

Sincerely,
Amanda Christman
Town Clerk, Clifton, VA

On Thu, Feb 11, 2016 at 5:43 PM, Marilyn Lane Barton <clifton.treasurer@cox.net> wrote:
[Quoted text hidden]

Marilyn Lane Barton <clifton.treasurer@cox.net>
To: cliftonclerkva@gmail.com

Sat, Feb 13, 2016 at 10:36 AM

From: Marilyn Lane Barton [<mailto:clifton.treasurer@cox.net>]
Sent: Monday, February 1, 2016 10:36 PM
To: William Hollaway <whollaway@gibsondunn.com>; 'Dwayne Nitz' <dnitz@cox.net>; Deborah Dillard (cliftontownhall@gmail.com) <cliftontownhall@gmail.com>; henckeninclifton@gmail.com; Jennifer Heilmann <jbheilmann@gmail.com>; WAYNE <clifnick@yahoo.com>
Cc: Clifton Town Manager <cliftontownmanager@gmail.com>; 'mbarton@comres.org' <mbarton@comres.org>; Amanda Christman (<mailto:cliftonclerkva@gmail.com>) <<mailto:cliftonclerkva@gmail.com>>
Subject: RE: Treasurer's Reports for period ended January 31, 2016.
Importance: High

Hello everyone,

Attached are the Financial Reports for the period ended [January 31, 2016](#). The Financial Reports include a Summary of Cash Balances, the Profit & Loss Summary by Fund, and the Profit & Loss Detail Export Report. I have included notes on the Profit & Loss Summary report which highlight items of interest.

BPOL Applications were mailed out to all known businesses this month. Inquiries were sent to the ARB (Royce) and to the Community Hall (Darrell) for contact information on known businesses and contractors who have done business within the Town to ensure that applications are sent as appropriate.

Quarterly and year end payroll taxes were paid and filed timely. The Annual W-2 forms and 1099 Misc. forms were submitted to IRS and to the Va. Dept. of Taxation timely.

As a reminder to all who may be in the position of securing work from vendors and contractors, please note that the Town requires submission of a W-9 Form. Please provide me with the business name and contact information in advance of when the work is to be done so that I can secure the completed W-9 forms prior to releasing any payments for work completed. Thank you for your help in this effort.

After your review, if you have any questions or concerns, please let me know. If there are additional supplemental schedules that you would like to see, just let me know.

Sincerely,