

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 3/22/18

Reconciled balance brought forward in **PNC Checking** Acct from last meeting: \$ (10,497.29)

Deposits/Voiced Checks since the last meeting (see Note 1): \$ 130,946.93

Vouchers/Fees paid/Transfers since last meeting: \$ (100,449.64)

Current Reconciled Balance Remaining in PNC Checking Account (Note 1): \$ **20,000.00**

Reconciled **PNC Savings** Balance brought forward from last meeting: \$ 371,357.05

Withdrawals/Transfers to Checking: \$ (130,946.93)

Deposits/Interest to Savings Account (see Note 4 & 5): \$ 66.32

Current Reconciled Balance Remaining in PNC Savings Account: \$ **240,476.44**

GRAND TOTAL CASH ON HAND: \$ **260,476.44**

Total Dollar Amount of Current Month Voucher List to be Paid: \$ **14,196.63**

Notes - 3/22/18 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ 5,803.37 therefore a transfer FROM PNC Sav of **\$14,196.63** 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 and posted of \$66.32 on 2/28/18.

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

11:06 PM

03/20/18

Accrual Basis

**Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2017**

FINAL

	Jan - Dec 17	Budget	% of Budget
Ordinary Income/Expense			
Expense			
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%
Total 6100-00 · Salary & Wages	13,400.00	14,900.00	89.9%
6400-00 · Professional Fees			
6400-01 · Legal Fees	11,872.00	17,000.00	69.8%
6400-02 · Accounting/Auditing Fees	9,209.31	12,000.00	76.7%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	21,081.31	30,000.00	70.3%
6400-05 · Election Expenses	600.00	4,000.00	15.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,656.57	4,850.00	54.8%
6500-02 · Misc Supplies(petty cash)	310.00	350.00	88.6%
Total 6500-00 · Office \Postage Exp	2,966.57	5,200.00	57.0%
Total Expense	38,047.88	54,100.00	70.3%
Net Ordinary Income	(38,047.88)	(54,100.00)	70.3%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	9,241.47	9,500.00	97.3%
Total 7140-00 · Truck Equipment	9,241.47	9,500.00	97.3%
7195-00 · Uniform & Equip(Firefighters)	17,668.61	17,800.00	99.3%
Total 7100-00 · Reimb for Exp & Losses	26,910.08	27,300.00	98.6%
7200-00 · Hydrant Rental Dom Water	57,389.52	58,000.00	98.9%
7400-00 · Insurance Premium	47,736.00	50,000.00	95.5%
7500-00 · Professional Services			
7500-03 · Training & Education	4,447.61	5,700.00	78.0%
Total 7500-00 · Professional Services	4,447.61	5,700.00	78.0%
7600-00 · Utilities	20,009.89	22,000.00	91.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,260.00	3,700.00	61.1%
7710-02 · Fuel	1,967.54	2,200.00	89.4%
7710-04 · Truck Service	26,658.17	26,800.00	99.5%
7710-05 · Equipment Testing	6,210.65	6,300.00	98.6%
Total 7710-00 · Truck Service	37,096.36	39,000.00	95.1%
7720-00 · Air Pack & Bottle Repair	1,170.58	1,800.00	65.0%
7730-00 · Bldg Maintenance	21,596.98	32,500.00	66.5%
7740-00 · Bldg Supplies	1,112.64	2,000.00	55.6%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	93,476.56	107,800.00	86.7%
7800-00 · Contingency	8,044.28	25,000.00	32.2%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	14,102.37	19,000.00	74.2%
Total 7850-00 · LOSAP Program	14,102.37	19,000.00	74.2%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	26,665.39	26,666.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	6,783.90	6,784.00	100.0%
Total 8000-00 · Debt Service	33,449.29	33,450.00	100.0%
9300-00 · Capital - Radios & Air Filling	246,074.86	305,000.00	80.7%
9600-00 · Commitments for Future Capital	0.00	20,000.00	0.0%
Total Other Expense	551,640.46	673,250.00	81.9%
Net Other Income	(551,640.46)	(673,250.00)	81.9%
Net Income	(589,688.34)	(727,350.00)	81.1%

