

Town of Windsor

Memorandum

June 10, 2014

TO: The Honorable Mayor and Members of Town Council

FROM: Christy Newsome, Interim Treasurer

RE: Treasurer's Report

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

For your information:

- You may notice salary line items show a credit this month due to the reimbursement from the Water Fund to General Fund.
- Currently our payroll is done in house; however we are going to Suntrust payroll on July 1, 2014. With Suntrust payroll the employees will have online access to their payroll records such as vacation and sick time. Suntrust will be processing all quarterly and yearly reports for payroll, as well as sending out w-2s to all employees. We have opened a checking account with Suntrust. There will only be payroll funds transferred from our General Fund checking account at Farmers Bank to this account on payroll weeks. The cost of this service is \$50 a month. Over time we feel this will save money since we won't have to purchase direct deposit forms and payroll checks. In return this will free up more employee time to focus on audits, collecting delinquent taxes, and delinquent water bills.
- As requested, I have attached the delinquent tax list as of May 31, 2014. We are diligently collecting these outstanding taxes and using all resources to collect.

TREASURER'S REPORT
May 31, 2014

General Fund

Checking – Farmers Bank	\$ 760,622.32
Certificates of Deposit – Cemetery	107,123.25
Certificates of Deposit	502,262.81
Checking – Suntrust	<u>150.00</u>
	\$ 1,370,158.38

Water Fund

Checking – Farmers Bank	\$ 333,994.99
Certificate of Deposit	<u>268,516.89</u>
	\$ 602,511.88

Rural Development Construction Account

Checking – Farmers Bank	\$ 22,003.59
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**Town Center/Future Development
& Space Needs Fund**

Checking – Farmers Bank	\$ 195,636.37
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All Funds

Total Bank Assets	<u>\$ 2,190,310.22</u>
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Intergovernmental Liabilities

Due to General Fund from Water Fund	<u>\$181,012.00</u>
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Liabilities – Water Fund/General Fund

Farmers Bank – Bond – General Fund	\$ 300,000.00 (principal only)
Farmers Bank – Bond – Water Fund	\$ 735,000.00 (principal only)
USDA Rural Dev.	<u>809,862.13</u>
	\$ 1,844,862.13

TOWN OF WINDSOR
TREASURER'S REPORT
GENERAL FUND

June 1, 2014

Balance on hand April 30, 2014		\$683,928.48
Receipts:		
Total receipts collected in May	<u>258,492.88</u>	
Total receipts prior to month's disbursements		942,421.36
Disbursements:		
Total disbursements in May	<u>181,499.04</u>	
Balance on hand May 31, 2014 - Farmers Bank		\$760,622.32

TOWN OF WINDSOR
TREASURER'S REPORT
SUNTRUST PAYROLL ACCOUNT

June 1, 2014

Balance on hand April 30, 2014		\$ 0.00
Receipts:		
Total receipts collected in May	<u>150.00</u>	
Total receipts prior to month's disbursements		150.00
Disbursements:		
Total disbursements in May	<u>0.00</u>	
Balance on hand May 31, 2014 - Farmers Bank		\$150.00

TOWN OF WINDSOR

TREASURER'S REPORT

WATER FUND

June 1, 2014

Balance on hand April 30, 2014		\$351,026.82
Receipts:		
Total receipts collected in May	<u>46,180.19</u>	
Total receipts prior to month's disbursement		397,207.01
Disbursements:		
Total disbursements in May	<u>63,212.02</u>	
Balance on hand May 31, 2014 - Farmers Bank		\$333,994.99

TOWN OF WINDSOR

TREASURER'S REPORT

RURAL DEVELOPMENT CONSTRUCTION ACCOUNT

June 1, 2014

Balance on hand April 30, 2014		\$ 21,999.85
Receipts:		
Total receipts collected in May	<u>3.74</u>	
Total receipts prior to month's disbursements		22,003.59
Disbursements:		
Total disbursements in May	<u>0.00</u>	
Balance on hand May 31, 2014 – Farmers Bank		\$ 22,003.59

TOWN OF WINDSOR

TREASURER'S REPORT

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

June 1, 2014

Balance on hand April 30, 2014		\$ 195,603.14
Receipts:		
Total receipts collected in May	<u>33.23</u>	
Total receipts prior to month's disbursements		195,636.37
Disbursements:		
Total disbursements in May	<u>0.00</u>	
Balance on hand May 31, 2014 – Farmers Bank		\$ 195,636.37

