

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 12/21/17

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,998.34
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 25,750.42
Vouchers/Fees paid/Transfers since last meeting:	\$ (26,078.35)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 19,670.41
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 330,468.66
Withdrawals/Transfers to Checking:	\$ (25,750.42)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 53.06
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 304,771.30
GRAND TOTAL CASH ON HAND:	\$ 324,441.71
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 49,679.88

Notes - 12/21/17 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (30,009.47) therefore a transfer FROM PNC Sav of **\$50,009.47** 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 \$53.06 on 11/30/17.

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

2:07 AM

12/21/17

Accrual Basis

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2017

	Jan - Dec 17	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	13,400.00	100.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	14,900.00	89.9%
6400-00 · Professional Fees			
6400-01 · Legal Fees	11,112.00	17,000.00	65.4%
6400-02 · Accounting/Auditing Fees	8,909.31	12,000.00	74.2%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	20,021.31	30,000.00	66.7%
6400-05 · Election Expenses	600.00	4,000.00	15.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,656.57	5,000.00	53.1%
6500-02 · Misc Supplies(petty cash)	310.00	200.00	155.0%
Total 6500-00 · Office \Postage Exp	2,966.57	5,200.00	57.0%
Total Expense	36,987.88	54,100.00	68.4%
Net Ordinary Income	(36,987.88)	(54,100.00)	68.4%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	6,276.47	15,000.00	41.8%
Total 7140-00 · Truck Equipment	6,276.47	15,000.00	41.8%
7195-00 · Uniform & Equip(Firefighters)	17,668.61	15,000.00	117.8%
Total 7100-00 · Reimb for Exp & Losses	23,945.08	30,000.00	79.8%
7200-00 · Hydrant Rental Dom Water	52,654.02	58,000.00	90.8%
7400-00 · Insurance Premium	47,736.00	50,000.00	95.5%
7500-00 · Professional Services			
7500-03 · Training & Education	4,363.61	12,000.00	36.4%
Total 7500-00 · Professional Services	4,363.61	12,000.00	36.4%
7600-00 · Utilities	19,055.07	22,000.00	86.6%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,010.00	5,000.00	40.2%
7710-02 · Fuel	1,967.54	5,000.00	39.4%
7710-04 · Truck Service	26,133.86	15,000.00	174.2%
7710-05 · Equipment Testing	4,962.19	5,000.00	99.2%
Total 7710-00 · Truck Service	35,073.59	30,000.00	116.9%
7720-00 · Air Pack & Bottle Repair	1,170.58	1,800.00	65.0%
7730-00 · Bldg Maintenance	12,034.46	32,500.00	37.0%
7740-00 · Bldg Supplies	987.33	2,000.00	49.4%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	81,765.96	98,800.00	82.8%
7800-00 · Contingency	8,044.28	25,000.00	32.2%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	14,102.37	19,000.00	74.2%
Total 7850-00 · LOSAP Program	14,102.37	19,000.00	74.2%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	26,665.39	26,666.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	6,783.90	6,784.00	100.0%
Total 8000-00 · Debt Service	33,449.29	33,450.00	100.0%
9300-00 · Capital - Radios & Air Filling	128,303.94	305,000.00	42.1%
9600-00 · Commitments for Future Capital	0.00	20,000.00	0.0%
Total Other Expense	413,419.62	673,250.00	61.4%
Net Other Income	(413,419.62)	(673,250.00)	61.4%
Net Income	(450,407.50)	(727,350.00)	61.9%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 21, 2017

