



Budget and Finance Committee

MEETING AGENDA

Berryville-Clarke County Government Center  
101 Chalmers Court, Second Floor  
AB Meeting Room

Regular Session

October 27, 2025

3:30 PM

Item

Page

- 
1. **Call to Order**
  2. **Approval of Agenda**
  3. **Unfinished Business**
    - Bank Account Review
    - Administration and Finance Monthly Packet to Town Council
    - Budget Updates
  4. **New Business**
    - VML/VACO Investments – Stevel Mulroy
  5. **Closed Session**
  6. **Other**
  7. **Adjourn**

**Harry Lee Arnold, Jr.**  
*Mayor*

**Erecka L. Gibson**  
*Vice Mayor*

*Council Members*

**William Steinmetz**  
*Ward 1*

**Paul Perez**  
*Ward 2*

**Grant Mazzarino**  
*Ward 3*

**Ryan Tibbens**  
*Ward 4*

**Keith R. Dalton**  
*Town Manager*

# Bank Account Policy

Effective Date:10/9/2018

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## Bank Account Policy

### Policy Statement

This policy sets certain requirements for opening, closing, updating, and maintaining Town of Berryville bank accounts. For purposes of this policy, “Town bank accounts” mean any bank account opened by or for the Town or any of its departments.

### Reasons for the Policy

The purpose of this policy is to establish adequate control procedures over Town assets and minimize the Town’s risk of financial loss.

### Responsible Town Department

The Finance & Administration Department.

### Who is Governed by this Policy

Each individual or department that require and utilize Town bank accounts should review and understand this policy.

### Scope

In accordance with the Town’s policies, bank accounts may only be opened and closed by the authorization of the Town Council after review and recommendation of the Budget and Finance Committee. This condition applies to all Town bank accounts as defined above, regardless of how the accounts are named.

### Policy

A Town of Berryville bank account can only be used for legitimate and allowable revenue and/or expense activities of the Town. Proposals for new bank accounts must be submitted by Town Departments to the Treasurer’s office and the ultimate decision to open a bank account is at the discretion of the Town Council. All Town bank accounts must have the Town of Berryville’s Employer Identification Number (EIN, and either the name “Town of Berryville” or the name of the Town department in the account title.

### Choosing a Bank

Wherever possible, it is important to open and maintain bank accounts with entities that have well established Town banking relationships. The Town has relationships with both local banks (Bank of Clarke County and BB&T).

### Opening Bank Accounts

Contact the Treasurer’s office to open a bank account.

The following information is required prior to opening a new Town bank account:

1. Account Specifications:
  - Town’s Employers Identification Number (EIN)
  - Account Name
  - Purpose of Account
  - Type of Account (receipts only, receipts and disbursements, internally funded project expense account, other)
  - Source of funding
2. Suggested bank, address and contact information. (Once the selection of the bank is agreed with the Treasurer’s office, additional bank account documentation may be required.)

3. Approval of Town Council after review and recommendation of the Budget and Finance Committee.

### **Signing of checks on town funds (Town Code Sec. 2-6)**

Checks for duly authorized disbursements of town funds shall be signed by either the town treasurer or town manager and, except for payroll checks, cosigned by either the mayor or recorder.

### **Bank Account Reconciliation**

Bank accounts must be reconciled monthly by the treasurer and available to be reviewed by council members at any time. The ending bank balance on the bank statement must be reconciled to the bank balance in the Town of Berryville General Ledger.

### **Updating Bank Accounts**

Contact the Treasurer's office to update a bank account.

1. The business purpose for the update
2. Approval of Town Council after review and recommendation of the Budget and Finance Committee.
3. The Budget and Finance Committee will review and confirm all bank account every two years.

Updates to bank accounts may include:

- Shift in purpose or type of account
- Account name change
- Address change
- Local bank communication relevant to bank procedures and/or systems

### **Closing Bank Accounts**

Contact the Treasurer's office to close a bank account.

The following information is required:

1. The business purpose for the closure
2. Confirmation that the bank account has a \$0 balance
3. Confirmation that the Town of Berryville General Ledger account has a \$0 balance
4. Approval of Town Council after review and recommendation of the Budget and Finance Committee.