Financial Statements for Fiscal Year 13-14
 General Fund
 May 31, 2014

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
General Property Taxes				
Current Taxes on Real Property	\$ 182,850	\$ 696	\$ 195,066	\$ 12,216
Current Taxes on Mobile Homes	4,650	57	4,364	(286)
Current Taxes on Personal Property	63,200	1,177	71,630	8,430
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,500	-	10,130	630
Penalties & Interest on Delinquent Taxes	3,000	86	3,385	385
Total	<u>\$ 282,725</u>	<u>\$ 2,017</u>	<u>\$ 304,101</u>	<u>\$ 21,376</u>
Other Local Taxes				
Bank Franchise Tax	\$ 128,000	\$ 102,428	\$ 138,356	\$ 10,356
Communication Tax/Cable Franchise Tax	65,000	5,676	61,025	(3,975)
Cigarette Tax	45,000	10,350	59,134	14,134
Local Sales Tax	82,640	7,565	80,869	(1,771)
Meals Tax	300,000	1,105	294,885	(5,115)
Utility Taxes	90,000	7,267	85,819	(4,181)
Total	<u>\$ 710,640</u>	<u>\$ 134,391</u>	<u>\$ 720,087</u>	<u>\$ 9,447</u>
Licenses				
Merchants & Other Licenses	\$ 120,000	\$ 12,021	\$ 149,574	\$ 29,574
Motor Vehicle Licenses	40,000	600	41,963	1,963
Total	<u>\$ 160,000</u>	<u>\$ 12,621</u>	<u>\$ 191,537</u>	<u>\$ 31,537</u>

Financial Statements for Fiscal Year 13-14

General Fund

May 31, 2014

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
Rents				
Post Office Rental	\$ 18,000	\$ 1,500	\$ 16,500	\$ (1,500)
Other Rentals	-	-	-	-
Total	<u>\$ 18,000</u>	<u>\$ 1,500</u>	<u>\$ 16,500</u>	<u>\$ (1,500)</u>
 Revenues from the Commonwealth				
<i>Categorical Aid:</i>				
Police HB 599 Funding	\$ 57,289	\$ -	\$ 42,966	\$ (14,323)
Litter Control Grant	1,200	-	1,060	(140)
Fire Program Grant	9,800	-	9,800	-
Six Year Improvement Funds	45,000	-	-	(45,000)
<i>Noncategorical aid:</i>				
Mobile Home Titling Taxes	3,500	812	887	(2,613)
DMV Grant - Speed	-	160	2,060	2,060
Grants	-	-	-	-
Total	<u>\$ 116,789</u>	<u>\$ 972</u>	<u>\$ 56,773</u>	<u>\$ (60,016)</u>
 Revenue from the Federal Government				
COPS Grant	\$ 58,569	\$ 13,236	\$ 41,792	\$ (16,777)
Stimulus Funding	-	-	-	-
Total	<u>\$ 58,569</u>	<u>\$ 13,236</u>	<u>\$ 41,792</u>	<u>\$ (16,777)</u>

Financial Statements for Fiscal Year 13-14
 General Fund
 May 31, 2014

	2013-14 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
Fines				
Traffic Fines	\$ 137,000	\$ 10,830	\$ 130,314	\$ (6,686)
Total	<u>\$ 137,000</u>	<u>\$ 10,830</u>	<u>\$ 130,314</u>	<u>\$ (6,686)</u>
Miscellaneous Revenues				
Administrative Collection Fee	\$ 4,000	\$ 420	\$ 5,357	\$ 1,357
Asset Forfeiture	-	-	-	-
Cemetery Plot Sales	1,000	100	9,700	8,700
Credit Card Convenience Fee	500	29	636	136
DMV Fee for DMV Stops	-	1,855	6,080	6,080
Donations	1,575	-	1,777	202
Interest Earned	15,000	585	11,793	(3,207)
Other Miscellaneous Revenues	7,500	30	38,137	30,637
Transfer from Cemetery Fund	-	-	-	-
Reimbursement from Water Fund	60,950	15,229	60,096	(854)
Transfer from Space Needs Fund	-	-	-	-
Unappropriated Fund Balance	118,898	-	-	(118,898)
Zoning Fees	1,500	75	1,775	275
Total	<u>\$ 210,923</u>	<u>\$ 18,322</u>	<u>\$ 135,351</u>	<u>\$ (75,572)</u>
Total All Revenues	<u>\$ 1,694,646</u>	<u>\$ 193,888</u>	<u>\$ 1,596,455</u>	<u>\$ (98,191)</u>

Financial Statements for Fiscal Year 13-14
 General Fund
 May 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Legislative				
Mayor & Council Members				
Compensation	\$ 9,600	\$ 1,200	\$ 5,400	\$ 4,200
Advertising	1,650	-	1,374	276
Audit	15,000	-	14,000	1,000
Dues and Subscriptions	-	-	-	-
Election Expense	-	-	-	-
Special Meetings	1,000	-	52	948
Travel and Training	7,000	-	5,795	1,205
Total Legislative	<u>\$ 34,250</u>	<u>\$ 1,200</u>	<u>\$ 26,621</u>	<u>\$ 7,629</u>
Legal				
Legal Services	\$ 36,000	\$ 3,540	\$ 22,547	\$ 13,454
Dues and Subscriptions	350	-	-	350
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
Total Legal	<u>\$ 37,250</u>	<u>\$ 3,540</u>	<u>\$ 22,547</u>	<u>\$ 14,704</u>