03/20/18

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2017

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
COMMUNICATIONS SPECIALISTS, INC. 12/31/2017	2017-01-076	7710-01 · Radio Serv/Repair	250.00
Total COMMUNICATIONS SPECIALISTS, INC.			250.00
NEW JERSEY FIRE EQUIPMENT CO. 12/31/2017	2017-01-064A	7140-01 · Fire Equipment	440.00
Total NEW JERSEY FIRE EQUIPMENT CO.			440.00
TOTAL			690.00

03/21/18

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 20, 2018

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
3/20/2018	2018-01-001	7710-05 · Equipment Testing	35.00
3/20/2018	2018-01-001	7710-05 · Equipment Testing	335.05
Total APPROVED FIRE PROTECTION CO.			370.05
APRIL BANCHS			
3/20/2018	2018-03-019	6400-05 · Election Expenses	200.00
Total APRIL BANCHS			200.00
AT&T			
3/20/2018	2018-03-020	7600-00 · Utilities	352.18
Total AT&T			352.18
AUTO KING PARTS & SUPPLIES			
3/20/2018	2018-01-002	7710-04 · Truck Service	114.02
Total AUTO KING PARTS & SUPPLIES			114.02
BETTER LIVING DEPT. STORE			
3/20/2018	2018-02-007	7730-00 · Bldg Maintenance	5.79
Total BETTER LIVING DEPT. STORE			5.79
CAMPBELL SUPPLY CO. INC.			
3/20/2018	2018-01-003	7710-04 · Truck Service	46.75
Total CAMPBELL SUPPLY CO. INC.			46.75
CENTRAL JERSEY SECURITY			
3/20/2018	2018-02-008	7730-00 · Bldg Maintenance	149.85
Total CENTRAL JERSEY SECURITY			149.85
COMCAST			
3/20/2018	2018-03-021	7600-00 · Utilities	104.04
3/20/2018	2018-03-021	7600-00 · Utilities	104.04
3/20/2018	2018-03-021	7600-00 · Utilities	104.04
Total COMCAST			312.12
COMMUNICATIONS SPECIALISTS, INC.			
12/31/2017	2017-01-076	7710-01 · Radio Serv/Repair	250.00
Total COMMUNICATIONS SPECIALISTS, INC.			250.00
DEBORAH A. FITZGERALD			
3/20/2018	2018-03-022	6400-02 · Accounting/Auditing Fees	175.00
Total DEBORAH A. FITZGERALD			175.00
GARY LUDAS			
3/20/2018	2018-03-023	6400-05 · Election Expenses	200.00
Total GARY LUDAS			200.00
JAMESBURG HARDWARE & APPLIANCE			
3/20/2018	2018-01-004	7710-04 · Truck Service	52.53
Total JAMESBURG HARDWARE & APPLIANCE			52.53
JAMMER DOORS			
3/20/2018	2018-02-009	7730-00 · Bldg Maintenance	990.00
Total JAMMER DOORS			990.00
JASON GAMMON			
3/20/2018	2018-03-024	6400-05 · Election Expenses	100.00
Total JASON GAMMON			100.00
JCP&L			
3/20/2018	2018-03-025	7600-00 · Utilities	720.37
3/20/2018	2018-03-025	7600-00 · Utilities	591.97
Total JCP&L			1,312.34
JENNIE LUDAS			
3/20/2018	2018-03-026	6400-05 · Election Expenses	200.00
Total JENNIE LUDAS			200.00
JOE'S HEATING, INC.			
3/20/2018	2018-02-010	7730-00 · Bldg Maintenance	400.00
Total JOE'S HEATING, INC.			400.00

