

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/18/16

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 19,996.53
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 38,018.38
Vouchers/Fees paid/Transfers since last meeting:	\$ (38,394.64)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	<b>\$ 19,620.27</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 125,836.39
Withdrawals/Transfers to Checking:	\$ (38,018.38)
Deposits/Interest to Savings Account (see Note 4):	\$ 231,514.73
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 319,332.74</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$ 338,953.01</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 16,490.59</b>

**Notes - 2/18/16 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ 3,129.68 therefore a transfer FROM PNC Sav of **\$16,870.32** needs to be made in order to maintain the control balance of **\$20,000.00**. Check #7606 for \$371.96, payable to Dina Walker, was cut after last month's meeting to cover the cost of 2 new printers.

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 \$14.73 on 1/29/16. Also reflects the 3rd and 4th Qtr 2015 Borough tax checks that were deposited on 1/20/16, total \$231,500.

**Jamesburg Board of Fire Commissioners**  
**Budgeted Appropriations vs. Actual**  
**January through December 2015**

DRAFT

	Jan - Dec 15	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
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%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>14,900.00</b>	<b>89.9%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	13,806.32	17,000.00	81.2%
6400-02 · Accounting/Auditing Fees	9,044.36	12,000.00	75.4%
6400-04 · Medical Services	4,455.00	5,250.00	84.9%
<b>Total 6400-00 · Professional Fees</b>	<b>27,305.68</b>	<b>34,250.00</b>	<b>79.7%</b>
6400-05 · Election Expenses	521.00	3,500.00	14.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,692.33	5,000.00	53.8%
6500-02 · Misc Supplies(petty cash)	189.00	200.00	94.5%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,881.33</b>	<b>5,200.00</b>	<b>55.4%</b>
<b>Total Expense</b>	<b>44,108.01</b>	<b>57,850.00</b>	<b>76.2%</b>
<b>Net Ordinary Income</b>	<b>(44,108.01)</b>	<b>(57,850.00)</b>	<b>76.2%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	8,734.66	13,000.00	67.2%
<b>Total 7140-00 · Truck Equipment</b>	<b>8,734.66</b>	<b>13,000.00</b>	<b>67.2%</b>
7195-00 · Uniform & Equip(Firefighters)	13,820.72	10,000.00	138.2%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>22,555.38</b>	<b>23,000.00</b>	<b>98.1%</b>
7200-00 · Hydrant Rental Dom Water	55,841.36	56,000.00	99.7%
7400-00 · Insurance Premium	46,857.00	46,000.00	101.9%
7500-00 · Professional Services			
7500-01 · Advertising	110.24	750.00	14.7%
7500-03 · Training & Education	4,973.98	7,500.00	66.3%
<b>Total 7500-00 · Professional Services</b>	<b>5,084.22</b>	<b>8,250.00</b>	<b>61.6%</b>
7600-00 · Utilities	19,467.47	23,000.00	84.6%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	3,545.00	5,000.00	70.9%
7710-02 · Fuel	2,058.80	5,000.00	41.2%
7710-04 · Truck Service	16,121.05	15,000.00	107.5%
7710-05 · Equipment Testing	3,799.45	5,000.00	76.0%
<b>Total 7710-00 · Truck Service</b>	<b>25,524.30</b>	<b>30,000.00</b>	<b>85.1%</b>
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	30,827.36	39,000.00	79.0%
7740-00 · Bldg Supplies	2,174.37	2,000.00	108.7%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>91,026.03</b>	<b>105,300.00</b>	<b>86.4%</b>
7800-00 · Contingency	1,936.52	25,000.00	7.7%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	14,412.20	19,000.00	75.9%
<b>Total 7850-00 · LOSAP Program</b>	<b>14,412.20</b>	<b>19,000.00</b>	<b>75.9%</b>
8000-00 · Debt Service			
8010-03 · Lease Purchase-Principal	26,312.55	26,313.00	100.0%
8010-10 · Capital Lease-Principal	50,000.00	50,000.00	100.0%
8010-11 · Capital Lease-Oshkosh Princ	24,725.00	24,725.00	100.0%
8020-03 · Lease Purchase-Int.	1,713.12	1,714.00	99.9%
8020-10 · Capital Lease-Interest	4,939.00	4,939.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	8,724.29	8,725.00	100.0%
<b>Total 8000-00 · Debt Service</b>	<b>116,413.96</b>	<b>116,416.00</b>	<b>100.0%</b>
9000-00 · Special Projects			
9200-00 · Capital Project-Fire Equipment	44,361.78		
<b>Total 9000-00 · Special Projects</b>	<b>44,361.78</b>		
<b>Total Other Expense</b>	<b>417,955.92</b>	<b>421,966.00</b>	<b>99.0%</b>
<b>Net Other Income</b>	<b>(417,955.92)</b>	<b>(421,966.00)</b>	<b>99.0%</b>
<b>Net Income</b>	<b>(462,063.93)</b>	<b>(479,816.00)</b>	<b>96.3%</b>

