

## Town of Windsor

### Memorandum

March 8, 2016

**TO:** The Honorable Mayor and Members of Town Council  
**FROM:** Christy N. Jernigan, Treasurer  
**RE:** Treasurer's Report

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

For your information:

- You may notice the salary line items show a credit this month due to the reimbursement from the Water Fund to the General Fund.
- Our current balance in the Windsor Community Recreational Center at this time is \$35,091.50.
- We have received the draft of the audit. Michael and I are reviewing the draft. We plan to have Diane Smith here for our April Council meeting to go over the audit with Council.
- Attached is our delinquent tax list. We have Virginia Auction Collections (VAC) set to start booting and seizing for delinquent taxes starting March 7<sup>th</sup>.
- Budget Transfer is enclosed for the Water Fund.

**TREASURER'S REPORT**  
**February 29, 2016**

**General Fund**

Checking – Farmers Bank	\$ 915,635.71
Checking – WPD Forfeited Assets	360.17
Certificates of Deposit – Cemetery	110,138.46
Certificates of Deposit (CNB)	515,814.10
Certificates of Deposit (FB)	<u>302,265.93</u>
	\$ 1,844,214.37

**Water Fund**

Checking – Farmers Bank	\$ 461,282.33
Certificate of Deposit	<u>274,937.85</u>
	\$ 736,220.18

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

Checking – Farmers Bank	\$ 496,796.47
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**All Funds**

Total Bank Assets	<u>\$ 3,077,231.02</u>
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**Liabilities – Water Fund**

Farmers Bank – Bond – Water Fund	\$ 689,868.17 (principal only)
USDA Rural Dev.	<u>\$ 765,174.78</u>
	\$ 1,455,042.95

**TOWN OF WINDSOR  
TREASURER'S REPORT  
GENERAL FUND**

March 1, 2016

Balance on hand January 31, 2016		\$854,994.02
Receipts:		
Total receipts collected in February	<u>256,457.46</u>	
Total receipts prior to month's disbursements		\$1,111,451.48
Disbursements:		
Total disbursements in February	<u>195,815.77</u>	
Balance on hand February 29, 2016 - Farmers Bank		\$915,635.71

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**Windsor Police Forfeited Assets**

March 1, 2016

Balance on hand January 31, 2016		\$ 360.13
Receipts:		
Total receipts collected in February	<u>0.04</u>	
Total receipts prior to month's disbursements		360.17
Disbursements:		
Total disbursements in February	<u>0.00</u>	
Balance on hand February 29, 2016 – Farmers Bank		\$ 360.17

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

**WATER FUND**

March 1, 2016

Balance on hand January 31, 2016		\$551,741.53
Receipts:		
Total receipts collected in February	<u>38,559.67</u>	
Total receipts prior to month's disbursement		590,301.20
Disbursements:		
Total disbursements in February	<u>129,018.87</u>	
Balance on hand February 29, 2016 - Farmers Bank		\$461,282.33

**TOWN OF WINDSOR**

**TREASURER'S REPORT**

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

March 1, 2016

Balance on hand January 31, 2016		\$ 396,732.88
Receipts:		
Total receipts collected in February	<u>100,063.59</u>	
Total receipts prior to month's disbursements		496,796.47
Disbursements:		
Total disbursements in February	<u>0.00</u>	
Balance on hand February 29, 2016 – Farmers Bank		\$ 496,796.47

Financial Statements Fiscal Year 2015-2016  
 General Fund Revenue  
 February 29, 2016

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>General Property Taxes</b>				
Taxes on Real Property	\$ 190,000	\$ 2,169	\$ 185,162	\$ (4,838)
Taxes on Mobile Homes	4,200	290	4,534	334
Taxes on Personal Property	66,000	2,171	65,888	(112)
PPTRA Funding	19,525	-	19,527	2
Public Service Corporation Taxes	9,750	-	10,225	475
Penalties & Interest on Delinquent Taxes	2,750	782	2,300	(450)
<b>Total</b>	<u>\$ 292,225</u>	<u>\$ 5,411</u>	<u>\$ 287,635</u>	<u>\$ (4,590)</u>
<b>Other Local Taxes</b>				
Bank Franchise Tax	\$ 130,000	\$ -	\$ 32,928	\$ (97,072)
Communication Tax	65,000	5,441	43,320	(21,680)
Cigarette Tax	58,000	3,750	56,250	(1,750)
Local Sales Tax	85,000	18,397	66,960	(18,040)
Meals Tax	310,000	3,445	249,572	(60,428)
Utility Taxes	90,000	15,306	61,603	(28,397)
<b>Total</b>	<u>\$ 738,000</u>	<u>\$ 46,339</u>	<u>\$ 510,632</u>	<u>\$ (227,368)</u>
<b>Licenses</b>				
Merchants & Other Licenses	\$ 126,000	\$ 53,090	\$ 69,742	\$ (56,258)
Motor Vehicle Licenses	40,000	2,170	40,083	83
<b>Total</b>	<u>\$ 166,000</u>	<u>\$ 55,260</u>	<u>\$ 109,825</u>	<u>\$ (56,175)</u>

Financial Statements Fiscal Year 2015-2016  
 General Fund Revenue  
 February 29, 2016

