	-
* Total Economic Development	<u>\$ 10,550</u>	<u>\$ -</u>	<u>\$ 8,650</u>	<u>\$ 1,900</u>
Fire Department				
Contribution	\$ -	\$ -	\$ -	\$ -
Grant	7,200	-	-	7,200
Total Fire Department	<u>\$ 7,200</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,200</u>
Rescue Squad				
Contribution	\$ -	\$ -	\$ -	\$ -
Total Rescue Squad	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Refuse Collection				
Residential Collection	\$ 70,500	\$ 5,911	\$ 30,133	\$ 40,367
Seasonal Clean-ups	3,000	-	-	3,000
Total Refuse Collection	<u>\$ 73,500</u>	<u>\$ 5,911</u>	<u>\$ 30,133</u>	<u>\$ 43,367</u>

Financial Statement for Fiscal Year 13-14
 General Fund Expenditures
 November 30, 2013

	2013-14 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	-	-	2,000
Sidewalk Repair and Construction	5,000	-	-	5,000
Sidewalks - SYIP Funds	45,000	-	-	45,000
Information Technology Upgrades	7,000	-	-	7,000
Financial Software Upgrade	36,000	-	-	36,000
Paving of Cemetery Driveways	14,250	-	14,250	-
Space Needs Sinking Fund Expense	111,000	-	8,949	102,051
Total Capital Projects				-
	<u>\$ 283,250</u>	<u>\$ -</u>	<u>\$ 23,199</u>	<u>\$ 260,051</u>
Non-departmental				
Contingency	\$ 9,508	\$ 399	\$ 363	\$ 9,145
Building Renovations	79,648		80,674	(1,026)
Replacement Town Signs	25,000		-	25,000
Contribution to Library	1,200		-	1,200
Contribution to TRIAD	1,000		-	1,000
Storm Related Cost	-		-	-
Grant Funded Position Set Aside	10,000		-	10,000
Insurance	28,000	2,233	30,192	(2,192)
Transfer to Town Center/Space Needs	-		-	-
Payments to Other Governments	50,000	371	29,133	20,867
Total Non-departmental				-
	<u>\$ 204,356</u>	<u>\$ 3,003</u>	<u>\$ 140,362</u>	<u>\$ 63,994</u>
Total All Expenditures				
	<u>\$ 1,690,471</u>	<u>\$ 84,037</u>	<u>\$ 657,681</u>	<u>\$ 1,032,790</u>

Financial Statements for Fiscal Year 13-14
 Water Fund
 November 30, 2013

	2013-14 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
Revenues				
Water Sales	\$ 435,000	\$ 40,272	\$ 177,763	\$ (257,237)
Tap, Connection & Other Fees	45,000	6,526	15,570	(29,430)
Interest Earned	3,000	61	284	(2,716)
Prior Year Fund Balance	-	-	-	-
Total Revenues	\$ 483,000	\$ 46,860	\$ 193,618	\$ (289,382)

Financial Statements for Fiscal Year 13-14
 Water Fund
 November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Expenditures				
Operating & Maintenance (O&M)				
Salaries	\$ 161,655	\$ -	\$ 39,464	\$ 122,191
Advertising	100	-	-	100
Bank Fees	850	158	547	303
Clothing - Uniforms	500	-	-	500
Dues and Subscriptions	800	-	-	800
Equipment	3,500	-	-	3,500
Equipment Repairs and Maintenance	3,500	1,151	1,815	1,685
Equipment Rental	500	-	-	500
Insurance	-	-	-	-
Maintenance Contracts	23,000	-	13,216	9,784
Meters	1,000	980	980	20
Professional Fees	5,000	-	-	5,000
Publications	200	-	-	200
Maintenance & Repairs System	15,000	1,163	4,296	10,704
State Fees/Lab Fees	5,000	40	2,922	2,078
Telephone - Communications	1,600	80	530	1,070
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	-	372	2,128
Utilities	18,500	1,340	6,501	11,999
Vehicle Fuel	2,500	94	1,064	1,436
Vehicle Maintenance and Repair	900	264	473	427
Indirect Cost	47,025	-	11,756	35,269
Protection of Water System	13,200	-	3,300	9,900
Salaries	-	-	-	-
Total O&M	\$ 307,830	\$ 5,271	\$ 87,235	\$ 220,595

