

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 7/21/16

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):	\$ 36,436.85
Vouchers/Fees paid/Transfers since last meeting:	\$ (45,112.69)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	<b>\$ 11,324.16</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 188,976.03
Withdrawals/Transfers to Checking:	\$ (36,436.85)
Deposits/Interest to Savings Account (see Note 4):	\$ 231,523.58
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 384,062.76</b>
GRAND TOTAL CASH ON HAND:	<b>\$ 395,386.92</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 14,213.76</b>

Notes - 7/21/16 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (2,889.60) therefore a transfer FROM PNC Sav of **\$22,889.60** needs to be made in order to maintain the control balance of **\$20,000.00**. Check #7710 payable to KTK Construction for \$8,670 was cut on 6/29/16, representing the 1st half of the door job.

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 \$23.58 on 6/30/16, and the 6/15/16 deposit of the Borough tax check for \$231,500, representing 1st and 2nd quarter 2016 tax payments.

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
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
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%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>6,702.00</b>	<b>14,900.00</b>	<b>45.0%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	7,871.81	12,000.00	65.6%
6400-04 · Medical Services	455.00	5,250.00	8.7%
<b>Total 6400-00 · Professional Fees</b>	<b>8,326.81</b>	<b>34,250.00</b>	<b>24.3%</b>
6400-05 · Election Expenses	2,777.73	3,500.00	79.4%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,222.26	5,000.00	44.4%
6500-02 · Misc Supplies(petty cash)	60.00	200.00	30.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,282.26</b>	<b>5,200.00</b>	<b>43.9%</b>
<b>Total Expense</b>	<b>20,088.80</b>	<b>57,850.00</b>	<b>34.7%</b>
<b>Net Ordinary Income</b>	<b>(20,088.80)</b>	<b>(57,850.00)</b>	<b>34.7%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	7,197.18	13,000.00	55.4%
<b>Total 7140-00 · Truck Equipment</b>	<b>7,197.18</b>	<b>13,000.00</b>	<b>55.4%</b>
7195-00 · Uniform & Equip(Firefighters)	9,490.11	13,000.00	73.0%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>16,687.29</b>	<b>26,000.00</b>	<b>64.2%</b>
7200-00 · Hydrant Rental Dom Water	28,922.69	58,000.00	49.9%
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	2,106.03	7,500.00	28.1%
<b>Total 7500-00 · Professional Services</b>	<b>2,106.03</b>	<b>8,000.00</b>	<b>26.3%</b>
7600-00 · Utilities	11,149.92	22,000.00	50.7%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,683.00	5,000.00	53.7%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	4,060.88	15,000.00	27.1%
7710-05 · Equipment Testing	115.00	5,000.00	2.3%
<b>Total 7710-00 · Truck Service</b>	<b>6,858.88</b>	<b>30,000.00</b>	<b>22.9%</b>
7720-00 · Air Pack & Bottle Repair	1,826.70	1,800.00	101.5%
7730-00 · Bldg Maintenance	15,717.06	32,500.00	48.4%
7740-00 · Bldg Supplies	552.53	2,000.00	27.6%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>41,205.17</b>	<b>98,800.00</b>	<b>41.7%</b>
7800-00 · Contingency	20.45	25,000.00	0.1%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,294.64	19,000.00	91.0%
<b>Total 7850-00 · LOSAP Program</b>	<b>17,294.64</b>	<b>19,000.00</b>	<b>91.0%</b>
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	871.00	0.0%
8020-10 · Capital Lease-Interest	0.00	2,694.00	0.0%
8020-11 · Capital Lease-Oshkosh Int	7,772.49	7,773.00	100.0%
<b>Total 8000-00 · Debt Service</b>	<b>33,449.29</b>	<b>124,171.00</b>	<b>26.9%</b>
<b>Total Other Expense</b>	<b>184,077.48</b>	<b>428,971.00</b>	<b>42.9%</b>
<b>Net Other Income</b>	<b>(184,077.48)</b>	<b>(428,971.00)</b>	<b>42.9%</b>
<b>Net Income</b>	<b>(204,166.28)</b>	<b>(486,821.00)</b>	<b>41.9%</b>

