

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 5/19/16

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 18,620.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 77,922.76
Vouchers/Fees paid/Transfers since last meeting:	\$ (76,542.76)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 289,382.58
Withdrawals/Transfers to Checking:	\$ (77,922.76)
Deposits/Interest to Savings Account (see Note 4):	\$ 21.01
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 211,480.83
GRAND TOTAL CASH ON HAND:	\$ 231,480.83
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 22,522.55

Notes - 5/19/16 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (2,522.55) therefore a transfer FROM PNC Sav of **\$22,522.55** 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 \$21.01 on 4/29/16.

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

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2016

	Jan - Dec 16	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	7,346.81	12,000.00	61.2%
6400-04 · Medical Services	115.00	5,250.00	2.2%
Total 6400-00 · Professional Fees	7,461.81	34,250.00	21.8%
6400-05 · Election Expenses	2,777.73	3,500.00	79.4%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,775.69	5,000.00	35.5%
6500-02 · Misc Supplies(petty cash)	60.00	200.00	30.0%
Total 6500-00 · Office \Postage Exp	1,835.69	5,200.00	35.3%
Total Expense	18,777.23	57,850.00	32.5%
Net Ordinary Income	(18,777.23)	(57,850.00)	32.5%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	2,877.36	13,000.00	22.1%
Total 7140-00 · Truck Equipment	2,877.36	13,000.00	22.1%
7195-00 · Uniform & Equip(Firefighters)	472.05	13,000.00	3.6%
Total 7100-00 · Reimb for Exp & Losses	3,349.41	26,000.00	12.9%
7200-00 · Hydrant Rental Dom Water	19,149.37	58,000.00	33.0%
7400-00 · Insurance Premium	33,242.00	48,000.00	69.3%
7500-00 · Professional Services			
7500-01 · Advertising	0.00	500.00	0.0%
7500-03 · Training & Education	1,175.00	7,500.00	15.7%
Total 7500-00 · Professional Services	1,175.00	8,000.00	14.7%
7600-00 · Utilities	8,134.81	22,000.00	37.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,359.00	5,000.00	47.2%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	1,880.94	15,000.00	12.5%
7710-05 · Equipment Testing	57.50	5,000.00	1.2%
Total 7710-00 · Truck Service	4,297.44	30,000.00	14.3%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	5,625.15	32,500.00	17.3%
7740-00 · Bldg Supplies	330.88	2,000.00	16.5%
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%
Total 7700-00 · Maint/Repairs	10,253.47	98,800.00	10.4%
7800-00 · Contingency	14.61	25,000.00	0.1%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,294.64	19,000.00	91.0%
Total 7850-00 · LOSAP Program	17,294.64	19,000.00	91.0%
8000-00 · Debt Service			
8010-03 · Lease Purchase-Principal	0.00	27,156.00	0.0%
8010-10 · Capital Lease-Principal	0.00	60,000.00	0.0%
8010-11 · Capital Lease-Oshkosh Princ	25,676.80	25,677.00	100.0%
8020-03 · Lease Purchase-Int.	0.00	876.00	0.0%
8020-10 · Capital Lease-Interest	0.00	2,694.00	0.0%
8020-11 · Capital Lease-Oshkosh Int	7,772.49	772.00	1,006.8%
Total 8000-00 · Debt Service	33,449.29	117,175.00	28.5%
Total Other Expense	126,062.60	421,975.00	29.9%
Net Other Income	(126,062.60)	(421,975.00)	29.9%
Net Income	(144,839.83)	(479,825.00)	30.2%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of May 31, 2016