Financial Statements for Fiscal Year 13-14
 Water Fund
 November 30, 2013

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Depreciation				
Depreciation	\$ 72,170	\$ -	\$ -	\$ 72,170
Total Depreciation	\$ 72,170	\$ -	\$ -	\$ 72,170
Debt Service				
USDA Loan - Principal and Interest	\$ 55,000	\$ 3,323	\$ 12,272	\$ 42,728
New USDA Loan - Principal and Interest	43,000	-	13,292	29,708
Total Debt Service	\$ 98,000	\$ 3,323	\$ 25,564	\$ 72,436
Capital				
Water Main Replacement	\$ 5,000	\$ -	\$ -	\$ 5,000
Other Capital Outlay	-	-	-	-
Total Capital	\$ 5,000	\$ -	\$ -	\$ 5,000
Total All Expenditures	\$ 483,000	\$ 8,594	\$ 112,799	\$ 370,201

TOWN OF WINDSOR

TREASURER'S REPORT

GENERAL FUND

December 1, 2013

Balance on hand October 30, 2013		349,856.76
Total receipts collected in November	201,592.67	
Total receipts prior to month's disbursements		551,449.43
Disbursements:		
EFT – IRS Payment–FTD	10,291.99	
EFT – Va. Dept. of Tax–ST WH	1,787.02	
AP Checks 7315-7342	34,686.67	
EFT – VRS Payment	4,385.37	
Disbursement VRS Employee WH	2,231.72	
Payroll	31,786.52	
Bank Fees	<u>115.20</u>	
Total disbursements in November		<u>85,284.49</u>
Balance on hand November 30, 2013 - Farmers Bank		\$466,164.94

TOWN OF WINDSOR

TREASURER'S REPORT

WATER FUND

December 1, 2013

Balance on hand October 30, 2013		\$329,464.96
Total receipts collected in November	48,809.74	
Total receipts prior to month's disbursement		\$378,274.70
Disbursements:		
EFT – USDA Rural Dev. – Loan Pmt.	3,323.00	
AP Checks 7416-7431	5,218.15	
Bank Fees	<u>158.34</u>	
Total disbursements in November		<u>8,699.49</u>
Balance on hand November 30, 2013 - Farmers Bank		\$369,575.21

TOWN OF WINDSOR

TREASURER'S REPORT

RURAL DEVELOPMENT CONSTRUCTION ACCOUNT

December 1, 2013

Balance on hand October 30, 2013		\$ 21,978.05
Receipts:		
Interest earned	<u>3.61</u>	
Total receipts collected in November		<u>3.61</u>
Total receipts prior to month's disbursements		21,981.66
Disbursements:		
USDA Rural Development	<u>0.00</u>	
Total disbursements in November		<u>0.00</u>
Balance on hand November 30, 2013 – Farmers Bank		\$ 21,981.66

TOWN OF WINDSOR

TREASURER'S REPORT

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

December 1, 2013

Balance on hand October 30, 2013		\$ 215,501.36
Receipts:		
Transfer from General Fund	0.00	
Interest earned	<u>35.33</u>	
Total receipts collected in November		<u>35.33</u>
Total receipts prior to month's disbursements		215,536.69
Disbursements:		
Manual Check 1023	<u>1,610.16</u>	
Total disbursements in November		<u>1,610.16</u>
Balance on hand November 30, 2013 – Farmers Bank		\$ 213,926.53

TREASURER'S REPORT
November 30, 2013

General Fund

Checking – Farmers Bank	\$ 466,164.94
Certificates of Deposit – Cemetery	106,115.54
Certificates of Deposit	<u>497,921.42</u>
	\$ 1,070,201.90

Water Fund

Checking – Farmers Bank	\$ 369,575.21
Certificate of Deposit	<u>266,728.29</u>
	\$ 636,303.50

Rural Development Construction Account

Checking – Farmers Bank	\$ 21,981.66
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**Town Center/Future Development
& Space Needs Fund**

Checking – Farmers Bank	\$ 213,926.53
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Economic Development Authority Fund

Checking – Farmers Bank	\$ 17,050.00
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All Funds

Total Bank Assets	<u>\$ 1,959,463.59</u>
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Liabilities – Water Fund/General Fund

Farmers Bank – Bond – General Fund	\$ 400,000.00 (principal only)
Farmers Bank – Bond – Water Fund	\$ 766,000.00 (principal only)
USDA Rural Dev.	<u>\$ 819,787.90</u>
	\$ 1,985,787.90

