

## Handley Regional Library Regular Operating Expense Transactions November 2016

Type	Date	Num	Name	Account	Debit	Credit
Check	11/03/2016	17379	Shenandoah Valley Electri...	109-000 · Cash-Bank (BoCC)		8,318.15
			Shenandoah Valley Electri...	468-000 · Electric	3,274.87	
			Shenandoah Valley Electri...	468-000 · Electric	5,043.28	
					8,318.15	8,318.15
Check	11/03/2016	ACH	ICMA-RC	109-000 · Cash-Bank (BoCC)		56.18
			ICMA-RC	414-000 · Employer VRS	56.18	
					56.18	56.18
Check	11/02/2016	17382	Shentel	109-000 · Cash-Bank (BoCC)		2,985.00
			Shentel	475-000 · Internet Telecom...	2,985.00	
					2,985.00	2,985.00
Check	11/03/2016	17383	Capital Tristate	109-000 · Cash-Bank (BoCC)		252.00
			Capital Tristate	582-004 · Handley Library	252.00	
					252.00	252.00
Check	11/03/2016	17384	Ebert Reproductions and ...	109-000 · Cash-Bank (BoCC)		411.07
			Ebert Reproductions and ...	590-000 · Other Operating ...	411.07	
					411.07	411.07
Check	11/03/2016	17385	Frederick County Public S...	109-000 · Cash-Bank (BoCC)		87.51
			Frederick County Public S...	582-002 · Bowman Library	87.51	
					87.51	87.51
Check	11/03/2016	17386	Office Depot	109-000 · Cash-Bank (BoCC)		4.99
			Office Depot	560-000 · Office Supplies	4.99	
					4.99	4.99
Check	11/03/2016	17387	Tech Team Solutions, LLC	109-000 · Cash-Bank (BoCC)		220.00
			Tech Team Solutions, LLC	458-000 · Computer Licens...	220.00	
					220.00	220.00
Check	11/03/2016	17388	U.S. Postal Service	109-000 · Cash-Bank (BoCC)		470.00
			U.S. Postal Service	565-000 · Postage	470.00	
					470.00	470.00
Check	11/03/2016	17389	Davis, Adrienne	109-000 · Cash-Bank (BoCC)		65.00
			Davis, Adrienne	488-003 · Adult Services Di...	65.00	
					65.00	65.00
Check	11/03/2016	17390	White, AnnMarie W	109-000 · Cash-Bank (BoCC)		65.00
			White, AnnMarie W	488-002 · Administration CE	65.00	
					65.00	65.00
Check	11/03/2016	17391	Gangai, Aimee L	109-000 · Cash-Bank (BoCC)		82.64
			Gangai, Aimee L	545-110 · System-Wide Ch...	21.06	
			Gangai, Aimee L	545-110 · System-Wide Ch...	8.63	
			Gangai, Aimee L	545-240 · Handley Young ...	25.58	
			Gangai, Aimee L	545-240 · Handley Young ...	16.85	
			Gangai, Aimee L	545-140 · Handley Children's	10.52	
					82.64	82.64
Check	11/10/2016	ACH	Treasurer of VA	109-000 · Cash-Bank (BoCC)		6,734.75
			Treasurer of VA	414-000 · Employer VRS	665.77	
			Treasurer of VA	414-000 · Employer VRS	6,032.47	
			Treasurer of VA	414-000 · Employer VRS	36.51	
					6,734.75	6,734.75