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

Date	Num	Account	Open Balance
<b>APPROVED FIRE PROTECTION CO.</b>			
7/20/2016	2016-01-041	7710-05 · Equipment Testing	57.50
Total APPROVED FIRE PROTECTION CO.			57.50
<b>AT&amp;T</b>			
7/20/2016	2016-03-062	7600-00 · Utilities	301.20
Total AT&T			301.20
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
7/20/2016	2016-03-063	7600-00 · Utilities	217.90
Total BOROUGH OF JAMESBURG SEWER UTILITY			217.90
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
7/20/2016	2016-02-024	7740-00 · Bldg Supplies	221.65
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			221.65
<b>COMCAST</b>			
7/20/2016	2016-03-064	7600-00 · Utilities	108.02
Total COMCAST			108.02
<b>DEBORAH A. FITZGERALD</b>			
7/20/2016	2016-03-065	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
<b>EMERGENCY SERVICES SYSTEMS, INC.</b>			
7/20/2016	2016-01-034	7710-04 · Truck Service	1,286.84
Total EMERGENCY SERVICES SYSTEMS, INC.			1,286.84
<b>FAT BOYS LANDSCAPING, LLC</b>			
7/20/2016	2016-02-020	7730-00 · Bldg Maintenance	600.00
Total FAT BOYS LANDSCAPING, LLC			600.00
<b>GENERAL WASTE REMOVAL, INC.</b>			
7/20/2016	2016-02-025	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
7/20/2016	2016-01-042	7710-04 · Truck Service	4.49
Total JAMESBURG HARDWARE & APPLIANCE			4.49
<b>JCP&amp;L</b>			
7/20/2016	2016-03-066	7600-00 · Utilities	843.87
7/20/2016	2016-03-066	7600-00 · Utilities	921.47
Total JCP&L			1,765.34
<b>MC MASTER-CARR SUPPLY CO.</b>			
7/20/2016	2016-01-043	7500-03 · Training & Education	181.03
Total MC MASTER-CARR SUPPLY CO.			181.03
<b>NETLINK WEB SERVICES, LLC</b>			
7/20/2016	2016-03-067	6500-01 · Office Supplies	199.00
7/20/2016	2016-03-067	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			398.00
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
7/20/2016	2016-01-028	7720-00 · Air Pack & Bottle Repair	1,826.70
Total NEW JERSEY FIRE EQUIPMENT CO.			1,826.70
<b>NJ-AMERICAN WATER COMP.</b>			
7/20/2016	2016-03-068	7200-00 · Hydrant Rental Dom Water	247.81
7/20/2016	2016-03-068	7200-00 · Hydrant Rental Dom Water	54.51
7/20/2016	2016-03-068	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			5,037.82
<b>PSE&amp;G</b>			
7/20/2016	2016-03-069	7600-00 · Utilities	131.08
7/20/2016	2016-03-069	7600-00 · Utilities	82.11
Total PSE&G			213.19
<b>READY REFRESH BY NESTLE</b>			
7/20/2016	2016-02-026	7730-00 · Bldg Maintenance	20.27

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
Total READY REFRESH BY NESTLE			20.27
<b>RELIABLE FIRE PROTECTION</b>			
7/20/2016	2016-02-027	7730-00 · Bldg Maintenance	383.25
Total RELIABLE FIRE PROTECTION			383.25
<b>THE HOSE DUMMY COMPANY, LLC</b>			
7/20/2016	2016-01-044	7500-03 · Training & Education	750.00
Total THE HOSE DUMMY COMPANY, LLC			750.00
<b>VIKING PEST CONTROL, INC.</b>			
7/20/2016	2016-02-028	7730-00 · Bldg Maintenance	135.00
Total VIKING PEST CONTROL, INC.			135.00
<b>WIRELESS ELECTRONICS, INC</b>			
7/20/2016	2016-01-045	7710-01 · Radio Serv/Repair	324.00
Total WIRELESS ELECTRONICS, INC			324.00
<b>TOTAL</b>			<b><u>14,213.76</u></b>