Reasons to close bank accounts may include:

- Unauthorized activity
- No activity/dormant account
- Change in business purpose or type of account

# Cash Balance Report

Period Ending 9/30/2025

Town of Berryville

10/21/2025 11:47 AM

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<b>Bank 1</b>	<b>Bank of Clarke Operating Acct#- 1138499</b>	
	<b>Account</b>	<b>Balance</b>
	100-1140000-0000 B/C OPR	-\$118,329.94
	501-1140000-0000 B/C OPR	-\$31,263.94
	502-1140000-0000 B/C OPR	\$120,816.19
	<b>Bank 1</b>	<b>Total:</b>
		-\$28,777.69
<b>Bank 2</b>	<b>Bank of Clarke NOW Acct#- 1138502</b>	
	<b>Account</b>	<b>Balance</b>
	100-1149000-0000 B/C NOW	\$7,272,859.10
	501-1149000-0000 B/C NOW	-\$910,925.95
	502-1149000-0000 B/C NOW	\$3,286,776.48
	<b>Bank 2</b>	<b>Total:</b>
		\$9,648,709.63
<b>Bank 3</b>	<b>Bank of Clarke Payroll Acct#- 1138510</b>	
	<b>Account</b>	<b>Balance</b>
	100-1121000-0000 CASH/ BC PAYROLL	\$47,220.33
	501-1121000-0000 CASH/BC PAYROLL	\$7,839.53
	502-1121000-0000 CASH/BC PAYROLL	\$3,678.99
	<b>Bank 3</b>	<b>Total:</b>
		\$58,738.85
<b>Bank 4</b>	<b>Bank of Clarke CIP Acct#- 1138405</b>	
	<b>Account</b>	<b>Balance</b>
	100-1123000-0000 BC/CIP CD	\$3,919,865.29
	501-1123000-0000 BC/CIP	\$5,187,123.87
	502-1123000-0000 BC/CIP	\$6,859,168.62
	<b>Bank 4</b>	<b>Total:</b>
		\$15,966,157.78
<b>Bank 5</b>	<b>Bank of Clarke SW Acct#- 1138413</b>	
	<b>Account</b>	<b>Balance</b>
	100-1128000-0000 BC/SWMGT CD	\$491,773.17
	<b>Bank 5</b>	<b>Total:</b>
		\$491,773.17
<b>Bank 6</b>	<b>Bank of Clarke PDAF Acct#- 1138421</b>	
	<b>Account</b>	<b>Balance</b>
	100-1131000-0000 PD ASSET FORFEITURE	\$25,518.96
	<b>Bank 6</b>	<b>Total:</b>
		\$25,518.96
<b>Bank 7</b>	<b>Bank of Clarke DSR Acct#- 1138456</b>	
	<b>Account</b>	<b>Balance</b>
	100-1124000-0000 BC/RDA DEBT SER RES	\$113,087.40
	<b>Bank 7</b>	<b>Total:</b>
		\$113,087.40
<b>Bank 9</b>	<b>Bank of Clarke RAU Acct#- 1138472</b>	
	<b>Account</b>	<b>Balance</b>

# Cash Balance Report

Period Ending 9/30/2025

Town of Berryville

10/21/2025 11:47 AM

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100-1145000-0000 BCC Rau Account		\$951.93
Bank 9		Total: \$951.93
<b>Bank 10</b>	<b>Bank of Clarke VRA Reserve Acct#- 6041647</b>	
	Account	Balance
502-1155000-0000 BC/VRA Reserve Account		\$470,000.00
Bank 10		Total: \$470,000.00
<b>Bank 11</b>	<b>Bank of Clarke Proffer Reserve Acct#- 1897098</b>	
	Account	Balance
100-1126000-0000 Cash BC/Proffers Reserve		\$90,432.24
501-1126000-0000 CASH/BC Proffers Reserve		\$0.00
502-1126000-0000 CASH/BC Proffers Reserve		\$0.00
Bank 11		Total: \$90,432.24
<b>Bank 12</b>	<b>Bank of Clarke Performance Bonds Acct#- 1910841</b>	
	Account	Balance
100-1135000-0000 B/C PERFORMANCE BONDS		\$11,327.09
Bank 12		Total: \$11,327.09
<b>Bank 13</b>	<b>TRUIST Acct#- 5137523525</b>	
	Account	Balance
100-1130000-0000 CASH/TRUIST		\$568,668.35
501-1130000-0000 CASH/TRUIST		\$0.00
502-1130000-0000 CASH/TRUIST		\$0.00
Bank 13		Total: \$568,668.35
<b>Bank 14</b>	<b>Bank of Clarke PD Contributions Acct#- 5759859</b>	
	Account	Balance
100-1133000-0000 PD Contributions		\$9,913.82
Bank 14		Total: \$9,913.82

