

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

Prepared By: S. Rampacek

Treasurer Report:

Date: 10/19/23

| | |
|---|----------------|
| Reconciled balance brought forward in Lakeland Checking Acct from last meeting: | \$ 20,007.55 |
| Deposits/Voiced Checks since the last meeting (see Note 1): | \$ 32,102.72 |
| Vouchers/Fees paid/Transfers since last meeting: | \$ (32,102.89) |
| Current Reconciled Balance Remaining in Lakeland Checking Account (Note 1): | \$ 20,007.38 |
| | |
| Reconciled Lakeland Savings Balance brought forward from last meeting: | \$ 699,125.35 |
| Withdrawals/Transfers to Checking: | \$ (32,095.34) |
| Deposits/Interest to Savings Account (see Note 4 & 5): | \$ 137.11 |
| Current Reconciled Balance Remaining in Lakeland Savings Account: **MATCHES BALANCE IN BANK ONLINE** | \$ 667,167.12 |
| | |
| GRAND TOTAL CASH ON HAND: | \$ 687,174.50 |
| | |
| Total Dollar Amount of Current Month Voucher List to be Paid: | \$ 16,251.15 |

Notes 10/19/23 Report:

1) Payment of the current month's voucher list would result in a Lakeland Checking balance of \$ 3,756.23 therefore a transfer FROM Lakeland Sav c \$ 16,243.77 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 in account ending in 0797 in the amount of \$7.38 on 9/29/2023. Also reflects interest earned in account ending 0827 in the amount of \$137.11 on 9/29/2023.

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

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2023

| | Jan - Dec 23 | Budget | % of Budget |
|---|---------------------|---------------------|---------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6100-00 · Salary & Wages | | | |
| 6100-01 · Commissioners Pay | 10,797.00 | 14,400.00 | 75.0% |
| 6100-02 · Clerk Pay | 0.00 | 1,300.00 | 0.0% |
| Total 6100-00 · Salary & Wages | 10,797.00 | 15,700.00 | 68.8% |
| 6400-00 · Professional Fees | | | |
| 6400-01 · Legal Fees | 6,151.32 | 20,000.00 | 30.8% |
| 6400-02 · Accounting/Auditing Fees | 0.00 | 10,000.00 | 0.0% |
| 6400-04 · Medical Services | 150.00 | 1,000.00 | 15.0% |
| Total 6400-00 · Professional Fees | 6,301.32 | 31,000.00 | 20.3% |
| 6400-05 · Election Expenses | 2,360.56 | 4,000.00 | 58.8% |
| 6500-00 · Office & Postage Exp | | | |
| 6500-01 · Office Supplies | 2,417.74 | 5,000.00 | 48.4% |
| 6500-02 · Misc Supplies(petty cash) | 0.00 | 200.00 | 0.0% |
| Total 6500-00 · Office & Postage Exp | 2,417.74 | 5,200.00 | 46.5% |
| 6600 · Reconciliation Discrepancies | (36.35) | | |
| Total Expense | 21,830.27 | 55,900.00 | 39.1% |
| Net Ordinary Income | (21,830.27) | (55,900.00) | 39.1% |
| Other Income/Expense | | | |
| Other Expense | | | |
| 7100-00 · Reimb for Exp & Losses | | | |
| 7140-00 · Truck Equipment | | | |
| 7140-01 · Fire Equipment | 12,596.98 | 20,000.00 | 63.0% |
| Total 7140-00 · Truck Equipment | 12,596.98 | 20,000.00 | 63.0% |
| 7195-00 · Uniform & Equip(Firefighters) | 1,459.80 | 20,000.00 | 7.3% |
| Total 7100-00 · Reimb for Exp & Losses | 14,056.78 | 40,000.00 | 35.1% |
| 7200-00 · Hydrant Rental Dom Water | 49,533.95 | 75,000.00 | 66.0% |
| 7400-00 · Insurance Premium | 54,270.00 | 52,000.00 | 104.4% |
| 7500-00 · Professional Services | | | |
| 7500-03 · Training & Education | 5,926.44 | 11,000.00 | 53.9% |
| Total 7500-00 · Professional Services | 5,926.44 | 11,000.00 | 53.9% |
| 7600-00 · Utilities | 14,567.56 | 26,000.00 | 56.0% |
| 7700-00 · Maint/Repairs | | | |
| 7710-00 · Truck Service | | | |
| 7710-01 · Radio Serv/Repair | 4,359.20 | 10,000.00 | 43.6% |
| 7710-02 · Fuel | 2,284.12 | 5,000.00 | 45.7% |
| 7710-04 · Truck Service | 13,256.90 | 35,000.00 | 37.9% |
| 7710-05 · Equipment Testing | 1,843.05 | 12,000.00 | 15.4% |
| Total 7710-00 · Truck Service | 21,743.27 | 62,000.00 | 35.1% |
| 7720-00 · Air Pack & Bottle Repair | 0.00 | 2,000.00 | 0.0% |
| 7730-00 · Bldg Maintenance | 13,139.19 | 41,000.00 | 32.0% |
| 7740-00 · Bldg Supplies | 349.30 | 1,000.00 | 34.9% |
| 7750-00 · Fire Comp. Contract | 24,375.00 | 32,500.00 | 75.0% |
| Total 7700-00 · Maint/Repairs | 59,606.76 | 138,500.00 | 43.0% |
| 7800-00 · Contingency | 9,289.08 | 25,000.00 | 37.2% |
| 7850-00 · LOSAP Program | | | |
| 7850-01 · LOSAP Program | 20,618.64 | 19,000.00 | 108.5% |
| Total 7850-00 · LOSAP Program | 20,618.64 | 19,000.00 | 108.5% |
| 7900-00 · Supplemental Fire Service | | | |
| 7900-02 · Matching Funds | 1,548.00 | | |
| Total 7900-00 · Supplemental Fire Service | 1,548.00 | | |
| 8300-00 · Capital - Radios & Air Filling | 0.00 | 35,000.00 | 0.0% |
| 9400-00 · Capital Projects | 0.00 | 40,000.00 | 0.0% |
| Total Other Expense | 229,417.21 | 461,500.00 | 49.7% |
| Net Other Income | (229,417.21) | (461,500.00) | 49.7% |
| Net Income | (251,247.48) | (517,400.00) | 48.6% |

