

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

Prepared By: S. Rampacek

Treasurer Report:

Date: 4/18/24

Reconciled balance brought forward in Lakeland Checking Acct from last meeting:	\$ 19,999.73
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 38,409.13
Vouchers/Fees paid/Transfers since last meeting:	\$ (38,403.04)
Current Reconciled Balance Remaining in Lakeland Checking Account (Note 1):	\$ 20,005.82
Reconciled Lakeland Savings Balance brought forward from last meeting:	\$ 568,520.86
Withdrawals/Transfers to Checking:	\$ (38,403.31)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 135,231.13
Current Reconciled Balance Remaining in Lakeland Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 665,348.68
GRAND TOTAL CASH ON HAND:	\$ 685,354.50
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 38,568.56

Notes 4/18/24 Report:

1) Payment of the current month's voucher list would result in a Lakeland Checking balance of \$ (18,562.74) therefore a transfer FROM Lakeland Sav c \$ 38,562.74 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 \$5.82 on 3/29/2024. Also reflects interest earned in account ending 0827 in the amount of \$119.94 on 3/29/2024.

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

Line Transfers for 2023

Final Report

- **7400-00 (Insurance Premium)**

- \$550 from 6400-01 (Legal Fees) to 7400-00 (Insurance Premium)
- \$1300 from 6100-02 (Clerk Fees) to 7400-00 (Insurance Premium)
- \$450 from 6400-04 (Medical Services)to 7400-00 (Insurance Premium)

Total \$2300 transferred

- **7710-01 (Radio Serv/Repairs)**

- \$3500 from 7140-01 (fire Equipment) to 7710-01 (Radio Serv/Repair)
- \$1100 from 7195-00 (Uniforms & Equipment) to 7710-01 (Radio Serv/Repair)

Total \$4600.00 transferred

- **7710-04 (Truck Service)**

- \$10,000 from 6400-02 (Accounting/Audit Fees) to 7710-04 (Truck Service)
- \$5100 from 6400-01 (Legal Fees) to 7710-04 (Truck Service)
- \$400 from 7740-0 (Building Supplies) to 7710-04 (Truck Service)

Total \$15400.00

- **7800-00 (Contingency)**

- \$3000 from 7500-03(Training & Education) to 7800-00 (Contingency)
- \$7500 from 7740-00 (BuildingMaintenance) to 7800-00 (Contingency)

Total \$10,500.00 Transferred

- **7720-00 (Air Pack & Bottle Repair)**

- \$500 from 7500-03(Training & Education) to 7720-00 (Air Pack & Bottle Repair)

Total \$500.00 Transferred

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

*Final Revised
2023*

	Jan - Dec 23	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	0.00	0.0%
Total 6100-00 - Salary & Wages	14,396.00	14,400.00	100.0%
6400-00 - Professional Fees			
6400-01 - Legal Fees	14,439.32	14,450.00	99.9%
6400-02 - Accounting/Auditing Fees	0.00	0.00	0.0%
6400-04 - Medical Services	150.00	550.00	27.3%
Total 6400-00 - Professional Fees	14,589.32	15,000.00	97.3%
6400-05 - Election Expenses	2,600.56	4,000.00	65.0%
6500-00 - Office (Postage Exp			
6500-01 - Office Supplies	4,830.39	5,000.00	96.6%
6500-02 - Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 - Office (Postage Exp	4,830.39	5,200.00	92.9%
66900 - Reconciliation Discrepancies	(36.35)		
Total Expense	35,379.92	38,600.00	94.2%
Net Ordinary Income	(35,379.92)	(38,600.00)	94.2%
Other Income/Expense			
Other Expense			
7100-00 - Reimb for Exp & Losses			
7140-00 - Truck Equipment			
7140-01 - Fire Equipment	16,274.90	16,500.00	98.6%
Total 7140-00 - Truck Equipment	16,274.90	16,500.00	98.6%
7195-00 - Uniform & Equip(Firefighters)	16,488.16	18,900.00	87.2%
Total 7100-00 - Reimb for Exp & Losses	32,763.06	35,400.00	92.6%
7200-00 - Hydrant Rental Dom Water	74,271.95	75,000.00	99.0%
7400-00 - Insurance Premium	54,270.00	54,300.00	99.9%
7500-00 - Professional Services			
7500-03 - Training & Education	6,465.44	7,500.00	86.2%
Total 7500-00 - Professional Services	6,465.44	7,500.00	86.2%
7600-00 - Utilities	20,033.07	26,000.00	77.1%
7700-00 - Maint/Repairs			
7710-00 - Truck Service			
7710-01 - Radio Serv/Repair	14,598.12	14,600.00	100.0%
7710-02 - Fuel	3,542.32	5,000.00	70.8%
7710-04 - Truck Service	50,374.21	50,400.00	99.9%
7710-05 - Equipment Testing	11,033.80	12,000.00	91.9%
Total 7710-00 - Truck Service	79,548.45	82,000.00	97.0%
7720-00 - Air Pack & Bottle Repair	2,437.89	2,500.00	97.5%
7730-00 - Bldg Maintenance	33,024.27	33,500.00	98.6%
7740-00 - Bldg Supplies	450.00	600.00	76.5%
7750-00 - Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 - Maint/Repairs	147,969.61	151,100.00	97.9%
7800-00 - Contingency	35,446.08	35,500.00	99.8%
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		
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	393,385.65	478,800.00	82.2%
Net Other Income	(393,385.65)	(478,800.00)	82.2%
Net Income	(429,765.77)	(517,400.00)	83.1%