## Handley Regional Library Regular Operating Expense Transactions November 2016

Type	Date	Num	Name	Account	Debit	Credit
Check	11/08/2016	17392	A Cut Above Landscaping ...	109-000 · Cash-Bank (BoCC)		545.00
			A Cut Above Landscaping ...	445-000 · Lawn Care	140.00	
			A Cut Above Landscaping ...	445-000 · Lawn Care	405.00	
					545.00	545.00
Check	11/08/2016	17394	Anderson Control, Inc.	109-000 · Cash-Bank (BoCC)		379.21
			Anderson Control, Inc.	582-002 · Bowman Library	379.21	
					379.21	379.21
Check	11/08/2016	17395	Baker & Taylor	109-000 · Cash-Bank (BoCC)		820.19
			Baker & Taylor	426-97 · Sullivan	32.72	
			Baker & Taylor	426-001 · State	29.22	
			Baker & Taylor	426-001 · State	6.38	
			Baker & Taylor	426-001 · State	40.17	
			Baker & Taylor	426-001 · State	64.30	
			Baker & Taylor	426-001 · State	45.97	
			Baker & Taylor	426-001 · State	18.66	
			Baker & Taylor	426-001 · State	12.76	
			Baker & Taylor	426-001 · State	49.80	
			Baker & Taylor	426-001 · State	26.14	
			Baker & Taylor	426-001 · State	333.09	
			Baker & Taylor	426-001 · State	6.68	
			Baker & Taylor	426-201 · Kafitz	38.77	
			Baker & Taylor	426-201 · Kafitz	44.06	
			Baker & Taylor	426-201 · Kafitz	14.67	
			Baker & Taylor	426-201 · Kafitz	33.13	
Baker & Taylor	426-201 · Kafitz	23.67				
				820.19	820.19	
Check	11/08/2016	17396	Brodart	109-000 · Cash-Bank (BoCC)		3,255.95
			Brodart	426-91 · FRNLC	32.49	
			Brodart	426-001 · State	740.94	
			Brodart	426-001 · State	20.58	
			Brodart	426-001 · State	67.80	
			Brodart	426-001 · State	62.38	
			Brodart	426-001 · State	82.76	
			Brodart	426-001 · State	153.30	
			Brodart	426-001 · State	203.64	
			Brodart	426-001 · State	30.66	
			Brodart	426-001 · State	187.90	
			Brodart	426-001 · State	21.66	
			Brodart	426-001 · State	17.34	
			Brodart	426-001 · State	262.98	
			Brodart	426-001 · State	191.76	
			Brodart	426-001 · State	22.74	
			Brodart	426-001 · State	64.28	
			Brodart	426-001 · State	147.96	
			Brodart	426-001 · State	50.08	
			Brodart	426-001 · State	86.50	
			Brodart	426-001 · State	82.18	
			Brodart	426-001 · State	64.28	
			Brodart	426-001 · State	7.11	
			Brodart	426-001 · State	58.50	
			Brodart	426-201 · Kafitz	251.19	
			Brodart	426-201 · Kafitz	16.07	
			Brodart	426-201 · Kafitz	10.83	
			Brodart	426-201 · Kafitz	44.01	
			Brodart	426-201 · Kafitz	28.29	
			Brodart	426-201 · Kafitz	8.67	
			Brodart	426-201 · Kafitz	10.29	
			Brodart	426-201 · Kafitz	8.65	
Brodart	426-201 · Kafitz	36.99				
Brodart	426-201 · Kafitz	9.88				
Brodart	426-201 · Kafitz	16.07				
Brodart	426-201 · Kafitz	12.52				
Brodart	426-201 · Kafitz	85.79				