Financial Statements for Fiscal Year 13-14
 General Fund
 May 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
General Management				
Salaries and Wages	\$ 106,100	\$ (6,155)	\$ 80,386	\$ 25,714
Overtime	1,000	-	848	152
Part time	22,000	-	9,093	12,907
Non-compensation Expenses		-		
FICA	8,125	(552)	6,116	2,009
Health Insurance	21,750	(731)	15,704	6,046
Retirement	11,355	631	8,230	3,125
Life Insurance	3,000	(85)	1,960	1,040
Advertising	500	-	442	58
Bank Fees	1,000	57	603	397
DMV Stops - Expense	-	480	1,980	(1,980)
Dues and Subscriptions	3,600	208	3,401	199
Education - Manager	4,400	-	1,417	2,983
Equipment	3,500	353	2,423	1,077
Equipment Rental	5,500	549	4,477	1,023
Information Technology	46,000	350	42,317	3,683
Maintenance Contracts	6,000	-	4,016	1,984
Postal Services	6,200	-	5,425	775
Professional Services	15,000	-	7,003	7,997
Publications	2,500	1,135	1,481	1,019
Supplies	9,250	1,525	8,365	885
Telephone-Communications	7,500	994	5,548	1,952
Town Car	-	-	-	-
Travel and Training	9,000	719	8,023	977
Vehicle Allowance	4,800	400	4,400	400
Total General Management	<u>\$ 298,080</u>	<u>\$ (123)</u>	<u>\$ 223,655</u>	<u>\$ 74,425</u>

Financial Statements for Fiscal Year 13-14
 General Fund
 May 31, 2014

	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	43,308	3,492
Non-compensation Expenses		-		
FICA	3,590	240	2,886	704
Health Insurance	10,550	811	9,732	818
Retirement	4,025	644	3,964	61
Life Insurance	625	46	464	161
Advertising	1,700	-	826	874
Dues and Subscriptions	600	-	335	265
Professional Services	3,000	70	70	2,930
Publications	100	-	-	100
Supplies	200	-	22	178
Telephone-Communications	850	50	498	352
Travel and Training	1,800	45	385	1,415
Vehicle Fuel	900	71	480	420
Vehicle Repairs and Maintenance	400	5	101	299
Total Planning	\$ 77,340	\$ 5,582	\$ 63,071	\$ 14,269

Financial Statements for Fiscal Year 13-14
 Water Fund
 May 31, 2014

	2013-14 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
Revenues				
Water Sales	\$ 435,000	\$ 29,956	\$ 386,594	\$ (48,406)
Tap, Connection & Other Fees	45,000	6,830	44,584	(416)
Interest Earned	3,000	66	3,393	393
Prior Year Fund Balance	-	-	-	-
<i>Total Revenues</i>	<u>\$ 483,000</u>	<u>\$ 36,853</u>	<u>\$ 434,570</u>	<u>\$ (48,430)</u>

Financial Statements for Fiscal Year 13-14

Water Fund

May 31, 2014

	2013-14 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Expenditures				
Operating & Maintenance (O&M)				
Salaries	\$ 161,655	\$ 41,062	\$ 161,655	\$ 0
Advertising	100	-	-	100
Bank Fees	1,150	67	993	157
Clothing - Uniforms	500	-	466	34
Dues and Subscriptions	800	-	595	205
Equipment	6,000	-	5,217	783
Equipment Repairs and Maintenance	4,500	-	3,826	674
Equipment Rental	500	-	-	500
Insurance	-	-	-	-
Maintenance Contracts	23,000	-	22,171	829
Meters	1,000	-	(20)	1,020
Professional Fees	2,700	-	475	2,225
Publications	200	-	-	200
Maintenance & Repairs System	12,500	1,148	11,046	1,454
State Fees/Lab Fees	5,000	40	3,285	1,715
Telephone - Communications	1,600	130	1,295	305
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	521	1,514	986
Utilities	18,500	1,287	15,581	2,919
Vehicle Fuel	3,500	103	2,616	884
Vehicle Maintenance and Repair	900	7	535	365
Indirect Cost	47,025	11,756	47,025	-
Protection of Water System	13,200	3,300	13,200	-
Salaries	-	-	-	-
Total O&M	\$ 307,830	\$ 59,422	\$ 291,474	\$ 16,356