04/18/24

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2024

2023

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
JOSEPH D YOUSOUF, ESQUIRE 12/31/2023	2023-03-142	6400-01 - Legal Fees	1,830.00
Total JOSEPH D YOUSOUF, ESQUIRE			1,830.00
TOTAL			<u>1,830.00</u>

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2024

	Jan - Dec 24	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	3,600.00	14,400.00	25.0%
6100-02 · Clerk Pay	0.00	1,300.00	0.0%
Total 6100-00 · Salary & Wages	3,600.00	15,700.00	22.9%
6400-00 · Professional Fees			
6400-01 · Legal Fees	3,371.00	20,000.00	16.9%
6400-02 · Accounting/Auditing Fees	7,850.00	10,000.00	78.5%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	11,221.00	31,000.00	36.2%
6400-05 · Election Expenses	400.00	4,000.00	10.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	819.97	5,000.00	16.4%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	819.97	5,200.00	15.8%
Total Expense	16,040.97	55,900.00	28.7%
Net Ordinary Income	(16,040.97)	(55,900.00)	28.7%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	223.39	20,000.00	1.1%
Total 7140-00 · Truck Equipment	223.39	20,000.00	1.1%
7195-00 · Uniform & Equip(Firefighters)	3,251.28	20,000.00	16.3%
Total 7100-00 · Reimb for Exp & Losses	3,474.67	40,000.00	8.7%
7200-00 · Hydrant Rental Dom Water	18,553.50	75,000.00	24.7%
7400-00 · Insurance Premium	21,239.00	56,000.00	37.9%
7500-00 · Professional Services			
7500-03 · Training & Education	236.00	11,000.00	2.1%
Total 7500-00 · Professional Services	236.00	11,000.00	2.1%
7600-00 · Utilities	4,678.65	26,000.00	18.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	735.00	10,000.00	7.4%
7710-02 · Fuel	148.03	5,000.00	3.0%
7710-04 · Truck Service	11,660.99	35,000.00	33.3%
7710-05 · Equipment Testing	497.98	13,200.00	3.8%
Total 7710-00 · Truck Service	13,042.00	63,200.00	20.6%
7720-00 · Air Pack & Bottle Repair	0.00	2,000.00	0.0%
7730-00 · Bldg Maintenance	6,124.91	42,200.00	14.5%
7740-00 · Bldg Supplies	0.00	1,000.00	0.0%
7750-00 · Fire Comp. Contract	8,125.00	32,500.00	25.0%
Total 7700-00 · Maint/Repairs	27,291.91	140,900.00	19.4%
7800-00 · Contingency	0.00	25,000.00	0.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	16,531.02	22,000.00	75.1%
Total 7850-00 · LOSAP Program	16,531.02	22,000.00	75.1%
9300-00 · Capital - Radios & Air Filling	0.00	35,000.00	0.0%
9400-00 · Capital Projects	0.00	40,948.00	0.0%
Total Other Expense	92,004.75	471,848.00	19.5%
Net Other Income	(92,004.75)	(471,848.00)	19.5%
Net Income	(108,045.72)	(527,748.00)	20.5%