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of October 31, 2023

| Date | Num | Account | Open Balance |
|---|--------------|--------------------------------------|--------------|
| ALL HANDS FIRE EQUIPMENT, LLC 10/19/2023 | 2023-01-030 | 7140-01 · Fire Equipment | 18.00 |
| Total ALL HANDS FIRE EQUIPMENT, LLC | | | 18.00 |
| BETTER LIVING DEPT. STORE 10/19/2023 | 2023-02-025 | 7730-00 · Bldg Maintenance | 10.41 |
| Total BETTER LIVING DEPT. STORE | | | 10.41 |
| CAMPBELL SUPPLY CO. INC. 10/19/2023 | 2023-01-032 | 7710-04 · Truck Service | 695.58 |
| Total CAMPBELL SUPPLY CO. INC. | | | 695.58 |
| CIRCLE JANITORIAL SUPPLIES, SOUTH 10/19/2023 | 2023-03-023 | 7740-00 · Bldg Supplies | 162.60 |
| Total CIRCLE JANITORIAL SUPPLIES, SOUTH | | | 162.60 |
| hutchinson Mechanical 10/19/2023 | 2023-02-027 | 7730-00 · Bldg Maintenance | 316.80 |
| Total hutchinson Mechanical | | | 316.80 |
| JAMESBURG HARDWARE & APPLIANCE 10/19/2023 | 203-02-026 | 7730-00 · Bldg Maintenance | 64.95 |
| Total JAMESBURG HARDWARE & APPLIANCE | | | 64.95 |
| JCP&L 10/19/2023 | 2023-03-102 | 7600-00 · Utilities | 481.30 |
| Total JCP&L | | | 481.30 |
| MC MASTER-CARR SUPPLY CO. 10/19/2023 | 2023-001-031 | 7730-00 · Bldg Maintenance | 199.83 |
| Total MC MASTER-CARR SUPPLY CO. | | | 199.83 |
| MID-ATLANTIC RESCUE SYSTEMS, INC. 10/19/2023 | 23-09-001 | 7500-03 · Training & Education | 5,665.44 |
| Total MID-ATLANTIC RESCUE SYSTEMS, INC. | | | 5,665.44 |
| MIDDLESEX COUNTY TREASURER 10/19/2023 | 2023-03-108 | 6400-05 · Election Expenses | 508.39 |
| Total MIDDLESEX COUNTY TREASURER | | | 508.39 |
| MINERVA CLEANERS, LLC 10/19/2023 | 2023-01-029 | 7195-00 · Uniform & Equip(Firefig... | 152.80 |
| Total MINERVA CLEANERS, LLC | | | 152.80 |
| NETLINK WEB SERVICES, LLC 10/19/2023 | 2023-03-104 | 6500-01 · Office Supplies | 199.00 |
| Total NETLINK WEB SERVICES, LLC | | | 199.00 |
| NJ AMERICAN WATER 10/19/2023 | 2023-03-106 | 7200-00 · Hydrant Rental Dom W... | 6,184.50 |
| 10/19/2023 | 2023-03-105 | 7600-00 · Utilities | 30.03 |
| Total NJ AMERICAN WATER | | | 6,214.53 |
| SANCHEZ LANDSCAPING, LLC 10/19/2023 | 2023-032-024 | 7730-00 · Bldg Maintenance | 540.00 |
| Total SANCHEZ LANDSCAPING, LLC | | | 540.00 |