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,219.99	16
0025	HARRIS, JOSHUA L		2	1,180.65	5
0019	DUNLOW, MARY J		3	764.25	2
0029	TURNER, JASON D		3	1,131.03	13
0006	WHITEHEAD, TERRY S		3	845.94	3
0014	BOWDEN, PHILLIP H		4	717.18	14
0031	HOBBS, CHRISTINA M		4	498.60	17
0023	JERNIGAN, GRAFTON P		4	1,065.58	6
0013	REYNOLDS, ARLIS V		4	1,479.26	9
0007	SIMS, KENNETH W		4	1,240.66	15
0012	OWENS, WILLIFORD D. JR.		6	1,278.82	8
0015	STALLINGS, MICHAEL R JR		6	1,913.59	1
0027	RIDDLE, RODNEY D		7	1,139.21	11
*****BANK TOTAL*****				14,474.76	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW
OR PREVIOUSLY DOCUMENTED. THE TOTAL 14,474.76 EQUALS THE DIRECT
DEPOSIT REGISTER.

11/5/13 [Signature]

11/7/13 PR

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,219.99	17
0025	HARRIS, JOSHUA L		2	1,376.53	6
0019	DUNLOW, MARY J		3	764.25	2
0005	HEWETT, ROBIN L		3	2,065.74	3
0029	TURNER, JASON D		3	1,144.58	14
0006	WHITEHEAD, TERRY S		3	845.94	4
0014	BOWDEN, PHILLIP H		4	717.18	15
0031	HOBBS, CHRISTINA M		4	539.84	18
0023	JERNIGAN, GRAFTON P		4	1,065.58	7
0013	REYNOLDS, ARLIS V		4	2,209.75	11
0007	SIMS, KENNETH W		4	1,240.66	16
0012	OWENS, WILLIFORD D. JR.		6	1,404.15	9
0015	STALLINGS, MICHAEL R JR		6	1,627.19	1
0027	RIDDLE, RODNEY D		7	1,090.38	12
*****BANK TOTAL*****				17,311.76	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW
OR PREVIOUSLY DOCUMENTED. THE TOTAL 17,311.76 EQUALS THE DIRECT
DEPOSIT REGISTER.