04/18/24

2024

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2024

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
04/18/2024	2024-01-011	7710-05 · Equipment Testing	342.00
04/18/2024	2024-01-011	7195-00 · Uniform & Equip(Firefighters)	1,090.00
Total APPROVED FIRE PROTECTION CO.			1,432.00
AUTO KING PARTS & SUPPLIES			
04/18/2024	2024-01-014	7710-04 · Truck Service	723.89
Total AUTO KING PARTS & SUPPLIES			723.89
CAMPBELL SUPPLY CO. INC.			
04/18/2024	2024-01-013	7710-04 · Truck Service	1,494.00
Total CAMPBELL SUPPLY CO. INC.			1,494.00
G C AUTOMOTIVE & PERFORMANCE			
04/18/2024	2024-01-016	7710-04 · Truck Service	1,418.16
Total G C AUTOMOTIVE & PERFORMANCE			1,418.16
GRAINGER			
04/18/2024	2024-01-012	7140-01 · Fire Equipment	223.39
Total GRAINGER			223.39
JAMESBURG HARDWARE & APPLIANCE			
04/18/2024	2024-02-009	7730-00 · Bldg Maintenance	8.04
Total JAMESBURG HARDWARE & APPLIANCE			8.04
JCP&L			
04/18/2024	2024-03-033	7600-00 · Utilities	634.97
Total JCP&L			634.97
JOSEPH D YOUSOUF, ESQUIRE			
04/18/2024	2024-03-037	6400-01 · Legal Fees	3,371.00
Total JOSEPH D YOUSOUF, ESQUIRE			3,371.00
NETLINK WEB SERVICES, LLC			
04/18/2024	2024-03-039	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO.			
04/18/2024	2024-01-015	7195-00 · Uniform & Equip(Firefighters)	177.72
Total NEW JERSEY FIRE EQUIPMENT CO.			177.72
NJ AMERICAN WATER			
04/18/2024	2024-03-032	7200-00 · Hydrant Rental Dom Water	6,184.50
04/18/2024	2024-03-035	7600-00 · Utilities	31.66
Total NJ AMERICAN WATER			6,216.16
NORTHEASTERN BUILDING SUPPLY			
04/18/2024	2024-02-008	7730-00 · Bldg Maintenance	140.75
Total NORTHEASTERN BUILDING SUPPLY			140.75
PSE&G			
04/18/2024	2024-03-038	7600-00 · Utilities	332.09
Total PSE&G			332.09
Scaldino Basements Solutions Inc			
04/18/2024	24-03-004 De...	7730-00 · Bldg Maintenance	3,663.93
Total Scaldino Basements Solutions Inc			3,663.93

04/18/24

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2024

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
STANDARD WASTE SERVICES 04/18/2024	2024-03-034	7730-00 · Bldg Maintenance	164.45
Total STANDARD WASTE SERVICES			164.45
VALIC c/o CHASE BANK OF TEXAS 04/18/2024	2024-03-036	7850-01 · LOSAP Program	16,531.02
Total VALIC c/o CHASE BANK OF TEXAS			16,531.02
W.B. MASON CO. INC. 04/18/2024	2024-03-031	6500-01 · Office Supplies	7.99
Total W.B. MASON CO. INC.			7.99
TOTAL			36,738.56

