

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

Prepared By: S. Rampack

Treasurer Report:

Date: 3/21/24

| | |
|--|----------------------|
| Reconciled balance brought forward in Lakeland Checking Acct from last meeting: | \$ (39,088.17) |
| Deposits/Voided Checks since the last meeting (see Note 1): | \$ 110,668.92 |
| Vouchers/Fees paid/Transfers since last meeting: | \$ (51,581.02) |
| Current Reconciled Balance Remaining in Lakeland Checking Account (Note 1): | \$ 19,999.73 |
| | |
| Reconciled Lakeland Savings Balance brought forward from last meeting: | \$ 679,065.00 |
| Withdrawals/Transfers to Checking: | \$ (110,662.65) |
| Deposits/Interest to Savings Account (see Note 4 & 5): | \$ 118.51 |
| Current Reconciled Balance Remaining in Lakeland Savings Account: **MATCHES BALANCE IN BANK ONLINE** | \$ 568,520.86 |
| | |
| GRAND TOTAL CASH ON HAND: | \$ 588,520.59 |
| | |
| Total Dollar Amount of Current Month Voucher List to be Paid: | \$ 38,403.04 |

Notes 3/21/24 Report:

1) Payment of the current month's voucher list would result in a Lakeland Checking balance of \$ (18,403.31) therefore a transfer FROM Lakeland Savings \$ 38,403.31 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 \$6.27 on 2/29/2024. Also reflects interest earned in account ending 0827 in the amount of \$118.51 on 2/29/2024.

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

6) Voided check for Pradeep Mathew Check # 10042 issued 11/16/2023 and reissued check number # 10107 total \$575.00 due to check getting destroyed

7) Check #10106 was decided at the meeting on 2/15/2024 to be hand written for NJ State for the fire inspection due to the due date and not to get a late fee the amount was \$323.00

Line Transfers for 2023

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

- \$2300 from 6400-01 (Legal Fees) 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 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 | 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 | 12,609.32 | 12,700.00 | 99.3% |
| 6400-02 - Accounting/Auditing Fees | 0.00 | 0.00 | 0.0% |
| 6400-04 - Medical Services | 150.00 | 1,000.00 | 15.0% |
| Total 6400-00 - Professional Fees | 12,759.32 | 13,700.00 | 93.1% |
| 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% |
| 66000 - Reconciliation Discrepancies | (36.35) | | |
| Total Expense | 34,549.92 | 36,600.00 | 89.5% |
| Net Ordinary Income | (34,549.92) | (36,600.00) | 89.5% |
| 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 | 54,900.00 | 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% |
| 7800-00 - 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 | 33,424.27 | 33,500.00 | 99.8% |
| 7740-00 - Bldg Supplies | 459.00 | 600.00 | 76.5% |
| 7750-00 - Fire Comp. Contract | 32,500.00 | 32,500.00 | 100.0% |
| Total 7700-00 - Maint/Repairs | 148,369.61 | 151,100.00 | 98.2% |
| 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 | 393,785.85 | 478,800.00 | 82.2% |
| Net Other Income | (393,785.85) | (478,800.00) | 82.2% |
| Net Income | (428,335.77) | (517,400.00) | 82.8% |