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Rents</b>				
Post Office Rental	\$ 18,000	\$ -	\$ 4,500	\$ (13,500)
<b>Total</b>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ (13,500)</u>
 <b>Revenues from the Commonwealth</b>				
<i>Categorical Aid:</i>				
Police HB 599 Funding	\$ 57,289	\$ 14,322	\$ 42,966	\$ (14,323)
Litter Control Grant	1,000	-	1,071	71
Fire Program Grant	9,000	-	9,000	-
<i>Noncategorical aid:</i>				
Mobile Home Titling Taxes	3,500	-	1,785	(1,715)
<b>Total</b>	<u>\$ 70,789</u>	<u>\$ 14,322</u>	<u>\$ 54,822</u>	<u>\$ (15,967)</u>



Financial Statements Fiscal Year 2015-2016  
 General Fund Revenue  
 February 29, 2016

	2015-16 Budget	This Month's Receipts	YTD Receipts	Variance/ Balance
<b>Fines</b>				
Traffic Fines	\$ 145,000	\$ 6,489	\$ 90,916	\$ (54,084)
<b>Total</b>	<u>\$ 145,000</u>	<u>\$ 6,489</u>	<u>\$ 90,916</u>	<u>\$ (54,084)</u>
<b>Miscellaneous Revenues</b>				
Administrative Collection Fee	\$ 6,000	\$ 2,766	\$ 8,999	\$ 2,999
Cemetery Plot Sales	1,000	-	-	(1,000)
Credit Card Convenience Fee	500	107	611	111
DMV Grant Reimbursement	11,800	-	7,988	(3,812)
Interest Earned	12,000	625	8,617	(3,383)
Other Miscellaneous Revenues	146,000	120	176,387	30,387
Reimbursement from Water Fund	63,240	31,620	63,240	-
Unappropriated Fund Balance	153,952	-	-	(153,952)
Zoning Fees	1,500	100	2,125	625
<b>Total</b>	<u>\$ 395,992</u>	<u>\$ 35,338</u>	<u>\$ 267,966</u>	<u>\$ (128,026)</u>
<b>Total All Revenues</b>	<u><u>\$ 1,826,006</u></u>	<u><u>\$ 163,159</u></u>	<u><u>\$ 1,326,297</u></u>	<u><u>\$ (499,709)</u></u>

Financial Statements Fiscal Year 2015-2016  
 General Fund Expenditure  
 February 29, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Legislative</b>				
Mayor & Council Members Compensation	\$ 9,600	\$ -	\$ 4,615	\$ 4,985
Advertising	1,700	-	-	1,700
Audit	15,000	-	-	15,000
Travel and Training	7,000	-	5,830	1,170
Special Meetings	500	76	143	357
<b>Total Legislative</b>	<u>\$ 33,800</u>	<u>\$ 76</u>	<u>\$ 10,587</u>	<u>\$ 23,213</u>
<b>Legal</b>				
Legal Services	\$ 27,000	\$ 1,500	\$ 10,639	\$ 16,362
Dues and Subscriptions	350	-	240	110
Publications	300	-	-	300
Supplies	100	-	-	100
Travel and Training	500	-	-	500
<b>Total Legal</b>	<u>\$ 28,250</u>	<u>\$ 1,500</u>	<u>\$ 10,879</u>	<u>\$ 17,372</u>

Financial Statements Fiscal Year 2015-2016

General Fund Expenditure

February 29, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>General Management</b>				
Salaries and Wages	\$ 107,408	\$ (24,444)	\$ 53,319	\$ 54,089
Overtime	1,500	-	-	1,500
Part time	5,000	-	-	5,000
Non-compensation Expenses				
FICA/Medicare	9,075	(2,326)	2,600	6,475
Health Insurance	22,050	(5,716)	8,159	13,891
Retirement	8,121	(1,769)	4,041	4,080
Life Insurance	3,020	(323)	692	2,328
Advertising	500	-	430	70
Bank Fees	900	150	750	150
Dues and Subscriptions	4,000	155	3,643	357
DMV Stop Fees	-	40	740	(740)
Equipment	3,500	-	809	2,691
Equipment Rental	6,000	444	3,585	2,415
Information Technology	27,680	85	18,859	8,821
Maintenance Contracts	5,000	-	3,782	1,218
Postal Services	7,100	621	5,041	2,059
Professional Services	19,640	250	10,940	8,700
Publications	2,000	-	888	1,113
Supplies	9,500	842	4,025	5,475
Telephone-Communications	7,000	449	4,066	2,934
Travel and Training	15,000	992	9,498	5,502
Vehicle Allowance	4,800	400	3,200	1,600
<b>Total General Management</b>	<b>\$ 268,794</b>	<b>\$ (30,150)</b>	<b>\$ 139,065</b>	<b>\$ 129,729</b>

**Financial Statements Fiscal Year 2015-2016**  
**General Fund Expenditure**  
**February 29, 2016**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Planning &amp; Community Development</b>				
Compensation - Planning Commission	\$ 2,200	\$ -	\$ -	\$ 2,200
Salaries and Wages	49,000	3,769	34,140	14,860
Non-compensation Expenses				
FICA/Medicare	3,755	252	2,287	1,468
Health Insurance	10,725	825	7,424	3,301
Retirement	3,275	252	2,266	1,009
Life Insurance	650	50	448	202
Advertising	1,500	-	307	1,193
Dues and Subscriptions	500	-	50	450
Professional Services	600	-	-	600
Publications	100	-	-	100
Supplies	200	-	-	200
Telephone-Communications	650	50	349	301
Travel and Training	4,685	-	1,746	2,939
Vehicle Fuel	500	28	288	212
Vehicle Repairs and Maintenance	300	12	72	228
<b><i>Total Planning</i></b>	<b><u>\$ 78,640</u></b>	<b><u>\$ 5,238</u></b>	<b><u>\$ 49,377</u></b>	<b><u>\$ 29,263</u></b>