Financial Statements for Fiscal Year 13-14
 Water Fund
 May 31, 2014

	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				
Farmers Bank Bond - Principal and Interest	\$ 55,000	\$ -	\$ 55,000	\$ -
New USDA Loan - Principal and Interest	43,000	3,323	36,553	6,447
Total Debt Service	\$ 98,000	\$ 3,323	\$ 91,553	\$ 6,447
Capital				
Water Main Replacement	\$ 5,000	\$ -	\$ -	\$ 5,000
Other Capital Outlay	-	-	-	-
Total Capital	\$ 5,000	\$ -	\$ -	\$ 5,000
Total All Expenditures	\$ 483,000	\$ 62,745	\$ 383,027	\$ 99,973

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000107	DOMINION VIRGINIA POWER	0270 04/2014	4/08/2014	4100-041000-5100-	16.04	7631	5/02/2014	Utilities	00656
00000	000107	DOMINION VIRGINIA POWER	4958 04/2014	4/08/2014	4100-031100-6024-	263.84	7631	5/02/2014	Building Operations - Utilitie	00656
00000	000107	DOMINION VIRGINIA POWER	5004 04/2014	4/08/2014	4100-041000-5100-	19.13	7631	5/02/2014	Utilities	00656
					CHECK TOTAL	299.01				
00000	000554	JOE DEMATTEO	JUNE 2014 EVENT	5/01/2014	4100-072000-5642-	1,500.00	7632	5/02/2014	Other Events	00656
					CHECK TOTAL	1,500.00				
00000	000059	MCI	0328 4/2014	4/19/2014	4100-031100-6001-	32.56	7633	5/02/2014	Communications	00656
					CHECK TOTAL	32.56				
00000	000525	NATIONAL PEN	107367397	4/15/2014	4100-012100-6001-	391.71	7635	5/02/2014	Office Operations (Supplies)	00656
					CHECK TOTAL	391.71				
00000	000082	SMITHFIELD TIMES	2 YR RENEW 5/14	5/01/2014	4100-012100-5810-	40.00	7636	5/02/2014	Dues and Subscriptions	00656
					CHECK TOTAL	40.00				
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-031100-6004-	20.94	7637	5/02/2014	Equipment	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-081100-5500-	44.72	7637	5/02/2014	Travel and Training	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-012100-5500-	445.87	7637	5/02/2014	Travel and Training	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-094000-8009-	383.65	7637	5/02/2014	Information Technology Upgrade	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-012100-6001-	125.71	7637	5/02/2014	Office Operations (Supplies)	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-012100-5810-	83.00	7637	5/02/2014	Dues and Subscriptions	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-012100-5500-	30.30	7637	5/02/2014	Travel and Training	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-041000-3315-	17.49	7637	5/02/2014	Building Repairs and Maintenanc	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-012100-6012-	140.20	7637	5/02/2014	Publications	00656
00000	000381	SUNTRUST BANK	5882 04/14	4/22/2014	4100-012100-5230-	42.27	7637	5/02/2014	Telephone - Communications	00656
					CHECK TOTAL	1,334.15				
00000	000563	THE POLICE AND SHERR PRES	56698	4/09/2014	4100-031100-6003-	17.49	7638	5/02/2014	Dues and Subscriptions	00656
					CHECK TOTAL	17.49				
00000	000176	THE TIDEWATER NEWS	166514 05/14	5/01/2014	4100-012100-5810-	49.00	7639	5/02/2014	Dues and Subscriptions	00656
					CHECK TOTAL	49.00				
00000	000089	TOTAL BUSINESS SOLUTIONS	194908-0	3/28/2014	4100-031100-6003-	69.00	7640	5/02/2014	Dues and Subscriptions	00656
00000	000089	TOTAL BUSINESS SOLUTIONS	195126-0	4/09/2014	4100-041000-3315-	64.92	7640	5/02/2014	Building Repairs and Maintenanc	00656
00000	000089	TOTAL BUSINESS SOLUTIONS	195274-0	4/16/2014	4100-012100-6001-	122.99	7640	5/02/2014	Office Operations (Supplies)	00656
					CHECK TOTAL	256.91				
00000	000177	VEFGA	031280	3/25/2014	4100-012100-5810-	36.00	7643	5/02/2014	Dues and Subscriptions	00656
					CHECK TOTAL	36.00				
00000	000109	VERIZON WIRELESS	9723824711	4/20/2014	4100-012100-5230-	529.58	7644	5/02/2014	Telephone - Communications	00656
00000	000109	VERIZON WIRELESS	9723824711	4/20/2014	4100-081100-5230-	49.79	7644	5/02/2014	Telephone - Communications	00656
00000	000109	VERIZON WIRELESS	9723824711	4/20/2014	4100-031100-6001-	588.56	7644	5/02/2014	Communications	00656
					CHECK TOTAL	1,167.93				
00000	000118	WINDSOR AMOCO	25126	4/24/2014	4100-031100-6005-	504.60	7645	5/02/2014	Vehicle Repairs and Maintenanc	00656
					CHECK TOTAL	504.60				

