

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 3/19/15

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 20,000.00
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 15,733.03
Vouchers/Fees paid/Transfers since last meeting:	\$ (15,733.03)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	<b>\$ 20,000.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 317,113.80
Withdrawals/Transfers to Checking:	\$ (15,733.03)
Deposits/Interest to Savings Account (see Note 4):	\$ 42.59
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 301,423.36</b>
GRAND TOTAL CASH ON HAND:	<b>\$ 321,423.36</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 10,797.27</b>

**Notes - 3/19/15 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$9,202.73 therefore a transfer FROM PNC Sav of **\$10,797.27** 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 to be paid that month.

4) Reflects interest earned and posted of \$42.59 on 2/27/15.

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

**FINAL**

	Jan - Dec 14	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
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%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>14,900.00</b>	<b>89.9%</b>
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%
<b>Total 6400-00 · Professional Fees</b>	<b>28,087.73</b>	<b>31,000.00</b>	<b>90.6%</b>
6400-05 · Election Expenses	3,062.63	3,500.00	87.5%
6500-00 · Office \Postage 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%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,652.94</b>	<b>8,700.00</b>	<b>30.5%</b>
<b>Total Expense</b>	<b>47,203.30</b>	<b>58,100.00</b>	<b>81.2%</b>
<b>Net Ordinary Income</b>	<b>(47,203.30)</b>	<b>(58,100.00)</b>	<b>81.2%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	16,265.60	16,300.00	99.8%
<b>Total 7140-00 · Truck Equipment</b>	<b>16,265.60</b>	<b>16,300.00</b>	<b>99.8%</b>
7195-00 · Uniform & Equip(Firefighters)	7,616.99	8,000.00	95.2%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>23,882.59</b>	<b>24,300.00</b>	<b>98.3%</b>
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%
<b>Total 7500-00 · Professional Services</b>	<b>4,705.12</b>	<b>8,250.00</b>	<b>57.0%</b>
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%
<b>Total 7710-00 · Truck Service</b>	<b>25,566.74</b>	<b>28,700.00</b>	<b>89.1%</b>
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%
<b>Total 7700-00 · Maint/Repairs</b>	<b>80,820.75</b>	<b>90,000.00</b>	<b>89.8%</b>
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%
<b>Total 7850-00 · LOSAP Program</b>	<b>17,123.52</b>	<b>18,000.00</b>	<b>95.1%</b>
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%
<b>Total 8000-00 · Debt Service</b>	<b>118,658.96</b>	<b>118,659.00</b>	<b>100.0%</b>
9000-00 · Special Projects			
9200-00 · Capital Project-Fire Equipment	0.00	10,000.00	0.0%
<b>Total 9000-00 · Special Projects</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>364,515.77</b>	<b>421,709.00</b>	<b>86.4%</b>
<b>Net Other Income</b>	<b>(364,515.77)</b>	<b>(421,709.00)</b>	<b>86.4%</b>
<b>Net Income</b>	<b>(411,719.07)</b>	<b>(479,809.00)</b>	<b>85.8%</b>

03/16/15

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of March 31, 2015

Date	Num	Account	Open Balance
<b>ACCESS HEALTH SYSTEMS</b>			
3/16/2015	2015-01-003	6400-04 · Medical Services	135.00
Total ACCESS HEALTH SYSTEMS			135.00
<b>ANNA ORANCZAK</b>			
3/16/2015	2015-03-019	6400-05 · Election Expenses	125.00
Total ANNA ORANCZAK			125.00
<b>AT&amp;T</b>			
3/16/2015	2015-03-020	7600-00 · Utilities	280.83
Total AT&T			280.83
<b>BETTER LIVING DEPT. STORE</b>			
3/16/2015	2015-01-004	7140-01 · Fire Equipment	210.98
Total BETTER LIVING DEPT. STORE			210.98
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
3/16/2015	2015-02-008	7740-00 · Bldg Supplies	106.50
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			106.50
<b>COMCAST</b>			
3/16/2015	2015-01-021	7600-00 · Utilities	105.06
Total COMCAST			105.06
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
3/16/2015	2015-01-005	7710-01 · Radio Serv/Repair	465.00
Total COMMUNICATIONS SPECIALISTS, INC.			465.00
<b>DEBORAH A. FITZGERALD</b>			
3/16/2015	2015-03-022	6400-02 · Accounting/Auditing Fees	269.36
Total DEBORAH A. FITZGERALD			269.36
<b>DEER PARK DIRECT</b>			
3/16/2015	2015-02-009	7730-00 · Bldg Maintenance	17.26
Total DEER PARK DIRECT			17.26
<b>FF1 PROFESSIONAL SAFETY SERVICES</b>			
3/16/2015	2015-01-006	7140-01 · Fire Equipment	133.74
Total FF1 PROFESSIONAL SAFETY SERVICES			133.74
<b>GENERAL WASTE REMOVAL, INC.</b>			
3/16/2015	2015-02-010	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
<b>HOLLY FAAS</b>			
3/16/2015	2015-03-023	6400-05 · Election Expenses	125.00
Total HOLLY FAAS			125.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
3/16/2015	2015-01-007	7140-01 · Fire Equipment	31.94
Total JAMESBURG HARDWARE & APPLIANCE			31.94
<b>JAMESBURG PRESS</b>			
3/16/2015	2015-01-008	7140-01 · Fire Equipment	89.00
Total JAMESBURG PRESS			89.00
<b>JCP&amp;L</b>			
3/16/2015	2015-03-024	7600-00 · Utilities	913.72
Total JCP&L			913.72
<b>LINDA CALLAGHAN</b>			
3/16/2015	2015-03-025	6400-05 · Election Expenses	125.00
Total LINDA CALLAGHAN			125.00
<b>NETLINK WEB SERVICES, LLC</b>			
3/16/2015	2015-03-026	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00