**Financial Statements Fiscal Year 2015-2016**  
**General Fund Expenditure**  
**February 29, 2016**

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Public Works &amp; Property Maintenance</b>				
Salaries and Wages	\$ 43,325	\$ (14,996)	\$ 17,368	\$ 25,957
Overtime	2,000	-	-	2,000
Part-time-Year Round	7,953	(3,235)	2,044	5,909
Part-time-Temporary	8,000	-	8,026	(26)
Non-compensation Expenses				
FICA/Medicare	3,830	(1,208)	778	3,052
Health Insurance	9,650	(3,336)	3,707	5,943
Retirement	2,900	(1,002)	1,113	1,787
Life Insurance	575	(198)	220	355
Building Repairs and Maintenance	14,370	428	5,131	9,239
Clothing - Uniforms	500	-	537	(37)
Equipment	3,500	-	-	3,500
Equipment Rental	500	-	-	500
Equipment Repairs and Maintenance	5,000	171	3,787	1,213
Rental Property - Repairs & Maintenance	2,500	-	714	1,786
Street and Sidewalk Maintenance	10,000	-	4,369	5,631
Street Lights - Utility Expense	35,000	2,574	17,944	17,056
Utilities	11,000	853	5,805	5,195
Vehicle Fuel	4,000	38	1,644	2,356
Vehicle Repairs and Maintenance	1,000	362	953	47
<b>Total Public Works &amp; Property Maintenance</b>	<b>\$ 165,603</b>	<b>\$ (19,548)</b>	<b>\$ 74,141</b>	<b>\$ 91,462</b>

Financial Statements Fiscal Year 2015-2016  
 General Fund Expenditure  
 February 29, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Police</b>				
Salaries and Wages	\$ 283,679	\$ 22,329	\$ 183,213	\$ 100,466
Overtime	25,000	1,106	10,760	14,240
Non-compensation Expenses				
FICA/Medicare	21,705	1,637	13,617	8,088
Health Insurance	64,340	3,624	30,648	33,692
Retirement	18,950	1,437	11,406	7,544
Life Insurance	3,750	284	2,360	1,390
DMV Grant Disbursement	11,800	1,015	5,810	5,990
Advertising	500	-	408	92
Community Relations	500	-	199	301
Dues, Subscriptions & Publications	1,250	-	640	610
Equipment	9,800	487	6,795	3,005
Information Technology	2,500	-	353	2,147
Investigations	1,000	-	-	1,000
Office Supplies	3,000	62	640	2,360
Postage	250	-	-	250
Telephone-Communications	12,000	837	7,393	4,607
Travel and Training	9,000	428	5,399	3,601
Vehicle Fuel	40,000	1,082	11,792	28,208
Vehicle/Equipment Repairs and Maint	17,000	207	6,944	10,056
Body Camera	8,000	-	5,550	2,450
<b>Building Operations</b>				
Utilities	6,500	440	2,659	3,841
Equipment Rental	3,000	136	1,093	1,907
Maintenance Contracts	3,000	-	960	2,040
<b>Total Police</b>	<u>\$ 546,524</u>	<u>\$ 35,110</u>	<u>\$ 308,638</u>	<u>\$ 237,886</u>

Financial Statements Fiscal Year 2015-2016

General Fund Expenditure

February 29, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Cultural Events</b>				
4th of July Celebration	\$ 5,000	\$ -	\$ 4,611	\$ 389
Christmas Holidays	300	-	457	(157)
Other Events	5,000	-	1,959	3,041
<b>Total Cultural Events</b>	<u>\$ 10,300</u>	<u>\$ -</u>	<u>\$ 7,027</u>	<u>\$ 3,273</u>
<b>Economic Development</b>				
Business Appreciation	\$ 1,000	\$ -	\$ -	\$ 1,000
Dues and Subscriptions	3,500	-	3,500	-
Activities	750	-	193	558
Other Economic Development Activities	5,000	-	-	5,000
<b>Total Economic Development</b>	<u>\$ 10,250</u>	<u>\$ -</u>	<u>\$ 3,693</u>	<u>\$ 6,558</u>
<b>Fire Department</b>				
Grant	9,000	-	9,000	-
<b>Total Fire Department</b>	<u>\$ 9,000</u>	<u>\$ -</u>	<u>\$ 9,000</u>	<u>\$ -</u>
<b>Refuse Collection</b>				
Residential Collection	\$ 73,000	\$ 12,997	\$ 51,154	\$ 21,846
Seasonal Clean-ups	3,000	-	950	2,050
<b>Total Refuse Collection</b>	<u>\$ 76,000</u>	<u>\$ 12,997</u>	<u>\$ 52,104</u>	<u>\$ 23,896</u>

**Financial Statements Fiscal Year 2015-2016**

**General Fund Expenditure**

February 29, 2016

**Capital Projects**

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Police Car	\$ 39,000	\$ -	\$ 36,889	\$ 2,111
Streetlight Extensions	2,000	-	-	2,000
Information Technology Upgrades	5,000	-	955	4,045
Financial Software Upgrade	36,000	-	-	36,000
Police Department Technology	10,000	-	-	10,000
Construction of Public Works Facility	115,000	-	-	115,000
Space Needs Sinking Fund Expense	133,860	-	-	133,860
<b>Total Capital Projects</b>	<b>\$ 340,860</b>	<b>\$ -</b>	<b>\$ 37,845</b>	<b>\$ 303,015</b>