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of October 31, 2023

| <u>Date</u> | <u>Num</u> | <u>Account</u> | <u>Open Balance</u> |
|--|-------------|----------------------------|---------------------|
| STANDARD WASTE SERVICES 10/19/2023 | 2023-03-107 | 7730-00 · Bldg Maintenance | 156.62 |
| Total STANDARD WASTE SERVICES | | | 156.62 |
| VERIZON 10/19/2023 | 2023-03-101 | 7600-00 · Utilities | 607.98 |
| Total VERIZON | | | 607.98 |
| VIKING TERMITE & PEST CONTROL, INC. 10/19/2023 | 2023-02-028 | 7730-00 · Bldg Maintenance | 248.93 |
| Total VIKING TERMITE & PEST CONTROL, INC. | | | 248.93 |
| W.B. MASON CO. INC. 10/19/2023 | 2023-03-103 | 6500-01 · Office Supplies | 7.99 |
| Total W.B. MASON CO. INC. | | | 7.99 |
| TOTAL | | | 16,251.15 |

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Jamesburg Board of Fire Commissioners Monthly Check Register October 2023

| Date | Num | Name | Memo | Amount |
|-----------------------------------|------------|-------------------------|-------------------------|--------------------|
| 1106-00 - 1st Constitution | | | | |
| 10/19/2023 | 10012 | ALL HANDS FIRE EQUIP... | invoice # Inv19345 | (18.00) |
| 10/19/2023 | 10013 | BETTER LIVING DEPT. ... | Inv # A589176,fch69103 | (10.41) |
| 10/19/2023 | 10014 | CAMPBELL SUPPLY CO... | Invoice # R101014010:01 | (695.58) |
| 10/19/2023 | 10015 | CIRCLE JANITORIAL SU... | Invoice #27606-23 | (162.60) |
| 10/19/2023 | 10016 | hutchinson Mechanical | Invoice # 215596060 | (316.80) |
| 10/19/2023 | 10017 | JAMESBURG HARDWA... | Invoice # A234347 | (64.95) |
| 10/19/2023 | 10018 | MC MASTER-CARR SUP... | INV #15298489 | (199.83) |
| 10/19/2023 | 10019 | MID-ATLANTIC RESCUE... | | (5,665.44) |
| 10/19/2023 | 10020 | MIDDLESEX COUNTY T... | Invoice #CV-13-9-23 | (508.39) |
| 10/19/2023 | 10021 | MINERVA CLEANERS, L... | Invoice # 1054-5 | (152.80) |
| 10/19/2023 | 10022 | NETLINK WEB SERVICE... | INVOICE #NWS3085 | (199.00) |
| 10/19/2023 | 10023 | SANCHEZ LANDSCAPIN... | Invoice #12237,12224 | (540.00) |
| 10/19/2023 | 10024 | STANDARD WASTE SE... | Invoice #476254 | (156.62) |
| 10/19/2023 | 10025 | VIKING TERMITE & PES... | INV# 19010630 | (248.93) |
| 10/19/2023 | 10026 | W.B. MASON CO. INC. | INVOICE #241313175 | (7.99) |
| 10/19/2023 | online pay | JCP&L | | (481.30) |
| 10/19/2023 | Online pay | NJ AMERICAN WATER | | (6,214.53) |
| 10/19/2023 | Online pay | VERIZON | | (607.98) |
| Total 1106-00 - 1st Constitution | | | | (16,251.15) |
| TOTAL | | | | (16,251.15) |