## Handley Regional Library Regular Operating Expense Transactions November 2016

Type	Date	Num	Name	Account	Debit	Credit
			Brodart	426-201 · Kafitz	11.37	
			Brodart	426-201 · Kafitz	45.51	
					3,255.95	3,255.95
Check	11/08/2016	17397	Ingram	109-000 · Cash-Bank (BoCC)		1,469.16
			Ingram	426-001 · State	61.05	
			Ingram	426-001 · State	16.39	
			Ingram	426-001 · State	95.13	
			Ingram	426-001 · State	31.36	
			Ingram	426-001 · State	22.70	
			Ingram	426-001 · State	32.72	
			Ingram	426-001 · State	85.96	
			Ingram	426-001 · State	64.45	
			Ingram	426-001 · State	74.08	
			Ingram	426-001 · State	16.39	
			Ingram	426-001 · State	37.04	
			Ingram	426-001 · State	196.75	
			Ingram	426-001 · State	32.72	
			Ingram	426-001 · State	502.16	
			Ingram	426-001 · State	15.73	
			Ingram	426-001 · State	16.78	
			Ingram	426-001 · State	75.16	
			Ingram	426-201 · Kafitz	17.50	
			Ingram	426-201 · Kafitz	16.93	
			Ingram	426-201 · Kafitz	58.16	
					1,469.16	1,469.16
Check	11/08/2016	17398	Landmark Elevator, Inc.	109-000 · Cash-Bank (BoCC)		177.94
			Landmark Elevator, Inc.	444-000 · Elevator Inspecti...	177.94	
					177.94	177.94
Check	11/08/2016	17399	Midwest Tape	109-000 · Cash-Bank (BoCC)		142.40
			Midwest Tape	434-001 · State Funding	22.48	
			Midwest Tape	434-001 · State Funding	29.98	
			Midwest Tape	434-201 · Kafitz	74.95	
			Midwest Tape	434-201 · Kafitz	14.99	
					142.40	142.40
Check	11/08/2016	17400	Southern Air	109-000 · Cash-Bank (BoCC)		1,888.46
			Southern Air	582-004 · Handley Library	1,888.46	
					1,888.46	1,888.46
Check	11/08/2016	17401	Weiss Bros. of Hagerstow...	109-000 · Cash-Bank (BoCC)		444.05
			Weiss Bros. of Hagerstow...	535-000 · Janitorial Mat'ls ...	444.05	
					444.05	444.05
Check	11/08/2016	17402	Gangai, Aimee L	109-000 · Cash-Bank (BoCC)		521.59
			Gangai, Aimee L	488-004 · Children's Div. CE	502.20	
			Gangai, Aimee L	545-140 · Handley Children's	10.61	
			Gangai, Aimee L	545-140 · Handley Children's	8.78	
					521.59	521.59
Check	11/08/2016	17403	Huddy, John N	109-000 · Cash-Bank (BoCC)		453.96
			Huddy, John N	488-002 · Administration CE	453.96	
					453.96	453.96
Check	11/08/2016	17404	Laurine Kennedy	109-000 · Cash-Bank (BoCC)		65.00
			Laurine Kennedy	488-006 · Clarke, ABB CE	65.00	
					65.00	65.00

**Handley Regional Library**  
**Regular Operating Expense Transactions**  
**November 2016**

Type	Date	Num	Name	Account	Debit	Credit
Check	11/14/2016	EFT	Bank of Clarke County Bank of Clarke County	109-000 · Cash-Bank (BoCC) 590-002 · Credit card proce...	140.98	140.98
					140.98	140.98
Check	11/14/2016	EFT	Authorize.net Authorize.net Authorize.net Authorize.net	109-000 · Cash-Bank (BoCC) 590-002 · Credit card proce... 590-002 · Credit card proce... 590-002 · Credit card proce...	20.00 23.50 7.00	50.50
					50.50	50.50
Check	11/17/2016	ACH	ICMA-RC ICMA-RC	109-000 · Cash-Bank (BoCC) 414-000 · Employer VRS	56.18	56.18
					56.18	56.18
Check	11/16/2016	17409	Anderson Control, Inc. Anderson Control, Inc.	109-000 · Cash-Bank (BoCC) 449-000 · Alarm System	1,020.00	1,020.00
					1,020.00	1,020.00
Check	11/16/2016	17410	Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor	109-000 · Cash-Bank (BoCC) 426-97 · Sullivan 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 434-200 · FFB 426-201 · Kafitz 426-201 · Kafitz	460.00 18.90 16.83 20.16 5.44 44.16 16.83 10.40	592.72
					592.72	592.72
Check	11/16/2016	17411	Brodart Brodart	109-000 · Cash-Bank (BoCC) 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz 426-201 · Kafitz	228.00 418.92 61.32 59.46 102.71 67.64 206.50 134.28 174.57 73.98 148.69 8.12 16.91 26.02 19.34 76.28 33.57 50.44	1,906.75
					1,906.75	1,906.75
Check	11/16/2016	17412	Capital Tristate Capital Tristate	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library	7.00	7.00
					7.00	7.00
Check	11/16/2016	17413	City of Winchester,Treasu... City of Winchester,Treasu...	109-000 · Cash-Bank (BoCC) 588-000 · Vehicle Expense	132.08	132.08
					132.08	132.08
Check	11/16/2016	17414	DOLI/BOILER SAFETY DOLI/BOILER SAFETY	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library	40.00	40.00
					40.00	40.00