03/20/24

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of March 31, 2024

| <u>Date</u> | <u>Num</u> | <u>Account</u> | <u>Open Balance</u> |
|---|---|---|--------------------------------|
| AUTO KING PARTS & SUPPLIES 03/21/2024 | 2024-01-007 | 7710-04 · Truck Service | 131.32 |
| Total AUTO KING PARTS & SUPPLIES | | | 131.32 |
| BETTER LIVING DEPT. STORE 03/21/2024 | 2024-02-007 | 7730-00 · Bldg Maintenance | 2.75 |
| Total BETTER LIVING DEPT. STORE | | | 2.75 |
| BOROUGH OF JAMESBURG SEWER UTILITY 03/21/2024 | 2024-03-023 | 7600-00 · Utilities | 250.00 |
| Total BOROUGH OF JAMESBURG SEWER UTILITY | | | 250.00 |
| BRIAN H. WRIGHT 03/21/2024 | 2024-03-014 | 6100-01 · Commissioners Pay | 1,150.00 |
| Total BRIAN H. WRIGHT | | | 1,150.00 |
| BRIAN STONAKER 03/21/2024 | 2024-01-010 | 7195-00 · Uniform & Equip(Firefighters) | 84.49 |
| Total BRIAN STONAKER | | | 84.49 |
| CAMPBELL SUPPLY CO. INC. 03/21/2024 03/21/2024 03/21/2024 | 24-02-002 2024-01-008 2024-01-006 | 7710-04 · Truck Service 7710-04 · Truck Service 7710-04 · Truck Service | 6,609.38 180.94 1,103.30 |
| Total CAMPBELL SUPPLY CO. INC. | | | 7,893.62 |
| CENTRAL JERSEY SECURITY 03/21/2024 | 2024-02-006 | 7730-00 · Bldg Maintenance | 165.00 |
| Total CENTRAL JERSEY SECURITY | | | 165.00 |
| EMergency Service Marketing Corp 03/21/2024 | 2024-01-009 | 7710-01 · Radio Serv/Repair | 735.00 |
| Total EMergency Service Marketing Corp | | | 735.00 |
| GARY LUDAS 03/21/2024 | 2024-03-015 | 6400-05 · Election Expenses | 150.00 |
| Total GARY LUDAS | | | 150.00 |
| JAMESBURG HARDWARE & APPLIANCE 03/21/2024 | 2024-02-004 | 7730-00 · Bldg Maintenance | 11.94 |
| Total JAMESBURG HARDWARE & APPLIANCE | | | 11.94 |
| JAMESBURG VOL FIRE DEPT 03/21/2024 | 2024-03-021 | 7750-00 · Fire Comp. Contract | 8,125.00 |
| Total JAMESBURG VOL FIRE DEPT | | | 8,125.00 |
| JENNIE LUDAS 03/21/2024 | 2024-03-016 | 6400-05 · Election Expenses | 150.00 |
| Total JENNIE LUDAS | | | 150.00 |
| MC MASTER-CARR SUPPLY CO. 03/21/2024 | 2024-02-003 | 7730-00 · Bldg Maintenance | 511.43 |
| Total MC MASTER-CARR SUPPLY CO. | | | 511.43 |
| MIDDLESEX COUNTY TREASURER 03/21/2024 | 2024-03-030 | 7710-02 · Fuel | 148.03 |
| Total MIDDLESEX COUNTY TREASURER | | | 148.03 |

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 31, 2024

| Date | Num | Account | Open Balance |
|---|-------------|------------------------------------|------------------|
| NETLINK WEB SERVICES, LLC 03/21/2024 | 2024-03-028 | 6500-01 · Office Supplies | 199.00 |
| Total NETLINK WEB SERVICES, LLC | | | 199.00 |
| NJ AMERICAN WATER 03/21/2024 | 2023-03-027 | 7200-00 · Hydrant Rental Dom Water | 6,184.50 |
| 03/21/2024 | 2024-03-024 | 7800-00 · Utilities | 31.66 |
| Total NJ AMERICAN WATER | | | 6,216.16 |
| Pradeep Mathew 03/21/2024 | 2024-03-020 | 6100-01 · Commissioners Pay | 575.00 |
| Total Pradeep Mathew | | | 575.00 |
| PSE&G 03/21/2024 | 2024-03-026 | 7600-00 · Utilities | 626.07 |
| Total PSE&G | | | 626.07 |
| RUSTY ALLEN 03/21/2024 | 2024-03-017 | 6400-05 · Election Expenses | 100.00 |
| Total RUSTY ALLEN | | | 100.00 |
| Salvatore Georgianna 03/21/2024 | 2024-03-018 | 6100-01 · Commissioners Pay | 575.00 |
| Total Salvatore Georgianna | | | 575.00 |
| SAMUEL KLEIN & COMPANY 03/21/2024 | 2024-03-019 | 6400-02 · Accounting/Auditing Fees | 7,850.00 |
| Total SAMUEL KLEIN & COMPANY | | | 7,850.00 |
| SANCHEZ LANDSCAPING, LLC 03/21/2024 | 2024-02-005 | 7730-00 · Bldg Maintenance | 350.00 |
| Total SANCHEZ LANDSCAPING, LLC | | | 350.00 |
| STANDARD WASTE SERVICES 03/21/2024 | 2024-03-025 | 7730-00 · Bldg Maintenance | 164.45 |
| Total STANDARD WASTE SERVICES | | | 164.45 |
| STEPHANIE RAMPACEK 03/21/2024 | 2024-03-014 | 6100-01 · Commissioners Pay | 1,300.00 |
| Total STEPHANIE RAMPACEK | | | 1,300.00 |
| VERIZON 03/21/2024 | 2024-03-022 | 7800-00 · Utilities | 607.79 |
| Total VERIZON | | | 607.79 |
| W.B. MASON CO. INC. 03/21/2024 | 2024-03-029 | 6500-01 · Office Supplies | 7.99 |
| Total W.B. MASON CO. INC. | | | 7.99 |
| TOTAL | | | 38,080.04 |

