

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

Prepared By: S. Rampacek

Treasurer Report:

Date: 2/16/23

Reconciled balance brought forward in Lakeland Checking Acct from last meeting:	\$ 20,006.61
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 48,720.24
Vouchers/Fees paid/Transfers since last meeting:	\$ (48,719.89)
Current Reconciled Balance Remaining in Lakeland Checking Account (Note 1):	\$ 20,006.96
Reconciled Lakeland Savings Balance brought forward from last meeting:	\$ 558,860.20
Withdrawals/Transfers to Checking:	\$ (48,713.28)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 120.49
Current Reconciled Balance Remaining in Lakeland Savings Account:	\$ 510,267.41
MATCHES BALANCE IN BANK ONLINE	
GRAND TOTAL CASH ON HAND:	\$ 530,274.37
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 25,391.37

Notes - 2/16/23 Report:

1) Payment of the current month's voucher list would result in a Lakeland Checking balance of \$ (5,384.41) therefore a transfer FROM Lakeland Savings \$ 25,384.41 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 \$6.96 on 1/31/2023. Also reflects interest earned in account ending 0827 in the amount of \$120.48 on 1/31/2023.

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 2022

2022

	Jan - Dec 22	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	14,396.00	14,400.00	100.0%
6100-02 · Clerk Pay	0.00	1,300.00	0.0%
Total 6100-00 · Salary & Wages	14,396.00	15,700.00	91.7%
6400-00 · Professional Fees			
6400-01 · Legal Fees	10,385.00	19,000.00	54.7%
6400-02 · Accounting/Auditing Fees	8,450.00	9,000.00	93.9%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	18,835.00	29,000.00	64.9%
6400-05 · Election Expenses			
6400-05 · Election Expenses	2,548.84	4,000.00	63.7%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	6,292.73	3,500.00	179.8%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	6,292.73	3,700.00	170.1%
86900 · Reconciliation Discrepancies	36.32		
Total Expense	42,108.89	52,400.00	80.4%
Net Ordinary Income	(42,108.89)	(52,400.00)	80.4%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	17,107.59	17,000.00	100.6%
Total 7140-00 · Truck Equipment	17,107.59	17,000.00	100.6%
7195-00 · Uniform & Equip(Firefighters)	18,383.33	17,000.00	108.1%
Total 7100-00 · Reimb for Exp & Losses	35,490.92	34,000.00	104.4%
7200-00 · Hydrant Rental Dom Water			
7200-00 · Hydrant Rental Dom Water	57,342.62	58,000.00	98.9%
7400-00 · Insurance Premium			
7400-00 · Insurance Premium	51,359.00	52,000.00	98.8%
7500-00 · Professional Services			
7500-03 · Training & Education	3,792.99	12,000.00	31.6%
Total 7500-00 · Professional Services	3,792.99	12,000.00	31.6%
7600-00 · Utilities			
7600-00 · Utilities	25,591.84	21,000.00	121.9%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	13,011.44	13,000.00	100.1%
7710-02 · Fuel	3,829.73	5,000.00	76.6%
7710-04 · Truck Service	32,801.15	35,000.00	93.7%
7710-05 · Equipment Testing	10,475.70	10,000.00	104.8%
Total 7710-00 · Truck Service	60,118.02	63,000.00	95.4%
7720-00 · Air Pack & Bottle Repair	487.08	2,000.00	24.4%
7730-00 · Bldg Maintenance	43,779.48	40,000.00	109.4%
7740-00 · Bldg Supplies	561.17	2,000.00	28.1%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	137,445.75	139,500.00	98.5%
7800-00 · Contingency			
7800-00 · Contingency	0.00	25,000.00	0.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	23,494.84	19,000.00	123.7%
Total 7850-00 · LOSAP Program	23,494.84	19,000.00	123.7%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	31,015.00	31,015.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	2,435.29	2,435.00	100.0%
Total 8000-00 · Debt Service	33,450.29	33,450.00	100.0%
9300-00 · Capital - Radios & Air Filling			
9300-00 · Capital - Radios & Air Filling	51,675.00	53,715.14	96.2%
9400-00 · Capital Projects	0.00	35,000.00	0.0%
Total Other Expense	419,643.25	482,665.14	86.9%
Net Other Income	(419,643.25)	(482,665.14)	86.9%
Net Income	(461,752.14)	(535,065.14)	86.3%