04/18/24

Jamesburg Board of Fire Commissioners

Monthly Check Register

April 2024

Date	Num	Name	Memo	Amount
1106-00 - 1st Constitution				
04/18/2024	10131	APPROVED FIRE PROTECTION C...	Invoice #IN00093651	(1,432.00)
04/18/2024	10132	AUTO KING PARTS & SUPPLIES	Invoice # 828632,829281,829282,82...	(723.89)
04/18/2024	10133	CAMPBELL SUPPLY CO. INC.	Invoice # R101014097:03	(1,494.00)
04/18/2024	10134	G C AUTOMOTIVE & PERFORMA...	INV #31194	(1,418.18)
04/18/2024	10135	GRAINGER	INV# 9073880388	(223.39)
04/18/2024	10136	JAMESBURG HARDWARE & APP...	Invoice # A239939	(8.04)
04/18/2024	10137	JOSEPH D YOUSOUF, ESQUIRE		(5,201.00)
04/18/2024	10138	NETLINK WEB SERVICES, LLC	Invoice # NWS3163	(199.00)
04/18/2024	10139	NEW JERSEY FIRE EQUIPMENT ...	Invoice # 2024578	(177.72)
04/18/2024	10140	NORTHEASTERN BUILDING SUP...	invoice #2403-281997	(140.75)
04/18/2024	10141	Scaldino Basements Solutions Inc	Despoit for repairs	(3,663.93)
04/18/2024	10142	STANDARD WASTE SERVICES	Invoice # 492760	(164.45)
04/18/2024	10143	VALIC c/o CHASE BANK OF TEXAS	2023 CONTRIBUTIONS - 18 MEMB...	(16,531.02)
04/18/2024	10144	W.B. MASON CO. INC.	Invoice # 245362695	(7.99)
04/18/2024	Online Pay	JCP&L	electric for building	(834.97)
04/18/2024	Online Pay	NJ AMERICAN WATER		(6,216.16)
04/18/2024	Online Pay	PSE&G	gas	(332.09)
Total 1106-00 - 1st Constitution				(38,568.56)
TOTAL				(38,568.56)

BANK RECONCILIATION

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

MONTH OF: **March-24**

NAME OF BANK: **PNC Bank**

PREPARED BY: **SR**

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

BALANCE FORWARD:	29-Feb-24	\$19,999.73	BAL. PER BANK STATEMENT	\$ 44,422.05
			AS OF: 29-Feb-24	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 3/22/2024	\$ 38,403.31			
Interest 3/29/2023	\$ 5.82			
TOTAL DEBITS:	\$ 38,409.13			
	TOTAL	\$ 58,408.86		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST 3/21/2024	\$ 38,403.04			\$ 44,422.05
ACCOUNT ANALYSIS FEE	\$ -		LESS CHECKS OUTSTANDING:	
TOTAL CREDITS:	\$ 38,403.04		TOTAL:	\$ 24,416.23
ENDING BANK BALANCE-Per G/L	29-Mar-24	\$ 20,005.82	BANK BALANCE-Per Reconciliation:	\$ 20,005.82

\$

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
10111	1,150.00	Brian Wright	3/21/24	
10116	150.00	Gary Ludas	3/21/24	
10118	8,125.00	Jamesburg Fire Dept	3/21/24	
10122	199.00	Netlink	3/21/24	
10124	100.00	Rusty Allen	3/21/24	
10126	7,850.00	Samuel Klein	3/21/24	
Online Pay	6,216.16	Nj American Water	3/21/24	
Online Pay	626.07	PSE&G	3/21/24	
TOTAL	\$ 24,416.23			

04/18/24

Jamesburg Board of Fire Commissioners

Outstanding Checks

January 1, 2023 through March 30, 2024

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	03/21/2024	Online pay	NJ AMERICAN WATER	1106-00 · 1st Constitution	
Bill	03/21/2024	2023-03-027		7200-00 · Hydrant Rental Do...	-6,184.50
Bill	03/21/2024	2024-03-024		7600-00 · Utilities	-31.66
TOTAL					-6,216.16
Bill Pmt -Check	03/21/2024	Online Pay	PSE&G	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-026		7600-00 · Utilities	-626.07
TOTAL					-626.07
Bill Pmt -Check	03/21/2024	10111	BRIAN H. WRIGHT	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-014		6100-01 · Commissioners Pay	-1,150.00
TOTAL					-1,150.00
Bill Pmt -Check	03/21/2024	10116	GARY LUDAS	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-015		6400-05 · Election Expenses	-150.00
TOTAL					-150.00
Bill Pmt -Check	03/21/2024	10118	JAMESBURG VOL FIRE DEPT	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-021		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	03/21/2024	10122	NETLINK WEB SERVICES, LLC	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-028		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	03/21/2024	10124	RUSTY ALLEN	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-017		6400-05 · Election Expenses	-100.00
TOTAL					-100.00
Bill Pmt -Check	03/21/2024	10126	SAMUEL KLEIN & COMPANY	1106-00 · 1st Constitution	
Bill	03/21/2024	2024-03-019		6400-02 · Accounting/Auditin...	-7,850.00
TOTAL					-7,850.00