F/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000333	AFLAC	DC013140503140500	5/08/2014	100-000200-0200-	174.74	7646	5/12/2014	PR Liability Account	00000
00000	000333	AFLAC	DC014140503140500	5/08/2014	100-000200-0200-	82.67	7646	5/12/2014	PR Liability Account	00000
					CHECK TOTAL	257.41				
00000	000006	ANTHEM BLUE CROSS	DC001140503140500	5/08/2014	100-000200-0200-	6,795.21	7647	5/12/2014	PR Liability Account	00000
					CHECK TOTAL	6,795.21				
00000	000214	AVES - MOODY'S	70435	5/01/2014	4100-042300-3170-	5,830.00	7648	5/12/2014	Refuse Collection	00658
					CHECK TOTAL	5,830.00				
00000	000569	CHRISTINA NEWSOME	ROANOKE TRNG	5/04/2014	4100-012100-5500-	242.52	7649	5/12/2014	Travel and Training	00658
					CHECK TOTAL	242.52				
00000	000019	CRAWFORD'S SMALL ENGINE	2857	5/02/2014	4100-041000-3312-	89.30	7650	5/12/2014	Equipment Repairs and Maintena	00658
					CHECK TOTAL	89.30				
00000	000407	DMV	14120368	4/30/2014	4100-012100-3170-	480.00	7651	5/12/2014	DMV Stops (Town Expense)	00658
					CHECK TOTAL	480.00				
00000	000107	DOMINION VIRGINIA POWER	8591 4/2014	4/21/2014	4100-041000-5100-	85.01	7652	5/12/2014	Utilities	00658
					CHECK TOTAL	85.01				
00000	000029	GENERAL CODE PUBLISHERS	C0014630	5/01/2014	4100-012100-6012-	995.00	7653	5/12/2014	Publications	00658
					CHECK TOTAL	995.00				
00000	000146	KUSTOM SIGNALS, INC.	497508	4/25/2014	4100-031100-6004-	154.00	7654	5/12/2014	Equipment	00658
					CHECK TOTAL	154.00				
00000	000586	MARY J DUNLOW	AFLAC ADJ	5/02/2014	4100-091600-0001-	93.60	7655	5/12/2014	Contingency	00658
					CHECK TOTAL	93.60				
00000	000126	MINNESOTA LIFE	DC005140503140500	5/08/2014	100-000200-0200-	53.48	7656	5/12/2014	PR Liability Account	00000
					CHECK TOTAL	53.48				
00000	000525	NATIONAL PEN	107378689	4/22/2014	4100-012100-6001-	125.88	7657	5/12/2014	Office Operations (Supplies)	00658
					CHECK TOTAL	125.88				
00000	000393	QUILL CORPORATION	2357014	4/22/2014	4100-012100-6020-	352.99	7658	5/12/2014	Equipment - Purchased	00658
00000	000393	QUILL CORPORATION	2387590	4/22/2014	4100-012100-6001-	119.97	7658	5/12/2014	Office Operations (Supplies)	00658
					CHECK TOTAL	472.96				
00000	000531	RAILEY & RAILEY, P.C.	2547	4/30/2014	4100-012210-3150-	3,540.00	7659	5/12/2014	Legal Services	00658
					CHECK TOTAL	3,540.00				
00000	000036	RICOH USA, INC	5030449586	4/23/2014	4100-031100-6025-	31.96	7660	5/12/2014	Building Operations - Equip Re	00658
					CHECK TOTAL	31.96				
00000	000416	RICOH USA, INC.	92285079	4/28/2014	4100-012100-5410-	183.00	7661	5/12/2014	Equipment Rental	00658
					CHECK TOTAL	183.00				
00000	000089	TOTAL BUSINESS SOLUTIONS	195504-0	4/24/2014	4100-031100-6003-	20.50	7662	5/12/2014	Dues and Subscriptions	00658