02/16/23

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2023

2022

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
BETTER LIVING DEPT. STORE 12/31/2022	2022-2-056	7730-00 · Bldg Maintenance	29.87
Total BETTER LIVING DEPT. STORE			29.87
CAMPBELL SUPPLY CO. INC. 12/31/2022	22-12-002	7710-04 · Truck Service	1,837.52
Total CAMPBELL SUPPLY CO. INC.			1,837.52
FOLEY, INCORPORATED 12/31/2022	2022-02-057	7730-00 · Bldg Maintenance	3,586.49
Total FOLEY, INCORPORATED			3,586.49
MIDDLESEX COUNTY TREASURER 12/31/2022	2022-03-130	6400-05 · Election Expenses	597.32
Total MIDDLESEX COUNTY TREASURER			597.32
NEW JERSEY FIRE EQUIPMENT CO. 12/31/2022	22-12-001	7140-01 · Fire Equipment	5,128.00
Total NEW JERSEY FIRE EQUIPMENT CO.			5,128.00
SAFETY & SURVIVAL TRAINING, LLC 12/31/2022	22-08-001	7500-03 · Training & Education	700.00
Total SAFETY & SURVIVAL TRAINING, LLC			700.00
TOTAL			11,879.20

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

2023

	Jan - Dec 23	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	0.00	14,400.00	0.0%
6100-02 · Clerk Pay	0.00	1,300.00	0.0%
Total 6100-00 · Salary & Wages	0.00	15,700.00	0.0%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	20,000.00	0.0%
6400-02 · Accounting/Auditing Fees	0.00	10,000.00	0.0%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	0.00	31,000.00	0.0%
6400-05 · Election Expenses	0.00	4,000.00	0.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	405.99	5,000.00	8.1%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	405.99	5,200.00	7.8%
66900 · Reconciliation Discrepancies	(36.32)		
Total Expense	369.67	55,900.00	0.7%
Net Ordinary Income	(369.67)	(55,900.00)	0.7%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	0.00	20,000.00	0.0%
Total 7140-00 · Truck Equipment	0.00	20,000.00	0.0%
7195-00 · Uniform & Equip(Firefighters)	0.00	20,000.00	0.0%
Total 7100-00 · Reimb for Exp & Losses	0.00	40,000.00	0.0%
7200-00 · Hydrant Rental Dom Water	6,184.50	75,000.00	8.2%
7400-00 · Insurance Premium	19,696.00	52,000.00	37.9%
7500-00 · Professional Services			
7500-03 · Training & Education	0.00	11,000.00	0.0%
Total 7500-00 · Professional Services	0.00	11,000.00	0.0%
7600-00 · Utilities	1,957.36	26,000.00	7.5%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	0.00	10,000.00	0.0%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	0.00	35,000.00	0.0%
7710-06 · Equipment Testing	126.77	12,000.00	1.1%
Total 7710-00 · Truck Service	126.77	62,000.00	0.2%
7720-00 · Air Pack & Bottle Repair	0.00	2,000.00	0.0%
7730-00 · Bldg Maintenance	3,525.77	41,000.00	8.6%
7740-00 · Bldg Supplies	0.00	1,000.00	0.0%
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%
Total 7700-00 · Maint/Repairs	3,652.54	138,500.00	2.6%
7800-00 · Contingency	341.08	25,000.00	1.4%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	0.00	19,000.00	0.0%
Total 7850-00 · LOSAP Program	0.00	19,000.00	0.0%
9300-00 · 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	31,831.48	461,500.00	6.9%
Net Other Income	(31,831.48)	(461,500.00)	6.9%
Net Income	(32,201.15)	(517,400.00)	6.2%

02/16/23

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2023

2023

Date	Num	Account	Open Balance
BETTER LIVING DEPT. STORE 02/16/2023	2023-02-003	7730-00 · Bldg Maintenance	117.04
Total BETTER LIVING DEPT. STORE			117.04
BOROUGH OF JAMESBURG SEWER UTILITY 02/16/2023	2023-03-006	7600-00 · Utilities	250.00
Total BOROUGH OF JAMESBURG SEWER UTILITY			250.00
hutchinson Mechanical 02/16/2023	2023-02-002	7730-00 · Bldg Maintenance	2,700.00
Total hutchinson Mechanical			2,700.00
JCP&L 02/16/2023	2023-03-012	7600-00 · Utilities	581.54
Total JCP&L			581.54
MICHAEL RAMPACEK 02/16/2023	2023-01-002	7710-05 · Equipment Testing	126.77
Total MICHAEL RAMPACEK			126.77
NETLINK WEB SERVICES, LLC 02/16/2023	2023-03-013	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ AMERICAN WATER 02/16/2023	2023-03-009	7200-00 · Hydrant Rental Dom W...	6,184.50
Total NJ AMERICAN WATER			6,184.50
OLIVER L.E. SODEN AGENCY 02/16/2023	2023-03-001	7400-00 · Insurance Premium	2,409.00
Total OLIVER L.E. SODEN AGENCY			2,409.00
PSE&G 02/16/2023	2023-03-010	7600-00 · Utilities	779.71
Total PSE&G			779.71
STANDARD WASTE SERVICES 02/16/2023	2023-03-007	7730-00 · Bldg Maintenance	156.62
Total STANDARD WASTE SERVICES			156.62
W.B. MASON CO. INC. 02/16/2023	2023-03-008	6500-01 · Office Supplies	7.99
Total W.B. MASON CO. INC.			7.99
TOTAL			13,512.17