Date	Num	Account	Open Balance
AT&T			
5/17/2016	2016-03-044	7600-00 · Utilities	306.09
Total AT&T			306.09
BETTER LIVING DEPT. STORE			
5/17/2016	2016-02-015	7730-00 · Bldg Maintenance	162.13
Total BETTER LIVING DEPT. STORE			162.13
BRIAN H. WRIGHT			
5/17/2016	2016-03-045	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
CENTRAL JERSEY FAMILY MEDICAL GROUP			
5/17/2016	2016-01-016	6400-04 · Medical Services	115.00
Total CENTRAL JERSEY FAMILY MEDICAL GROUP			115.00
COMCAST			
5/17/2016	2016-03-046	7600-00 · Utilities	108.02
Total COMCAST			108.02
DEBORAH A. FITZGERALD			
5/17/2016	2016-03-047	6400-02 · Accounting/Auditing Fees	275.00
Total DEBORAH A. FITZGERALD			275.00
DINA WALKER			
5/17/2016	2016-03-048	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
GENERAL WASTE REMOVAL, INC.			
5/17/2016	2016-02-016	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
JCP&L			
5/17/2016	2016-03-049	7600-00 · Utilities	619.28
Total JCP&L			619.28
KJS PLUMBING & HEATING, INC.			
5/17/2016	2016-02-015	7730-00 · Bldg Maintenance	600.00
5/17/2016	2016-02-015	7730-00 · Bldg Maintenance	1,200.00
Total KJS PLUMBING & HEATING, INC.			1,800.00
MC MASTER-CARR SUPPLY CO.			
5/17/2016	2016-01-017	7710-04 · Truck Service	20.99
5/17/2016	2016-01-018	7730-00 · Bldg Maintenance	445.57
Total MC MASTER-CARR SUPPLY CO.			466.56
NANCY LINKE			
5/17/2016	2016-03-050	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC			
5/17/2016	2016-03-051	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO.			
5/17/2016	2016-01-019	7195-00 · Uniform & Equip(Firefighters)	229.04
Total NEW JERSEY FIRE EQUIPMENT CO.			229.04
NJ-AMERICAN WATER COMP.			
5/17/2016	2016-03-052	7200-00 · Hydrant Rental Dom Water	20.27
5/17/2016	2016-03-052	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,755.77
PATRICK CONNELLY			
5/17/2016	2016-03-053	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
PSE&G			
5/17/2016	2016-03-054	7600-00 · Utilities	231.15
Total PSE&G			231.15

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of May 31, 2016

Date	Num	Account	Open Balance
READY REFRESH BY NESTLE			
5/17/2016	2016-02-017	7730-00 · Bidg Maintenance	20.27
Total READY REFRESH BY NESTLE			20.27
SAMUEL KLEIN & COMPANY			
5/17/2016	2016-03-055	6400-02 · Accounting/Auditing Fees	4,075.00
5/17/2016	2016-03-055	6400-02 · Accounting/Auditing Fees	850.00
Total SAMUEL KLEIN & COMPANY			4,925.00
WHELAN EAST COAST EMERGENCY LIGHTING INC.			
5/17/2016	2016-01-020	7710-04 · Truck Service	706.32
5/17/2016	2016-01-021	7140-01 · Fire Equipment	1,762.36
Total WHELAN EAST COAST EMERGENCY LIGHTING INC.			2,468.68
WILLIAM STONAKER			
5/17/2016	2016-03-056	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
WIRELESS ELECTRONICS, INC			
5/17/2016	2016-01-022	7710-01 · Radio Serv/Repair	2,055.00
5/17/2016	2016-01-023	7710-01 · Radio Serv/Repair	304.00
Total WIRELESS ELECTRONICS, INC			2,359.00
TOTAL			<u>22,522.55</u>

BANK RECONCILIATION

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

MONTH OF: **April-16**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Mar-16	\$ 18,620.00	BAL. PER BANK STATEMENT	\$ 38,099.44
			AS OF:	29-Apr-16
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 4/21/16	\$ 77,922.76			
TOTAL DEBITS:	\$ 77,922.76			
	TOTAL	\$ 96,542.76		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 4/30	\$ 76,542.76			\$ 38,099.44
ACCOUNT ANALYSIS	\$ -		LESS CHECKS OUTSTANDING:	
TOTAL CREDITS:	\$ 76,542.76		TOTAL:	\$ 18,099.44
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 #
7634	103.30	Jamesburg Vol Fire	3/17/16	
7658	262.50	Deborah Fitzgerald	4/21/16	
7664	199.00	Netlink Web	4/21/16	
7669	240.00	Team Life	4/21/16	
7670	17,294.64	Valic	4/21/16	
TOTAL	\$ 18,099.44			

