

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 8/17/17

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 163,218.08
Vouchers/Fees paid/Transfers since last meeting:	\$ (160,991.39)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 22,226.69
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 435,826.07
Withdrawals/Transfers to Checking:	\$ (146,889.02)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 22.53
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 288,959.58
GRAND TOTAL CASH ON HAND:	\$ 311,186.27
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 34,475.33

Notes - 8/17/17 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (12,248.64) therefore a transfer FROM PNC Sav of **\$32,248.64** needs to be made in order to maintain the control balance of **\$20,000.00**. After the meeting on 7/20/17, Ck# 7895, previously issued to VALIC on 4/20/17, was voided, and a new check was issued for \$14,102.37.

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 \$22.53 on 7/31/17.

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 2017

	Jan - Dec 17	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	10,053.00	13,400.00	75.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	10,053.00	14,900.00	67.5%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	2,959.31	12,000.00	24.7%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	2,959.31	30,000.00	9.9%
6400-05 · Election Expenses	600.00	4,000.00	15.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,530.98	5,000.00	30.6%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,530.98	5,200.00	29.4%
Total Expense	15,143.29	54,100.00	28.0%
Net Ordinary Income	(15,143.29)	(54,100.00)	28.0%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	5,152.00	15,000.00	34.3%
Total 7140-00 · Truck Equipment	5,152.00	15,000.00	34.3%
7195-00 · Uniform & Equip(Firefighters)	5,984.81	15,000.00	39.9%
Total 7100-00 · Reimb for Exp & Losses	11,136.81	30,000.00	37.1%
7200-00 · Hydrant Rental Dom Water	33,585.98	58,000.00	57.9%
7400-00 · Insurance Premium	47,736.00	50,000.00	95.5%
7500-00 · Professional Services			
7500-03 · Training & Education	2,212.61	12,000.00	18.4%
Total 7500-00 · Professional Services	2,212.61	12,000.00	18.4%
7600-00 · Utilities	11,948.30	22,000.00	54.3%
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	11,923.84	15,000.00	79.5%
7710-05 · Equipment Testing	1,310.00	5,000.00	26.2%
Total 7710-00 · Truck Service	13,233.84	30,000.00	44.1%
7720-00 · Air Pack & Bottle Repair	432.00	1,800.00	24.0%
7730-00 · Bldg Maintenance	4,524.95	32,500.00	13.9%
7740-00 · Bldg Supplies	480.27	2,000.00	24.0%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
Total 7700-00 · Maint/Repairs	34,921.06	98,800.00	35.3%
7800-00 · Contingency	0.00	25,000.00	0.0%
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	128,303.94	305,000.00	42.1%
9600-00 · Commitments for Future Capital	0.00	20,000.00	0.0%
Total Other Expense	317,396.36	673,250.00	47.1%
Net Other Income	(317,396.36)	(673,250.00)	47.1%
Net Income	(332,539.65)	(727,350.00)	45.7%

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

Date	Num	Account	Open Balance
AT&T			
8/16/2017	7017-03-066	7600-00 · Utilities	326.87
Total AT&T			326.87
BETTER LIVING DEPT. STORE			
8/16/2017	2017-01-031	7500-03 · Training & Education	70.42
Total BETTER LIVING DEPT. STORE			70.42
BOROUGH OF JAMESBURG SEWER UTILITY			
8/16/2017	2017-03-067	7600-00 · Utilities	236.28
Total BOROUGH OF JAMESBURG SEWER UTILITY			236.28
BRIAN H. WRIGHT			
8/16/2017	2017-03-068	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
DEBORAH A. FITZGERALD			
8/16/2017	2017-03-069	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
DINA WALKER			
8/16/2017	2017-03-070	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
FAT BOYS LANDSCAPING, LLC			
8/16/2017	2017-02-023	7730-00 · Bldg Maintenance	150.00
Total FAT BOYS LANDSCAPING, LLC			150.00
FIRST RESPONDER JOINT INSURANCE FUND			
8/16/2017	2017-03-071	7400-00 · Insurance Premium	14,451.00
Total FIRST RESPONDER JOINT INSURANCE FUND			14,451.00
JAMESBURG HARDWARE & APPLIANCE			
8/16/2017	2017-01-032	7500-03 · Training & Education	9.19
8/16/2017	2017-02-024	7740-00 · Bldg Supplies	25.49
Total JAMESBURG HARDWARE & APPLIANCE			34.68
LYNETTE EMENS			
8/16/2017	2017-03-072	6100-01 · Commissioners Pay	520.00
Total LYNETTE EMENS			520.00
NANCY LINKE			
8/16/2017	2017-03-073	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC			
8/16/2017	2017-03-074	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
8/16/2017	2017-03-075	7200-00 · Hydrant Rental Dom Water	23.19
8/16/2017	2017-03-075	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,758.69
PLAINSBORO FIRE COMPANY			
8/16/2017	2017-01-033	7140-01 · Fire Equipment	5,000.00
Total PLAINSBORO FIRE COMPANY			5,000.00
PSE&G			
8/16/2017	2017-03-076	7600-00 · Utilities	89.48
Total PSE&G			89.48
READY REFRESH BY NESTLE			
8/16/2017	2017-02-025	7730-00 · Bldg Maintenance	21.27
Total READY REFRESH BY NESTLE			21.27
SISBARRO FLEET SERVICE			
8/16/2017	2017-01-034	7710-04 · Truck Service	3,922.38
Total SISBARRO FLEET SERVICE			3,922.38
SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
8/16/2017	2017-01-035	7195-00 · Uniform & Equip(Firefighters)	134.00
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			134.00
STANDARD WASTE SERVICES			
8/16/2017	2017-02-026	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
TASC FIRE APPARATUS, INC.			
8/16/2017	2017-01-036	7710-05 · Equipment Testing	1,195.00
Total TASC FIRE APPARATUS, INC.			1,195.00
VIKING TERMITE & PEST CONTROL, INC.			
8/16/2017	2017-02-027	7730-00 · Bldg Maintenance	140.00
Total VIKING TERMITE & PEST CONTROL, INC.			140.00
WILLIAM STONAKER			
8/16/2017	2017-03-077	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
TOTAL			<u>34,475.33</u>

