

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
JAMESBURG, NJ 08831**

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 10/20/16

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 20,792.28
Vouchers/Fees paid/Transfers since last meeting:	\$ (20,792.28)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 431,410.73
Withdrawals/Transfers to Checking:	\$ (20,792.28)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 34.80
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 410,653.25
GRAND TOTAL CASH ON HAND:	\$ 430,653.25
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 39,662.59

Notes - 10/20/16 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (19,662.59) therefore a transfer FROM PNC Sav of **\$39,662.59** needs to be made in order to maintain the control balance of **\$20,000.00**. Check# 7772 for \$168, payable to Sweet Sign Systems, was cut after the meeting on 9/20/16 to replace voided check # 7707.

2) Reminder: **W-9 form must be submitted with all new vendors!!!** I need the Tax ID # especially if the vendor is a sole proprietor or LLC (not needed for incorporated vendors). The ID is needed for 1099 reporting each year.

3) All bills must be submitted the **Saturday** before the monthly commissioners meeting in order ensure they will be paid that month.

4) Reflects interest earned and posted of \$34.80 on 9/30/16.

5) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.

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10/18/16

Accrual Basis

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2016

	Jan - Dec 16	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	10,053.00	13,400.00	75.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	10,053.00	14,900.00	67.5%
6400-00 · Professional Fees			
6400-01 · Legal Fees	7,336.00	17,000.00	43.2%
6400-02 · Accounting/Auditing Fees	8,559.31	12,000.00	71.3%
6400-04 · Medical Services	455.00	5,250.00	8.7%
Total 6400-00 · Professional Fees	16,350.31	34,250.00	47.7%
6400-05 · Election Expenses	2,777.73	3,500.00	79.4%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,747.24	5,000.00	54.9%
6500-02 · Misc Supplies(petty cash)	60.00	200.00	30.0%
Total 6500-00 · Office \Postage Exp	2,807.24	5,200.00	54.0%
Total Expense	31,988.28	57,850.00	55.3%
Net Ordinary Income	(31,988.28)	(57,850.00)	55.3%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	12,262.77	13,000.00	94.3%
Total 7140-00 · Truck Equipment	12,262.77	13,000.00	94.3%
7195-00 · Uniform & Equip(Firefighters)	9,490.11	13,000.00	73.0%
Total 7100-00 · Reimb for Exp & Losses	21,752.88	26,000.00	83.7%
7200-00 · Hydrant Rental Dom Water	43,266.04	58,000.00	74.6%
7400-00 · Insurance Premium	47,397.00	48,000.00	98.7%
7500-00 · Professional Services			
7500-01 · Advertising	0.00	500.00	0.0%
7500-03 · Training & Education	3,645.03	7,500.00	48.6%
Total 7500-00 · Professional Services	3,645.03	8,000.00	45.6%
7600-00 · Utilities	15,365.07	22,000.00	69.8%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	4,351.00	5,000.00	87.0%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	4,521.30	15,000.00	30.1%
7710-05 · Equipment Testing	2,415.00	5,000.00	48.3%
Total 7710-00 · Truck Service	11,287.30	30,000.00	37.6%
7720-00 · Air Pack & Bottle Repair	1,826.70	1,800.00	101.5%
7730-00 · Bldg Maintenance	29,259.90	32,500.00	90.0%
7740-00 · Bldg Supplies	1,243.87	2,000.00	62.2%
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%
Total 7700-00 · Maint/Repairs	67,992.77	98,800.00	68.8%
7800-00 · Contingency	20.45	25,000.00	0.1%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,294.64	19,000.00	91.0%
Total 7850-00 · LOSAP Program	17,294.64	19,000.00	91.0%
8000-00 · Debt Service			
8010-03 · Lease Purchase-Principal	27,155.61	27,156.00	100.0%
8010-10 · Capital Lease-Principal	0.00	60,000.00	0.0%
8010-11 · Capital Lease-Oshkosh Princ	25,676.80	25,677.00	100.0%
8020-03 · Lease Purchase-Int.	870.06	871.00	99.9%
8020-10 · Capital Lease-Interest	0.00	2,694.00	0.0%
8020-11 · Capital Lease-Oshkosh Int	7,772.49	7,773.00	100.0%
Total 8000-00 · Debt Service	61,474.96	124,171.00	49.5%
Total Other Expense	278,208.84	428,971.00	64.9%
Net Other Income	(278,208.84)	(428,971.00)	64.9%
Net Income	(310,197.12)	(486,821.00)	63.7%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of October 31, 2016

