

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 10/25/18

|  |                      |
|--|----------------------|
| Reconciled balance brought forward in PNC Checking Acct from last meeting:                         | \$ 19,995.01         |
| Deposits/Voiced Checks since the last meeting (see Note 1):  | \$ 21,753.18         |
| Vouchers/Fees paid/Transfers since last meeting:   | \$ (21,748.19)       |
| Current Reconciled Balance Remaining in PNC Checking Account (Note 1):                             | <b>\$ 20,000.00</b>  |
| Reconciled PNC Savings Balance brought forward from last meeting:                                  | \$ 399,819.67        |
| Withdrawals/Transfers to Checking:   | \$ (21,753.18)       |
| Deposits/Interest to Savings Account (see Note 4 & 5):   | \$ 233.07            |
| Current Reconciled Balance Remaining in PNC Savings Account:<br>**MATCHES BALANCE IN BANK ONLINE** | <b>\$ 378,299.56</b> |
| GRAND TOTAL CASH ON HAND:  | <b>\$ 398,299.56</b> |
| Total Dollar Amount of Current Month Voucher List to be Paid:                                      | <b>\$ 38,485.89</b>  |

**Notes - 10/25/18 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (18,485.89) therefore a transfer FROM PNC Sav of **\$38,485.89** needs to be made in order to maintain the control balance of **\$20,000.00**.

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 \$233.07 on 9/28/18.

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

12:42 AM

10/24/18

Accrual Basis

## Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2018

|   | Jan - Dec 18        | Budget              | % of Budget   |
|---|---------------------|---------------------|---------------|
| <b>Ordinary Income/Expense</b>                    |                     |                     |               |
| <b>Expense</b>                                    |                     |                     |               |
| 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%          |
| <b>Total 6100-00 · Salary &amp; Wages</b>         | <b>10,053.00</b>    | <b>14,900.00</b>    | <b>67.5%</b>  |
| 6400-00 · Professional Fees                       |                     |                     |               |
| 6400-01 · Legal Fees                              | 10,352.00           | 17,000.00           | 60.9%         |
| 6400-02 · Accounting/Auditing Fees                | 3,640.00            | 15,000.00           | 57.6%         |
| 6400-04 · Medical Services                        | 0.00                | 1,000.00            | 0.0%          |
| <b>Total 6400-00 · Professional Fees</b>          | <b>18,992.00</b>    | <b>33,000.00</b>    | <b>57.6%</b>  |
| 6400-05 · Election Expenses                       | 1,258.96            | 4,000.00            | 31.5%         |
| 6500-00 · Office \Postage Exp                     |                     |                     |               |
| 6500-01 · Office Supplies                         | 3,369.63            | 5,000.00            | 67.4%         |
| 6500-02 · Misc Supplies(petty cash)               | 0.00                | 200.00              | 0.0%          |
| <b>Total 6500-00 · Office \Postage Exp</b>        | <b>3,369.63</b>     | <b>5,200.00</b>     | <b>64.8%</b>  |
| <b>Total Expense</b>                              | <b>33,673.59</b>    | <b>57,100.00</b>    | <b>59.0%</b>  |
| <b>Net Ordinary Income</b>                        | <b>(33,673.59)</b>  | <b>(57,100.00)</b>  | <b>59.0%</b>  |
| <b>Other Income/Expense</b>                       |                     |                     |               |
| <b>Other Expense</b>                              |                     |                     |               |
| 7100-00 · Reimb for Exp & Losses                  |                     |                     |               |