**Non-departmental**

Contingency	\$ 55,785	\$ 22	\$ 44,948	\$ 10,837
Contribution to Library	1,200	-	1,200	-
Contribution to TRIAD	1,000	-	1,000	-
Insurance	35,000	-	31,942	3,058
Payments to Other Governments	65,000	-	61,123	3,877
<b>Total Non-departmental</b>	<b>\$ 157,985</b>	<b>\$ 22</b>	<b>\$ 140,213</b>	<b>\$ 17,772</b>

**Total All Expenditures**

<b>Total All Expenditures</b>	<b>\$ 1,726,006</b>	<b>\$ 5,245</b>	<b>\$ 842,568</b>	<b>\$ 883,437</b>
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**Financial Statements Fiscal Year 2015-2016**  
**Space Needs Fund**  
**February 29, 2016**

	<b>2015-16 Budget</b>	<b>This Month's Revenues</b>	<b>YTD Revenues</b>	<b>Variance/ Balance</b>
<b>Revenues</b>				
Transfer From General Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Interest Earned	350	64	527	177
Prior Year Fund Balance	-	-	-	-
<b>Total Revenues</b>	<b>\$ 100,350</b>	<b>\$ 100,064</b>	<b>\$ 100,527</b>	<b>\$ 177</b>

	<b>2015-16 Budget</b>	<b>This Month's Expenditures</b>	<b>YTD Expenditures</b>	<b>Variance/ Balance</b>
<b>Expenditures</b>				
Professional Services	\$ 25,350	\$ -	-	\$ 25,350
Future Space Needs	75,000	-	-	75,000
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total All Expenditures</b>	<b>\$ 100,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,350</b>

F/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	DEBIT NO.	DEBIT DATE	DESCRIPTION	BATCH
00000	000333	AFLAC	591170	1/31/2016	100-000200-0200-	392.86	138	2/01/2016	PR Liability Account	00867
					DEBIT TOTAL	392.86				
00000	000610	VRS	FEB 2016	2/05/2016	100-000200-0200-	6,423.63	140	2/10/2016	PR Liability Account	00867
					DEBIT TOTAL	6,423.63				
00000	000620	MERCHANT BANK FEES	FEB 2016	2/10/2016	4100-012100-5410-	38.03	142	2/10/2016	Equipment Rental	00867
					DEBIT TOTAL	38.03				
00000	000612	ICMARC HYBRID	FEB 2016	2/11/2016	100-000200-0200-	67.48	141	2/11/2016	PR Liability Account	00867
					DEBIT TOTAL	67.48				
00000	000620	MERCHANT BANK FEES	FEB 2016	2/11/2016	4100-012100-3160-	149.74	142	2/11/2016	Bank Fees	00867
					DEBIT TOTAL	149.74				
					CHECK TYPE TOTAL	7,071.74				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000214	AVES - MOODY'S	84454	1/01/2016	4100-042300-3170- - -	6,340.14	12791	2/04/2016	Refuse Collection	00867
					CHECK TOTAL	6,340.14				
					CHECK TYPE TOTAL	6,340.14				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000234	ATLANTIC COMMUNICATIONS	107444	1/29/2016	4100-031100-6005-	45.00	8866	2/09/2016	Vehicle Repairs and Maintenanc	00852
					CHECK TOTAL	45.00				
00000	000214	AVES - MOODY'S	84784	2/01/2016	4100-042300-3170-	6,656.55	8867	2/09/2016	Refuse Collection	00852
					CHECK TOTAL	6,656.55				
00000	000007	BEAMON & JOHNSON, INC.	DEC 2015	12/31/2015	4100-031100-6005-	29.87	8868	2/09/2016	Vehicle Repairs and Maintenanc	00852
00000	000007	BEAMON & JOHNSON, INC.	DEC 2015	12/31/2015	4100-041000-3310-	6.17	8868	2/09/2016	Vehicle Repairs and Maintenanc	00852
00000	000007	BEAMON & JOHNSON, INC.	JAN 2016	1/31/2016	4100-041000-3312-	163.47	8868	2/09/2016	Equipment Repairs and Maintena	00853
					CHECK TOTAL	199.51				
00000	000018	COMMUNITY ELECTRIC COOP.	4100 01/2016	1/27/2016	4100-041000-5100-	29.42	8869	2/09/2016	Utilities	00852
					CHECK TOTAL	29.42				
00000	000407	DMV	16029333	1/29/2016	4100-012100-3170-	40.00	8870	2/09/2016	DMV Stops (Town Expense)	00852
					CHECK TOTAL	40.00				
00000	000107	DOMINION VIRGINIA POWER	0002 02/2016	2/04/2016	4100-041000-5100-	784.65	8871	2/09/2016	Utilities	00852
00000	000107	DOMINION VIRGINIA POWER	7640 01/2016	1/29/2016	4100-041000-5110-	2,574.33	8871	2/09/2016	Utilities - Street Lights	00852
					CHECK TOTAL	3,358.98				
00000	000211	LEXISNEXIS RISK DATA MNGT	158678620160131	1/31/2016	4100-012100-3100-	175.00	8874	2/09/2016	Professional Services	00852
					CHECK TOTAL	175.00				
00000	000261	MANSFIELD OIL COMPANY	134994	1/19/2016	4100-031100-6008-	529.96	8875	2/09/2016	Fuel and Tires	00852
00000	000261	MANSFIELD OIL COMPANY	134994	1/19/2016	4100-081100-4200-	12.99	8875	2/09/2016	Fuel	00852
					CHECK TOTAL	542.95				
00000	000059	MCI	0328 01/2016	1/19/2016	4100-031100-6001-	35.42	8876	2/09/2016	Communications	00852
					CHECK TOTAL	35.42				
00000	000242	MICHAEL STALLINGS	VML 01/2016	1/28/2016	4100-012100-5500-	30.46	8877	2/09/2016	Travel and Training	00852
					CHECK TOTAL	30.46				
00000	000070	PURCHASE POWER	3678 01/2016	1/21/2016	4100-012100-5210-	620.99	8878	2/09/2016	Postal Services	00852
					CHECK TOTAL	620.99				
00000	000036	RICOH USA, INC	20797813	1/15/2016	4100-031100-6025-	102.68	8879	2/09/2016	Building Operations - Equip Re	00852
00000	000036	RICOH USA, INC	5040187142	1/25/2016	4100-031100-6025-	33.36	8879	2/09/2016	Building Operations - Equip Re	00852
00000	000036	RICOH USA, INC	5040236886	1/28/2016	4100-012100-5410-	190.17	8879	2/09/2016	Equipment Rental	00852
					CHECK TOTAL	326.21				
00000	000430	STATE FARM	8248-07 FEB 16	1/20/2016	100-000200-0200-	90.83	8880	2/09/2016	FR Liability Account	00852
					CHECK TOTAL	90.83				
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-041000-3315-	47.49	8881	2/09/2016	Building Repairs and Maintenanc	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-012100-3100-	75.00	8881	2/09/2016	Professional Services	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-012100-6001-	30.15	8881	2/09/2016	Office Operations (Supplies)	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-012100-5500-	761.80	8881	2/09/2016	Travel and Training	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-041000-3315-	129.31	8881	2/09/2016	Building Repairs and Maintenanc	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-012100-5500-	200.00	8881	2/09/2016	Travel and Training	00853