03/21/18

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 20, 2018

Date	Num	Account	Open Balance
MADISON PRINTING SERVICE 3/20/2018	2018-03-027	6400-05 · Election Expenses	95.00
Total MADISON PRINTING SERVICE			95.00
MC MASTER-CARR SUPPLY CO. 3/20/2018	2018-02-011	7730-00 · Bldg Maintenance	138.20
3/20/2018	2018-02-011	7730-00 · Bldg Maintenance	64.29
Total MC MASTER-CARR SUPPLY CO.			202.49
NETLINK WEB SERVICES, LLC 3/20/2018	2018-03-028	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO. 12/31/2017	2017-01-064A	7140-01 · Fire Equipment	440.00
3/20/2018	2018-01-005	7140-01 · Fire Equipment	450.00
Total NEW JERSEY FIRE EQUIPMENT CO.			890.00
NJ-AMERICAN WATER COMP. 3/20/2018	2018-03-029	7200-00 · Hydrant Rental Dom Water	30.16
3/20/2018	2018-03-029	7200-00 · Hydrant Rental Dom Water	36.81
3/20/2018	2018-03-029	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,802.47
OCEAN COAST ELECTRIC, LLC 3/20/2018	2018-02-012	7730-00 · Bldg Maintenance	227.18
Total OCEAN COAST ELECTRIC, LLC			227.18
PSE&G 3/20/2018	2018-03-030	7600-00 · Utilities	673.13
Total PSE&G			673.13
READY REFRESH BY NESTLE 3/20/2018	2018-02-013	7730-00 · Bldg Maintenance	22.27
Total READY REFRESH BY NESTLE			22.27
SAFETY & SURVIVAL TRAINING, LLC 3/20/2018	2018-01-006	7500-03 · Training & Education	660.00
Total SAFETY & SURVIVAL TRAINING, LLC			660.00
SISBARRO FLEET SERVICE 3/20/2018	2018-01-007	7710-04 · Truck Service	161.70
Total SISBARRO FLEET SERVICE			161.70
SKYLANDS AREA FIRE EQUIPMENT & TRAINING, 3/20/2018	2018-01-008	7195-00 · Uniform & Equip(Firefighters)	900.00
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			900.00
STANDARD WASTE SERVICES 3/20/2018	2018-02-014	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
TOTAL			14,196.63

BANK RECONCILIATION

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

MONTH OF: **February-18**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Jan-18	\$ (10,497.29)	BAL. PER BANK STATEMENT	\$ 21,804.50
			AS OF:	28-Feb-18
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 2/15/18		\$ 130,946.93		
TOTAL DEBITS:		\$ 130,946.93		
	TOTAL	\$ 120,449.64		
				\$ -
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 2/28/18		\$ 100,449.64		\$ 21,804.50
ACCOUNT ANALYSIS			LESS CHECKS OUTSTANDING:	
TOTAL CREDITS:		\$ 100,449.64	TOTAL:	\$ 1,804.50
ENDING BANK BALANCE-Per G/L	28-Feb-18	\$ 20,000.00	BANK BALANCE-Per Reconciliation:	\$ 20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
8075	252.50	Deborah A Fitzgerald	2/15/18	
8076	653.00	Dina Walker	2/15/18	
8078	500.00	Finnell's Emergency	2/15/18	
8085	199.00	Netlink Web Services	2/15/18	
TOTAL	\$ 1,804.50			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 February 2018