03/20/24

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 29, 2024

| <u>Date</u> | <u>Num</u> | <u>Account</u> | <u>Open Balance</u> |
|--|-------------|-------------------|---------------------|
| State of NJ DCA BFCE-DORES 02/15/2024 | 2024-03-006 | 7600-00 Utilities | 323.00 |
| Total State of NJ DCA BFCE-DORES | | | 323.00 |
| TOTAL | | | 323.00 |

Jamesburg Board of Fire Commissioners
Monthly Check Register
 March 2024

| Date | Num | Name | Memo | Amount |
|-----------------------------------|-------------|----------------------------------|---------------------------------|--------------------|
| 1106-00 · 1st Constitution | | | | |
| 03/21/2024 | 10108* | AUTO KING PARTS & SUPPLIES | Invoice # 828475 | (131.32) |
| 03/21/2024 | 10109* | BETTER LIVING DEPT. STORE | Inv # A600530 | (2.75) |
| 03/21/2024 | 10110* | BOROUGH OF JAMESBURG SE... | 1st Quarter sewer | (250.00) |
| 03/21/2024 | 10111 | BRIAN H. WRIGHT | 1st quarter Commissioners fee | (1,150.00) |
| 03/21/2024 | 10112* | BRIAN STONAKER | REIMBURSEMENT | (84.49) |
| 03/21/2024 | 10113* | CAMPBELL SUPPLY CO. INC. | | (7,893.82) |
| 03/21/2024 | 10114* | CENTRAL JERSEY SECURITY | Invoice # 101941 | (165.00) |
| 03/21/2024 | 10115* | EMergency Service Marketing Corp | Invoice # 24-40474 | (735.00) |
| 03/21/2024 | 10116 | GARY LUDAS | Elections 2/17/2024 | (150.00) |
| 03/21/2024 | 10117* | JAMESBURG HARDWARE & APP... | Invoice # A239939 | (11.94) |
| 03/21/2024 | 10118 | JAMESBURG VOL FIRE DEPT | 1st QUARTER 2024 VOLUNTEER C... | (8,125.00) |
| 03/21/2024 | 10119* | JENNIE LUDAS | Election 2024 | (150.00) |
| 03/21/2024 | 10120* | MC MASTER-CARR SUPPLY CO. | INV #20446861 | (511.43) |
| 03/21/2024 | 10121* | MIDDLESEX COUNTY TREASUR... | Invoice # CV-13-01-24 | (148.03) |
| 03/21/2024 | 10122 | NETLINK WEB SERVICES, LLC | Invoice # NWS3150 | (199.00) |
| 03/21/2024 | 10123* | Pradeep Mathew | 1st quarter Commissioners fee | (575.00) |
| 03/21/2024 | 10124 | RUSTY ALLEN | 2024 ELECTION HELP | (100.00) |
| 03/21/2024 | 10125* | Salvatore Georgianna | 1st quarter Commissioners fee | (575.00) |
| 03/21/2024 | 10126 | SAMUEL KLEIN & COMPANY | 2022 audit | (7,850.00) |
| 03/21/2024 | 10127* | SANCHEZ LANDSCAPING, LLC | Invoice # 12654 | (350.00) |
| 03/21/2024 | 10128* | STANDARD WASTE SERVICES | Invoice #489946 | (164.45) |
| 03/21/2024 | 10129* | STEPHANIE RAMPACEK | 1st quarter Commissioners fee | (1,300.00) |
| 03/21/2024 | 10130* | W.B. MASON CO. INC. | Invoice # 244730231 | (7.99) |
| 03/21/2024 | Online pay | NJ AMERICAN WATER | | (6,216.16) |
| 03/21/2024 | Online Pay | PSE&G | Invoice # 503100128988 | (626.07) |
| 03/21/2024 | Online pay, | VERIZON | | (607.79) |
| Total 1106-00 · 1st Constitution | | | | (38,080.04) |
| TOTAL | | | | (38,080.04) |