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000089	TOTAL BUSINESS SOLUTIONS	195505-0	4/25/2014	4100-012100-6001-	25.32	7662	5/12/2014	Office Operations (Supplies)	00658
					CHECK TOTAL	45.82				
00000	000094	UNITED WAY OF SOUTH	DC002140503140500	5/08/2014	100-000200-0200-	3.00	7663	5/12/2014	PR Liability Account	00000
					CHECK TOTAL	3.00				
00000	000035	VANTAGEPT. TRANSF. AGENTS	DC006140503140500	5/08/2014	100-000200-0200-	105.38	7664	5/12/2014	PR Liability Account	00000
					CHECK TOTAL	105.38				
00000	000108	VERIZON	6218 4/2014	4/19/2014	4100-012100-5230-	256.04	7665	5/12/2014	Telephone - Communications	00658
00000	000108	VERIZON	6799 4/2014	4/19/2014	4100-031100-6001-	90.58	7665	5/12/2014	Communications	00658
					CHECK TOTAL	346.62				
00000	000120	WINDSOR PHARMACY	APRIL 2014	4/04/2014	4100-012100-6001-	19.91	7666	5/12/2014	Office Operations (Supplies)	00658
					CHECK TOTAL	19.91				
00000	000041	ISLE OF WIGHT COUNTY	PROFFERS 5/2014	5/01/2014	100-000240-0247-	8,400.00	7667	5/14/2014	DUE TO ISLE OF WIGHT (PROFFERS)	00659
					CHECK TOTAL	8,400.00				
00000	000261	MANSFIELD OIL COMPANY	77826/78917	4/15/2014	4100-081100-4200-	70.79	7668	5/14/2014	Fuel	00659
00000	000261	MANSFIELD OIL COMPANY	77826/78917	4/15/2014	4100-031100-6008-	2,243.99	7668	5/14/2014	Fuel and Tires	00659
00000	000261	MANSFIELD OIL COMPANY	77826/78917	4/15/2014	4100-041000-4200-	201.66	7668	5/14/2014	Fuel	00659
					CHECK TOTAL	2,516.44				
00000	000035	VANTAGEPT. TRANSF. AGENTS	304565 4/2014	4/24/2014	100-000200-0200-	210.76	7669	5/14/2014	PR Liability Account	00659
					CHECK TOTAL	210.76				
00000	000587	WINDSOR COMMUNITY	STIPND DONATION	5/13/2014	4100-011010-1100-	1,200.00	7670	5/14/2014	Mayor & Council Compensation	00659
					CHECK TOTAL	1,200.00				
00000	000588	JOSEPH ALLISON	1/3 PAY SIGN	5/19/2014	4100-091600-0002-	2,871.50	7671	5/19/2014	Replacement-Entrance Signs to	00661
					CHECK TOTAL	2,871.50				
00000	000589	SHELTON L. STANLEY	1/3 SIGN WORK	5/19/2014	4100-091600-0002-	950.00	7672	5/19/2014	Replacement-Entrance Signs to	00661
					CHECK TOTAL	950.00				
00000	000333	AFLAC	962026	5/13/2014	100-000200-0200-	514.82	7673	5/21/2014	PR Liability Account	00662
					CHECK TOTAL	514.82				
00000	000006	ANTHEM BLUE CROSS	JUNE-JULY 2014	5/09/2014	100-000200-0200-	16,135.00	7674	5/21/2014	PR Liability Account	00662
					CHECK TOTAL	16,135.00				
00000	000234	ATLANTIC COMMUNICATIONS	100934	5/08/2014	4100-031100-6004-	72.50	7675	5/21/2014	Equipment	00662
					CHECK TOTAL	72.50				
00000	000134	BAI MUNICIPAL SOFTWARE	DEVELOP FEES	5/01/2014	4100-012100-4100-	350.00	7676	5/21/2014	Information Technology	00662
					CHECK TOTAL	350.00				
00000	000007	BEAMON & JOHNSON, INC.	404-458667	4/17/2014	4100-081100-3310-	5.49	7677	5/21/2014	Vehicle Repairs and Maintenanc	00662
					CHECK TOTAL	5.49				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH	
00000	000015	CHARTER	0000189	05/2014	4100-012100-5230-	165.87	7678	5/21/2014	Telephone - Communications	00662	
00000	000015	CHARTER	0000189	05/2014	4100-031100-6001-	244.86	7678	5/21/2014	Communications	00662	
					CHECK TOTAL	410.73					
00000	000020	CRYSTAL SPRINGS	2080944	050914	5/09/2014	4100-041000-5100-	35.73	7679	5/21/2014	Utilities	00662
					CHECK TOTAL	35.73					
00000	000107	DOMINION VIRGINIA POWER	0002	05/2014	5/05/2014	4100-041000-5100-	382.68	7680	5/21/2014	Utilities	00662
00000	000107	DOMINION VIRGINIA POWER	7640	04/2014	4/29/2014	4100-041000-5110-	2,559.20	7680	5/21/2014	Utilities - Street Lights	00662
					CHECK TOTAL	2,941.88					
00000	000534	EMBROIDERY EXPRESSIONS	1135		5/11/2014	4100-031100-6004-	36.00	7681	5/21/2014	Equipment	00662
					CHECK TOTAL	36.00					
00000	000590	HAMPTON ROADS PLANNING	DONATION		5/01/2014	4100-091600-0001-	25.00	7682	5/21/2014	Contingency	00662
					CHECK TOTAL	25.00					
00000	000032	HRSO	0003	04/2014	5/05/2014	4100-041000-5100-	15.00	7683	5/21/2014	Utilities	00662
					CHECK TOTAL	15.00					
00000	000591	JONES SERVICES	781153		5/15/2014	4100-041000-3315-	135.00	7684	5/21/2014	Building Repairs and Maintenanc	00662
					CHECK TOTAL	135.00					
00000	000151	M & W PRINTERS, INC.	88745		4/29/2014	4100-012100-6001-	323.84	7685	5/21/2014	Office Operations (Supplies)	00662
					CHECK TOTAL	323.84					
00000	000525	NATIONAL PEN	107382679		4/24/2014	4100-012100-6001-	116.97	7686	5/21/2014	Office Operations (Supplies)	00662
					CHECK TOTAL	116.97					
00000	000393	QUILL CORPORATION	2714932		5/05/2014	4100-012100-6001-	14.81	7687	5/21/2014	Office Operations (Supplies)	00662
00000	000393	QUILL CORPORATION	2714932		5/05/2014	4100-041000-3315-	21.17	7687	5/21/2014	Building Repairs and Maintenanc	00662
00000	000393	QUILL CORPORATION	2717745		5/05/2014	4100-041000-3315-	44.97	7687	5/21/2014	Building Repairs and Maintenanc	00662
					CHECK TOTAL	80.95					
00000	000036	RICOH USA, INC	5030644816		5/06/2014	4100-012100-5410-	328.06	7688	5/21/2014	Equipment Rental	00662
					CHECK TOTAL	328.06					
00000	000592	SANTANDER LEASING LLC	1521453		4/21/2014	4100-094000-8004-	59,486.93	7689	5/21/2014	Police Car	00662
					CHECK TOTAL	59,486.93					
00000	000254	SECOND OPINION PEST CONTR	64327		4/30/2014	4100-041000-3315-	55.00	7690	5/21/2014	Building Repairs and Maintenanc	00662
00000	000254	SECOND OPINION PEST CONTR	64328		4/30/2014	4100-041000-3315-	55.00	7690	5/21/2014	Building Repairs and Maintenanc	00662
					CHECK TOTAL	110.00					
00000	000593	T J PAUL LAWN SERVICE LLC	LAWN SERVICES		5/19/2014	4100-081100-3100-	70.00	7691	5/21/2014	Professional Services	00662
					CHECK TOTAL	70.00					
00000	000585	TIDEWATER TACTICAL	16659		4/30/2014	4100-031100-6004-	140.00	7692	5/21/2014	Equipment	00662
					CHECK TOTAL	140.00					
00000	000089	TOTAL BUSINESS SOLUTIONS	195349-0		4/18/2014	4100-012100-6001-	137.94	7693	5/21/2014	Office Operations (Supplies)	00662
					CHECK TOTAL	137.94					