03/16/15

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of March 31, 2015

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>NJ-AMERICAN WATER COMP.</b>			
3/16/2015	2015-03-027	7200-00 · Hydrant Rental Dom Water	19.96
3/16/2015	2015-03-027	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,597.96
<b>PSE&amp;G</b>			
3/16/2015	2015-03-028	7600-00 · Utilities	727.24
3/16/2015	2015-03-028	7600-00 · Utilities	829.02
Total PSE&G			1,556.26
<b>SISBARRO TOWING &amp; RECOVERY LLC</b>			
3/16/2015	2015-01-009	7710-04 · Truck Service	940.00
Total SISBARRO TOWING & RECOVERY LLC			940.00
<b>TYLER REID</b>			
3/16/2015	2015-03-029	6400-05 · Election Expenses	100.00
Total TYLER REID			100.00
<b>VIKING PEST CONTROL, INC.</b>			
3/16/2015	2015-02-011	7730-00 · Bldg Maintenance	139.10
Total VIKING PEST CONTROL, INC.			139.10
<b>TOTAL</b>			<b>10,797.27</b>

**BANK RECONCILIATION**

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

MONTH OF: **February-15**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Jan-15	\$20,000.00	BAL. PER BANK STATEMENT	\$31,956.30
			AS OF:	28-Feb-15
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 2/19/15	\$15,733.03			
TOTAL DEBITS:	\$15,733.03			
	TOTAL	\$35,733.03		
LESS CREDITS:				
VOUCHER LIST - 2/28	\$15,733.03			
ACCOUNT ANALYSIS	\$0.00			
TOTAL CREDITS:	\$15,733.03			
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 #
7343	4,820.00	Joseph Youssouf	1/15/15	
7350	260.21	AT&T	2/19/15	
7352	715.00	Brian Wright	2/19/15	
7353	105.06	Comcast	2/19/15	
7355	237.50	Deborah Fitzgerald	2/19/15	
7356	30.78	Deer Park	2/19/15	
7358	131.56	General Waste	2/19/15	
7361	100.00	Mayer Plumbing	2/19/15	
7363	199.00	Netlink	2/19/15	
7364	46.00	NJ Press Media	2/19/15	
7365	4,662.67	NJ American Water	2/19/15	
7368	122.87	Republic Services	2/19/15	
7369	5.65	Viking Pest	2/19/15	
7370	520.00	William Stonaker	2/19/15	
TOTAL	\$ 11,956.30			