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
12/20/2017	2017-01-066	7710-05 · Equipment Testing	222.50
Total APPROVED FIRE PROTECTION CO.			222.50
AT&T			
12/20/2017	2017-03-105	7600-00 · Utilities	341.94
Total AT&T			341.94
AUTO KING PARTS & SUPPLIES			
12/20/2017	2017-01-068	7710-04 · Truck Service	29.97
12/20/2017	2017-01-067	7140-01 · Fire Equipment	99.90
Total AUTO KING PARTS & SUPPLIES			129.87
BETTER LIVING DEPT. STORE			
12/20/2017	2017-02-040	7730-00 · Bldg Maintenance	84.99
Total BETTER LIVING DEPT. STORE			84.99
BOROUGH OF JAMESBURG			
12/20/2017	2017-01-073	7710-02 · Fuel	1,967.54
Total BOROUGH OF JAMESBURG			1,967.54
CIRCLE JANITORIAL SUPPLIES, SOUTH			
12/20/2017	2017-02-041	7740-00 · Bldg Supplies	469.24
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			469.24
COMCAST			
12/20/2017	2017-03-106	7600-00 · Utilities	103.04
12/20/2017	2017-03-106	7600-00 · Utilities	103.04
Total COMCAST			206.08
DEBORAH A. FITZGERALD			
12/20/2017	2017-03-107	6400-02 · Accounting/Auditing Fees	200.00
Total DEBORAH A. FITZGERALD			200.00
EMERGENCY REPORTING			
12/20/2017	2017-01-069	7500-03 · Training & Education	1,420.00
Total EMERGENCY REPORTING			1,420.00
FAIL SAFE TESTING, LLC			
12/20/2017	2017-01-037	7710-05 · Equipment Testing	2,804.69
Total FAIL SAFE TESTING, LLC			2,804.69
FIRE ONE, INC.			
12/20/2017	2017-01-038	7710-05 · Equipment Testing	625.00
Total FIRE ONE, INC.			625.00
JAMESBURG HARDWARE & APPLIANCE			
12/20/2017	2017-02-042	7740-00 · Bldg Supplies	22.35
Total JAMESBURG HARDWARE & APPLIANCE			22.35
JCP&L			
12/20/2017	2017-03-108	7600-00 · Utilities	728.06
12/20/2017	2017-03-108	7600-00 · Utilities	767.07
Total JCP&L			1,495.13
JONATHON RAMPACEK			
12/20/2017	2017-01-072	7600-00 · Utilities	250.00
Total JONATHON RAMPACEK			250.00
JOSEPH D YOUSOUF, ESQUIRE			
12/20/2017	2017-03-109	6400-01 · Legal Fees	11,112.00
Total JOSEPH D YOUSOUF, ESQUIRE			11,112.00
K.W. RASTALL OIL			
12/20/2017	2017-02-043	7730-00 · Bldg Maintenance	357.15
Total K.W. RASTALL OIL			357.15
MC MASTER-CARR SUPPLY CO.			
12/20/2017	2017-01-070	7195-00 · Uniform & Equip(Firefighters)	235.37
12/20/2017	2017-01-070	7195-00 · Uniform & Equip(Firefighters)	51.56
12/20/2017	2017-01-070	7195-00 · Uniform & Equip(Firefighters)	72.08

12/21/17

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 21, 2017

Date	Num	Account	Open Balance
12/20/2017	2017-01-070	7195-00 · Uniform & Equip(Firefighters)	140.10
Total MC MASTER-CARR SUPPLY CO.			499.11
NETLINK WEB SERVICES, LLC			
12/20/2017	2017-03-110	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO.			
12/20/2017	2017-01-039	7720-00 · Air Pack & Bottle Repair	738.58
Total NEW JERSEY FIRE EQUIPMENT CO.			738.58
NJ-AMERICAN WATER COMP.			
12/20/2017	2017-03-111	7200-00 · Hydrant Rental Dom Water	29.85
12/20/2017	2017-03-111	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,765.35
NORTH JERSEY FIRE & RESCUE EQUIPMENT			
12/20/2017	2017-01-059	7140-01 · Fire Equipment	790.00
Total NORTH JERSEY FIRE & RESCUE EQUIPMENT			790.00
OCEAN COAST ELECTRIC, LLC			
12/20/2017	2017-02-039	7730-00 · Bldg Maintenance	5,756.25
Total OCEAN COAST ELECTRIC, LLC			5,756.25
PSE&G			
12/20/2017	2017-03-112	7600-00 · Utilities	288.37
Total PSE&G			288.37
READY REFRESH BY NESTLE			
12/20/2017	2017-02-044	7730-00 · Bldg Maintenance	21.27
Total READY REFRESH BY NESTLE			21.27
SISBARRO FLEET SERVICE			
12/20/2017	2017-01-071	7710-04 · Truck Service	303.66
12/20/2017	2017-01-071	7710-04 · Truck Service	220.65
12/20/2017	2017-01-057	7710-04 · Truck Service	4,475.70
12/20/2017	2017-01-057	7710-04 · Truck Service	622.80
12/20/2017	2017-01-057	7710-04 · Truck Service	970.28
Total SISBARRO FLEET SERVICE			6,593.09
SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			
12/20/2017	2017-01-058	7800-00 · Contingency	8,042.62
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			8,042.62
STANDARD WASTE SERVICES			
12/20/2017	2017-02-045	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
VIKING TERMITE & PEST CONTROL, INC.			
12/20/2017	2017-02-046	7730-00 · Bldg Maintenance	145.00
Total VIKING TERMITE & PEST CONTROL, INC.			145.00
TOTAL			49,679.88