Total Cash Balance:	\$27,426,501.53
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# Cash Balance Report

Period Ending 9/30/2025

Town of Berryville

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	Bank Information	Balance
1	Bank of Clarke Operating Acct#- 1138499	-\$28,777.69
2	Bank of Clarke NOW Acct#- 1138502	\$9,648,709.63
3	Bank of Clarke Payroll Acct#- 1138510	\$58,738.85
4	Bank of Clarke CIP Acct#- 1138405	\$15,966,157.78
5	Bank of Clarke SW Acct#- 1138413	\$491,773.17
6	Bank of Clarke PDAF Acct#- 1138421	\$25,518.96
7	Bank of Clarke DSR Acct#- 1138456	\$113,087.40
9	Bank of Clarke RAU Acct#- 1138472	\$951.93
10	Bank of Clarke VRA Reserve Acct#- 6041647	\$470,000.00
11	Bank of Clarke Proffer Reserve Acct#- 1897098	\$90,432.24
12	Bank of Clarke Performance Bonds Acct#- 1910841	\$11,327.09
13	TRUIST Acct#- 5137523525	\$568,663.68
14	Bank of Clarke PD Contributions Acct#- 5759859	\$9,913.82

Total Cash Balance:	\$27,426,496.86
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## Check Listing

Date From: 9/1/2025 Date To: 9/30/2025  
Vendor Range: 1-800 FLOWERS - Zuleger, David E. & Joanne C.

Town of Berryville  
10/01/2025 10:14 AM

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Check Number	Bank	Vendor	Date	Amount
10055	1	BELL JR, MICHAEL EUGENE	09/04/2025	<u>\$40.00</u>
10056	1	CARTER RODNEY S 3573	09/04/2025	<u>\$25.00</u>
10057	1	COMBS WASTEWATER MANAGEMENT LLC	09/04/2025	<u>\$75.00</u>
10058	1	CORE & MAIN LP	09/04/2025	<u>\$5,100.00</u>
10059	1	E.A.S. WINCHESTER, PLLC	09/04/2025	<u>\$925.00</u>
10060	1	Fuog/Interbuild, Inc.	09/04/2025	<u>\$182,130.52</u>
10061	1	Inframark	09/04/2025	<u>\$900.00</u>
10062	1	LIBBY, DANA	09/04/2025	<u>\$40.00</u>
10063	1	Malone, Gwen	09/04/2025	<u>\$40.00</u>
10064	1	MEGAN FABEN	09/04/2025	<u>\$163.86</u>
10065	1	MONROE ENVIRONMENTAL CORPORATION	09/04/2025	<u>\$10,000.00</u>
10066	1	PENNONI ASSOCIATES INC	09/04/2025	<u>\$10,360.00</u>
10067	1	Steinmetz, William	09/04/2025	<u>\$75.00</u>
10068	1	Thomas Randall Parker Jr.	09/04/2025	<u>\$40.00</u>
10069	1	Total Pest Services, Inc	09/04/2025	<u>\$247.00</u>
10070	1	Valley Automation	09/04/2025	<u>\$775.98</u>
10071	1	Virginia Rural Water Association	09/04/2025	<u>\$450.00</u>
10072	1	WILLIAM MITCHELL GILPIN	09/04/2025	<u>\$40.00</u>
10073	1	ANDERSON LAWN CARE, INC.	09/10/2025	<u>\$1,275.00</u>
10074	1	AUGUSTA ACTUATION LLC	09/10/2025	<u>\$2,900.00</u>
10075	1	Barns of Rose Hill	09/10/2025	<u>\$8,377.75</u>
10076	1	Commercial Press Inc	09/10/2025	<u>\$286.37</u>
10077	1	Criswell Ford of Woodstock	09/10/2025	<u>\$55,884.49</u>
10078	1	Dalton, Keith	09/10/2025	<u>\$75.00</u>
10079	1	DIVERSITY GRAPHIC SOLUTIONS LLC	09/10/2025	<u>\$885.00</u>
10080	1	DMV	09/10/2025	<u>\$65.00</u>
10081	1	ECONO SIGNS, LLC	09/10/2025	<u>\$402.17</u>
10082	1	Finley Asphalt	09/10/2025	<u>\$131,950.00</u>
10083	1	H20 Pipe Cleaning LLC	09/10/2025	<u>\$6,400.00</u>