**BANK RECONCILIATION**

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

MONTH OF: **June-16**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-May-16	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 37,035.46
			AS OF:	30-Jun-16
<b>ADD DEBITS:</b>			<b>ADD DEPOSITS IN TRANSIT:</b>	
Online Banking Transfer				
on 6/17/16	\$ 36,436.85			
<b>TOTAL DEBITS:</b>	\$ 36,436.85			
	<b>TOTAL</b>	\$ 56,436.85		
<b>LESS CREDITS:</b>			<b>TOTAL IN TRANSIT:</b>	\$ -
VOUCHER LIST - 6/30	\$ 45,106.85			\$ 37,035.46
<b>ACCOUNT ANALYSIS</b>	\$ 5.84		<b>LESS CHECKS OUTSTANDING:</b>	
			<b>TOTAL:</b>	\$ 25,711.30
<b>TOTAL CREDITS:</b>	\$ 45,112.69			
<b>ENDING BANK BALANCE-Per G/L</b>	30-Jun-16	\$ 11,324.16	<b>BANK BALANCE-Per Reconciliation:</b>	\$ 11,324.16

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7634	103.30	Jamesburg Vol Fire	3/17/16	
7692	520.00	William Stonnaker	5/19/16	
7702	16,250.00	Jamesburg Vol Fire	6/16/16	
7707	168.00	Sweet Sign	6/16/16	
7710	8,670.00	KTK Construction	6/29/16	
<b>TOTAL</b>	\$ 25,711.30			

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**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 June 2016

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
6/16/2016	7694	1ST CHOICE SAFETY EQUIPMENT, LLC	INV# 23 6/8/16	(420.00)
6/16/2016	7695	AT&T	LOCAL & LONG DISTANCE 5/24/16	(301.44)
6/16/2016	7696	AUTO KING PARTS & SUPPLIES	A/C# J2100 5/23-5/28/16	(432.64)
6/16/2016	7697	CENTRAL JERSEY FAMILY MEDICAL GROUP	EXAMS - M. DAVIS, D. ZIPPO 5/2/16	(340.00)
6/16/2016	7698	COMCAST	INTERNET & TV SVC 6/3/16	(108.02)
6/16/2016	7699	DEBORAH A. FITZGERALD	INV# 2016005 5/31/16	(275.00)
6/16/2016	7700	GENERAL WASTE REMOVAL, INC.	INV# 66100030 6/1/16	(131.56)
6/16/2016	7701	JAMESBURG HARDWARE & APPLIANCE	INV# A69036 5/28/16	(5.97)
6/16/2016	7702	JAMESBURG VOL FIRE DEPT	1ST & 2ND QTR 2016 CONTRACT INSTALLMENT	(16,250.00)
6/16/2016	7703	NEW JERSEY FIRE EQUIPMENT CO.	INV# 50451 6/2/16	(3,731.82)
6/16/2016	7704	NJ-AMERICAN WATER COMP.	A/C# 1018-210025838964 6/6/16	(4,735.50)
6/16/2016	7705	READY REFRESH BY NESTLE	INV# 16E7801965661 6/2/16	(20.27)
6/16/2016	7706	SKYLANDS AREA FIRE EQUIPMENT & TRAI...		(9,018.06)
6/16/2016	7707	SWEET SIGN SYSTEMS, INC.	INV# 0429161 4/29/16	(168.00)
6/16/2016	7708	W.B. MASON CO. INC.	INV# 134659497 5/18/16	(48.57)
6/16/2016	7709	WHELAN EAST COAST EMERGENCY LIGHTI...	INV# 11505 6/6/16	(450.00)
6/29/2016	7710	KTK Construction	1st HALF OF DOOR JOB	(8,670.00)
Total 1104-00 · Cash in Checking-PNC				(45,106.85)
<b>TOTAL</b>				<b>(45,106.85)</b>

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 March through June 2016

07/20/16

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	5/19/2016	7692	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	5/17/2016	2016-03-056		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	6/16/2016	7702	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	6/14/2016	2016-02-023		7750-00 · Fire Comp. Contract	-16,250.00
TOTAL					-16,250.00
Bill Pmt -Check	6/16/2016	7707	SWEET SIGN SYSTEMS, IN...	1104-00 · Cash in Checking-PNC	
Bill	6/14/2016	2016-01-040		7140-01 · Fire Equipment	-168.00
TOTAL					-168.00
Check	6/29/2016	7710	KTK Construction	1104-00 · Cash in Checking-PNC	
				7730-00 · Bldg Maintenance	-8,670.00
TOTAL					-8,670.00