| 7140-00 · Truck Equipment                         |                     |                     |               |
| 7140-01 · Fire Equipment                          | 3,053.53            | 15,000.00           | 20.4%         |
| <b>Total 7140-00 · Truck Equipment</b>            | <b>3,053.53</b>     | <b>15,000.00</b>    | <b>20.4%</b>  |
| 7195-00 · Uniform & Equip(Firefighters)           | 10,625.58           | 15,000.00           | 70.8%         |
| <b>Total 7100-00 · Reimb for Exp &amp; Losses</b> | <b>13,679.11</b>    | <b>30,000.00</b>    | <b>45.6%</b>  |
| 7200-00 · Hydrant Rental Dom Water                | 44,306.67           | 58,000.00           | 76.4%         |
| 7400-00 · Insurance Premium                       | 48,333.00           | 50,000.00           | 96.7%         |
| 7500-00 · Professional Services                   |                     |                     |               |
| 7500-03 · Training & Education                    | 7,082.01            | 12,000.00           | 59.0%         |
| <b>Total 7500-00 · Professional Services</b>      | <b>7,082.01</b>     | <b>12,000.00</b>    | <b>59.0%</b>  |
| 7600-00 · Utilities                               | 14,893.72           | 22,000.00           | 67.7%         |
| 7700-00 · Maint/Repairs                           |                     |                     |               |
| 7710-00 · Truck Service                           |                     |                     |               |
| 7710-01 · Radio Serv/Repair                       | 2,060.00            | 5,000.00            | 41.2%         |
| 7710-02 · Fuel                                    | 0.00                | 5,000.00            | 0.0%          |
| 7710-04 · Truck Service                           | 21,549.28           | 15,000.00           | 143.7%        |
| 7710-05 · Equipment Testing                       | 2,671.80            | 5,000.00            | 53.4%         |
| <b>Total 7710-00 · Truck Service</b>              | <b>26,281.08</b>    | <b>30,000.00</b>    | <b>87.6%</b>  |
| 7720-00 · Air Pack & Bottle Repair                | 2,811.39            | 1,800.00            | 156.2%        |
| 7730-00 · Bldg Maintenance                        | 9,326.72            | 32,500.00           | 28.7%         |
| 7740-00 · Bldg Supplies                           | 289.88              | 2,000.00            | 14.5%         |
| 7750-00 · Fire Comp. Contract                     | 24,375.00           | 32,500.00           | 75.0%         |
| <b>Total 7700-00 · Maint/Repairs</b>              | <b>63,084.07</b>    | <b>98,800.00</b>    | <b>63.9%</b>  |
| 7800-00 · Contingency                             | 1,038.07            | 25,000.00           | 4.2%          |
| 7850-00 · LOSAP Program                           |                     |                     |               |
| 7850-01 · LOSAP Program                           | 20,612.74           | 19,000.00           | 108.5%        |
| <b>Total 7850-00 · LOSAP Program</b>              | <b>20,612.74</b>    | <b>19,000.00</b>    | <b>108.5%</b> |
| 8000-00 · Debt Service                            |                     |                     |               |
| 8010-11 · Capital Lease-Oshkosh Princ             | 27,692.01           | 27,692.00           | 100.0%        |
| 8020-11 · Capital Lease-Oshkosh Int               | 5,757.28            | 5,757.00            | 100.0%        |
| <b>Total 8000-00 · Debt Service</b>               | <b>33,449.29</b>    | <b>33,449.00</b>    | <b>100.0%</b> |
| <b>Total Other Expense</b>                        | <b>246,478.68</b>   | <b>348,249.00</b>   | <b>70.8%</b>  |
| <b>Net Other Income</b>                           | <b>(246,478.68)</b> | <b>(348,249.00)</b> | <b>70.8%</b>  |
| <b>Net Income</b>                                 | <b>(280,152.27)</b> | <b>(405,349.00)</b> | <b>69.1%</b>  |