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 04/2014	5/01/2014	4100-041000-5100-	- -	22.75	7694	5/21/2014	Utilities	00662
00000	000092	TOWN OF WINDSOR WAT. FUND	97 04/2014	5/01/2014	4100-041000-5100-	- -	22.75	7694	5/21/2014	Utilities	00662
					CHECK TOTAL		45.50				
00000	000594	VACORP	734 05/2014	5/01/2014	4100-091600-0001-	- -	19.91	7695	5/21/2014	Contingency	00662
					CHECK TOTAL		19.91				
00000	000035	VANTAGEPT. TRANSF. AGENTS	304565 05/2014	5/01/2014	100-000200-0200-	- -	210.76	7696	5/21/2014	PR Liability Account	00662
					CHECK TOTAL		210.76				
					CHECK TYPE TOTAL		123,476.13				

VEND#	N-A-M-E	CK DATE	AMOUNT	CHECK#
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000333	AFLAC	2014/05/02	480.26-	7629
000006	ANTHEM BLUE CROSS	2014/05/02	12,938.73-	7630
000126	MINNESOTA LIFE	2014/05/02	106.96-	7634
000094	UNITED WAY OF SOUTH	2014/05/02	6.00-	7641
000035	VANTAGEPT. TRANSP. AGENTS	2014/05/02	210.76-	7642
000333	AFLAC	2014/05/12	257.41-	7646
000006	ANTHEM BLUE CROSS	2014/05/12	6,795.21-	7647
000126	MINNESOTA LIFE	2014/05/12	53.48-	7656
000094	UNITED WAY OF SOUTH	2014/05/12	3.00-	7663
000035	VANTAGEPT. TRANSP. AGENTS	2014/05/12	105.38-	7664
	CHECK TYPE TOTAL		20,957.19-	
	FINAL TOTAL		102,518.94	