02/16/16

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of February 29, 2016

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
2/16/2016	2016-03-009	7600-00 · Utilities	292.95
Total AT&T			292.95
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
2/16/2016	2016-03-010	7600-00 · Utilities	255.74
Total BOROUGH OF JAMESBURG SEWER UTILITY			255.74
<b>COMCAST</b>			
2/16/2016	2016-03-011	7600-00 · Utilities	108.04
Total COMCAST			108.04
<b>DEBORAH A. FITZGERALD</b>			
2/16/2016	2016-03-012	6400-02 · Accounting/Auditing Fees	266.42
Total DEBORAH A. FITZGERALD			266.42
<b>GANNETT NJ</b>			
2/16/2016	2016-03-013	6400-05 · Election Expenses	2,056.70
Total GANNETT NJ			2,056.70
<b>GENERAL WASTE REMOVAL, INC.</b>			
2/16/2016	2016-02-003	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
<b>JOSEPH D YOUSSEUF, ESQUIRE</b>			
12/31/2015	2015-03-127	6400-01 · Legal Fees	2,816.00
Total JOSEPH D YOUSSEUF, ESQUIRE			2,816.00
<b>MADISON PRINTING SERVICE</b>			
2/16/2016	2016-03-014	6400-05 · Election Expenses	133.75
Total MADISON PRINTING SERVICE			133.75
<b>NETLINK WEB SERVICES, LLC</b>			
2/16/2016	2016-03-015	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NJ-AMERICAN WATER COMP.</b>			
2/16/2016	2016-03-016	7200-00 · Hydrant Rental Dom Water	66.68
2/16/2016	2016-03-016	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,802.18
<b>OLIVER L.E. SODEN AGENCY</b>			
2/16/2016	2016-03-018	7400-00 · Insurance Premium	4,928.00
Total OLIVER L.E. SODEN AGENCY			4,928.00
<b>PSE&amp;G</b>			
2/16/2016	2016-03-017	7600-00 · Utilities	480.99
Total PSE&G			480.99
<b>READY REFRESH BY NESTLE</b>			
2/16/2016	2016-02-004	7730-00 · Bldg Maintenance	19.26
Total READY REFRESH BY NESTLE			19.26
<b>TOTAL</b>			<b>16,490.59</b>

*includes  
2015 A/P*

02/16/16

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of December 31, 2015

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
JOSEPH D YOUSOUF, ESQUIRE 12/31/2015	2015-03-127	6400-01 · Legal Fees	2,816.00
Total JOSEPH D YOUSOUF, ESQUIRE			2,816.00
TOTAL			<u>2,816.00</u>

**BANK RECONCILIATION**

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

MONTH OF: **January-16**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Dec-15	\$ 19,996.53	BAL. PER BANK STATEMENT	\$ 22,407.73
			AS OF:	31-Jan-16
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 1/21/16	\$ 38,018.38			
TOTAL DEBITS:	\$ 38,018.38			
	TOTAL	\$ 58,014.91		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 1/31	\$ 38,386.87			\$ 22,407.73
ACCOUNT ANALYSIS	\$ 7.77		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 2,787.46
TOTAL CREDITS:	\$ 38,394.64			
ENDING BANK BALANCE-Per General Ledger:		\$ 19,620.27	BANK BALANCE-Per Reconciliation:	\$ 19,620.27

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7588	1,350.00	Samuel Klein & Company	1/21/16	
7596	287.50	Deborah A Fitzgerald	1/21/16	
7601	579.00	Minerva Cleaners	1/21/16	
7602	199.00	Neilink Web Services	1/21/16	
7606	371.96	Dina Walker	1/21/16	
TOTAL	\$ 2,787.46			