**Handley Regional Library**  
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Type	Date	Num	Name	Account	Debit	Credit
Check	11/16/2016	17415	Frederick County Sanitatio... Frederick County Sanitatio...	109-000 · Cash-Bank (BoCC) 472-000 · Water & Sewer	422.50	422.50
					422.50	422.50
Check	11/16/2016	17416	Ingram Ingram Ingram Ingram Ingram Ingram Ingram	109-000 · Cash-Bank (BoCC) 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-201 · Kafitz	15.33 29.46 447.19 16.24 12.94 16.02 16.74	553.92
					553.92	553.92
Check	11/16/2016	17417	Literacy Volunteers Literacy Volunteers	109-000 · Cash-Bank (BoCC) 488-002 · Administration CE	35.00	35.00
					35.00	35.00
Check	11/16/2016	17418	Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape	109-000 · Cash-Bank (BoCC) 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding	131.16 395.73 69.98 600.46	1,197.33
					1,197.33	1,197.33
Check	11/16/2016	17419	Northern Virginia Daily Northern Virginia Daily	109-000 · Cash-Bank (BoCC) 501-000 · Advertising	75.00	75.00
					75.00	75.00
Check	11/16/2016	17420	OCLC OCLC	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating ...	64.77	64.77
					64.77	64.77
Check	11/16/2016	17421	Shallow Creek Electrical S... Shallow Creek Electrical S... Shallow Creek Electrical S...	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library 582-004 · Handley Library	315.00 810.00	1,125.00
					1,125.00	1,125.00
Check	11/16/2016	17422	Southern Air Southern Air	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library	487.50	487.50
					487.50	487.50
Check	11/16/2016	17423	Staples Business Advanta... Staples Business Advanta... Staples Business Advanta...	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies 560-000 · Office Supplies	32.07 43.59	75.66
					75.66	75.66
Check	11/16/2016	17424	Tech Team Solutions, LLC Tech Team Solutions, LLC	109-000 · Cash-Bank (BoCC) 640-000 · Computer Hardw...	981.00	981.00
					981.00	981.00
Check	11/16/2016	17425	Unique Management Servi... Unique Management Servi...	109-000 · Cash-Bank (BoCC) 575-000 · Prof Services - O...	384.85	384.85
					384.85	384.85
Check	11/16/2016	17426	Verizon Verizon	109-000 · Cash-Bank (BoCC) 476-000 · Telephone - Reg...	842.96	842.96
					842.96	842.96