BANK RECONCILIATION

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

MONTH OF: **September-23**

NAME OF BANK: **PNC Bank**

PREPARED BY: **SR**

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

| | | | | |
|------------------------------------|--------------|--------------|---|--------------|
| BALANCE FORWARD: | 30-Aug-23 | \$20,007.55 | BAL. PER BANK STATEMENT | \$ 57,913.62 |
| | | | AS OF: | 29-Sep-23 |
| ADD DEBITS: | | | ADD DEPOSITS IN TRANSIT: | |
| Online Banking Transfer on 9/22/23 | \$ 32,095.34 | | | |
| Interest 9/29/2023 | \$ 7.38 | | | |
| | | | | |
| | | | | |
| TOTAL DEBITS: | \$ 32,102.72 | | | |
| | TOTAL | \$ 52,110.27 | | |
| LESS CREDITS: | | | TOTAL IN TRANSIT: | \$ - |
| VOUCHER LIST - 09/21/2023 | \$ 32,102.89 | | | \$ 57,913.62 |
| | | | | |
| | | | | |
| | | | | |
| ACCOUNT ANALYSIS FEE | \$ - | | LESS CHECKS OUTSTANDING: | |
| | | | | |
| | | | TOTAL: | \$ 37,906.24 |
| TOTAL CREDITS: | \$ 32,102.89 | | | |
| ENDING BANK BALANCE-Per G/L | 29-Sep-23 | \$ 20,007.38 | BANK BALANCE-Per Reconciliation: | \$ 20,007.38 |

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| NUMBER | AMOUNT | PAYEE NAME | DATE | P/O # |
|--------------|--------------|---------------------------------|---------|-----------------|
| Online Pay | 6,223.32 | NJ American Water | 9/20/23 | 2023-03-092/093 |
| 9978 | 8,125.00 | Jamesburg Fire Dept | 8/17/23 | 2023-03-082 |
| 9982 | 575.00 | Pradeep Mathew | 8/17/23 | 2023-03-083 |
| 9990 | 234.95 | All Hands fire | 9/20/23 | 2023-01-023 |
| 9991 | 42.99 | Auto King | 9/20/23 | 2023-01-028 |
| 9992 | 95.38 | Better Living | 9/20/23 | 2023-02-022 |
| 9993 | 150.00 | Central Jersey Family Medical | 9/20/23 | 2023-01-022 |
| 9994 | 165.00 | Central Jersey Security | 9/20/23 | 2023-02-020 |
| 9995 | 120.00 | FireFighter one | 9/20/23 | 2023-01-024 |
| 9996 | 17,287.00 | First Responder Joint Insurance | 9/20/23 | 2023-03-097 |
| 9997 | 1,050.00 | George Logan | 9/20/23 | 2023-01-025 |
| 9999 | 80.70 | Main Electric | 9/20/23 | 2023-01-026/027 |
| 10000 | 92.00 | Michael Rampacek | 9/20/23 | 2023-01-029 |
| 10002 | 512.60 | Middlesex County Treasurer | 9/20/23 | 2023-03-099 |
| 10003 | 2,323.20 | Milspray | 9/20/23 | 23-07-001 |
| 10006 | 199.00 | Netlink Web Service | 9/20/23 | 2023-03-096 |
| 10007 | 235.00 | Sanchez Landscaping | 9/20/23 | 2023-03-095 |
| 10010 | 7.99 | W.B Mason | 9/20/23 | 2023-02-021 |
| 10008 | 156.62 | Standard Waste | 9/20/23 | 2023-03-091 |
| 10009 | 230.49 | Viking Terminte | 9/20/23 | 2023-02-019 |
| TOTAL | \$ 37,906.24 | | 9/20/23 | |

10/17/23

Jamesburg Board of Fire Commissioners
Outstanding Checks
 January 1 through September 29, 2023