BANK RECONCILIATION

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

MONTH OF: **November-17**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Oct-17	\$ 2,567.82	BAL. PER BANK STATEMENT	\$ 34,640.41
			AS OF:	30-Nov-17
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 11/10/17	\$ 17,430.52			
on 11/16/17	\$ 25,750.42			
TOTAL DEBITS:	\$ 43,180.94			
	TOTAL	\$ 45,748.76		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 11/30	\$ 25,748.76			\$ 34,640.41
Check Printing Fee 11/2/17	\$ 329.59			
ACCOUNT ANALYSIS			LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 14,970.00
TOTAL CREDITS:	\$ 26,078.35			
ENDING BANK BALANCE-Per G/L	31-Oct-17	\$ 19,670.41	BANK BALANCE-Per Reconciliation:	\$ 19,670.41

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
7998	250.00	Jonathon Rampacek	10/19/17	
8014	651.00	Dina Walker	11/16/17	
8017	8,125.00	Jamesburg Vol FF	11/16/17	
8023	199.00	Netlink Web Services	11/16/17	
8027	5,025.00	Samuel Klein	11/16/17	
8030	520.00	William Stonaker	11/16/17	
TOTAL	\$ 14,970.00			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 November 2017

12/20/17

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
11/16/2017	8008	AT&T	LOCAL & LONG DISTANCE 10/24/17	(341.82)
11/16/2017	8009	BETTER LIVING DEPT. STORE	INV# B90834 11/10/17 TV	(641.00)
11/16/2017	8010	BOROUGH OF JAMESBURG SEWER UTILITY	4TH QTR 2017 SEWER CHARGE	(236.75)
11/16/2017	8011	BRIAN H. WRIGHT	4TH QTR 2017 COMMISSIONERS FEES	(715.00)
11/16/2017	8012	COMCAST	INTERNET & TV SERVICE 10/9/17	(103.04)
11/16/2017	8013	DEBORAH A. FITZGERALD	INV# 2017010 10/31/17	(250.00)
11/16/2017	8014	DINA WALKER	4TH QTR 2017 COMMISSIONERS FEES	(651.00)
11/16/2017	8015	FAT BOYS LANDSCAPING, LLC	INV# 703 10/1/17, #704 10/31/17	(200.00)
11/16/2017	8016	JAMESBURG HARDWARE & APPLIANCE		(22.46)
11/16/2017	8017	JAMESBURG VOL. FIRE DEPT	4TH QTR 2017 CONTRACT INSTALLMENT	(8,125.00)
11/16/2017	8018	JCP&L	ELECTRIC 10/16/17	(815.41)
11/16/2017	8019	LYNETTE EMENS	4TH QTR 2017 COMMISSIONERS FEES	(520.00)
11/16/2017	8020	MC MASTER-CARR SUPPLY CO.	INV# 49403212 10/31/17	(234.57)
11/16/2017	8021	MERCER COUNTY COMMUNITY COLLEGE	INV# FA3683 10/27/17	(90.00)
11/16/2017	8022	NANCY LINKE	4TH QTR 2017 COMMISSIONERS FEES	(941.00)
11/16/2017	8023	NETLINK WEB SERVICES, LLC	INV# NWS2100 11/1/17	(199.00)
11/16/2017	8024	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827, -210025838964 11/17	(4,795.19)
11/16/2017	8025	PSE&G	GAS 10/20/17	(81.57)
11/16/2017	8026	READY REFRESH BY NESTLE	INV# 17J7801965661 11/2/17	(21.27)
11/16/2017	8027	SAMUEL KLEIN & COMPANY	2016 AUDIT, 2016 LOSAP REVIEW	(5,025.00)
11/16/2017	8028	SISBARRO FLEET SERVICE	INV# 783 11/6/17	(1,086.92)
11/16/2017	8029	STANDARD WASTE SERVICES	INV# 306617 11/1/17	(132.76)
11/16/2017	8030	WILLIAM STONAKER	4TH QTR 2017 COMMISSIONER FEES	(520.00)
Total 1104-00 · Cash in Checking-PNC				(25,748.76)
TOTAL				(25,748.76)

Jamesburg Board of Fire Commissioners
Outstanding Checks
 April through November 2017

12/20/17

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	4/20/2017	7888	JG PAINTING & CONTRAC...	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	10/19/2017	7998	JONATHON RAMPACEK	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-051		6500-02 · Misc Supplies(petty cash)	-250.00
TOTAL					-250.00
Bill Pmt -Check	11/16/2017	8014	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-03-096		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	11/16/2017	8017	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-02-036		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	11/16/2017	8023	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-03-100		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	11/16/2017	8027	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-03-103		6400-02 · Accounting/Auditing Fees	-4,175.00
				6400-02 · Accounting/Auditing Fees	-850.00
TOTAL					-5,025.00
Bill Pmt -Check	11/16/2017	8030	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-03-104		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00