03/20/18

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
2/15/2018	8070	APPROVED FIRE PROTECTION CO.	INV# IN00013411 12/28/17	(1,248.46)
2/15/2018	8071	AT&T	LOCAL & LONG DISTANCE PHONE 1/24/18	(334.12)
2/15/2018	8072	BETTER LIVING DEPT. STORE	STMT 12/26/17 - INV# A360874 11/27/17	(67.35)
2/15/2018	8073	BOROUGH OF JAMESBURG SEWER UTILITY	1ST QTR 2018 SEWER 1/22/18	(240.50)
2/15/2018	8074	BRIAN H. WRIGHT	1ST QTR 2018 COMMISSIONERS FEES	(715.00)
2/15/2018	8075	DEBORAH A. FITZGERALD	INV# 2018001 1/31/18	(252.50)
2/15/2018	8076	DINA WALKER	1ST QTR 2018 COMMISSIONERS FEES	(653.00)
2/15/2018	8077	FAT BOYS LANDSCAPING, LLC	INV# 705 12/5/17	(175.00)
2/15/2018	8078	FINNELL'S EMERGENCY VEHICLE UPFITTING...	INV# 65790 12/22/17	(500.00)
2/15/2018	8079	FIRSTLINE LOCKSMITH, LLC	INV# 5314089 12/21/17	(57.96)
2/15/2018	8080	GANNETT NEW JERSEY NEWSPAPERS	INV# 0001213122 1/24/18	(43.80)
2/15/2018	8081	JCP&L	ELECTRIC 1/16/18	(733.81)
2/15/2018	8082	LYNETTE EMENS	1ST QTR 2018 COMMISSIONERS FEES	(520.00)
2/15/2018	8083	MIDDLESEX COUNTY FIRE ACADEMY	INV# 02-1910-17 10/25/17	(84.00)
2/15/2018	8084	NANCY LINKE	1ST QTR 2018 COMMISSIONERS FEES	(943.00)
2/15/2018	8085	NETLINK WEB SERVICES, LLC	INV# NWS2140 2/1/18	(199.00)
2/15/2018	8086	NEW JERSEY FIRE EQUIPMENT CO.	INV# 55975 12/21/17	(2,025.00)
2/15/2018	8087	NJ-AMERICAN WATER COMP.	A/C# 1018-210025838964 2/2/18	(4,735.50)
2/15/2018	8088	OLIVER L.E. SODEN AGENCY	INV# 195901 1/23/18	(3,991.00)
2/15/2018	8089	PSE&G	GAS 1/22/18	(958.36)
2/15/2018	8090	READY REFRESH BY NESTLE	INV# 18A7801965661 1/31/18	(22.27)
2/15/2018	8091	RELIABLE FIRE PROTECTION	INV# 370007 12/19/17	(930.25)
2/15/2018	8092	SISBARRO FLEET SERVICE	INV# 861 & 862 12/20/17	(524.31)
2/15/2018	8093	STANDARD WASTE SERVICES	INV# 312833 2/1/18	(132.76)
2/15/2018	8094	TACTICAL PUBLIC SAFETY, LLC	INV #30592 9/19/17	(78,513.94)
2/15/2018	8095	VIKING TERMITE & PEST CONTROL, INC.	INV# 18680750 1/27/18	(145.00)
2/15/2018	8096	W.B. MASON CO. INC.	INV# 151641906 1/19/18	(578.75)
2/15/2018	8097	WARSHAUER GENERATOR LLC	INV# 43786 12/27/17	(605.00)
2/15/2018	8098	WILLIAM STONAKER	1ST QTR 2018 COMMISSIONERS FEES	(520.00)
Total 1104-00 · Cash in Checking-PNC				(100,449.64)
TOTAL				(100,449.64)

03/20/18

Jamesburg Board of Fire Commissioners
Outstanding Checks
 April 2017 through February 2018

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	4/20/2017	7888	JG PAINTING & CONTRACTING, LLC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2017	2017-02-007		7730-00 · Bldg Maintenance	-200.00
TOTAL					-200.00
Bill Pmt -Check	2/15/2018	8075	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	2/15/2018	2018-03-007		6400-02 · Accounting/Auditing Fees	-252.50
TOTAL					-252.50
Bill Pmt -Check	2/15/2018	8076	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	2/15/2018	2018-03-008		6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Bill Pmt -Check	2/15/2018	8078	FINNELL'S EMERGENCY VEHICLE UPFITTL...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2017	2017-01-056		7140-01 · Fire Equipment	-500.00
TOTAL					-500.00
Bill Pmt -Check	2/15/2018	8085	NETLINK WEB SERVICES, LLC	1104-00 · Cash in Checking-PNC	
Bill	2/15/2018	2018-03-013		6500-01 · Office Supplies	-199.00
TOTAL					-199.00