| Type | Date | Num | Name | Account | Paid Amount |
|------------------|------------|-------------|--------------------------------------|----------------------------|-------------|
| Bill Pmt -Che... | 09/20/2023 | online pay | NJ AMERICAN WATER | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-03-092 | | 7600-00 · Utilities | -38.79 |
| Bill | 09/21/2023 | 2023-03-093 | | 7200-00 · Hydrant Rent... | -6,184.50 |
| TOTAL | | | | | -6,223.29 |
| Bill Pmt -Che... | 08/17/2023 | 9976 | JAMESBURG VOL FIRE DEPT | 1106-00 · 1st Constitut... | |
| Bill | 08/17/2023 | 2023-03-082 | | 7750-00 · Fire Comp. C... | -8,125.00 |
| TOTAL | | | | | -8,125.00 |
| Bill Pmt -Che... | 08/17/2023 | 9982 | Pradeep Mathew | 1106-00 · 1st Constitut... | |
| Bill | 08/17/2023 | 2023-03-083 | | 6100-01 · Commissione... | -575.00 |
| TOTAL | | | | | -575.00 |
| Bill Pmt -Che... | 09/20/2023 | 9990 | ALL HANDS FIRE EQUIPMENT, LLC | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-023 | | 7140-01 · Fire Equipment | -234.95 |
| TOTAL | | | | | -234.95 |
| Bill Pmt -Che... | 09/20/2023 | 9991 | AUTO KING PARTS & SUPPLIES | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-028 | | 7140-01 · Fire Equipment | -42.99 |
| TOTAL | | | | | -42.99 |
| Bill Pmt -Che... | 09/20/2023 | 9992 | BETTER LIVING DEPT. STORE | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-02-022 | | 7730-00 · Bldg Mainten... | -95.38 |
| TOTAL | | | | | -95.38 |
| Bill Pmt -Che... | 09/20/2023 | 9993 | CENTRAL JERSEY FAMILY MEDICAL GRO... | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-022 | | 6400-04 · Medical Servi... | -150.00 |
| TOTAL | | | | | -150.00 |
| Bill Pmt -Che... | 09/20/2023 | 9994 | CENTRAL JERSEY SECURITY | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-02-020 | | 7730-00 · Bldg Mainten... | -165.00 |
| TOTAL | | | | | -165.00 |
| Bill Pmt -Che... | 09/20/2023 | 9995 | FIREFIGHTER ONE, LLC | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-024 | | 7140-01 · Fire Equipment | -120.00 |
| TOTAL | | | | | -120.00 |
| Bill Pmt -Che... | 09/20/2023 | 9996 | FIRST RESPONDER JOINT INSURANCE F... | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-03-097 | | 7400-00 · Insurance Pre... | -17,287.00 |
| TOTAL | | | | | -17,287.00 |

10/17/23

Jamesburg Board of Fire Commissioners
Outstanding Checks
 January 1 through September 29, 2023

| Type | Date | Num | Name | Account | Paid Amount |
|------------------|------------|-------------|-------------------------------------|----------------------------|-------------|
| Bill Pmt -Che... | 09/20/2023 | 9997 | GEORGE LOGAN TOWING, INC. | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-025 | | 7730-00 · Bldg Mainten... | -1,050.00 |
| TOTAL | | | | | -1,050.00 |
| Bill Pmt -Che... | 09/20/2023 | 9999 | MAIN ELECTRIC SUPPLY CO., INC. | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-026 | | 7730-00 · Bldg Mainten... | -39.05 |
| Bill | 09/21/2023 | 2023-01-027 | | 7730-00 · Bldg Mainten... | -41.65 |
| TOTAL | | | | | -80.70 |
| Bill Pmt -Che... | 09/20/2023 | 10000 | MICHAEL RAMPACEK | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-01-029 | | 7140-01 · Fire Equipment | -92.00 |
| TOTAL | | | | | -92.00 |
| Bill Pmt -Che... | 09/20/2023 | 10002 | MIDDLESEX COUNTY TREASURER | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-03-099 | | 7710-02 · Fuel | -362.88 |
| | | | | 7710-02 · Fuel | -149.72 |
| TOTAL | | | | | -512.60 |
| Bill Pmt -Che... | 09/20/2023 | 10003 | Milspray | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 23-07-001 | | 7710-04 · Truck Service | -2,323.20 |
| TOTAL | | | | | -2,323.20 |
| Bill Pmt -Che... | 09/20/2023 | 10006 | NETLINK WEB SERVICES, LLC | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-03-095 | | 6500-01 · Office Supplies | -199.00 |
| TOTAL | | | | | -199.00 |
| Bill Pmt -Che... | 09/20/2023 | 10007 | SANCHEZ LANDSCAPING, LLC | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-02-021 | | 7730-00 · Bldg Mainten... | -235.00 |
| TOTAL | | | | | -235.00 |
| Bill Pmt -Che... | 09/20/2023 | 10008 | STANDARD WASTE SERVICES | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-03-091 | | 7730-00 · Bldg Mainten... | -156.62 |
| TOTAL | | | | | -156.62 |
| Bill Pmt -Che... | 09/20/2023 | 10009 | VIKING TERMITE & PEST CONTROL, INC. | 1106-00 · 1st Constitut... | |
| Bill | 09/21/2023 | 2023-02-019 | | 7730-00 · Bldg Mainten... | -230.49 |
| TOTAL | | | | | -230.49 |

10/17/23

Jamesburg Board of Fire Commissioners
Outstanding Checks
January 1 through September 29, 2023

| Type | Date | Num | Name | Account | Paid Amount |
|------------------|------------|-------------|---------------------|----------------------------|-------------|
| Bill Pmt -Che... | 09/20/2023 | 10010 | W.B. MASON CO. INC. | 1106-00 - 1st Constitut... | |
| Bill | 09/21/2023 | 2023-03-096 | | 6500-01 - Office Supplies | -7.99 |
| TOTAL | | | | | -7.99 |