## Check Listing

Date From: 9/1/2025 Date To: 9/30/2025  
Vendor Range: 1-800 FLOWERS - Zuleger, David E. & Joanne C.

Town of Berryville  
10/01/2025 10:14 AM

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Check Number	Bank	Vendor	Date	Amount
10084	1	Hall Company, The	09/10/2025	<u>\$1,791.75</u>
10085	1	Northern Shenandoah Valley Regional Commission	09/10/2025	<u>\$717.30</u>
10086	1	PEACOCK STAR SERVICES	09/10/2025	<u>\$3,166.00</u>
10087	1	Petti, Jean	09/10/2025	<u>\$75.00</u>
10088	1	S & K Enterprises	09/10/2025	<u>\$1,000.00</u>
10089	1	Top of Virginia Regional Chamber	09/10/2025	<u>\$825.00</u>
10090	1	UBEO LLC	09/10/2025	<u>\$30.00</u>
10091	1	VIRASEC IT Support Services, Inc.	09/10/2025	<u>\$4,122.65</u>
10092	1	VLGMA	09/10/2025	<u>\$12.83</u>
10093	1	KEITH BROWER	09/17/2025	<u>\$163.86</u>
10094	1	KRISTINE SHERMAN	09/17/2025	<u>\$213.47</u>
10095	1	L & L CRANE SERVICES	09/17/2025	<u>\$7,057.50</u>
10096	1	LEE WARDEL HEWITT	09/17/2025	<u>\$190.35</u>
10097	1	Michelle M. Jones	09/17/2025	<u>\$920.00</u>
10098	1	POLICE AND SHERIFFS PRESS, THE	09/17/2025	<u>\$40.00</u>
10099	1	Southern Software, Inc.	09/17/2025	<u>\$6,527.00</u>
10100	1	THOMSON REUTERS	09/17/2025	<u>\$244.56</u>
10101	1	TIMOTHY DEAN	09/17/2025	<u>\$228.47</u>
10102	1	Treasurer of Frederick County	09/17/2025	<u>\$7,220.68</u>
10103	1	UBEO LLC	09/17/2025	<u>\$15.00</u>
10104	1	VALLEY REGIONAL ENTERPRISES, INC.	09/17/2025	<u>\$52.00</u>
10105	1	VUPS	09/17/2025	<u>\$62.40</u>
10106	1	Winchester Star, The	09/17/2025	<u>\$2,298.32</u>
10107	1	FRAZIER ASSOCIATES	09/24/2025	<u>\$840.00</u>
10108	1	HERCULES FENCE	09/24/2025	<u>\$500.00</u>
10109	1	Minnesota Life Insurance Co.	09/24/2025	<u>\$687.21</u>
10110	1	TOWN GUN SHOP INC	09/24/2025	<u>\$2,458.00</u>
10111	1	Treasurer of Clarke County	09/24/2025	<u>\$656.64</u>
10112	1	UBEO LLC	09/24/2025	<u>\$1,564.11</u>

## Check Listing

Date From: 9/1/2025 Date To: 9/30/2025  
 Vendor Range: 1-800 FLOWERS - Zuleger, David E. & Joanne C.