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH	
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-031100-6004-	-	-	183.25	8881 2/09/2016	Equipment	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-031100-6006-	-	-	428.00	8881 2/09/2016	Training and Travel	00853
00000	000381	SUNTRUST BANK	JAN 2016	1/22/2016	4100-031100-6002-	-	-	41.64	8881 2/09/2016	Materials and Supplies	00853
					CHECK TOTAL	1,896.64					
00000	000664	THE FARMERS DAUGHTER	2560-19	1/26/2016	4100-011010-5900-	-	-	76.04	8882 2/09/2016	Special Meetings	00852
					CHECK TOTAL	76.04					
00000	000531	THE LAW OFFICES OF	2912	1/31/2016	4100-012210-3150-	-	-	1,500.00	8883 2/09/2016	Legal Services	00853
					CHECK TOTAL	1,500.00					
00000	000585	TIDEWATER TACTICAL	20845	1/29/2016	4100-031100-6004-	-	-	233.97	8884 2/09/2016	Equipment	00852
					CHECK TOTAL	233.97					
00000	000089	TOTAL BUSINESS SOLUTIONS	210119-0	1/26/2016	4100-012100-6001-	-	-	118.63	8885 2/09/2016	Office Operations (Supplies)	00852
00000	000089	TOTAL BUSINESS SOLUTIONS	210200-0	1/28/2016	4100-012100-6001-	-	-	234.44	8885 2/09/2016	Office Operations (Supplies)	00852
					CHECK TOTAL	353.07					
00000	000594	VACORP	JAN 2016	1/31/2016	4100-091600-0001-	-	-	21.98	8886 2/09/2016	Contingency	00852
					CHECK TOTAL	21.98					
00000	000640	VAUGHAN TECH UNLIMITED	3843	2/02/2016	4100-012100-4100-	-	-	84.99	8887 2/09/2016	Information Technology	00852
					CHECK TOTAL	84.99					
00000	000108	VERIZON	6020 01/2016	1/19/2016	4100-031100-6001-	-	-	162.14	8888 2/09/2016	Communications	00852
00000	000108	VERIZON	6218 01/2016	1/19/2016	4100-012100-5230-	-	-	258.66	8888 2/09/2016	Telephone - Communications	00852
					CHECK TOTAL	420.80					
00000	000109	VERIZON WIRELESS	9759174175	1/20/2016	4100-031100-6001-	-	-	639.70	8889 2/09/2016	Communications	00852
00000	000109	VERIZON WIRELESS	9759174175	1/20/2016	4100-081100-5230-	-	-	49.94	8889 2/09/2016	Telephone - Communications	00852
00000	000109	VERIZON WIRELESS	9759174175	1/20/2016	4100-012100-5230-	-	-	189.90	8889 2/09/2016	Telephone - Communications	00852
					CHECK TOTAL	879.54					
00000	000119	WINDSOR HARDWARE	JAN 2016 GEN	1/31/2016	4100-041000-3315-	-	-	226.60	8890 2/09/2016	Building Repairs and Maintenanc	00852
00000	000119	WINDSOR HARDWARE	JAN 2016 GEN	1/31/2016	4100-031100-6002-	-	-	20.06	8890 2/09/2016	Materials and Supplies	00852
00000	000119	WINDSOR HARDWARE	JAN 2016	1/31/2016	4100-041000-3312-	-	-	7.99	8890 2/09/2016	Equipment Repairs and Maintena	00853
					CHECK TOTAL	254.65					
00000	000006	ANTHEM BLUE CROSS	MAR-APR 2016	2/10/2016	100-000200-0200-	-	-	15,504.00	8891 2/22/2016	PR Liability Account	00857
					CHECK TOTAL	15,504.00					
00000	000171	DEWITT'S AUTOM. CENTER	0084584	9/10/2015	4100-031100-6005-	-	-	86.28	8892 2/22/2016	Vehicle Repairs and Maintenanc	00857
					CHECK TOTAL	86.28					
00000	000107	DOMINION VIRGINIA POWER	0270 02/2016	2/09/2016	4100-041000-5100-	-	-	12.64	8893 2/22/2016	Utilities	00857
00000	000107	DOMINION VIRGINIA POWER	4958 02/2016	2/09/2016	4100-031100-6024-	-	-	439.74	8893 2/22/2016	Building Operations - Utilitie	00857
00000	000107	DOMINION VIRGINIA POWER	5004 02/2016	2/09/2016	4100-041000-5100-	-	-	13.24	8893 2/22/2016	Utilities	00857
00000	000107	DOMINION VIRGINIA POWER	7615 02/2016	2/09/2016	4100-041000-5100-	-	-	12.61	8893 2/22/2016	Utilities	00857
					CHECK TOTAL	478.23					
00000	000024	FERN'S AUTO REPAIR	28861	2/11/2016	4100-081100-3310-	-	-	12.00	8894 2/22/2016	Vehicle Repairs and Maintenanc	00856