415,349

\$ 10,000 over  
2018

10/24/18

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of October 23, 2018**

| Date  | Num         | Account                            | Open Balance |
|---|-------------|------------------------------------|--------------|
| APPROVED FIRE PROTECTION CO.<br>10/23/2018      | 2018-01-045 | 7710-05 · Equipment Testing        | 237.00       |
| Total APPROVED FIRE PROTECTION CO.              |             |                                    | 237.00       |
| AUTO KING PARTS & SUPPLIES<br>10/23/2018        | 2018-01-046 | 7710-04 · Truck Service            | 355.98       |
| Total AUTO KING PARTS & SUPPLIES                |             |                                    | 355.98       |
| BETTER LIVING DEPT. STORE<br>10/23/2018         | 2018-01-047 | 7500-03 · Training & Education     | 44.46        |
| 10/23/2018                                      | 2018-02-047 | 7730-00 · Bldg Maintenance         | 43.98        |
| Total BETTER LIVING DEPT. STORE                 |             |                                    | 88.44        |
| CIRCLE JANITORIAL SUPPLIES, SOUTH<br>10/23/2018 | 2018-02-048 | 7730-00 · Bldg Maintenance         | 304.49       |
| Total CIRCLE JANITORIAL SUPPLIES, SOUTH         |             |                                    | 304.49       |
| COMCAST<br>10/23/2018                           | 2018-03-085 | 7600-00 · Utilities                | 104.02       |
| Total COMCAST                                   |             |                                    | 104.02       |
| DEBORAH A. FITZGERALD<br>10/23/2018             | 2018-03-086 | 6400-02 · Accounting/Auditing Fees | 275.00       |
| Total DEBORAH A. FITZGERALD                     |             |                                    | 275.00       |
| JAMESBURG VOL FIRE DEPT<br>10/23/2018           | 2018-02-049 | 7750-00 · Fire Comp. Contract      | 8,125.00     |
| 10/23/2018                                      | 2018-02-050 | 7800-00 · Contingency              | 1,000.00     |
| Total JAMESBURG VOL FIRE DEPT                   |             |                                    | 9,125.00     |
| JAMMER DOORS<br>10/23/2018                      | 2018-02-051 | 7730-00 · Bldg Maintenance         | 170.00       |
| Total JAMMER DOORS                              |             |                                    | 170.00       |
| JCP&L<br>10/23/2018                             | 2018-03-087 | 7600-00 · Utilities                | 704.25       |
| Total JCP&L                                     |             |                                    | 704.25       |
| JONATHON RAMPACEK<br>10/23/2018                 | 2018-01-048 | 7500-03 · Training & Education     | 3,696.55     |
| Total JONATHON RAMPACEK                         |             |                                    | 3,696.55     |
| JOSEPH D YOUSOUF, ESQUIRE<br>10/23/2018         | 2018-03-088 | 6400-01 · Legal Fees               | 2,936.00     |
| Total JOSEPH D YOUSOUF, ESQUIRE                 |             |                                    | 2,936.00     |
| MC MASTER-CARR SUPPLY CO.<br>10/23/2018         | 2018-01-042 | 6500-01 · Office Supplies          | 912.00       |
| 10/23/2018                                      | 2018-01-042 | 6500-01 · Office Supplies          | 72.93        |
| Total MC MASTER-CARR SUPPLY CO.                 |             |                                    | 984.93       |
| MIDDLESEX COUNTY FIRE ACADEMY<br>10/23/2018     | 2018-01-049 | 7500-03 · Training & Education     | 519.00       |
| Total MIDDLESEX COUNTY FIRE ACADEMY             |             |                                    | 519.00       |
| MONMOUTH COUNTY TREASURER<br>10/23/2018         | 2018-01-050 | 7500-03 · Training & Education     | 400.00       |
| Total MONMOUTH COUNTY TREASURER                 |             |                                    | 400.00       |
| NETLINK WEB SERVICES, LLC<br>10/23/2018         | 2018-03-089 | 6500-01 · Office Supplies          | 199.00       |
| Total NETLINK WEB SERVICES, LLC                 |             |                                    | 199.00       |
| NJ-AMERICAN WATER COMP.<br>10/23/2018           | 2018-03-090 | 7200-00 · Hydrant Rental Dom Water | 31.33        |
| 10/23/2018                                      | 2018-03-090 | 7200-00 · Hydrant Rental Dom Water | 5,006.40     |
| Total NJ-AMERICAN WATER COMP.                   |             |                                    | 5,037.73     |
| PENGUIN MANAGEMENT, INC.<br>10/23/2018          | 2018-01-051 | 7710-01 · Radio Serv/Repair        | 1,668.00     |
| Total PENGUIN MANAGEMENT, INC.                  |             |                                    | 1,668.00     |