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Type	Date	Num	Name	Account	Debit	Credit		
Check	11/16/2016	17427	Verizon Wireless Verizon Wireless	109-000 · Cash-Bank (BoCC)		70.16		
				477-000 · Mobile Internet	70.16			
					70.16	70.16		
Check	11/16/2016	17428	Washington Gas Washington Gas	109-000 · Cash-Bank (BoCC)		854.29		
				470-000 · Heating	854.29			
					854.29	854.29		
Check	11/16/2016	17429	Weiss Bros. of Hagerstow... Weiss Bros. of Hagerstow...	109-000 · Cash-Bank (BoCC)		628.40		
				535-000 · Janitorial Mat'ls ...	628.40			
					628.40	628.40		
Check	11/16/2016	17430	Winchester Public Utilities Winchester Public Utilities	109-000 · Cash-Bank (BoCC)		731.23		
				472-000 · Water & Sewer	731.23			
					731.23	731.23		
Check	11/18/2016	17431	Dex Media Dex Media	109-000 · Cash-Bank (BoCC)		94.00		
				501-000 · Advertising	94.00			
					94.00	94.00		
Check	11/18/2016	17432	Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services	109-000 · Cash-Bank (BoCC)		480.85		
				560-000 · Office Supplies	69.92			
				540-002 · library supplies &...	33.58			
				560-000 · Office Supplies	111.95			
				351-001 · Fund Raising Pro...	95.40			
				515-000 · Dues & Members...	170.00			
					480.85	480.85		
Check	11/17/2016	NSF	NSF CHECK NSF CHECK	109-000 · Cash-Bank (BoCC)		30.30		
				336-000 · Copy Revenue	30.30			
					30.30	30.30		
Check	11/30/2016	17436	Anthem Blue Cross and Bl... Anthem Blue Cross and Bl...	109-000 · Cash-Bank (BoCC)		13,394.00		
				418-000 · Employer Medica...	13394.00			
					13394.00	13,394.00		
Check	11/30/2016	17437	Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor Baker & Taylor	109-000 · Cash-Bank (BoCC)		595.82		
				426-97 · Sullivan	33.30			
				426-001 · State	131.86			
				426-001 · State	10.40			
				426-001 · State	39.17			
				426-001 · State	17.35			
				426-001 · State	10.38			
				426-001 · State	79.56			
				426-001 · State	31.34			
				426-001 · State	156.69			
				426-201 · Kafitz	50.50			
				426-201 · Kafitz	18.97			
				426-201 · Kafitz	16.30			
							595.82	595.82
				Check	11/30/2016	17438	Battery Mart Battery Mart Battery Mart	109-000 · Cash-Bank (BoCC)
535-000 · Janitorial Mat'ls ...	25.90							
535-000 · Janitorial Mat'ls ...		10.00						
					25.90	25.90		

