

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 5/18/17

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 69,475.25
Vouchers/Fees paid/Transfers since last meeting:	\$ (70,045.36)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 19,429.89
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 431,315.39
Withdrawals/Transfers to Checking:	\$ (69,447.26)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 17.97
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 361,886.10
GRAND TOTAL CASH ON HAND:	\$ 381,315.99
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 24,843.94

Notes - 5/18/17 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (5,414.05) therefore a transfer FROM PNC Sav of **\$25,414.05** needs to be made in order to maintain the control balance of **\$20,000.00**. Check#7896 made payable to Warshauer Generator for \$1,320 was cut after the meeting on 4/20/17, and reflected in the funds transferred on 4/20/17. Check#7879, dated 3/16/17, made payable to W.B. Mason for \$27.99 was voided 5/16/17 after the item was returned.

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 \$17.97 on 4/28/17.

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

12:49 AM

05/17/17

Accrual Basis

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

	Jan - Dec 17	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	6,702.00	13,400.00	50.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	6,702.00	14,900.00	45.0%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	2,284.31	12,000.00	19.0%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	2,284.31	30,000.00	7.6%
6400-05 · Election Expenses	600.00	4,000.00	15.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	844.99	5,000.00	16.9%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	844.99	5,200.00	16.2%
Total Expense	10,431.30	54,100.00	19.3%
Net Ordinary Income	(10,431.30)	(54,100.00)	19.3%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	152.00	15,000.00	1.0%
Total 7140-00 · Truck Equipment	152.00	15,000.00	1.0%
7195-00 · Uniform & Equip(Firefighters)	75.00	15,000.00	0.5%
Total 7100-00 · Reimb for Exp & Losses	227.00	30,000.00	0.8%
7200-00 · Hydrant Rental Dom Water	19,237.28	58,000.00	33.2%
7400-00 · Insurance Premium	33,285.00	50,000.00	66.6%
7500-00 · Professional Services			
7500-03 · Training & Education	833.00	12,000.00	6.9%
Total 7500-00 · Professional Services	833.00	12,000.00	6.9%
7600-00 · Utilities	8,300.30	22,000.00	37.7%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	0.00	5,000.00	0.0%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	2,639.47	15,000.00	17.6%
7710-05 · Equipment Testing	0.00	5,000.00	0.0%
Total 7710-00 · Truck Service	2,639.47	30,000.00	8.8%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	3,287.84	32,500.00	10.1%
7740-00 · Bldg Supplies	213.42	2,000.00	10.7%
7750-00 · Fire Comp. Contract	8,125.00	32,500.00	25.0%
Total 7700-00 · Maint/Repairs	14,265.73	98,800.00	14.4%
7800-00 · Contingency	0.00	25,000.00	0.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	16,329.06	19,000.00	85.9%
Total 7850-00 · LOSAP Program	16,329.06	19,000.00	85.9%
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%
Total Other Expense	125,926.66	348,250.00	36.2%
Net Other Income	(125,926.66)	(348,250.00)	36.2%
Net Income	(136,357.96)	(402,350.00)	33.9%

05/17/17

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

Date	Num	Account	Open Balance
AT&T			
5/16/2017	2017-03-038	7600-00 · Utilities	327.02
Total AT&T			327.02
BOROUGH OF JAMESBURG SEWER UTILITY			
5/16/2017	2017-03-039	7600-00 · Utilities	236.75
5/16/2017	2017-03-039	7600-00 · Utilities	236.75
5/16/2017	2017-03-039	7600-00 · Utilities	4.73
Total BOROUGH OF JAMESBURG SEWER UTILITY			478.23
BRIAN H. WRIGHT			
5/16/2017	2017-03-040	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
COMCAST			
5/16/2017	2017-03-041	7600-00 · Utilities	103.04
5/16/2017	2017-03-041	7600-00 · Utilities	103.04
Total COMCAST			206.08
DEBORAH A. FITZGERALD			
5/16/2017	2017-03-042	6400-02 · Accounting/Auditing Fees	237.50
Total DEBORAH A. FITZGERALD			237.50
DINA WALKER			
5/16/2017	2017-03-043	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
GENERAL WASTE REMOVAL, INC.			
5/16/2017	2017-02-011	7730-00 · Bldg Maintenance	132.76
Total GENERAL WASTE REMOVAL, INC.			132.76
JAMESBURG VOL FIRE DEPT			
5/16/2017	2017-02-012	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
JCP&L			
5/16/2017	2017-03-044	7600-00 · Utilities	663.16
5/16/2017	2017-03-044	7600-00 · Utilities	684.99
Total JCP&L			1,348.15
LYNETTE EMENS			
5/16/2017	2017-03-045	6100-01 · Commissioners Pay	520.00
Total LYNETTE EMENS			520.00
MIDDLESEX COUNTY FIRE ACADEMY			
5/16/2017	2017-01-005	7500-03 · Training & Education	361.00
Total MIDDLESEX COUNTY FIRE ACADEMY			361.00
NANCY LINKE			
5/16/2017	2017-03-046	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC			
5/16/2017	2017-03-047	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
5/16/2017	2017-03-048	7200-00 · Hydrant Rental Dom Water	62.13
5/16/2017	2017-03-048	7200-00 · Hydrant Rental Dom Water	4,735.50
5/16/2017	2017-03-048	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			9,533.13
PSE&G			
5/16/2017	2017-03-049	7600-00 · Utilities	281.08
Total PSE&G			281.08
SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			
5/16/2017	2017-01-006	7195-00 · Uniform & Equip(Firefighters)	75.00
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			75.00
VIKING TERMITE & PEST CONTROL, INC.			