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000024	FERN'S AUTO REPAIR	28871	2/19/2016	4100-041000-3310-	362.00	8894	2/22/2016	Vehicle Repairs and Maintenanc	00861
					CHECK TOTAL	374.00				
00000	000246	IIMC	2016 RENEWAL	12/11/2015	4100-012100-5810-	155.00	8895	2/22/2016	Dues and Subscriptions	00856
					CHECK TOTAL	155.00				
00000	000217	KENNETH W SIMS	WATER FOOD LION	2/17/2016	4100-041000-3315-	4.24	8896	2/22/2016	Building Repairs and Maintenanc	00857
					CHECK TOTAL	4.24				
00000	000151	M & W PRINTERS, INC.	101097	2/09/2016	4100-012100-6001-	252.00	8897	2/22/2016	Office Operations (Supplies)	00857
					CHECK TOTAL	252.00				
00000	000261	MANSFIELD OIL COMPANY	00136954	2/03/2016	4100-031100-6008-	551.60	8898	2/22/2016	Fuel and Tires	00856
00000	000261	MANSFIELD OIL COMPANY	00136954	2/03/2016	4100-081100-4200-	15.48	8898	2/22/2016	Fuel	00856
00000	000261	MANSFIELD OIL COMPANY	00136954	2/03/2016	4100-041000-4200-	37.66	8898	2/22/2016	Fuel	00856
					CHECK TOTAL	604.74				
00000	000126	MINNESOTA LIFE	JAN 2016	1/31/2016	100-000200-0200-	144.52	8899	2/22/2016	FR Liability Account	00859
					CHECK TOTAL	144.52				
00000	000525	NATIONAL PEN	108463247	2/09/2016	4100-012100-6001-	188.95	8900	2/22/2016	Office Operations (Supplies)	00857
					CHECK TOTAL	188.95				
00000	000416	RICOH USA, INC.	96319458	2/10/2016	4100-012100-5410-	216.01	8901	2/22/2016	Equipment Rental	00857
					CHECK TOTAL	216.01				
00000	000272	SPECTRA ASSOCIATES, INC	36002-B	2/06/2016	4100-012100-6001-	234.50	8902	2/22/2016	Office Operations (Supplies)	00856
00000	000272	SPECTRA ASSOCIATES, INC	0000189 02/2016	2/06/2016	4100-012100-5230-	124.39	8902	2/22/2016	Telephone - Communications	00857
00000	000272	SPECTRA ASSOCIATES, INC	0000189 02/2016	2/06/2016	4100-031100-6001-	241.15	8902	2/22/2016	Communications	00857
					CHECK TOTAL	600.04				
00000	000585	TIDEWATER TACTICAL	20973	2/18/2016	4100-031100-6004-	70.00	8903	2/22/2016	Equipment	00859
					CHECK TOTAL	70.00				
00000	000089	TOTAL BUSINESS SOLUTIONS	210525-0	2/09/2016	4100-012100-6001-	17.78	8904	2/22/2016	Office Operations (Supplies)	00856
00000	000089	TOTAL BUSINESS SOLUTIONS	210769-0	2/18/2016	4100-041000-3315-	20.59	8904	2/22/2016	Building Repairs and Maintenanc	00859
					CHECK TOTAL	38.37				
00000	000639	VAC	FEB 2016	2/17/2016	3100-018999-0099-	250.96	8905	2/22/2016	Miscellaneous Revenue	00861
					CHECK TOTAL	250.96				
00000	000118	WINDSOR AMOCO	26553	2/10/2016	4100-031100-6005-	91.00	8906	2/22/2016	Vehicle Repairs and Maintenanc	00857
					CHECK TOTAL	91.00				
					CHECK TYPE TOTAL	36,931.34				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	999999	FISERS JOSHUA DANIEL	PP1500026570004	2/01/2016	100-000200-0300-	20.00	8872	2/09/2016	Refund Liability Account	00178
00000	999999	FISERS JOSHUA DANIEL	PP1500026570005	2/01/2016	100-000200-0300-	20.00	8872	2/09/2016	Refund Liability Account	00178
					CHECK TOTAL	40.00				
00000	999999	GODS ANOINTED TOUCH MINIS	PP1300006830001	2/01/2016	100-000200-0300-	13.63	8873	2/09/2016	Refund Liability Account	00178
00000	999999	GODS ANOINTED TOUCH MINIS	PP1300006830002	2/01/2016	100-000200-0300-	90.88	8873	2/09/2016	Refund Liability Account	00178
00000	999999	GODS ANOINTED TOUCH MINIS	PP1300006830004	2/01/2016	100-000200-0300-	20.00	8873	2/09/2016	Refund Liability Account	00178
00000	999999	GODS ANOINTED TOUCH MINIS	PP1400006870001	2/01/2016	100-000200-0300-	13.38	8873	2/09/2016	Refund Liability Account	00178
00000	999999	GODS ANOINTED TOUCH MINIS	PP1400006870002	2/01/2016	100-000200-0300-	79.75	8873	2/09/2016	Refund Liability Account	00178
00000	999999	GODS ANOINTED TOUCH MINIS	PP1400006870003	2/01/2016	100-000200-0300-	40.00	8873	2/09/2016	Refund Liability Account	00178
					CHECK TOTAL	257.64				
					CHECK TYPE TOTAL	297.64				