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000107	DOMINION VIRGINIA POWER	7818 04/2014	4/08/2014	4200-042000-5100-	5.85	7510	5/02/2014	Utilities	00655
					CHECK TOTAL	5.85				
00000	000582	LEWIS CONSTRUCTION OF	0414-1001	4/23/2014	4200-042000-6007-	516.88	7511	5/02/2014	Maintenance & Repairs - System	00655
					CHECK TOTAL	516.88				
00000	000302	PHILIP BOWDEN	MAY 2014	5/02/2014	4200-042000-5230-	30.00	7512	5/02/2014	Telephone - Communications	00655
					CHECK TOTAL	30.00				
00000	000381	SUNTRUST BANK	5882 WTR 4/14	4/22/2014	4200-042000-5500-	521.49	7514	5/02/2014	Travel & Training	00655
					CHECK TOTAL	521.49				
00000	000109	VERIZON WIRELESS	9723824711 WTR	4/20/2014	4200-042000-5230-	49.79	7515	5/02/2014	Telephone - Communications	00655
					CHECK TOTAL	49.79				
00000	000113	VUPS	11130510	11/30/2013	4200-042000-6007-	30.45	7516	5/02/2014	Maintenance & Repairs - System	00655
					CHECK TOTAL	30.45				
00000	000019	CRAWFORD'S SMALL ENGINE	2844	5/02/2014	4200-042000-6007-	581.54	7517	5/12/2014	Maintenance & Repairs - System	00657
00000	000019	CRAWFORD'S SMALL ENGINE	2856	5/02/2014	4200-042000-6007-	94.84	7517	5/12/2014	Maintenance & Repairs - System	00657
					CHECK TOTAL	486.70				
00000	000267	HD SUPPLY WATERWORKS, LTD	C265580	4/21/2014	4200-042000-6007-	60.79	7518	5/12/2014	Maintenance & Repairs - System	00657
					CHECK TOTAL	60.79				
00000	000108	VERIZON	0406 4/14 WTR	4/19/2014	4200-042000-5230-	49.85	7519	5/12/2014	Telephone - Communications	00657
					CHECK TOTAL	49.85				
00000	000261	MANSFIELD OIL COMPANY	77826 WTR	4/15/2014	4200-042000-4200-	103.05	7520	5/14/2014	Vehicle Fuel	00660
					CHECK TOTAL	103.05				
00000	000007	BEAMON & JOHNSON, INC.	404-460094	4/30/2014	4200-042000-3310-	7.49	7521	5/21/2014	Vehicle Repairs & Maintenance	00663
					CHECK TOTAL	7.49				
00000	000107	DOMINION VIRGINIA POWER	4197 05/2014	5/06/2014	4200-042000-5100-	578.42	7522	5/21/2014	Utilities	00663
00000	000107	DOMINION VIRGINIA POWER	5000 05/2014	5/05/2014	4200-042000-5100-	11.84	7522	5/21/2014	Utilities	00663
00000	000107	DOMINION VIRGINIA POWER	5002 05/2014	5/06/2014	4200-042000-5100-	71.43	7522	5/21/2014	Utilities	00663
00000	000107	DOMINION VIRGINIA POWER	7818 05/2014	5/08/2014	4200-042000-5100-	5.93	7522	5/21/2014	Utilities	00663
00000	000107	DOMINION VIRGINIA POWER	9251 05/2014	5/06/2014	4200-042000-5100-	613.59	7522	5/21/2014	Utilities	00663
					CHECK TOTAL	1,281.21				
00000	000284	VDACS	B026229	4/30/2014	4200-042000-3101-	40.00	7523	5/21/2014	State Fees	00663
					CHECK TOTAL	40.00				
00000	000113	VUPS	04140524	4/30/2014	4200-042000-6007-	53.55	7524	5/21/2014	Maintenance & Repairs - System	00663
					CHECK TOTAL	53.55				
					CHECK TYPE TOTAL	3,237.10				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	999999	HOST MALLORY	UT0000008020001	6/06/2014	200-000200-0250-	17.25			Refund Liability Account	00149
00000	999999	HOEPLER SUZANNE	UT0005059180001	6/06/2014	200-000200-0250-	29.50			Refund Liability Account	00149
00000	999999	TERRY BENNIE & MARIA	UT0005062280001	6/06/2014	200-000200-0250-	52.25			Refund Liability Account	00149
00000	999999	BENHAM REAL ESTATE LLC	UT0005063830001	6/06/2014	200-000200-0250-	52.25			Refund Liability Account	00149
CHECK TOTAL						151.25				
CHECK TYPE TOTAL						151.25				
FINAL TOTAL						3,388.35				

Real Estate Taxes	
Year:	Amount due:
2004	\$ 11.60
2005	\$ 54.20
2006	\$ 75.76
2007	\$ 284.10
2008	\$ 257.10
2009	\$ 304.00
2010	\$ 862.88
2011	\$ 1,506.49
2012	\$ 2,136.66
2013	\$ 4,293.09
	\$ 9,785.88

Personal Property Taxes	
Year:	Amount due:
2009	\$ 4,226.53
2010	\$ 4,916.19
2011	\$ 5,784.83
2012	\$ 7,031.10
2013	\$ 11,576.54
	\$ 33,535.19

Total of all delinquent taxes owed to town:	\$ 43,321.07
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