Town of Berryville  
 10/01/2025 10:14 AM

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Check Number	Bank	Vendor	Date	Amount
10113	1	Valley Automation	09/24/2025	<u>\$1,058.40</u>
10114	1	VIRGINIA LAW ENFORCEMENT PROFESSIONAL STANDARDS CO	09/24/2025	<u>\$100.00</u>
60	Checks Totaling -			<b>\$464,766.64</b>

### Totals By Fund

	Checks	Voids	Total
100	\$393,193.09		\$393,193.09
501	\$30,372.54		\$30,372.54
502	\$41,201.01		\$41,201.01
Totals:	\$464,766.64		\$464,766.64



**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**Service for the hearing impaired (TTY/TDD):** We accept calls made through relay services (dial 711).

**Telephone monitoring:** For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

**In case of errors or questions about your bill:** Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 660441, DALLAS, TX 75266-0441. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6656 (collect calls accepted)

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**Thank you for your business.**

**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**BERRYVILLE TOWN OF**  
 [REDACTED]  
 September 01, 2025 - September 30, 2025  
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**Cardholder Activity Summary**

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
<b>Credit Limit</b>				
<b>AUMULLER, BRIAN</b>				
[REDACTED]				
1,000	0.00	0.00	134.80	134.80
<b>BOOR, RICK</b>				
[REDACTED]				
15,000	0.00	0.00	5,811.85	5,811.85
<b>BOOTH, KEVIN</b>				
[REDACTED]				
1,000	0.00	0.00	871.28	871.28
<b>BRISTOL, TIM</b>				
[REDACTED]				
15,000	0.00	0.00	545.83	545.83
<b>DALTON, KEITH</b>				
[REDACTED]				
50,000	0.00	0.00	5,531.75	5,531.75
<b>DORSEY, DANIEL</b>				
[REDACTED]				
1,500	0.00	0.00	120.12	120.12
<b>GRIFFITH, RICHARD A</b>				
[REDACTED]				
1,500	0.00	0.00	298.00	298.00
<b>JOHNSON, KAREN</b>				
[REDACTED]				
1,000	0.00	0.00	523.94	523.94
<b>KELSEY, BRANDEL</b>				
[REDACTED]				
1,000	9.99	0.00	966.14	956.15
<b>KELSEY, FRANK</b>				
[REDACTED]				
50,000	0.00	0.00	25,009.33	25,009.33
<b>MCCORMICK, HARRY</b>				
[REDACTED]				
1,500	0.00	0.00	68.53	68.53
<b>MILBURN, AUSTIN</b>				
[REDACTED]				
1,500	0.00	0.00	107.88	107.88
<b>PETTI, JEAN</b>				
[REDACTED]				
15,000	0.00	0.00	4,449.87	4,449.87
<b>POULIN, CYNTHIA</b>				
[REDACTED]				
5,000	0.00	0.00	3,082.72	3,082.72
<b>SHARP, BRIAN</b>				
[REDACTED]				
1,500	0.00	0.00	226.69	226.69
<b>SHEETZ, CULLEN</b>				
[REDACTED]				
1,500	41.42	0.00	300.07	258.65
<b>SHOREMOUNT, JOSEPH E</b>				
[REDACTED]				
1,500	0.00	0.00	578.56	578.56
<b>STOVER, KEITH</b>				
[REDACTED]				
15,000	0.00	0.00	1,368.24	1,368.24
<b>TYLER, LAURA A</b>				
[REDACTED]				
50,000	0.00	0.00	42,903.98	42,903.98

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
						<b>Total Activity</b>
						<b>-\$86,627.84</b>
09/23	09/23	AUTO PAYMENT DEDUCTION		0071		85,527.84

