

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

Prepared By: S. Rampacek

Treasurer Report:

Date: 04/16/2020

Reconciled balance brought forward in 1st Constitution Checking Acct from last meeting:	\$ (13,203.24)
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 33,265.61
Vouchers/Fees paid/Transfers since last meeting:	\$ (19,066.71)
Current Reconciled Balance Remaining in 1st Constitution Checking Account (Note 1):	\$ 995.66
Reconciled 1st Constitution Savings Balance brought forward from last meeting:	\$ 457,401.61
Withdrawals/Transfers to Checking:	\$ (33,238.71)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 373.69
Current Reconciled Balance Remaining in 1st Constitution Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 424,536.59
GRAND TOTAL CASH ON HAND:	\$ 425,532.25
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 81,220.69

Notes - 04/16/2020 Report:

1) Payment of the current month's voucher list would result in a 1st Constitution Checking balance of: \$ (80,225.03) therefore a transfer FROM 1st Constitution Sav of \$ 100,225.03 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 in account ending in 0797 in the amount of \$26.90 on 03/31/2020. Also Reflects interest earned in account ending in 0827 in the amount of \$373.69 on 3/31/2020.

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 2020

	Jan - Dec 20	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	2,774.00	14,396.00	19.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	2,774.00	16,896.00	17.5%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	0.00	12,000.00	0.0%
6400-04 · Medical Services	85.00	1,000.00	8.5%
Total 6400-00 · Professional Fees	85.00	30,000.00	0.3%
6400-05 · Election Expenses	1,425.00	5,000.00	28.5%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,395.55	5,000.00	27.9%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,395.55	5,200.00	26.8%
Total Expense	5,679.55	56,096.00	10.1%
Net Ordinary Income	(5,679.55)	(56,096.00)	10.1%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	1,318.94	17,000.00	7.8%
Total 7140-00 · Truck Equipment	1,318.94	17,000.00	7.8%
7195-00 · Uniform & Equip(Firefighters)	846.02	17,000.00	5.0%
Total 7100-00 · Reimb for Exp & Losses	2,164.96	34,000.00	6.4%
7200-00 · Hydrant Rental Dom Water	14,458.48	58,000.00	24.9%
7400-00 · Insurance Premium	33,873.00	51,000.00	66.4%
7500-00 · Professional Services			
7500-03 · Training & Education	1,250.59	12,000.00	10.4%
Total 7500-00 · Professional Services	1,250.59	12,000.00	10.4%
7600-00 · Utilities	6,199.31	21,000.00	29.5%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	350.00	5,000.00	7.0%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	1,555.04	20,000.00	7.8%
7710-05 · Equipment Testing	712.74	8,000.00	8.9%
Total 7710-00 · Truck Service	2,617.78	38,000.00	6.9%
7720-00 · Air Pack & Bottle Repair	0.00	2,000.00	0.0%
7730-00 · Bldg Maintenance	1,679.49	40,000.00	4.2%
7740-00 · Bldg Supplies	306.24	2,000.00	15.3%
7750-00 · Fire Comp. Contract	8,125.00	32,500.00	25.0%
Total 7700-00 · Maint/Repairs	12,728.51	114,500.00	11.1%
7800-00 · Contingency	2,986.00	25,000.00	11.9%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,311.87	19,000.00	91.1%
Total 7850-00 · LOSAP Program	17,311.87	19,000.00	91.1%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	28,759.00	29,865.00	96.3%
8020-11 · Capital Lease-Oshkosh Int	4,890.29	3,583.00	130.9%
Total 8000-00 · Debt Service	33,449.29	33,448.00	100.0%
9400-00 · Capital Projects	0.00	65,033.00	0.0%
Total Other Expense	124,422.01	432,981.00	28.7%
Net Other income	(124,422.01)	(432,981.00)	28.7%
Net Income	(130,101.56)	(489,077.00)	26.6%