10/24/18

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of October 23, 2018**

| <u>Date</u>                          | <u>Num</u>  | <u>Account</u>                          | <u>Open Balance</u> |
|--------------------------------------|-------------|---|---------------------|
| <b>PSE&amp;G</b>                     |             |   |                     |
| 10/23/2018                           | 2018-03-091 | 7600-00 · Utilities                     | 82.03               |
| Total PSE&G                          |             |   | 82.03               |
| <b>READY REFRESH BY NESTLE</b>       |             |   |                     |
| 10/23/2018                           | 2018-02-052 | 7730-00 · Bldg Maintenance              | 22.27               |
| Total READY REFRESH BY NESTLE        |             |   | 22.27               |
| <b>SAMUEL KLEIN &amp; COMPANY</b>    |             |   |                     |
| 10/23/2018                           | 2018-03-092 | 6400-02 · Accounting/Auditing Fees      | 4,400.00            |
| 10/23/2018                           | 2018-03-092 | 6400-02 · Accounting/Auditing Fees      | 850.00              |
| Total SAMUEL KLEIN & COMPANY         |             |   | 5,250.00            |
| <b>SANCHEZ LANDSCAPING, LLC</b>      |             |   |                     |
| 10/23/2018                           | 2018-02-053 | 7730-00 · Bldg Maintenance              | 30.00               |
| Total SANCHEZ LANDSCAPING, LLC       |             |   | 30.00               |
| <b>SEAGRAVE FIRE APPARATUS, LLC</b>  |             |   |                     |
| 10/23/2018                           | 2018-01-052 | 7710-04 · Truck Service                 | 3,808.95            |
| Total SEAGRAVE FIRE APPARATUS, LLC   |             |   | 3,808.95            |
| <b>STANDARD WASTE SERVICES</b>       |             |   |                     |
| 10/23/2018                           | 2018-02-054 | 7730-00 · Bldg Maintenance              | 132.76              |
| Total STANDARD WASTE SERVICES        |             |   | 132.76              |
| <b>TASC FIRE APPARATUS, INC.</b>     |             |   |                     |
| 10/23/2018                           | 2018-01-043 | 7710-05 · Equipment Testing             | 1,650.00            |
| Total TASC FIRE APPARATUS, INC.      |             |   | 1,650.00            |
| <b>W.B. MASON CO. INC.</b>           |             |   |                     |
| 10/23/2018                           | 2018-03-093 | 6500-01 · Office Supplies               | 125.96              |
| Total W.B. MASON CO. INC.            |             |   | 125.96              |
| <b>WATER SUPPLY INNOVATIONS, LLC</b> |             |   |                     |
| 10/23/2018                           | 2018-01-044 | 7195-00 · Uniform & Equip(Firefighters) | 425.00              |
| Total WATER SUPPLY INNOVATIONS, LLC  |             |   | 425.00              |
| <b>WITMER PUBLIC SAFETY GROUP</b>    |             |   |                     |
| 10/23/2018                           | 2018-01-053 | 7140-01 · Fire Equipment                | 153.53              |
| Total WITMER PUBLIC SAFETY GROUP     |             |   | 153.53              |
| <b>TOTAL</b>                         |             |   | <b>38,485.89</b>    |

**BANK RECONCILIATION**

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

MONTH OF: **September-18**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

|                                    |              |              |   |              |
|------------------------------------|--------------|--------------|---|--------------|
| BALANCE FORWARD:                   | 31-Aug-18    | \$ 19,995.01 | BAL. PER BANK STATEMENT                 | \$ 41,020.78 |
|                                    |              |              | AS OF:                                  | 28-Sep-18    |
| <b>ADD DEBITS:</b>                 |              |              | <b>ADD DEPOSITS IN TRANSIT:</b>         |              |
| Online Banking Transfer            |              |              |   |              |
| on 9/20/18                         | \$ 21,753.18 |              |   |              |
|                                    |              |              |   |              |
|                                    |              |              |   |              |
|                                    |              |              |   |              |
|                                    |              |              |   |              |
| <b>TOTAL DEBITS:</b>               | \$ 21,753.18 |              |   |              |
|                                    | <b>TOTAL</b> | \$ 41,748.19 |   |              |
| <b>LESS CREDITS:</b>               |              |              | <b>TOTAL IN TRANSIT:</b>                | \$ -         |
| VOUCHER LIST - 9/30/18             | \$ 21,748.19 |              |   | \$ 41,020.78 |
|                                    |              |              |   |              |
|                                    |              |              |   |              |
|                                    |              |              |   |              |
| <b>ACCOUNT ANALYSIS FEE</b>        | \$ -         |              | <b>LESS CHECKS OUTSTANDING:</b>         |              |
|                                    |              |              |   |              |
|                                    |              |              | <b>TOTAL:</b>                           | \$ 21,020.78 |
| <b>TOTAL CREDITS:</b>              | \$ 21,748.19 |              |   |              |
| <b>ENDING BANK BALANCE-Per G/L</b> | 30-Sep-18    | \$ 20,000.00 | <b>BANK BALANCE-Per Reconciliation:</b> | \$ 20,000.00 |

\$0.00

| NUMBER       | AMOUNT       | PAYEE NAME  | DATE    | P/O # |
|--------------|--------------|-------------|---------|-------|
| 7888         | 200.00       | JG Painting | 4/20/17 |       |
| 8143         | 20,612.74    | VALIC       | 4/19/18 |       |
| 8229         | 208.04       | Comcast     | 9/20/18 |       |
|              |              |             |         |       |
|              |              |             |         |       |
|              |              |             |         |       |
|              |              |             |         |       |
|              |              |             |         |       |
|              |              |             |         |       |
|              |              |             |         |       |
|              |              |             |         |       |
| <b>TOTAL</b> | \$ 21,020.78 |             |         |       |