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
5/16/2017	2017-02-013	7730-00 · Bldg Maintenance	140.00
Total VIKING TERMITE & PEST CONTROL, INC.			140.00
W.B. MASON CO. INC.			
5/16/2017	2017-03-050	6500-01 · Office Supplies	(27.99)
3/15/2017	2017-03-028	6500-01 · Office Supplies	27.99
5/16/2017	2017-03-051	6500-01 · Office Supplies	48.99
Total W.B. MASON CO. INC.			48.99
WILLIAM STONAKER			
5/16/2017	2017-03-052	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
TOTAL			<u>24,843.94</u>

BANK RECONCILIATION

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

MONTH OF: **April-17**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Mar-17	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 36,357.95
			AS OF:	30-Apr-17
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 4/20/17		\$ 69,447.26		
TOTAL DEBITS:		\$ 69,447.26		
		TOTAL		
		\$ 89,447.26		
				\$ -
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 4/30		\$ 69,447.26		\$ 36,357.95
Ck# 7834 1/19/17 payable to D. Walker cleared by bank twice		\$ 598.10		
ACCOUNT ANALYSIS		\$ -	LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 16,956.05
TOTAL CREDITS:		\$ 70,045.36		
ENDING BANK BALANCE-Per G/L	31-Mar-17	\$ 19,401.90	BANK BALANCE-Per Reconciliation:	\$ 19,401.90

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7879	27.99	W.B. Mason	3/16/17	
7884	200.00	Deborah Fitzgerald	4/20/17	
7888	200.00	JG Painting	4/20/17	
7890	199.00	Netlink Web	4/20/17	
7895	16,329.06	VALIC	4/20/17	
TOTAL	\$ 16,956.05			

Jamesburg Board of Fire Commissioners

Monthly Check Register

April 2017

05/16/17

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
4/20/2017	7880	AT&T	LOCAL & LONG DISTANCE 3/24/17	(326.71)
4/20/2017	7881	BETTER LIVING DEPT. STORE	STMTS 12/25/16, 1/25/17	(81.46)
4/20/2017	7882	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 18679-17 3/27/17	(131.96)
4/20/2017	7883	COMCAST	INTERNET 2/9/17 & 3/9/17	(206.04)
4/20/2017	7884	DEBORAH A. FITZGERALD	INV# 2017003 3/31/17	(200.00)
4/20/2017	7885	FIRST RESPONDER JOINT INSURANCE FUND	2ND INSTALL- W/COMP, PKG, MGMT LIAB, ENVL, EXCESS L...	(14,448.00)
4/20/2017	7886	GENERAL WASTE REMOVAL, INC.	INV# 74100030 4/1/17	(132.76)
4/20/2017	7887	JCP&L	ELECTRIC 3/15/17	(945.75)
4/20/2017	7888	JG PAINTING & CONTRACTING, LLC	INV FOR STENCIL 1/11/17	(200.00)
4/20/2017	7889	KJS PLUMBING & HEATING, INC.	INV# 1007 2/20/17	(125.00)
4/20/2017	7890	NETLINK WEB SERVICES, LLC	INV# NWS2010 4/1/17	(199.00)
4/20/2017	7891	OCEAN COAST ELECTRIC, LLC	INV# 5233 1/13/17	(693.76)
4/20/2017	7892	PNC EQUIPMENT FINANCE	LEASE # 157916000 3/27/17	(33,449.29)
4/20/2017	7893	PSE&G	GAS 3/22/17	(506.47)
4/20/2017	7894	TASC FIRE APPARATUS, INC.	INV# 040817 4/6/17	(152.00)
4/20/2017	7895	VALIC	2016 CONTRIBUTIONS - 22 MEMBERS	(16,329.06)
4/20/2017	7896	WARSHAUER GENERATOR LLC	INV#2286 4/1/17	(1,320.00)
Total 1104-00 - Cash in Checking-PNC				(69,447.26)
TOTAL				(69,447.26)

Jamesburg Board of Fire Commissioners

Outstanding Checks

March through April 2017

05/16/17

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	3/16/2017	7879	W.B. MASON CO. INC.	1104-00 · Cash in Checking-PNC	
Bill	3/15/2017	2017-03-028		6500-01 · Office Supplies	-27.99
TOTAL					-27.99
Bill Pmt -Check	4/20/2017	7884	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	4/19/2017	2017-03-031		6400-02 · Accounting/Auditing Fees	-200.00
TOTAL					-200.00
Bill Pmt -Check	4/20/2017	7888	JG PAINTING & CONTRAC...	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	4/20/2017	7890	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	4/19/2017	2017-03-034		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	4/20/2017	7895	VALIC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2017	2017-03-037		7850-01 · LOSAP Program	-16,329.06
TOTAL					-16,329.06