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	CHECK DATE	DESCRIPTION	BATCH
00000	000272	SPECTRA ASSOCIATES, INC	0000189 02/2016	2/06/2016	4100-012100-5230-	124.39-	8902	2/22/2016	Telephone - Communications	00057
00000	000272	SPECTRA ASSOCIATES, INC	0000189 02/2016	2/06/2016	4100-031100-6001-	241.15-	8902	2/22/2016	Communications	00057
00000	000272	SPECTRA ASSOCIATES, INC	36002-B	2/06/2016	4100-012100-6001-	234.50-	8902	2/22/2016	Office Operations (Supplies)	00057
CHECK TOTAL						600.04-				
CHECK TYPE TOTAL						600.04-				
FINAL TOTAL						50,040.82				



EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,283.37	20
0025	HARRIS, JOSHUA L		2	1,061.79	9
0019	DUNLOW, MARY J		3	810.40	2
0006	WHITEHEAD, TERRY S		3	895.63	4
0014	BOWDEN, PHILLIP H		4	766.80	18
0037	GRIFFIN, CLIFTON J		4	1,349.35	7
0031	JERNIGAN, CHRISTINA M		4	1,057.56	3
0023	JERNIGAN, GRAFTON P		4	1,256.97	10
0007	SIMS, KENNETH W		4	1,295.65	19
0012	OWENS, WILIFORD D. JR.		6	1,388.82	13
0015	STALLINGS, MICHAEL R JR		6	2,150.57	1
0032	SWAN, ROBERT B		8	1,390.72	17
0027	RIDDLE, RODNEY D		9	1,396.68	14
*****BANK TOTAL*****				16,104.31	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 16,104.31 EQUALS THE DIRECT  
DEPOSIT REGISTER.

2/10/16 *[Signature]*

PR100C

RPT RUN TIME- 13.35.06

RPT RUN DTE-

--P/R

CHECK REGISTER TOWN OF WINDSOR

001

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2/09/2016 PR END DATE-2016/02/06

EMP#	NAME	SOC. SEC.	CHECK#	NET PAY
0036	LOGWOOD, CARSON ROBERT		4781	376.75
***COMPANY TOTAL***				376.75

GROSS-\$ 440.00

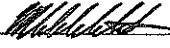
I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 376.75 EQUALS THE CHECK REGISTER.

2/10/16

*[Signature]*

EMP#	NAME	SOC. SEC.	BANK#	NET PAY	DIR DEP #
0022	CARNEY, DENNIS W		1	1,283.37	20
0025	HARRIS, JOSHUA L		2	1,075.95	9
0019	DUNLOW, MARY J		3	819.82	2
0006	WHITEHEAD, TERRY S		3	895.63	4
0014	BOWDEN, PHILLIP H		4	766.80	18
0037	GRIFFIN, CLIFTON J		4	1,662.30	7
0031	JERNIGAN, CHRISTINA N		4	1,057.56	3
0023	JERNIGAN, GRAFTON P		4	1,256.97	10
0007	SIMS, KENNETH W		4	1,295.65	19
0012	OWENS, WILIFORD D. JR.		6	1,321.05	13
0015	STALLINGS, MICHAEL R JR		6	1,864.17	1
0032	SWAN, ROBERT B		8	1,384.80	17
0027	RIDDLE, RODNEY D		9	1,396.68	14
*****BANK TOTAL*****				16,080.75	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 16,080.75 EQUALS THE DIRECT  
DEPOSIT REGISTER.

2/23/16 

PR100C --P/R CHECK REGISTER TOWN OF WINDSOR  
RPT RUN TIME- 13.59.57 RPT RUN DTE- 2/23/2016 PR END DATE-2016/02/20

001

PAGE 1

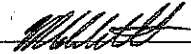
EMP#	NAME	SOC. SEC.	CHECK#	NET PAY
0036	LOGWOOD, CARSON ROBERT		<del>4781</del> 4782	311.00
****COMPANY TOTAL****				311.00

GROSS-\$

355.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
OR PREVIOUSLY DOCUMENTED. THE TOTAL 311.00 EQUALS THE CHECK  
REGISTER.

2/23/16




## Town of Windsor

### Memorandum

March 8, 2016

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

**FROM:** Christy Jernigan, Treasurer 

**SUBJECT:** Budget Transfer

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

The transfer is in the line item Bank Fees. We have experienced a high usage of credit card payments this year which has caused the need for a budget transfer. I recommend that Council approve this budget transfer.

#### **Recommended Motion**

Move that Council approve a budget transfer in the amount of \$650.00 from account 4-200-42000-6007 Maintenance & Repairs System to account 4-200-42000-3160 Bank Fees.