## Jamesburg Board of Fire Commissioners

## Monthly Check Register

September 2018

10/23/18

| Date                                 | Num  | Name                                   | Memo   | Amount             |
|--------------------------------------|------|--|--|--------------------|
| 1104-00 - Cash in Checking-PNC       |      |  |  |                    |
| 9/20/2018                            | 8226 | AT&T                                   | LOCAL & LONG DISTANCE CALLS                  | (365.36)           |
| 9/20/2018                            | 8227 | AUTO KING PARTS & SUPPLIES             | A/C# J2100 INV# 571346 8/27/18               | (35.88)            |
| 9/20/2018                            | 8228 | CENTRAL JERSEY SECURITY                | INV# 87406 9/15/18                           | (149.85)           |
| 9/20/2018                            | 8229 | COMCAST                                | INTERNET & TV SERVICE 8/9/18 & 9/9/18        | (208.04)           |
| 9/20/2018                            | 8230 | DEBORAH A. FITZGERALD                  | INV# 2018008 8/31/18                         | (237.50)           |
| 9/20/2018                            | 8231 | DOUG'S HOSE DUMMIES, LLC               | INV# 111 8/10/18, #112 9/7/18                | (400.00)           |
| 9/20/2018                            | 8232 | GRAINGER                               | INV# 9885651951 8/24/18                      | (195.57)           |
| 9/20/2018                            | 8233 | JCP&L                                  | ELECTRIC 8/14/18 & 9/14/18                   | (1,815.32)         |
| 9/20/2018                            | 8234 | NETLINK WEB SERVICES, LLC              | INV# NWS2228 9/1/18                          | (199.00)           |
| 9/20/2018                            | 8235 | NJ-AMERICAN WATER COMP.                | A/C# 1018-210028471827, -210025838964 9/2018 | (10,399.09)        |
| 9/20/2018                            | 8236 | PERRINE BUICK-PONTIAC-GMC              | INV# 6045151 9/5/18                          | (49.95)            |
| 9/20/2018                            | 8237 | PSE&G                                  | GAS 8/23/18                                  | (77.43)            |
| 9/20/2018                            | 8238 | READY REFRESH BY NESTLE                | INV# 18H7801985681 9/1/18                    | (22.27)            |
| 9/20/2018                            | 8239 | SEAGRAVE FIRE APPARATUS, LLC           | INV# 46123 & #46124 8/22/18                  | (6,902.18)         |
| 9/20/2018                            | 8240 | SKYLANDS AREA FIRE EQUIPMENT & TRAI... |  | (470.00)           |
| 9/20/2018                            | 8241 | STANDARD WASTE SERVICES                | INV# 327453 9/1/18                           | (132.76)           |
| 9/20/2018                            | 8242 | W.B. MASON CO. INC.                    | INV# C1240067 8/15/18                        | (87.99)            |
| Total 1104-00 - Cash in Checking-PNC |      |  |  | (21,748.19)        |
| <b>TOTAL</b>                         |      |  |  | <b>(21,748.19)</b> |

10/23/18

Jamesburg Board of Fire Commissioners  
**Outstanding Checks**  
April 2017 through September 2018

| Type            | Date      | Num         | Name                           | Account                        | Paid Amount |
|-----------------|-----------|-------------|--------------------------------|--------------------------------|-------------|
| Bill Pmt -Check | 4/20/2017 | 7888        | JG PAINTING & CONTRACTING, LLC | 1104-00 - Cash in Checking-PNC |             |
| Bill            | 4/19/2017 | 2017-02-007 |                                | 7730-00 - Bldg Maintenance     | -200.00     |
| TOTAL           |           |             |                                |                                | -200.00     |
| Bill Pmt -Check | 4/19/2018 | 8143        | VALIC                          | 1104-00 - Cash in Checking-PNC |             |
| Bill            | 4/19/2018 | 2018-03-030 |                                | 7850-01 - LOSAP Program        | -17,710.80  |
|                 |           |             |                                | 7850-01 - LOSAP Program        | -2,901.94   |
| TOTAL           |           |             |                                |                                | -20,612.74  |
| Bill Pmt -Check | 9/20/2018 | 8229        | COMCAST                        | 1104-00 - Cash in Checking-PNC |             |
| Bill            | 9/19/2018 | 2018-03-078 |                                | 7600-00 - Utilities            | -104.02     |
|                 |           |             |                                | 7600-00 - Utilities            | -104.02     |
| TOTAL           |           |             |                                |                                | -208.04     |