04/14/20

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of April 16, 2020

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
04/16/2020	2020-01-013	7710-05 · Equipment Testing	397.41
Total APPROVED FIRE PROTECTION CO.			397.41
BETTER LIVING DEPT. STORE			
04/16/2020	202002-007	7730-00 · Bldg Maintenance	273.94
Total BETTER LIVING DEPT. STORE			273.94
Christopher Rampacek			
04/16/2020	2020-01-011	7140-01 · Fire Equipment	150.06
Total Christopher Rampacek			150.06
CIRCLE JANITORIAL SUPPLIES, SOUTH			
04/16/2020	2020-02-007	7740-00 · Bldg Supplies	264.25
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			264.25
FIRST RESPONDER JOINT INSURANCE FUND			
04/16/2020	2020-03-032	7400-00 · Insurance Premium	14,985.00
Total FIRST RESPONDER JOINT INSURANCE FUND			14,985.00
Fry-Fryer Sales & Service Inc			
04/16/2020	2020-01-015	7710-05 · Equipment Testing	283.35
Total Fry-Fryer Sales & Service Inc			283.35
GRAINGER			
04/16/2020	2020-01-017	7195-00 · Uniform & Equip(Firefighters)	846.02
Total GRAINGER			846.02
JAMESBURG HARDWARE & APPLIANCE			
04/16/2020	2020-02-008	7730-00 · Bldg Maintenance	23.97
Total JAMESBURG HARDWARE & APPLIANCE			23.97
JCP&L			
04/16/2020	2020-03-037	7600-00 · Utilities	662.93
Total JCP&L			662.93
MC MASTER-CARR SUPPLY CO.			
04/16/2020	2020-01-018	7140-01 · Fire Equipment	138.00
Total MC MASTER-CARR SUPPLY CO.			138.00
MICHAEL RAMPACEK			
04/16/2020	2020-01-012	7500-03 · Training & Education	689.80
Total MICHAEL RAMPACEK			689.80
MIDDLESEX COUNTY FIRE ACADEMY			
04/16/2020	2020-01-014	7500-03 · Training & Education	414.00
Total MIDDLESEX COUNTY FIRE ACADEMY			414.00
NETLINK WEB SERVICES, LLC			
04/16/2020	202003-033	6500-01 · Office Supplies	398.00
Total NETLINK WEB SERVICES, LLC			398.00
NJ-AMERICAN WATER COMP.			
04/16/2020	2020-03-034	7200-00 · Hydrant Rental Dom Water	4,830.00
04/16/2020	2020-03-034	7600-00 · Utilities	32.44
Total NJ-AMERICAN WATER COMP.			4,862.44

04/14/20

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of April 16, 2020

Date	Num	Account	Open Balance
PNC EQUIPMENT FINANCE			
04/16/2020	2020-03-038	8010-11 · Capital Lease-Oshkosh Princ	28,759.00
04/16/2020	2020-03-038	8020-11 · Capital Lease-Oshkosh Int	4,690.29
Total PNC EQUIPMENT FINANCE			33,449.29
PSE&G			
04/16/2020	2020-03-035	7600-00 · Utilities	389.33
Total PSE&G			389.33
SANCHEZ LANDSCAPING, LLC			
04/16/2020	2020-02-009	7730-00 · Bldg Maintenance	250.00
Total SANCHEZ LANDSCAPING, LLC			250.00
SEAGRAVE FIRE APPARATUS, LLC			
04/16/2020	2020-01-016	7710-04 · Truck Service	853.16
Total SEAGRAVE FIRE APPARATUS, LLC			853.16
STANDARD WASTE SERVICES			
04/16/2020	2020-02-006	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
VALIC c/o CHASE BANK OF TEXAS			
04/16/2020	2020-03-036	7850-01 · LOSAP Program	17,311.87
Total VALIC c/o CHASE BANK OF TEXAS			17,311.87
VERIZON			
04/16/2020	2020-030	7600-00 · Utilities	338.94
Total VERIZON			338.94
VIKING TERMITE & PEST CONTROL, INC.			
04/16/2020	2020-02-005	7730-00 · Bldg Maintenance	150.08
Total VIKING TERMITE & PEST CONTROL, INC.			150.08
W.B. MASON CO. INC.			
04/16/2020	2020-03-031	6500-01 · Office Supplies	83.10
Total W.B. MASON CO. INC.			83.10
WATER SUPPLY INNOVATIONS, LLC			
04/16/2020	2020-01-010	7140-01 · Fire Equipment	500.00
04/16/2020	2020-01-010	7800-00 · Contingency	2,986.00
Total WATER SUPPLY INNOVATIONS, LLC			3,486.00
TOTAL			80,840.34

