

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/19/15

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 27,825.50
Vouchers/Fees paid/Transfers since last meeting:	\$ (27,825.50)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 344,886.44
Withdrawals/Transfers to Checking:	\$ (27,825.50)
Deposits/Interest to Savings Account (see Note 4):	\$ 52.86
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 317,113.80
GRAND TOTAL CASH ON HAND:	\$ 337,113.80
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 15,733.03

Notes - 2/19/15 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$4,266.97 therefore a transfer FROM PNC Sav of **\$15,733.03** needs to be made in order to maintain the control balance of **\$20,000.00**. During the last meeting, a vote was taken, and First Responder Joint Insurance Fund was added to the approved voucher list. Check #7348 for \$13,751 was cut after the meeting and mailed out in order to meet the due date.

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 to be paid that month.

4) Reflects interest earned and posted of \$52.86 on 1/31/15.

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2014

DRAFT

	Jan - Dec 14	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	14,144.24	14,150.00	100.0%
6400-02 · Accounting/Auditing Fees	9,069.49	11,850.00	76.5%
6400-04 · Medical Services	4,874.00	5,000.00	97.5%
Total 6400-00 · Professional Fees	28,087.73	31,000.00	90.6%
6400-05 · Election Expenses	3,062.63	3,500.00	87.5%
6500-00 · Office IPostage Exp			
6500-01 · Office Supplies	2,652.94	8,500.00	31.2%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office IPostage Exp	2,652.94	8,700.00	30.5%
Total Expense	47,203.30	58,100.00	81.2%
Net Ordinary Income	(47,203.30)	(58,100.00)	81.2%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	16,265.60	16,300.00	99.8%
Total 7140-00 · Truck Equipment	16,265.60	16,300.00	99.8%
7195-00 · Uniform & Equip(Firefighters)	7,616.99	8,000.00	95.2%
Total 7100-00 · Reimb for Exp & Losses	23,882.59	24,300.00	98.3%
7200-00 · Hydrant Rental Dom Water	55,239.19	56,000.00	98.6%
7400-00 · Insurance Premium	44,429.00	44,500.00	99.8%
7500-00 · Professional Services			
7500-01 · Advertising	270.12	750.00	36.0%
7500-03 · Training & Education	4,435.00	7,500.00	59.1%
Total 7500-00 · Professional Services	4,705.12	8,250.00	57.0%
7600-00 · Utilities	19,568.12	27,000.00	72.5%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,747.50	3,700.00	74.3%
7710-02 · Fuel	3,580.63	5,000.00	71.6%
7710-04 · Truck Service	15,117.48	15,200.00	99.5%
7710-05 · Equipment Testing	4,121.13	4,800.00	85.9%
Total 7710-00 · Truck Service	25,566.74	28,700.00	89.1%
7720-00 · Air Pack & Bottle Repair	1,011.58	1,800.00	56.2%
7730-00 · Bldg Maintenance	20,190.66	25,000.00	80.8%
7740-00 · Bldg Supplies	1,551.77	2,000.00	77.6%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	80,820.75	90,000.00	89.8%
7800-00 · Contingency	88.52	25,000.00	0.4%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,123.52	18,000.00	95.1%
Total 7850-00 · LOSAP Program	17,123.52	18,000.00	95.1%
8000-00 · Debt Service			
8010-03 · Lease Purchase-Principal	25,495.67	25,496.00	100.0%
8010-10 · Capital Lease-Principal	50,000.00	50,000.00	100.0%
8010-11 · Capital Lease-Oshkosh Princ	23,808.00	23,808.00	100.0%
8020-03 · Lease Purchase-Int.	2,530.00	2,530.00	100.0%
8020-10 · Capital Lease-Interest	7,184.00	7,184.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	9,641.29	9,641.00	100.0%
Total 8000-00 · Debt Service	118,658.96	118,659.00	100.0%
9000-00 · Special Projects			
9200-00 · Capital Project-Fire Equipment	0.00	10,000.00	0.0%
Total 9000-00 · Special Projects	0.00	10,000.00	0.0%
Total Other Expense	364,515.77	421,709.00	86.4%
Net Other Income	(364,515.77)	(421,709.00)	86.4%
Net Income	(411,719.07)	(479,809.00)	85.8%

02/16/15

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2014

Date	Num	Account	Open Balance
DEER PARK DIRECT			
12/31/2014	2014-02-054	7730-00 · Bldg Maintenance	10.26
12/31/2014	2014-02-054	7730-00 · Bldg Maintenance	10.26
Total DEER PARK DIRECT			20.52
JCP&L			
12/31/2014	2014-03-127	7600-00 · Utilities	748.42
Total JCP&L			748.42
REPUBLIC SERVICES #689			
12/31/2014	2014-02-055	7730-00 · Bldg Maintenance	122.87
Total REPUBLIC SERVICES #689			122.87
TOTAL			891.81