Date	Num	Account	Open Balance
AT&T			
10/18/2016	2016-03-090	7600-00 · Utilities	317.76
Total AT&T			317.76
BETTER LIVING DEPT. STORE			
10/18/2016	2016-02-042	7730-00 · Bldg Maintenance	49.74
Total BETTER LIVING DEPT. STORE			49.74
COMCAST			
10/18/2016	2016-03-091	7600-00 · Utilities	108.02
Total COMCAST			108.02
DEBORAH A. FITZGERALD			
10/18/2016	2016-03-092	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
FAT BOYS LANDSCAPING, LLC			
10/18/2016	2016-02-043	7730-00 · Bldg Maintenance	75.00
Total FAT BOYS LANDSCAPING, LLC			75.00
FF1 PROFESSIONAL SAFETY SERVICES			
10/18/2016	2016-01-053	7140-01 · Fire Equipment	2,158.64
Total FF1 PROFESSIONAL SAFETY SERVICES			2,158.64
GENERAL WASTE REMOVAL, INC.			
10/18/2016	2016-02-044	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
JAMESBURG HARDWARE & APPLIANCE			
10/18/2016	2016-02-045	7730-00 · Bldg Maintenance	14.63
Total JAMESBURG HARDWARE & APPLIANCE			14.63
JCP&L			
10/18/2016	2016-03-093	7600-00 · Utilities	883.00
Total JCP&L			883.00
KANSAS STATE BANK			
10/18/2016	2016-03-094	8020-03 · Lease Purchase-Int.	870.06
10/18/2016	2016-03-094	8010-03 · Lease Purchase-Principal	27,155.61
Total KANSAS STATE BANK			28,025.67
MC MASTER-CARR SUPPLY CO.			
10/18/2016	2016-02-046	7740-00 · Bldg Supplies	691.34
Total MC MASTER-CARR SUPPLY CO.			691.34
NJ-AMERICAN WATER COMP.			
10/18/2016	2016-03-095	7200-00 · Hydrant Rental Dom Water	41.17
10/18/2016	2016-03-095	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,776.67
PENGUIN MANAGEMENT, INC.			
10/18/2016	2016-01-054	7710-01 · Radio Serv/Repair	1,668.00
Total PENGUIN MANAGEMENT, INC.			1,668.00
PSE&G			
10/18/2016	2016-03-096	7600-00 · Utilities	57.65
10/18/2016	2016-03-096	7600-00 · Utilities	42.14
Total PSE&G			99.79
READY REFRESH BY NESTLE			
10/18/2016	2016-02-047	7730-00 · Bldg Maintenance	20.27
Total READY REFRESH BY NESTLE			20.27
TEAM LIFE, INC.			
10/18/2016	2016-01-055	7140-01 · Fire Equipment	240.00
Total TEAM LIFE, INC.			240.00
VIKING PEST CONTROL, INC.			
10/18/2016	2016-02-048	7730-00 · Bldg Maintenance	140.00
Total VIKING PEST CONTROL, INC.			140.00

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of October 31, 2016

Date	Num	Account	Open Balance
TOTAL			<u>39,662.59</u>

BANK RECONCILIATION

NAME OF CLIENT: **JAMESBURG BOARD OF FIRE COMMISSIONERS**

MONTH OF: **September-16**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

ACCOUNT #: **80-2874-0082**

BALANCE FORWARD:	31-Aug-16	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 21,727.27
			AS OF:	30-Sep-16
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 9/21/16		\$ 20,792.28		
TOTAL DEBITS:		\$ 20,792.28		
	TOTAL	\$ 40,792.28		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 9/30		\$ 20,960.28		
VOIDED CHECK #7707				
ISSUED 6/16/16, REISSUED 9/20/16		\$ (168.00)		
ACCOUNT ANALYSIS		\$ -	LESS CHECKS OUTSTANDING:	
TOTAL CREDITS:		\$ 20,792.28	TOTAL:	\$ 1,727.27
ENDING BANK BALANCE-Per G/L	30-Sep-16	\$ 20,000.00	BANK BALANCE-Per Reconciliation:	\$ 20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7761	1,539.00	Binary Connections	9/20/16	
7771	20.27	Ready Refresh	9/20/16	
7772	168.00	Sweet Sign	9/20/16	
TOTAL	\$ 1,727.27			