Jamesburg Board of Fire Commissioners
Monthly Check Register
February 2023

02/16/23

Date	Num	Name	Memo	Amount
1106-00 · 1st Constitution				
02/16/2023	9881	BETTER LIVING DEPT. STORE		(146.91)
02/16/2023	9882	BOROUGH OF JAMESBURG SEWER UT...		(250.00)
02/16/2023	9883	CAMPBELL SUPPLY CO. INC.	Invoice # R101013508:02	(1,837.52)
02/16/2023	9884	FOLEY, INCORPORATED	Invoice # Woin1343512	(3,586.49)
02/16/2023	9885	hutchinson Mechanical	Invoice # 190345165	(2,700.00)
02/16/2023	9886	MICHAEL RAMPACEK		(126.77)
02/16/2023	9887	MIDDLESEX COUNTY TREASURER	Invoice # CV-13-12-22	(597.32)
02/16/2023	9888	NETLINK WEB SERVICES, LLC	Invoice # NWS2653	(199.00)
02/16/2023	9889	NEW JERSEY FIRE EQUIPMENT CO.	Invoice # 69555	(5,128.00)
02/16/2023	9890	OLIVER L.E. SODEN AGENCY	Invoice #3968	(2,409.00)
02/16/2023	9891	SAFETY & SURVIVAL TRAINING, LLC	Invoice # 0001078	(700.00)
02/16/2023	9892	STANDARD WASTE SERVICES	Invoice # 456117	(156.62)
02/16/2023	9893	W.B. MASON CO. INC.	Invoice # 235744558	(7.99)
02/16/2023	Online Pay	JCP&L		(581.54)
02/16/2023	Online Pay	NJ AMERICAN WATER	A/C # 1018-210025838964	(6,184.50)
02/16/2023	Online Pay	PSE&G	invoice # 503100112247	(779.71)
Total 1106-00 · 1st Constitution				(25,391.37)
TOTAL				(25,391.37)

BANK RECONCILIATION

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

MONTH OF: **January-23**

NAME OF BANK: **PNC Bank**

PREPARED BY: **SR**

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

BALANCE FORWARD:	31-Dec-22	\$20,006.61	BAL. PER BANK STATEMENT	\$ 29,362.62
			AS OF:	31-Jan-23
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 1/26/23	\$ 48,713.28			
Interest 11/30/2022	\$ 6.96			
TOTAL DEBITS:	\$ 48,720.24			
	TOTAL	\$ 68,726.85		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 11/19/23	\$ 48,719.89			\$ 29,362.62
ACCOUNT ANALYSIS FEE	\$ -		LESS CHECKS OUTSTANDING:	
TOTAL CREDITS:	\$ 48,719.89		TOTAL:	\$ 9,355.66
ENDING BANK BALANCE-Per G/L	31-Jan-23	\$ 20,006.96	BANK BALANCE-Per Reconciliation:	\$ 20,006.96

80.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
9838	575.00	Pradeep Mathew	11/17/22	2022-03-105
9856	4,811.00	Joseph Yousseff	12/15/22	2022-03-117
9868	2,085.00	Donald Salzman	1/19/23	
9871	1,685.66	ID Card System	1/19/23	
9872	199.00	Netlink	1/19/23	
TOTAL	\$ 9,355.66			

Jamesburg Board of Fire Commissioners
Outstanding Checks
 October 2022 through January 2023

02/14/23

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Che...	11/17/2022	9838	Pradeep Mathew	1106-00 · 1st Constitut...	
Bill	11/17/2022	2022-03-105		6100-01 · Commissione...	-575.00
TOTAL					-575.00
Bill Pmt -Che...	12/15/2022	9856	JOSEPH D YOUSOUF, ESQUIRE	1106-00 · 1st Constitut...	
Bill	12/15/2022	2022-03-117		6400-01 · Legal Fees	-4,811.00
TOTAL					-4,811.00
Bill Pmt -Che...	01/19/2023	9868	DONALD SALZMANN, LLC	1106-00 · 1st Constitut...	
Bill	12/30/2022	22-09-002		7710-00 · Truck Service	-2,085.00
TOTAL					-2,085.00
Bill Pmt -Che...	01/19/2023	9871	ID Card Systems	1106-00 · 1st Constitut...	
Bill	12/30/2022	22-12-003		6500-01 · Office Supplies	-1,685.66
TOTAL					-1,685.66
Bill Pmt -Che...	01/19/2023	9872	NETLINK WEB SERVICES, LLC	1106-00 · 1st Constitut...	
Bill	01/19/2023	2023-03-011		6500-01 · Office Supplies	-199.00
TOTAL					-199.00