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Jamesburg Board of Fire Commissioners
Monthly Check Register
 April 2016

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
4/21/2016	7650	1ST CHOICE SAFETY EQUIPMENT, LLC	INV# 4 4/7/16	(875.00)
4/21/2016	7651	APPROVED FIRE PROTECTION CO.	INV# 11163518 3/25/16	(57.50)
4/21/2016	7652	AT&T	LOCAL & LONG DISTANCE PHONE 3/24/16	(304.26)
4/21/2016	7653	AUTO AUTHORITY LLC	INV# 7148 3/18/16	(288.87)
4/21/2016	7654	BETTER LIVING DEPT. STORE	STMT 3/25/16	(404.91)
4/21/2016	7655	BOROUGH OF JAMESBURG SEWER UTILITY	2ND QTR 2016 SEWER FEE	(236.75)
4/21/2016	7656	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 17651-16 3/25/16	(330.88)
4/21/2016	7657	COMCAST	MONTHLY INTERNET 4/3/16	(108.02)
4/21/2016	7658	DEBORAH A. FITZGERALD	INV# 2016003 3/31/16	(262.50)
4/21/2016	7659	DINA WALKER - PETTY CASH	PETTY CASH REIMB - CANON TONER 1/14/16	(378.74)
4/21/2016	7660	FIRST RESPONDER JOINT INSURANCE FUND	2ND INSTALL - W/COMP, PKG, MGMT LIAB, ENVL, EXCESS ...	(14,157.00)
4/21/2016	7661	GENERAL WASTE REMOVAL, INC.	INV# 64100030 4/1/16	(131.56)
4/21/2016	7662	JCP&L	ELECTRIC 4/14/16	(1,572.00)
4/21/2016	7663	MIDDLESEX COUNTY FIRE ACADEMY		(1,045.00)
4/21/2016	7664	NETLINK WEB SERVICES, LLC	INV# NWS1853 4/1/16	(199.00)
4/21/2016	7665	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 4/16	(4,762.38)
4/21/2016	7666	PNC EQUIPMENT FINANCE	LEASE # 157916000 3/25/16	(33,449.29)
4/21/2016	7667	PSE&G	GAS 3/22/16	(394.20)
4/21/2016	7668	READY REFRESH BY NESTLE	INV# 16C7801965661 4/4/16	(20.27)
4/21/2016	7669	TEAM LIFE, INC.	INV# 12970 4/12/16	(240.00)
4/21/2016	7670	VALIC	2015 CONTRIBUTIONS - 24 MEMBERS	(17,294.64)
4/21/2016	7671	W.B. MASON CO. INC.	INV# I33171860 3/21/16	(29.99)
Total 1104-00 - Cash in Checking-PNC				(76,542.76)
TOTAL				(76,542.76)

Jamesburg Board of Fire Commissioners

Outstanding Checks

March through April 2016

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Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	3/17/2016	7634	JAMESBURG VOLUNTEER...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2015	2015-01-071		7140-01 · Fire Equipment	-19.90
				7710-02 · Fuel	-5.00
				6500-02 · Misc Supplies(petty cash)	-9.80
				7730-00 · Bldg Maintenance	-68.60
TOTAL					-103.30
Bill Pmt -Check	4/21/2016	7658	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	4/19/2016	2016-03-034		6400-02 · Accounting/Auditing Fees	-262.50
TOTAL					-262.50
Bill Pmt -Check	4/21/2016	7664	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	4/19/2016	2016-03-038		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	4/21/2016	7669	TEAM LIFE, INC.	1104-00 · Cash in Checking-PNC	
Bill	4/19/2016	2016-01-015		7140-01 · Fire Equipment	-240.00
TOTAL					-240.00
Bill Pmt -Check	4/21/2016	7670	VALIC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2016	2016-03-042		7850-01 · LOSAP Program	-17,294.64
TOTAL					-17,294.64