03/19/20

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 20, 2020

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
Christopher Rampacek			
03/20/2020	2020-01-012	7500-03 · Training & Education	30.35
03/20/2020	2020-01-012	7710-01 · Radio Serv/Repair	350.00
Total Christopher Rampacek			380.35
TOTAL			380.35

04/14/20

Jamesburg Board of Fire Commissioners
Monthly Check Register
 March 20 through April 24, 2020

Date	Num	Name	Memo	Amount
1106-00 - 1st Constitution				
03/20/2020	9228	Christopher Rampacek	petty cash reimbursment	(380.35)
04/16/2020	9252	APPROVED FIRE PROTECTI...	Invoice # IN00042969	(397.41)
04/16/2020	9251	BETTER LIVING DEPT. STORE	Inv # A445407,A446880,A447734	(273.94)
04/16/2020	9250	Christopher Rampacek	Invoice # 1007333 from Schoenburg ...	(150.06)
04/16/2020	9249	CIRCLE JANITORIAL SUPPLI...	INVOICE #21679-20	(264.25)
04/16/2020	9248	FIRST RESPONDER JOINT IN...	2nd INSTALL- W/COMP, PKG, MG...	(14,985.00)
04/16/2020	9247	Fry-Fryer Sales & Service Inc	Invoice # 106971	(283.35)
04/16/2020	9246	GRAINGER	INV# 886701710	(846.02)
04/16/2020	9245	JAMESBURG HARDWARE & ...	Invoice # A164389	(23.97)
04/16/2020	9244	JCP&L	A/C #100-008-678-888	(662.93)
04/16/2020	9243	MC MASTER-CARR SUPPLY ...	INV# 36818421	(138.00)
04/16/2020	9242	MICHAEL RAMPACEK	Reimbursment	(689.80)
04/16/2020	9241	MIDDLESEX COUNTY FIRE A...	Invoice #19-1104	(414.00)
04/16/2020	9240	NETLINK WEB SERVICES, LLC	INVOICE # NWS2471, NWS2478	(398.00)
04/16/2020	9239	NJ-AMERICAN WATER COMP.	A/C #1018-210028471827, 1018-210...	(4,862.44)
04/16/2020	9238	PNC EQUIPMENT FINANCE	LEASE # 157916000 4/16/2020 INV...	(33,449.29)
04/16/2020	9237	PSE&G	A/C # 13-014-190-01	(389.33)
04/16/2020	9236	SANCHEZ LANDSCAPING, LLC	INVOICE #5189	(250.00)
04/16/2020	9235	SEAGRAVE FIRE APPARATU...	INVOICE #07W1355	(853.16)
04/16/2020	9234	STANDARD WASTE SERVICES	INVOICE # 371037	(139.40)
04/16/2020	9233	VALIC c/o CHASE BANK OF T...	2019 losap Contributions 23 Members	(17,311.87)
04/16/2020	9232	VERIZON	A/C# 45-860-114-0001-94	(336.94)
04/16/2020	9231	VIKING TERMITE & PEST CO...	INV# 18810846 1/11/2020	(150.08)
04/16/2020	9230	W.B. MASON CO. INC.	INVOICE #209105748, 208805711, ...	(83.10)
04/16/2020	9229	WATER SUPPLY INNOVATIO...	Invoice # 20-1364	(3,486.00)
Total 1106-00 - 1st Constitution				(81,220.69)
TOTAL				(81,220.69)