11/19/13 

11/21/13 PR

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000282	ARLYS REYNOLDS	11/5/13	11/05/2013	4100-031100-6014-	- - 73.65	- - 7315	11/05/2013	Police Community Affairs	00600
						CHECK TOTAL				
00000	000170	BUSINESS DATA OF VA, INC	0356 0363	11/05/2013	4100-012100-4100-	- - 606.88	- - 7316	11/05/2013	Information Technology	00600
						CHECK TOTAL				
00000	000018	COMMUNITY ELECTRIC COOP.	44100	11/05/2013	4100-041000-5100-	- - 15.79	- - 7317	11/05/2013	Utilities	00600
						CHECK TOTAL				
00000	000020	CRYSTAL SPRINGS	102513	11/05/2013	4100-041000-5100-	- - 34.22	- - 7318	11/05/2013	Utilities	00600
						CHECK TOTAL				
00000	000109	VERIZON WIRELESS	0593 11/13	11/05/2013	4100-031100-6001-	- - 538.26	- - 7319	11/05/2013	Communications	00600
00000	000109	VERIZON WIRELESS	0593 11/13	11/05/2013	4100-081100-5230-	- - 49.70	- - 7319	11/05/2013	Telephone - Communications	00600
00000	000109	VERIZON WIRELESS	0593 11/13	11/05/2013	4100-012100-5230-	- - 89.71	- - 7319	11/05/2013	Telephone - Communications	00600
						CHECK TOTAL				
00000	000119	WINDSOR HARDWARE	5157 11/5/13	11/05/2013	4100-041000-3315-	- - 692.23	- - 7320	11/05/2013	Building Repairs and Maintenanc	00600
						CHECK TOTAL				
00000	000302	PHILLIP BOWDEN	11/13	11/05/2013	4200-042000-5230-	- - 30.00	- - 7418	11/05/2013	Telephone - Communications	00601
						CHECK TOTAL				
00000	000109	VERIZON WIRELESS	60593 11/13	11/05/2013	4200-042000-5230-	- - 49.70	- - 7419	11/05/2013	Telephone - Communications	00601
						CHECK TOTAL				
00000	000119	WINDSOR HARDWARE	5157 11/13	11/05/2013	4200-042000-6007-	- - 153.69	- - 7421	11/05/2013	Maintenance & Repairs - System	00601
						CHECK TOTAL				
00000	000148	AK UNIFORMS & EQUIP. CO.	AK3646	11/14/2013	4100-031100-6004-	- - 253.09	- - 7321	11/14/2013	Equipment	00602
						CHECK TOTAL				
00000	000214	AVES - MOODY'S	60697	11/14/2013	4100-042300-3170-	- - 5,910.97	- - 7322	11/14/2013	Refuse Collection	00602
						CHECK TOTAL				
00000	000170	BUSINESS DATA OF VA, INC	372 375 403	11/14/2013	4100-012100-4100-	- - 2,850.00	- - 7323	11/14/2013	Information Technology	00602
						CHECK TOTAL				
00000	000019	CRAWFORD'S SMALL ENGINE	59470	11/14/2013	4100-041000-3312-	- - 10.79	- - 7324	11/14/2013	Equipment Repairs and Maintena	00602
						CHECK TOTAL				
00000	000171	DEWITT'S AUTOM. CENTER	0069573	11/14/2013	4100-031100-6005-	- - 31.39	- - 7325	11/14/2013	Vehicle Repairs and Maintenanc	00602
						CHECK TOTAL				
00000	000407	DMV	13301375	11/14/2013	4100-012100-3170-	- - 140.00	- - 7326	11/14/2013	DMV Stops (Town Expense)	00602
						CHECK TOTAL				
00000	000182	GUARDIAN SECURITY SYSTEMS	33630	11/14/2013	4100-031100-6026-	- - 160.00	- - 7327	11/14/2013	Building Operations - Maintena	00602
						CHECK TOTAL				
00000	000263	ICMA	3044565	11/14/2013	100-000200-0200-	- - 210.76	- - 7328	11/14/2013	PR Liability Account	00602
						CHECK TOTAL				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000572	QUALITY FIRST REPAIR	1954	11/14/2013	4100-031100-6005-	164.05	7329	11/14/2013	Vehicle Repairs and Maintenan	00602
					CHECK TOTAL	164.05				
00000	000531	RAILEY & RAILEY, P.C.	11/11/2013	11/14/2013	4100-012210-3150-	1,500.00	7330	11/14/2013	Legal Services	00602
					CHECK TOTAL	1,500.00				
00000	000036	RICOH USA, INC	4710598	11/14/2013	4100-012100-5410-	229.67	7331	11/14/2013	Equipment Rental	00602
					CHECK TOTAL	229.67				
00000	000416	RICOH USA, INC.	8673 ML	11/14/2013	4100-012100-5410-	183.00	7332	11/14/2013	Equipment Rental	00602
					CHECK TOTAL	183.00				
00000	000574	STEALTH SHREDDING INC	24870	11/14/2013	4100-012100-3100-	92.50	7333	11/14/2013	Professional Services	00602
					CHECK TOTAL	92.50				
00000	000301	TERRY WHITEHEAD	11/14/2013	11/14/2013	4100-091600-0001-	399.32	7334	11/14/2013	Contingency	00602