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Jamesburg Board of Fire Commissioners Monthly Check Register September 2016

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
9/20/2016		AT&T	VOID: LOCAL & LONG DISTANCE 8/24/16	0.00
9/20/2016		AUTO AUTHORITY LLC	VOID: INV# 7552 9/13/16	0.00
9/20/2016		AUTO KING PARTS & SUPPLIES	VOID: A/C# J2100 INV# 469599 9/1/16	0.00
9/20/2016		BETTER LIVING DEPT. STORE	VOID: STMT 8/25/16	0.00
9/20/2016		BINARY CONNECTIONS, INC.	VOID: INV# 4261 8/26/16	0.00
9/20/2016		COMCAST	VOID: MONTHLY INTERNET 9/3/16	0.00
9/20/2016		DEBORAH A. FITZGERALD	VOID: INV# 2016008 8/31/16	0.00
9/20/2016		FAT BOYS LANDSCAPING, LLC	VOID: INV# 604 9/1/16	0.00
9/20/2016		GENERAL WASTE REMOVAL, INC.	VOID: INV# 69100031 9/1/16	0.00
9/20/2016		JCP&L	VOID: ELECTRIC 9/13/16	0.00
9/20/2016		KTK CONSTRUCTION, LLC	VOID: INV# 101 & 102 - DOOR PROJECT	0.00
9/20/2016		NETLINK WEB SERVICES, LLC	VOID: INV# NWS1904 8/1/16, NWS1916 9/1/16	0.00
9/20/2016	7756	W.B. MASON CO. INC.	INV# 137637216 9/13/16	(126.98)
9/20/2016	7757	AT&T	LOCAL & LONG DISTANCE 8/24/16	(181.63)
9/20/2016	7758	AUTO AUTHORITY LLC	INV# 7552 9/13/16	(91.70)
9/20/2016	7759	AUTO KING PARTS & SUPPLIES	A/C# J2100 INV# 469599 9/1/16	(61.97)
9/20/2016	7760	BETTER LIVING DEPT. STORE	STMT 8/25/16	(216.75)
9/20/2016	7761	BINARY CONNECTIONS, INC.	INV# 4261 8/26/16	(1,539.00)
9/20/2016	7762	COMCAST	MONTHLY INTERNET 9/3/16	(108.02)
9/20/2016	7763	DEBORAH A. FITZGERALD	INV# 2016008 8/31/16	(200.00)
9/20/2016	7764	FAT BOYS LANDSCAPING, LLC	INV# 604 9/1/16	(100.00)
9/20/2016	7765	GENERAL WASTE REMOVAL, INC.	INV# 69100031 9/1/16	(131.56)
9/20/2016	7766	JCP&L	ELECTRIC 9/13/16	(971.40)
9/20/2016	7767	KTK CONSTRUCTION, LLC	INV# 101 & 102 - DOOR PROJECT	(11,780.00)
9/20/2016	7768	NETLINK WEB SERVICES, LLC	INV# NWS1904 8/1/16, NWS1916 9/1/16	(398.00)
9/20/2016	7769	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 9/16	(4,783.34)
9/20/2016	7770	PANTANO POWER EQUIPMENT		(81.66)
9/20/2016	7771	READY REFRESH BY NESTLE	INV# 16H7801965661 9/2/16	(20.27)
9/20/2016	7772	SWEET SIGN SYSTEMS, INC.	INV# 0429161 4/29/16	(168.00)
Total 1104-00 - Cash in Checking-PNC				(20,960.28)
TOTAL				(20,960.28)

Jamesburg Board of Fire Commissioners

Outstanding Checks

September 2016

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Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	9/20/2016	7761	BINARY CONNECTIONS, IN...	1104-00 · Cash in Checking-PNC	
Bill	9/19/2016	2016-01-050		7500-03 · Training & Education	-1,539.00
TOTAL					-1,539.00
Bill Pmt -Check	9/20/2016	7771	READY REFRESH BY NES...	1104-00 · Cash in Checking-PNC	
Bill	9/19/2016	2016-02-040		7730-00 · Bldg Maintenance	-20.27
TOTAL					-20.27
Bill Pmt -Check	9/20/2016	7772	SWEET SIGN SYSTEMS, IN...	1104-00 · Cash in Checking-PNC	
Bill	6/14/2016	2016-01-040		7140-01 · Fire Equipment	-168.00
TOTAL					-168.00