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2015

Date	Num	Account	Open Balance
ACCESS HEALTH SYSTEMS			
2/16/2015	2015-01-001	6400-04 · Medical Services	4,050.00
Total ACCESS HEALTH SYSTEMS			4,050.00
AT&T			
2/16/2015	2015-03-006	7600-00 · Utilities	260.21
Total AT&T			260.21
BOROUGH OF JAMESBURG SEWER UTILITY			
2/16/2015	2015-03-007	7600-00 · Utilities	236.75
Total BOROUGH OF JAMESBURG SEWER UTILITY			236.75
BRIAN H. WRIGHT			
2/16/2015	2015-03-008	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
COMCAST			
2/16/2015	2015-03-009	7600-00 · Utilities	105.06
Total COMCAST			105.06
COMMUNICATIONS SPECIALISTS, INC.			
2/16/2015	2015-01-002	7710-01 · Radio Serv/Repair	69.00
Total COMMUNICATIONS SPECIALISTS, INC.			69.00
DEBORAH A. FITZGERALD			
2/16/2015	2015-03-010	6400-02 · Accounting/Auditing Fees	237.50
Total DEBORAH A. FITZGERALD			237.50
DEER PARK DIRECT			
12/31/2014	2014-02-054	7730-00 · Bldg Maintenance	10.26
12/31/2014	2014-02-054	7730-00 · Bldg Maintenance	10.26
2/16/2015	2015-02-005	7730-00 · Bldg Maintenance	10.26
Total DEER PARK DIRECT			30.78
DINA WALKER			
2/16/2015	2015-03-011	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
GENERAL WASTE REMOVAL, INC.			
2/16/2015	2015-02-006	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
JCP&L			
12/31/2014	2014-03-127	7600-00 · Utilities	748.42
2/16/2015	2015-03-012	7600-00 · Utilities	904.17
Total JCP&L			1,652.59
K.W. RASTALL OIL			
2/16/2015	2015-02-002	7730-00 · Bldg Maintenance	254.39
Total K.W. RASTALL OIL			254.39
MAYER PLUMBING & HEATING LLC			
2/16/2015	2015-02-003	7730-00 · Bldg Maintenance	100.00
Total MAYER PLUMBING & HEATING LLC			100.00
NANCY LINKE			
2/16/2015	2015-03-013	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC			
2/16/2015	2015-03-014	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY PRESS MEDIA			
2/16/2015	2015-03-015	6400-05 · Election Expenses	46.00
Total NEW JERSEY PRESS MEDIA			46.00

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2015

Date	Num	Account	Open Balance
NJ-AMERICAN WATER COMP.			
2/16/2015	2015-03-016	7200-00 · Hydrant Rental Dom Water	64.71
2/16/2015	2015-03-016	7200-00 · Hydrant Rental Dom Water	19.96
2/16/2015	2015-03-016	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,662.67
PATRICK CONNELLY			
2/16/2015	2015-03-017	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
RELIABLE FIRE PROTECTION			
2/16/2015	2015-02-004	7730-00 · Bldg Maintenance	218.00
Total RELIABLE FIRE PROTECTION			218.00
REPUBLIC SERVICES #689			
12/31/2014	2014-02-055	7730-00 · Bldg Maintenance	122.87
Total REPUBLIC SERVICES #689			122.87
VIKING PEST CONTROL, INC.			
2/16/2015	2015-02-007	7730-00 · Bldg Maintenance	5.65
Total VIKING PEST CONTROL, INC.			5.65
WILLIAM STONAKER			
2/16/2015	2015-03-018	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
TOTAL			15,733.03

Includes 2014
A/P = \$891.81

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: January-15

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Dec-14	\$20,000.00	BAL. PER BANK STATEMENT	\$25,340.00
			AS OF:	30-Jan-15
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 1/15/15	\$27,825.50			
TOTAL DEBITS:	\$27,825.50			
	TOTAL	\$47,825.50		
LESS CREDITS:				
VOUCHER LIST - 1/31	\$27,825.50		TOTAL IN TRANSIT:	\$0.00
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$5,340.00
TOTAL CREDITS:	\$27,825.50			
ENDING BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7319	520.00	William Stonaker	11/20/14	
7343	4,820.00	Joseph Youssouf	1/15/15	
TOTAL	\$ 5,340.00			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 January 2015

02/16/15

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
1/15/2015	7337	AT&T	LOCAL & LONG DISTANCE 12/24/14	(260.21)
1/15/2015	7338	COMCAST		(206.07)
1/15/2015	7339	DEBORAH A. FITZGERALD	INV# 2014012 12/31/14	(237.50)
1/15/2015	7340	FEDERAL LICENSING, INC.	ADDRESS CHANGE FRN# 0003292802	(129.00)
1/15/2015	7341	FF1 PROFESSIONAL SAFETY SERVICES	INV# 97482 12/29/14	(37.26)
1/15/2015	7342	GENERAL WASTE REMOVAL, INC.	INV# 51100034 1/1/15	(131.56)
1/15/2015	7343	JOSEPH D YOUSSOUF, ESQUIRE	INV# 185 12/18/14	(4,820.00)
1/15/2015	7344	NETLINK WEB SERVICES, LLC	INV# NWS1659 1/1/15	(199.00)
1/15/2015	7345	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 1/5/15	(4,635.63)
1/15/2015	7346	PSE&G	GAS 12/22/14	(718.27)
1/15/2015	7347	SAMUEL KLEIN & COMPANY		(2,700.00)
1/15/2015	7348	FIRST RESPONDER JOINT INSURANCE FUND	FIRST INSTALLMT - W/COMP, PKG, MGMT LIAB, ENVL, EXC...	(13,751.00)
Total 1104-00 - Cash in Checking-PNC				(27,825.50)
TOTAL				(27,825.50)

Jamesburg Board of Fire Commissioners
Outstanding Checks

02/16/15

November 2014 through January 2015

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	11/20/2014	7319	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	11/17/2014	2014-03-112		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	1/15/2015	7343	JOSEPH D YOUSOUF, ES...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2014	2014-03-124		6400-01 · Legal Fees	-4,820.00
TOTAL					-4,820.00