BANK RECONCILIATION

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

MONTH OF: **July-17**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	30-Jun-17	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 40,001.69
			AS OF:	31-Jul-17
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 7/20/17	\$ 146,889.02			
TOTAL DEBITS:	\$ 146,889.02			
	TOTAL	\$ 166,889.02		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 7/31	\$ 160,991.39			\$ 40,001.69
VOID Ck#7895 4/20/17 payable to VALIC	\$ (16,329.06)			
ACCOUNT ANALYSIS	\$ -			
TOTAL CREDITS:	\$ 144,662.33			
ENDING BANK BALANCE-Per G/L	31-Jul-17	\$ 22,226.69	BANK BALANCE-Per Reconciliation:	\$ 22,226.69

(S0.00)

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
7895	-	VALIC (VOIDED)	4/20/17	
7904	8,125.00	Jamesburg Vol Fire	5/18/17	
7937	200.00	Deborah Fitzgerald	7/20/17	
7938	1,125.00	Donald Salzmman, LLC	7/20/17	
7941	8,125.00	Jamesburg Vol Fire	7/20/17	
TOTAL	\$ 17,775.00			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 July 2017

08/16/17

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
7/20/2017	7933	AIR & GAS TECHNOLOGIES, INC.	INV# 134935 6/30/17	(49,790.00)
7/20/2017	7934	APPROVED FIRE PROTECTION CO.	INV# IN00006461 6/26/17	(57.50)
7/20/2017	7935	AT&T	LOCAL & LONG DISTANCE 6/24/17	(327.68)
7/20/2017	7936	COMCAST	INTERNET SERVICE 6/9/17, 7/9/17	(206.08)
7/20/2017	7937	DEBORAH A. FITZGERALD	INV# 2017006 6/30/17	(200.00)
7/20/2017	7938	DONALD SALZMANN, LLC	INV# 17-032 6/28/17	(1,125.00)
7/20/2017	7939	FAT BOYS LANDSCAPING, LLC	INV# 700 6/14/17	(225.00)
7/20/2017	7940	GENERAL WASTE REMOVAL, INC.	INV# 77100027 7/1/17	(132.76)
7/20/2017	7941	JAMESBURG VOL FIRE DEPT	2ND QTR 2017 CONTRACT INSTALLMENT	(8,125.00)
7/20/2017	7942	JCP&L	ELECTRIC 6/15/17, 7/17/17	(1,902.58)
7/20/2017	7943	MC MASTER-CARR SUPPLY CO.	INV# 37100718, 35776571, 38358320 7/7/17	(348.51)
7/20/2017	7944	NETLINK WEB SERVICES, LLC	INV# NWS2050 7/1/17	(199.00)
7/20/2017	7945	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 7/5/17	(4,772.00)
7/20/2017	7946	PSE&G	GAS 6/21/17	(101.01)
7/20/2017	7947	READY REFRESH BY NESTLE	INV# 17F7801965661 7/3/17	(4.00)
7/20/2017	7948	RELIABLE FIRE PROTECTION	INV# 364105 1/3/17	(227.75)
7/20/2017	7949	SISBARRO FLEET SERVICE	INV# 568 7/19/17	(534.22)
7/20/2017	7950	SKYLANDS AREA FIRE EQUIPMENT & TRAI..	INV# 9069 7/6/17	(8.00)
7/20/2017	7951	TACTICAL PUBLIC SAFETY, LLC	INV# 17-176A 6/22/17	(78,513.94)
7/20/2017	7952	W.B. MASON CO. INC.	INV# 145207083 6/20/17	(88.99)
7/20/2017	7953	VALIC	2016 CONTRIBUTIONS - 19 MEMBERS	(14,102.37)
Total 1104-00 - Cash in Checking-PNC				(160,991.39)
TOTAL				(160,991.39)

Jamesburg Board of Fire Commissioners
Outstanding Checks
 April through July 2017

08/16/17

Type	Date	Num	Name	Account	Paid Amount
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	5/18/2017	7904	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	5/16/2017	2017-02-012		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	7/20/2017	7937	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	7/19/2017	2017-03-060		6400-02 · Accounting/Auditing Fees	-200.00
TOTAL					-200.00
Bill Pmt -Check	7/20/2017	7938	DONALD SALZMANN, LLC	1104-00 · Cash in Checking-PNC	
Bill	7/19/2017	2017-01-027		7710-04 · Truck Service	-1,125.00
TOTAL					-1,125.00
Bill Pmt -Check	7/20/2017	7941	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	7/19/2017	2017-02-020		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00