## Jamesburg Board of Fire Commissioners

## Monthly Check Register

February 2015

03/16/15

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
2/19/2015	7349	ACCESS HEALTH SYSTEMS	INV# 1/19/15 1/29/15	(4,050.00)
2/19/2015	7350	AT&T	LOCAL & LONG DISTANCE 1/24/15	(260.21)
2/19/2015	7351	BOROUGH OF JAMESBURG SEWER UTILITY	1ST QTR 2015 SEWER	(236.75)
2/19/2015	7352	BRIAN H. WRIGHT	1ST QTR 2015 COMMISSIONERS FEES	(715.00)
2/19/2015	7353	COMCAST	INTERNET & TV 2/3/15	(105.06)
2/19/2015	7354	COMMUNICATIONS SPECIALISTS, INC.	INV# 34194 1/14/15	(69.00)
2/19/2015	7355	DEBORAH A. FITZGERALD	INV# 2015001 1/31/15	(237.50)
2/19/2015	7356	DEER PARK DIRECT		(30.78)
2/19/2015	7357	DINA WALKER	1ST QTR 2015 COMMISSIONERS FEES	(653.00)
2/19/2015	7358	GENERAL WASTE REMOVAL, INC.	INV# 52100034 2/1/15	(131.56)
2/19/2015	7359	JCP&L		(1,652.59)
2/19/2015	7360	K.W. RASTALL OIL	INV# D0005962844 1/13/15	(254.39)
2/19/2015	7361	MAYER PLUMBING & HEATING LLC	BASEMENT BATHROOM, SNAKE DRAIN	(100.00)
2/19/2015	7362	NANCY LINKE	1ST QTR 2015 COMMISSIONERS FEES	(943.00)
2/19/2015	7363	NETLINK WEB SERVICES, LLC	INV# NWS1671 2/1/15	(199.00)
2/19/2015	7364	NEW JERSEY PRESS MEDIA	INV# 0028727810 2/1/15	(46.00)
2/19/2015	7365	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 2/3/15	(4,662.67)
2/19/2015	7366	PATRICK CONNELLY	1ST QTR 2015 COMMISSIONERS FEES	(520.00)
2/19/2015	7367	RELIABLE FIRE PROTECTION	INV# 351773 1/16/15	(218.00)
2/19/2015	7368	REPUBLIC SERVICES #689	INV# 0689-001708779 11/12/14	(122.87)
2/19/2015	7369	VIKING PEST CONTROL, INC.	INV# 18511010 1/1/15	(5.65)
2/19/2015	7370	WILLIAM STONAKER	1ST QTR COMMISSIONERS FEES	(520.00)
Total 1104-00 - Cash in Checking-PNC				(15,733.03)
<b>TOTAL</b>				<b>(15,733.03)</b>

## Jamesburg Board of Fire Commissioners

## Outstanding Checks

November 2014 through February 2015

03/16/15

Type	Date	Num	Name	Account	Paid Amount
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
Bill Pmt -Check	2/19/2015	7350	AT&T	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-006		7600-00 · Utilities	-260.21
TOTAL					-260.21
Bill Pmt -Check	2/19/2015	7352	BRIAN H. WRIGHT	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-008		6100-01 · Commissioners Pay	-715.00
TOTAL					-715.00
Bill Pmt -Check	2/19/2015	7353	COMCAST	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-009		7600-00 · Utilities	-105.06
TOTAL					-105.06
Bill Pmt -Check	2/19/2015	7355	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-010		6400-02 · Accounting/Auditing Fees	-237.50
TOTAL					-237.50
Bill Pmt -Check	2/19/2015	7356	DEER PARK DIRECT	1104-00 · Cash in Checking-PNC	
Bill	12/31/2014	2014-02-054		7730-00 · Bldg Maintenance	-10.26
Bill	2/16/2015	2015-02-005		7730-00 · Bldg Maintenance	-10.26
TOTAL					-30.78
Bill Pmt -Check	2/19/2015	7358	GENERAL WASTE REMOV...	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-02-006		7730-00 · Bldg Maintenance	-131.56
TOTAL					-131.56
Bill Pmt -Check	2/19/2015	7361	MAYER PLUMBING & HEAT...	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-02-003		7730-00 · Bldg Maintenance	-100.00
TOTAL					-100.00
Bill Pmt -Check	2/19/2015	7363	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-014		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	2/19/2015	7364	NEW JERSEY PRESS MEDIA	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-015		6400-05 · Election Expenses	-46.00
TOTAL					-46.00
Bill Pmt -Check	2/19/2015	7365	NJ-AMERICAN WATER CO...	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-016		7200-00 · Hydrant Rental Dom Water	-64.71
				7200-00 · Hydrant Rental Dom Water	-19.96
				7200-00 · Hydrant Rental Dom Water	-4,578.00
TOTAL					-4,662.67

**Jamesburg Board of Fire Commissioners**

**Outstanding Checks**

November 2014 through February 2015

03/16/15

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	2/19/2015	7368	REPUBLIC SERVICES #689	1104-00 · Cash in Checking-PNC	
Bill	12/31/2014	2014-02-055		7730-00 · Bldg Maintenance	-122.87
TOTAL					-122.87
Bill Pmt -Check	2/19/2015	7369	VIKING PEST CONTROL, INC.	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-02-007		7730-00 · Bldg Maintenance	-5.65
TOTAL					-5.65
Bill Pmt -Check	2/19/2015	7370	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	2/16/2015	2015-03-018		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00