					CHECK TOTAL	399.32				
00000	000267	HD SUPPLY WATERWORKS, LTD	B565122 5796	11/14/2013	4200-042000-6021-	980.10	7422	11/14/2013	Meters	00603
					CHECK TOTAL	980.10				
00000	000058	MCCLUNG-LOGAN EQUIP CO.	W1802589 12880	11/14/2013	4200-042000-3312-	51.90	7423	11/14/2013	Equipment Repairs & Maintenanc	00603
					CHECK TOTAL	51.90				
00000	000410	SYDNOR HYDRO, INC.	29288	11/14/2013	4200-042000-6007-	902.00	7424	11/14/2013	Maintenance & Repairs - System	00603
					CHECK TOTAL	902.00				
00000	000113	VUPS	10130516	11/14/2013	4200-042000-6007-	22.05	7425	11/14/2013	Maintenance & Repairs - System	00603
					CHECK TOTAL	22.05				
00000	000006	ANTHEM BLUE CROSS	47125-000 11/13	11/20/2013	100-000200-0200-	15,612.00	7335	11/20/2013	PR Liability Account	00604
					CHECK TOTAL	15,612.00				
00000	000261	MANSFIELD OIL COMPANY	15754 11/13	11/20/2013	4100-031100-6008-	1,268.94	7336	11/20/2013	Fuel and Tires	00604
00000	000261	MANSFIELD OIL COMPANY	15754 11/13	11/20/2013	4100-041000-4200-	184.97	7336	11/20/2013	Fuel	00604
00000	000261	MANSFIELD OIL COMPANY	15754 11/20/13	11/20/2013	4100-081100-4200-	29.88	7336	11/20/2013	Fuel	00604
					CHECK TOTAL	1,483.79				
00000	000261	MANSFIELD OIL COMPANY	15754 65106	11/20/2013	4200-042000-4200-	94.47	7426	11/20/2013	Vehicle Fuel	00605
					CHECK TOTAL	94.47				
00000	000058	MCCLUNG-LOGAN EQUIP CO.	W1802589	11/20/2013	4200-042000-3312-	1,099.12	7427	11/20/2013	Equipment Repairs & Maintenanc	00605
					CHECK TOTAL	1,099.12				
00000	000333	AFLAC	362722	11/25/2013	100-000200-0200-	434.14	7337	11/25/2013	PR Liability Account	00606
					CHECK TOTAL	434.14				
00000	000015	CHARTER	54600	11/25/2013	4100-031100-6024-	235.51	7338	11/25/2013	Building Operations - Utilitie	00606
					CHECK TOTAL	235.51				
00000	000378	ISLE OF WIGHT COUNTY	11/13	11/25/2013	4100-091600-3800-	371.03	7339	11/25/2013	Payments to Other Governments	00606
					CHECK TOTAL	371.03				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH	
00000	000092	TOWN OF WINDSOR WAT. FUND	314	11/25/2013	4100-041000-5100-	-	-	22.75	7340 11/25/2013	Utilities	00606
00000	000092	TOWN OF WINDSOR WAT. FUND	506318	11/25/2013	4100-031100-6024-	-	-	22.75	7340 11/25/2013	Building Operations - Utilitie	00606
00000	000092	TOWN OF WINDSOR WAT. FUND	97	11/25/2013	4100-041000-5100-	-	-	22.75	7340 11/25/2013	Utilities	00606
					CHECK TOTAL	68.25					
00000	000441	VML INSURANCE PROGRAMS	371	11/25/2013	4100-091600-5300-	-	-	2,233.00	7341 11/25/2013	Insurance	00606
					CHECK TOTAL	2,233.00					
00000	000120	WINDSOR PHARMACY	11/13	11/25/2013	4100-012100-6001-	-	-	12.97	7342 11/25/2013	Office Operations (Supplies)	00606
					CHECK TOTAL	12.97					
00000	000107	DOMINION VIRGINIA POWER	4197 11/25/13	11/25/2013	4200-042000-5100-	-	-	49.69	7428 11/25/2013	Utilities	00607
00000	000107	DOMINION VIRGINIA POWER	5000 11/25/13	11/25/2013	4200-042000-5100-	-	-	12.22	7428 11/25/2013	Utilities	00607
00000	000107	DOMINION VIRGINIA POWER	5002 11/25/13	11/25/2013	4200-042000-5100-	-	-	70.26	7428 11/25/2013	Utilities	00607
00000	000107	DOMINION VIRGINIA POWER	9251 11/25/13	11/25/2013	4200-042000-5100-	-	-	1,208.31	7428 11/25/2013	Utilities	00607
					CHECK TOTAL	1,340.48					
00000	000024	FERN'S AUTO REPAIR	27838	11/25/2013	4200-042000-3310-	-	-	264.00	7429 11/25/2013	Vehicle Repairs & Maintenance	00607
					CHECK TOTAL	264.00					
00000	000267	HD SUPPLY WATERWORKS, LTD	B727504	11/25/2013	4200-042000-6007-	-	-	85.60	7430 11/25/2013	Maintenance & Repairs - System	00607
					CHECK TOTAL	85.60					
00000	000284	VDACS	B021422	11/25/2013	4200-042000-3101-	-	-	40.00	7431 11/25/2013	State Fees	00607
					CHECK TOTAL	40.00					
					CHECK TYPE TOTAL	39,799.78					
					FINAL TOTAL	39,799.78					