03/20/24

Jamesburg Board of Fire Commissioners Monthly Check Register February 15 through March 31, 2024

| Date | Num | Name | Memo | Amount |
|-----------------------------------|------------|-----------------------------|--|-------------|
| 1106-00 - 1st Constitution | | | | |
| 02/15/2024 | 10089 | BETTER LIVING DEPT. STORE | Inv # A597399,A597430,A597462,A5... | (548.26) |
| 02/15/2024 | 10090 | CAMPBELL SUPPLY CO. INC. | Invoice # R101014158:01 | (19,540.92) |
| 02/15/2024 | 10091 | carpet on wheels | Invoice # 1211 | (1,020.00) |
| 02/15/2024 | 10092 | Christopher Rampacek | | (155.98) |
| 02/15/2024 | 10093 | CIRCLE JANITORIAL SUPPLI... | Invoice # 27804-23 | (109.70) |
| 02/15/2024 | 10094 | CONTINENTAL FIRE & SAFE... | INV# P4878 | (2,590.00) |
| 02/15/2024 | 10096 | MC MASTER-CARR SUPPLY ... | INV #20167955 | (511.07) |
| 02/15/2024 | 10096 | MIDDLESEX COUNTY FIRE A... | Invoice # 01-1001-24 | (236.00) |
| 02/15/2024 | 10098 | NETLINK WEB SERVICES, LLC | invoice # NWS3137 | (199.00) |
| 02/15/2024 | 10099 | NEW JERSEY FIRE EQUIPM... | Invoice # 71927 | (800.00) |
| 02/15/2024 | 10100 | OLIVER L.E. BODEN AGENCY | Invoice #4673 | (2,409.00) |
| 02/15/2024 | 10101 | SANCHEZ LANDSCAPING, LLC | | (600.00) |
| 02/15/2024 | 10102 | SKYLANDS AREA FIRE EQUI... | | (15,028.36) |
| 02/15/2024 | 10103 | STANDARD WASTE SERVICES | Invoice # 487056 | (156.62) |
| 02/15/2024 | 10104 | The Language Center | inv #2301-092 | (250.00) |
| 02/15/2024 | 10105 | W.B. MASON CO. INC. | Invoice # 244014756 | (7.99) |
| 02/15/2024 | Online Pay | JCP&L | | (550.43) |
| 02/15/2024 | Online Pay | NJ AMERICAN WATER | | (8,184.50) |
| 02/15/2024 | Online Pay | PSE&G | Invoice #503100127670 | (683.19) |
| 02/15/2024 | 10106 | State of NJ DCA BFCE-DORES | Fire Registration #1208-056814-001-... | (323.00) |

Last Months Bills

Total 1106-00 - 1st Constitution

TOTAL

*This check was written
Right after meeting because
of The Due Date? Paper was
Given at meeting to Pay*

~~(57,894.02)~~

~~(57,894.02)~~

323.00