**Handley Regional Library**  
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Type	Date	Num	Name	Account	Debit	Credit
Check	11/30/2016	17439	Brodart	109-000 · Cash-Bank (BoCC)		1,811.91
			Brodart	426-97 · Sullivan	24.36	
			Brodart	426-97 · Sullivan	44.73	
			Brodart	426-001 · State	157.89	
			Brodart	426-001 · State	36.84	
			Brodart	426-001 · State	103.07	
			Brodart	426-001 · State	20.58	
			Brodart	426-001 · State	96.72	
			Brodart	426-001 · State	305.12	
			Brodart	426-001 · State	168.36	
			Brodart	426-001 · State	232.10	
			Brodart	426-001 · State	43.35	
			Brodart	426-001 · State	292.92	
			Brodart	426-201 · Kafitz	52.71	
			Brodart	426-201 · Kafitz	10.83	
			Brodart	426-201 · Kafitz	9.21	
			Brodart	426-201 · Kafitz	48.71	
			Brodart	426-201 · Kafitz	10.29	
			Brodart	426-201 · Kafitz	11.37	
			Brodart	426-201 · Kafitz	33.34	
			Brodart	426-201 · Kafitz	15.33	
			Brodart	426-201 · Kafitz	85.41	
			Brodart	426-201 · Kafitz	8.67	
					1,811.91	1,811.91
Check	11/30/2016	17440	ELM USA, Inc.	109-000 · Cash-Bank (BoCC)		224.20
			ELM USA, Inc.	540-002 · library supplies &...	224.20	
					224.20	224.20
Check	11/30/2016	17441	Ingram	109-000 · Cash-Bank (BoCC)		958.30
			Ingram	426-97 · Sullivan	92.10	
			Ingram	426-001 · State	23.84	
			Ingram	426-001 · State	37.73	
			Ingram	426-001 · State	16.93	
			Ingram	426-001 · State	16.04	
			Ingram	426-001 · State	20.24	
			Ingram	426-001 · State	478.43	
			Ingram	426-001 · State	15.33	
			Ingram	426-001 · State	92.83	
			Ingram	426-001 · State	15.87	
			Ingram	426-001 · State	75.16	
			Ingram	426-001 · State	63.98	
			Ingram	426-001 · State	9.82	
					958.30	958.30
Check	11/30/2016	17442	The Library of Virginia	109-000 · Cash-Bank (BoCC)		2,298.32
			The Library of Virginia	575-000 · Prof Services - O...	2,298.32	
					2,298.32	2,298.32
Check	11/30/2016	17443	Midwest Tape	109-000 · Cash-Bank (BoCC)		1,971.02
			Midwest Tape	434-001 · State Funding	694.80	
			Midwest Tape	434-001 · State Funding	207.62	
			Midwest Tape	434-001 · State Funding	179.92	
			Midwest Tape	434-001 · State Funding	524.86	
			Midwest Tape	434-001 · State Funding	240.61	
			Midwest Tape	434-001 · State Funding	13.04	
			Midwest Tape	434-001 · State Funding	62.95	
			Midwest Tape	434-001 · State Funding	47.22	
					1,971.02	1,971.02
Check	11/30/2016	17444	McDaniel Piping Service, I...	109-000 · Cash-Bank (BoCC)		65.00
			McDaniel Piping Service, I...	582-004 · Handley Library	65.00	
					65.00	65.00

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Type	Date	Num	Name	Account	Debit	Credit
Check	11/30/2016	17445	Norvac Lock Technology, I... Norvac Lock Technology, I...	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls ...	49.31	49.31
					49.31	49.31
Check	11/30/2016	17446	Office Depot Office Depot	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies	50.46	50.46
					50.46	50.46
Check	11/30/2016	17447	Scholastic Library Publishi... Scholastic Library Publishi...	109-000 · Cash-Bank (BoCC) 426-97 · Sullivan	529.30	529.30
					529.30	529.30
Check	11/30/2016	17448	Southern Air Southern Air	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library	215.00	215.00
					215.00	215.00
Check	11/30/2016	17449	Staples Business Advanta... Staples Business Advanta...	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies	54.99	54.99
					54.99	54.99
Check	11/30/2016	17450	US Bank Equipment Finan... US Bank Equipment Finan...	109-000 · Cash-Bank (BoCC) 464-003 · Rental & Maint. ...	2,173.50	2,173.50
					2,173.50	2,173.50
Check	11/30/2016	17451	Vac-Shack Vac-Shack	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls ...	29.95	29.95
					29.95	29.95
Check	11/30/2016	17452	Wal-Mart Community Wal-Mart Community Wal-Mart Community	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating ... 590-000 · Other Operating ... 535-000 · Janitorial Mat'ls ...	3.96 45.67 73.95	123.58
					123.58	123.58
Check	11/30/2016	17453	Winchester Flooring, Inc. Winchester Flooring, Inc.	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library	600.00	600.00
					600.00	600.00
Check	11/30/2016	17454	Washington Gas Washington Gas	109-000 · Cash-Bank (BoCC) 470-000 · Heating	401.96	401.96
					401.96	401.96
Check	11/30/2016	17455	Susan Child Susan Child	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating ...	72.13	72.13
					72.13	72.13
Check	11/30/2016	EFT	Bank of Clarke County Bank of Clarke County	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating ...	69.32	69.32
					69.32	69.32
<b>TOTAL</b>					<b>68710.10</b>	<b>68,710.10</b>