Delinquent Real Estate	
2015	\$ 6,868.37
2014	\$ 1,721.00
2013	\$ 1,141.64
2012	\$ 591.22
2011	\$ 695.10
2010	\$ 460.48
2009	\$ 257.10
2008	\$ 257.10
2007	\$ 257.10
2006	\$ 54.16
2005	\$ 54.20
	<b>\$ 12,357.47</b>

Delinquent Personal Property	
2015	\$ 13,582.07
2014	\$ 4,446.72
2013	\$ 3,170.12
2012	\$ 3,418.80
2011	\$ 3,129.49
2010	\$ 3,076.73
2009	\$ 2,890.12
	<b>\$ 33,714.05</b>

**Total Delinquent: \$46,071.52**

Financial Statements Fiscal Year 2015-2016  
 Water Fund  
 February 29, 2016

	2015-16 Budget	This Month's Revenues	YTD Revenues	Variance/ Balance
<b>Revenues</b>				
Water Sales	\$ 442,500	\$ 41,764	\$ 317,609	\$ (124,891)
Tap, Connection & Other Fees	45,000	1,340	57,060	12,060
Interest Earned	3,500	87	2,450	(1,050)
Prior Year Fund Balance	129,004	-	-	(129,004)
<b><i>Total Revenues</i></b>	<b><u>\$ 620,004</u></b>	<b><u>\$ 43,191</u></b>	<b><u>\$ 377,119</u></b>	<b><u>\$ (242,886)</u></b>

Financial Statements Fiscal Year 2015-2016

Water Fund

February 29, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
<b>Expenditures</b>				
Operating & Maintenance (O&M)				
Salaries	\$ 176,586	\$ 88,293	\$ 176,586	\$ -
Advertising	100	-	-	100
Bank Fees	850	149	937	(87)
Clothing - Uniforms	500	-	210	290
Dues and Subscriptions	800	300	600	200
Equipment	4,000	-	-	4,000
Equipment Repairs and Maintenance	5,000	536	4,962	38
Equipment Rental	500	-	-	500
Maintenance Contracts	25,000	-	22,236	2,764
Meters	1,000	-	-	1,000
Professional Fees	4,000	-	940	3,060
Publications	200	-	-	200
Maintenance & Repairs System	29,004	1,571	12,181	16,823
State Fees/Lab Fees	4,500	143	3,696	804
Telephone - Communications	1,600	120	1,277	323
Part Time/Temporary Help	1,000	-	-	1,000
Travel and Training	2,500	240	489	2,011
Utilities	19,000	2,047	13,512	5,488
Vehicle Fuel	3,000	312	1,378	1,622
Vehicle Maintenance and Repair	900	11	636	264
Payments to General Fund				
Indirect Cost	50,040	25,020	50,040	-
Protection of Water System	13,200	6,600	13,200	-
<b>Total O&amp;M</b>	<b>\$ 343,280</b>	<b>\$ 125,343</b>	<b>\$ 302,881</b>	<b>\$ 40,399</b>



Financial Statements Fiscal Year 2015-2016  
 Water Fund  
 February 29, 2016

	2015-16 Budget	This Month's Expenditures	YTD Expenditures	Variance/ Balance
Depreciation				
Depreciation	\$ 58,724	\$ -	\$ -	\$ 58,724
<b>Total Depreciation</b>	<b>\$ 58,724</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,724</b>
Debt Service				
USDA Loan - Principal & Interest	\$ 55,000	\$ -	\$ 10,589	\$ 44,411
New USDA Loan - Principal & Interest	43,000	3,323	26,584	16,416
<b>Total Debt Service</b>	<b>\$ 98,000</b>	<b>\$ 3,323</b>	<b>\$ 37,173</b>	<b>\$ 60,827</b>
Capital				
Water Main Replacement	\$ 5,000	\$ -	\$ -	\$ 5,000
New Maintenance Facility	115,000	-	-	115,000
<b>Total Capital</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>
<b>Total All Expenditures</b>	<b>\$ 620,004</b>	<b>\$ 128,666</b>	<b>\$ 340,055</b>	<b>\$ 279,950</b>

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	FEB 2016	2/03/2016	4200-042000-9095-	-	-			
					DEBIT TOTAL	3,323.00	139	2/03/2016	New USDA Loan Fund Reserve	00867
						3,323.00				
00000	000621	FARMERS BANK ACH	RET CK FEES FEB	2/01/2016	4200-042000-3160-	-	-			
					DEBIT TOTAL	40.00	143	2/08/2016	Bank Fees	00867
						40.00				
00000	000620	MERCHANT BANK FEES	FEB 2016 WTR	2/11/2016	4200-042000-3160-	-	-			
					DEBIT TOTAL	109.15	142	2/11/2016	Bank Fees	00867
						109.15				
00000	000090	TOWN OF WINDSOR GEN FUND	PAYREIM 2/2016	2/22/2016	4200-042000-9090-	-	-			
00000	000090	TOWN OF WINDSOR GEN FUND	PAYREIM 2/2016	2/22/2016	4200-042000-1114-	-	-			
00000	000090	TOWN OF WINDSOR GEN FUND	PAYREIM 2/2016	2/22/2016	4200-042000-1100-	-	-			
					DEBIT TOTAL	25,020.00	137	2/25/2016	Payts to GF - Indirect Cost	00864
						6,600.00	137	2/25/2016	Protection of Water Sys Resour	00864
						88,293.31	137	2/25/2016	Salaries and Wages	00864
						119,913.31				
					CHECK TYPE TOTAL	123,385.46				