03/19/20

Jamesburg Board of Fire Commissioners
Monthly Check Register
March 20 through April 24, 2020

Date	Num	Name	Memo	Amount
1106-00 · 1st Constitution				
03/20/2020	9228	Christopher Rampacek	petty cash reimbursement	(380.35)
Total 1106-00 · 1st Constitution				(380.35)
TOTAL				(380.35)

BANK RECONCILIATION

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

MONTH OF: **March-20**

NAME OF BANK: **1st Constitution Bank**

PREPARED BY: **SR**

ACCOUNT #: **9760200797**

BALANCE FORWARD:		3/1/2020	\$ (13,223.44)	BAL. PER BANK STATEMENT	\$ 23,183.46
ADD DEBITS:				AS OF:	31-Mar-20
Online Banking Transfer 3/2/2020	\$	33,238.71		ADD DEPOSITS IN TRANSIT:	
Interest	\$	26.90			
TOTAL DEBITS:	\$	33,265.61			
		TOTAL	\$ 20,042.17		
LESS CREDITS:				TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 4/16/2020	\$	19,066.71			\$ 23,183.46
TOTAL CREDITS:	\$	19,066.71		LESS CHECKS OUTSTANDING:	
				TOTAL:	\$ 22,208.00
ENDING BANK BALANCE-Per G/L		31-Mar-20	\$ 975.46	BANK BALANCE-Per Reconciliation:	\$ 975.46

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
9197	11,009.00	Joseph Youssouf	2/21/20	2019-03-119
9211	733.00	Brian Wright	3/19/20	2020-03-016
9214	733.00	Dina Walker	3/19/20	2020-03-017
9215	8,125.00	Jamesburg Fire Dept	3/19/20	2020-02-024
9221	625.00	Reliance Graphics Inc	3/19/20	2020-03-022
9223	733.00	Stephanie Rampacek	3/19/20	2020-03-023
9224	250.00	The Language Center	3/19/20	2020-03-029
	\$ 22,208.00			

Jamesburg Board of Fire Commissioners
Outstanding Checks
December 31, 2019 through April 30, 2020

04/13/20

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	02/20/2020	9197	JOSEPH D YOUSOUF, ES...	1106-00 · 1st Constitution	
Bill	12/31/2019	2019-03-119		6400-01 · Legal Fees	-11,009.00
TOTAL					-11,009.00
Bill Pmt -Check	03/19/2020	9211	BRIAN H. WRIGHT	1106-00 · 1st Constitution	
Bill	03/19/2020	2020-03-016		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	03/19/2020	9214	DINA WALKER	1106-00 · 1st Constitution	
Bill	03/19/2020	2020-03-017		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	03/19/2020	9215	JAMESBURG VOL FIRE DEPT	1106-00 · 1st Constitution	
Bill	03/19/2020	2020-02-024		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	03/19/2020	9221	RELIANCE GRAPHICS INC.	1106-00 · 1st Constitution	
Bill	03/19/2020	2020-03-022		6400-05 · Election Expenses	-625.00
TOTAL					-625.00
Bill Pmt -Check	03/19/2020	9223	STEPHANIE RAMPACEK	1106-00 · 1st Constitution	
Bill	03/19/2020	2020-03-023		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	03/19/2020	9224	The Language Center	1106-00 · 1st Constitution	
Bill	03/19/2020	2020-03-029		6400-05 · Election Expenses	-250.00
TOTAL					-250.00
Bill Pmt -Check	03/20/2020	9228	Christopher Rampacek	1106-00 · 1st Constitution	
Bill	03/20/2020	2020-01-012		7500-03 · Training & Education 7710-01 · Radio Serv/Repair	-30.35 -350.00
TOTAL					-380.35