**BERRYVILLE TOWN OF**

September 01, 2025 - September 30, 2025

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<b>Transactions</b>						
<i>Posting Transaction</i>						
<i>Date</i>	<i>Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>MCC</i>	<i>Charge</i>	<i>Credit</i>
<b>AUMULLER, BRIAN</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>134.80</b>
09/08	09/06	SP BLUE COLLAR MERCA	154-06622263 VA	24492165250100011110674	5691	118.97
09/25	09/24	GIANT MARTINS #6558	BERRYVILLE VA	24692165267103273727408	5411	15.83
<b>BOOR, RICK</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>5,811.85</b>
09/01	08/29	BROY & SON PUMP SERVICE	540-9553928 VA	24073145241900013800011	1799	100.00
09/01	08/29	GRIFFITH/SMO	877-737-6992 NY	24137465241300896079872	4900	2,952.60
09/15	09/12	CLARKE COUNTY AUTOMOTIVE	BERRYVILLE VA	24247605255200210096241	7538	809.25
09/19	09/18	IN *HEAVY CONSTRUCTION	CO703-3927410 VA	24692165261101015109824	7299	1,950.00
<b>BOOTH, KEVIN</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>871.28</b>
09/12	09/11	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975255476148060211	5251	20.16
09/17	09/16	FISHER AUTO PARTS 009	BERRYVILLE VA	24431065260288862054895	5533	766.39
09/25	09/24	CUTTING EDGE SMALL ENGINE	WINCHESTER VA	24622755267300750143702	5999	84.73
<b>BRISTOL, TIM</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>545.83</b>
09/05	09/04	FESTIVAL CLEANERS	BERRYVILLE VA	24022445247900016500097	7216	30.90
09/05	09/04	BERRYVILLE AUTO PARTS	BERRYVILLE VA	24431055248201805018693	5533	187.85
09/08	09/04	BERRYVILLE AUTO PARTS	BERRYVILLE VA	24431055248201881178510	5533	79.88
09/30	09/29	FESTIVAL CLEANERS	BERRYVILLE VA	24022445272900018600026	7216	247.20
<b>DALTON, KEITH</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>5,531.75</b>
09/01	08/29	RAPPAHANNOCK ELECTRIC	EBILL.MYREC.CVA	24231685241747007585338	4900	5,531.75
<b>DORSEY, DANIEL</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>120.12</b>
09/03	09/02	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975246465636057930	5251	33.65
09/11	09/10	GIANT MARTINS #6558	BERRYVILLE VA	24692165253103735475105	5411	23.71
09/11	09/10	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975254474937058257	5251	30.36
09/16	09/15	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975259480797053747	5251	26.53
09/16	09/15	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975259480797053846	5251	5.87
<b>GRIFFITH, RICHARD A</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>298.00</b>
09/26	09/25	LOWES #02724*	Winchester VA	24692165268104304622104	5200	298.00
<b>JOHNSON, KAREN</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>523.94</b>
09/02	09/01	Amazon web services	aws.amazon.coVA	24692165244105588059607	4816	0.68
09/08	09/06	STAPLS7911772467000001	877-8267755 NJ	24164075250105441337837	5111	42.49
09/15	09/12	STAPLS7664701828000001	877-8267755 NJ	24164075255105441312926	5111	265.21
09/26	09/25	STAPLS7666477522000001	877-8267755 NJ	24164075268105441317714	5111	215.56
<b>KELSEY, BRANDEL</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>956.16</b>
09/08	09/05	USPS PO 5107560300	BERRYVILLE VA	24137465249001647036623	9402	390.00
09/11	09/10	AMAZON MKTPL*5W2MNXW3	Amzn.com/billWA	24692165253103877980987	5942	23.46
09/12	09/11	AMAZON MKTPL*3V7CR1UU3	Amzn.com/billWA	24692165254104442090764	5942	11.69
09/18	09/18	AMAZON MKTPL*YY72Q0FK3	Amzn.com/billWA	24692165261100282592696	5942	12.44
09/22	09/19	VISTAPRINT	866-207-4955 MA	24036295262714639478158	2741	252.70
09/26	09/24	HOMEDEPOT.COM	800-430-3376 GA	24943015268010182422554	5200	275.85
09/29	09/28	AMAZON MKTPLACE PMTS	Amzn.com/billWA	74692165271107321305363	5942	9.99
<b>KELSEY, FRANK</b>						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>25,009.33</b>
09/01	08/29	TFS*FISHERSCI ECOM CHI	800-766-7000 IL	24692165241102499440656	5047	624.07
09/01	08/29	SOLENERGER'S HME & HDWR	WINCHESTER VA	24431065242276839618218	5251	109.99
09/03	09/02	HACH COMPANY	970-663-1377 CO	24116415245716080220503	5169	164.00
09/03	09/02	SOLENERGER'S HME & HDWR	WINCHESTER VA	24431065246279439194644	5251	330.12
09/04	09/03	COYNE CHEMICAL	215-785-3000 PA	24435655246114255086455	5169	2,228.00
09/04	09/03	COYNE CHEMICAL	215-785-3000 PA	24435655246114255086463	5169	2,598.60
09/04	09/03	COYNE CHEMICAL	215-785-3000 PA	24435655246114255086471	5169	1,145.60
09/04	09/03	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975247466784057531	5251	2.31
09/08	09/05	HACH COMPANY	970-663-1377 CO	24116415248714513357755	5169	439.90
09/09	09/08	COYNE CHEMICAL	215-785-3000 PA	24435655251115744079037	5169	2,445.60
09/09	09/08	COYNE CHEMICAL	215-785-3000 PA	24435655251115744079045	5169	1,082.40
09/10	09/10	AMAZON MKTPL*YC30Y9OM3	Amzn.com/billWA	24692165253103184078483	5942	13.59
09/11	09/11	USABlueBook	Atlanta GA	24793385254000867365099	5085	417.37
09/11	09/10	GRAINGER	800-4724643 IL	24755425254732544102327	5085	628.77
09/11	09/10	BERRYVILLE TRUE VALUE	BERRYVILLE VA	24801975254474937058026	5251	167.99
09/15	09/12	AMAZON MKTPL*EE4MG8L63	Amzn.com/billWA	24692165255105493411030	5942	158.38