**Jamesburg Board of Fire Commissioners**

**Monthly Check Register**

January 2016

02/16/16

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
1/21/2016		APPROVED FIRE PROTECTION CO.	INV# I11514497 12/14/15	0.00
1/21/2016		AT&T	LOCAL & LONG DISTANCE 12/24/15	0.00
1/21/2016		BOROUGH OF JAMESBURG SEWER UTILITY	SEWER INTEREST CHARGES	0.00
1/21/2016		BROADWAY CONTRACTING CO. INC.	INV# 4165-1 11/25/15	0.00
1/21/2016		COMCAST	MONTHLY INTERNET & TV 1/3/16	0.00
1/21/2016		DEBORAH A. FITZGERALD	INV# 2015012 12/31/15	0.00
1/21/2016		FIRST RESPONDER JOINT INSURANCE FUND	1ST INSTALL - W/COMP, PKG, MGMT LIAB, ENVL, EXCESS L...	0.00
1/21/2016		GEARGRID CORPORATION	INV# 0011991-IN 12/28/15	0.00
1/21/2016		GENERAL WASTE REMOVAL, INC.	INV# 61100028 1/1/16	0.00
1/21/2016		JCP&L		0.00
1/21/2016		MINERVA CLEANERS, LLC	INV# 1054-1 9/9/15	0.00
1/21/2016		NETLINK WEB SERVICES, LLC	INV# NWS1814 1/1/16	0.00
1/21/2016		NJ-AMERICAN WATER COMP.		0.00
1/21/2016		PSE&G	GAS 12/22/15	0.00
1/21/2016		READY REFRESH BY NESTLE	INV# 15L7801965661 1/4/16	0.00
1/21/2016	7587	SISBARRO TOWING & RECOVERY LLC	INV# 6808 12/19/15	(428.60)
1/21/2016	7588	SAMUEL KLEIN & COMPANY	2016 BUDGET	(1,350.00)
1/21/2016	7589	RICOCHE MANUFACTURING CO. INC.	INV# 7063 1/13/16	(3,292.38)
1/21/2016	7590	RELIABLE FIRE PROTECTION	INV# 357794 1/5/16	(218.00)
1/21/2016	7591	APPROVED FIRE PROTECTION CO.	INV# I11514497 12/14/15	(54.75)
1/21/2016	7592	AT&T	LOCAL & LONG DISTANCE 12/24/15	(287.04)
1/21/2016	7593	BOROUGH OF JAMESBURG SEWER UTILITY	SEWER INTEREST CHARGES	(18.71)
1/21/2016	7594	BROADWAY CONTRACTING CO. INC.	INV# 4165-1 11/25/15	(75.00)
1/21/2016	7595	COMCAST	MONTHLY INTERNET & TV 1/3/16	(108.04)
1/21/2016	7596	DEBORAH A. FITZGERALD	INV# 2015012 12/31/15	(287.50)
1/21/2016	7597	FIRST RESPONDER JOINT INSURANCE FUND	1ST INSTALL - W/COMP, PKG, MGMT LIAB, ENVL, EXCESS L...	(14,157.00)
1/21/2016	7598	GEARGRID CORPORATION	INV# 0011991-IN 12/28/15	(10,278.00)
1/21/2016	7599	GENERAL WASTE REMOVAL, INC.	INV# 61100028 1/1/16	(131.56)
1/21/2016	7600	JCP&L		(1,493.09)
1/21/2016	7601	MINERVA CLEANERS, LLC	INV# 1054-1 9/9/15	(579.00)
1/21/2016	7602	NETLINK WEB SERVICES, LLC	INV# NWS1814 1/1/16	(199.00)
1/21/2016	7603	NJ-AMERICAN WATER COMP.		(4,808.81)
1/21/2016	7604	PSE&G	GAS 12/22/15	(229.17)
1/21/2016	7605	READY REFRESH BY NESTLE	INV# 15L7801965661 1/4/16	(19.26)
1/21/2016	7606	DINA WALKER	REIMB STAPLES #9731395378 11/25/15 - PRINTERS	(371.96)
Total 1104-00 · Cash in Checking-PNC				(38,386.87)
<b>TOTAL</b>				<b>(38,386.87)</b>

02/16/16

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 January 2016

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	1/21/2016	7588	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	1/19/2016	2016-03-008		6400-02 · Accounting/Auditing Fees	-1,350.00
TOTAL					-1,350.00
Bill Pmt -Check	1/21/2016	7596	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	12/31/2015	2015-03-124		6400-02 · Accounting/Auditing Fees	-287.50
TOTAL					-287.50
Bill Pmt -Check	1/21/2016	7601	MINERVA CLEANERS, LLC	1104-00 · Cash in Checking-PNC	
Bill	12/31/2015	2015-01-069		7195-00 · Uniform & Equip(Firefigh...	-579.00
TOTAL					-579.00
Bill Pmt -Check	1/21/2016	7602	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	1/19/2016	2016-03-005		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	1/21/2016	7606	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	1/21/2016	2015-03-127		6500-01 · Office Supplies	-371.96
TOTAL					-371.96