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<i>Posting Transaction</i>						
<i>Date</i>	<i>Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>MCC</i>	<i>Charge</i>	<i>Credit</i>
09/15	09/13	AMAZON MKTPL*9J66B89V3 Amzn.com/billWA	24692165256106587438730	5942	64.63	
09/16	09/15	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975259480797054034	5251	9.26	
09/19	09/18	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975262484375059998	5251	56.32	
09/24	09/23	COYNE CHEMICAL 215-785-3000 PA	24435655266120279071550	5169	7,636.06	
09/25	09/24	SOLENERBERGER'S HME & HDWR WINCHESTER VA	24431065268294484148232	5251	2,188.19	
09/26	09/25	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975269492621062263	5251	19.68	
09/29	09/28	Amazon.com*NJ5U55IG0 Amzn.com/billWA	24692165271106647569566	5942	14.97	
09/29	09/28	AMAZON MKTPL*4H06F4LM3 Amzn.com/billWA	24692165271107207246108	5942	149.06	
09/30	09/29	Amazon.com*NJ8MN11N1 Amzn.com/billWA	24692165272107623032289	5942	82.44	
09/30	09/29	GIANT MARTINS #6558 BERRYVILLE VA	24692165272107924670555	5411	4.03	
09/30	09/29	COYNE CHEMICAL 215-785-3000 PA	24435655272122067080100	5169	2,228.00	
<b>MCCORMICK, HARRY</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>68.53</b>
09/05	09/04	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975248467969058467	5251	9.30	
09/26	09/25	GIANT MARTINS #6558 BERRYVILLE VA	24692165268104166942707	5411	59.23	
<b>MILBURN, AUSTIN</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>107.88</b>
09/18	09/17	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065261289563048813	5533	14.77	
09/19	09/18	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065262290260053261	5533	93.11	
<b>PETTI, JEAN</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>4,449.87</b>
09/03	09/02	Indeed USI25-04901138 800-4625842 TX	24793385245000516490027	7311	72.51	
09/08	09/05	PRYOR LEARNING WWW.PRYOR.COMKS	24000775248100041831188	8299	156.90	
09/08	09/08	AMAZON MKTPL*6X0494483 Amzn.com/billWA	24692165251101328260456	5942	508.56	
09/09	09/08	IN *CONSOLIDATED ELECTRIC540-6625994 VA	24692165251102076422983	1731	3,363.00	
09/15	09/12	HOBBY-LOBBY #479 WINCHESTER VA	24137465256200305213207	5945	178.89	
09/16	09/15	AMAZON MKTPL*VA7E99AT3 Amzn.com/billWA	24692165258108046501650	5942	159.98	
09/26	09/25	EXXON RED APPLE BERRYVILLBERRYVILLE VA	24003225268016366568007	5542	10.03	
<b>POULIN, CYNTHIA</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>3,082.72</b>
09/01	08/28	VA DMV ONLINE BILLING PAY804-4977100 VA	24755425241732411248480	9399	725.00	
09/16	09/15	IN *TRUESHRED 888-7508783 VA	24692165258108331984397	7399	64.50	
09/16	09/15	JORDAN SPRINGS MARKET STEPHENSON VA	24755425258262586429046	5812	630.00	
09/19	09/18	MARTINS 6102 CHARLES TOWN WV	24692165262101225225849	5411	632.19	
09/22	09/19	MARTINS 6102 CHARLES TOWN WV	24692165262101640498237	5411	37.99	
09/23	09/23	MSFT * E0100XJ2IU MICROSOFT.COMWA	24011345266100018000508	5045	6.00	
09/23	09/23	MSFT * E0100XJ2IV MICROSOFT.COMWA	24011345266100018055403	5045	122.52	
09/23	09/23	MSFT * E0100XJ9PR MICROSOFT.COMWA	24011345266100018042609	5045	189.52	
09/25	09/24	VA DMV ONLINE BILLING PAY804-4977100 VA	24755425268132689357477	9399	675.00	
<b>SHARP, BRIAN</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>226.69</b>
09/01	08/29	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065242276684058833	5533	59.25	
09/05	09/04	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065248280662054867	5533	29.49	
09/10	09/09	FISHER AUTO PARTS 009 BERRYVILLE VA	24431065253284051047468	5533	137.95	
<b>SHEETZ, CULLEN</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>268.66</b>
09/10	09/09	GIANT MARTINS #6558 BERRYVILLE VA	24692165252102891712286	5411	20.16	
09/11	09/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975254474937058018	5251	97.95	
09/12	09/11	LOWES #02724* Winchester VA	24692165254104545112531	5200	51.51	
09/12	09/11	LOWES #02724* Winchester VA	24692165254104545112812	5200	41.42	
09/12	09/11	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975255476148059825	5251	15.66	
09/12	09/11	LOWES #02724* Winchester VA	74692165254104545113237	5200		41.42
09/19	09/18	GIANT MARTINS #6558 BERRYVILLE VA	24692165261100958041317	5411	73.37	
<b>SHOREMOUNT, JOSEPH E</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>678.66</b>
09/08	09/05	DELTA HOTELS VIRGINIA VIRGINIA BEACVA	24692165249109802442396	3509	551.85	
		Arrival: 09/02/25				
09/23	09/22	SP QUALITY LOCK 154-09313604 VA	24000775266100012041806	7399	26.71	
<b>STOVER, KEITH</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>1,368.24</b>
09/17	09/16	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801975260482007054256	5251	61.09	
09/23	09/22	LOWES #02724* Winchester VA	24692165265101571202936	5200	687.14	
09/23	09/22	SHADE EQUIPMENT CO-WINCHEWINCHESTER VA	24412905265027013385930	5599	28.79	
09/30	09/29	CLARKE COUNTY AUTOMOTIVE BERRYVILLE VA	24247605272200180153526	7538	591.22	
<b>TYLER, LAURA A</b>						<b>Total Activity</b>
<b>Account Number:</b>						<b>42,903.98</b>
09/01	08/28	VIRGINIA STATE POLICE 804-2785305 VA	24755425241122416245154	9399	15.00	
09/01	08/30	COMCAST / XFINITY 800-266-2278 MD	24692165242103225740640	4899	126.07	

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Date	Date	Description	Reference Number	MCC	Charge	Credit
09/15	09/12	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941665255205798013537	4900	5,972.45	
09/15	09/12	USPS PO 5107560300 BERRYVILLE VA	24137465256001475394805	9402	624.00	
09/22	09/19	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24941665262209392233351	4900	34,352.75	
09/23	09/23	COMCAST / XFINITY 800-266-2278 MD	24692165266102033785749	4899	167.74	
09/24	09/23	VERIZONWRLSS*RTCCR VB 800-922-0204 FL	24692165266102069311089	4814	1,017.11	
09/24	09/23	VERIZON BILL PAYMENT 800-VERIZON FL	24692165266102084632352	4814	218.29	
09/24	09/23	VERIZON BILL PAYMENT 800-VERIZON FL	24692165266102084632360	4814	410.57	

**Finance Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.