

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

Prepared By: S. Rampacsek

Treasurer Report:

Date: 2/20/2020

Reconciled balance brought forward in <b>First Constitution Checking</b> Acct from last meeting	\$ 20,096.78
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 26,812.70
Vouchers/Fees paid/Transfers since last meeting:	\$ (26,889.28)
Current Reconciled Balance Remaining in First Constitution Checking Account (Note 1):	<b>\$ 20,020.20</b>
Reconciled <b>First Constitution Savings</b> Balance brought forward from last meeting:	\$ 359,668.79
Withdrawals/Transfers to Checking:	\$ (26,792.50)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 8,510.26
Current Reconciled Balance Remaining in First Constitution Savings Account: <b>**MATCHES BALANCE IN BANK ONLINE**</b>	<b>\$ 341,386.55</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$ 361,406.75</b>
<b>Total Dollar Amount of Current Month Voucher List to be Paid:</b>	<b>\$ 33,258.91</b>

**Notes - 2/20/2020 Report:**

1) Payment of the current month's voucher list would result in a First Constitution Checkir \$ (13,238.71) therefore a transfer FROM First Const \$ 33,238.71 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) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.

5) Reflects interest in checking ending 0797 earned and posted of \$20.20 on 1/31/2020. Also Reflects interest in checking ending 0827 earned and posted of \$301.10 on 1/31/2020

6) Changes to Bank reconciliation sheet from last month check numbers were wrong check see attached for corrections

2019

Draft

9:40 PM

02/18/20

Accrual Basis

**Jamesburg Board of Fire Commissioners  
Budgeted Appropriations vs. Actual  
January through December 2019**

	Jan - Dec 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,605.20	13,400.00	101.5%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,605.20</b>	<b>14,900.00</b>	<b>91.3%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	19,043.66	17,000.00	112.0%
6400-02 · Accounting/Auditing Fees	8,625.52	15,000.00	57.5%
6400-04 · Medical Services	455.00	1,000.00	45.5%
<b>Total 6400-00 · Professional Fees</b>	<b>28,124.18</b>	<b>33,000.00</b>	<b>85.2%</b>
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	4,584.35	5,000.00	91.7%
6500-02 · Misc Supplies(petty cash)	55.00	200.00	27.5%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>4,639.35</b>	<b>5,200.00</b>	<b>89.2%</b>
<b>Total Expense</b>	<b>50,213.95</b>	<b>57,100.00</b>	<b>87.9%</b>
<b>Net Ordinary Income</b>	<b>(50,213.95)</b>	<b>(57,100.00)</b>	<b>87.9%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	25,097.37	15,000.00	167.3%
7140-03 · Hoses & Nozzles	2,020.00		
<b>Total 7140-00 · Truck Equipment</b>	<b>27,117.37</b>	<b>15,000.00</b>	<b>180.8%</b>
7195-00 · Uniform & Equip(Firefighters)	17,221.99	15,000.00	114.8%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>44,339.36</b>	<b>30,000.00</b>	<b>147.8%</b>
7200-00 · Hydrant Rental Dom Water	56,713.69	58,000.00	97.8%
7400-00 · Insurance Premium	47,752.00	52,000.00	91.8%
7500-00 · Professional Services			
7500-03 · Training & Education	10,599.63	12,000.00	88.3%
<b>Total 7500-00 · Professional Services</b>	<b>10,599.63</b>	<b>12,000.00</b>	<b>88.3%</b>
7600-00 · Utilities	19,115.58	22,000.00	86.9%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,950.40	5,000.00	39.0%
7710-02 · Fuel	3,416.37	5,000.00	68.3%
7710-04 · Truck Service	16,159.47	20,000.00	80.8%
7710-05 · Equipment Testing	12,836.47	6,000.00	213.9%
<b>Total 7710-00 · Truck Service</b>	<b>34,362.71</b>	<b>36,000.00</b>	<b>95.5%</b>
7720-00 · Air Pack & Bottle Repair	1,951.67	1,800.00	108.4%
7730-00 · Bldg Maintenance	36,892.25	32,500.00	113.5%
7740-00 · Bldg Supplies	883.91	2,000.00	44.2%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>106,590.54</b>	<b>104,800.00</b>	<b>101.7%</b>
7800-00 · Contingency	32,947.51	25,000.00	131.8%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,056.11	21,000.00	81.2%
<b>Total 7850-00 · LOSAP Program</b>	<b>17,056.11</b>	<b>21,000.00</b>	<b>81.2%</b>
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	28,759.00	28,759.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	4,690.29	4,691.00	100.0%
<b>Total 8000-00 · Debt Service</b>	<b>33,449.29</b>	<b>33,450.00</b>	<b>100.0%</b>
9400-00 · Capital Projects	65,033.00	117,650.00	55.3%
<b>Total Other Expense</b>	<b>433,596.71</b>	<b>475,900.00</b>	<b>91.1%</b>
<b>Net Other Income</b>	<b>(433,596.71)</b>	<b>(475,900.00)</b>	<b>91.1%</b>
<b>Net Income</b>	<b>(483,810.66)</b>	<b>(533,000.00)</b>	<b>90.8%</b>

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

02/18/20

Date	Num	Account	Open Balance
<b>APPROVED FIRE PROTECTION CO.</b> 02/20/2020	2020-01-003	7710-05 · Equipment Testing	31.98
Total APPROVED FIRE PROTECTION CO.			31.98
<b>AUTO KING PARTS &amp; SUPPLIES</b> 02/20/2020	2020-01-001	7710-04 · Truck Service	76.98
Total AUTO KING PARTS & SUPPLIES			76.98
<b>BETTER LIVING DEPT. STORE</b> 02/20/2020	2020-02-002	7730-00 · Bldg Maintenance	24.35
Total BETTER LIVING DEPT. STORE			24.35
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b> 02/20/2020	2020-03-001	7600-00 · Utilities	240.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			240.50
<b>Christopher Rampacek</b> 02/20/2020	2020-01-002	7600-00 · Utilities	250.00
Total Christopher Rampacek			250.00
<b>Cleveland Auto &amp; Tire Co. Inc</b> 02/20/2020	2020-01-004	7710-04 · Truck Service	624.90
Total Cleveland Auto & Tire Co. Inc			624.90
<b>ISLAND TECH SERVICES</b> 12/31/2019	19-11-001	7140-01 · Fire Equipment	3,961.00
Total ISLAND TECH SERVICES			3,961.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b> 02/20/2020	2020-02-001	7730-00 · Bldg Maintenance	99.85
Total JAMESBURG HARDWARE & APPLIANCE			99.85
<b>JCP&amp;L</b> 02/20/2020	2020-03-008	7600-00 · Utilities	807.61
02/20/2020	2020-03-008	7600-00 · Utilities	721.07
Total JCP&L			1,528.68
<b>JOHN A WALKER JR.</b> 02/20/2020	2020-01-005	7500-03 · Training & Education	116.44
02/20/2020	2020-01-005	7140-01 · Fire Equipment	157.95
02/20/2020	2020-01-005	7740-00 · Bldg Supplies	41.99
02/20/2020	2020-01-005	6500-01 · Office Supplies	506.47
Total JOHN A WALKER JR.			822.85
<b>JOSEPH D YOUSOUF, ESQUIRE</b> 12/31/2019	2019-03-119	6400-01 · Legal Fees	11,009.00
Total JOSEPH D YOUSOUF, ESQUIRE			11,009.00
<b>NETLINK WEB SERVICES, LLC</b> 02/20/2020	2020-03-005	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NEW JERSEY FIRE EQUIPMENT CO.</b> 12/31/2019	19-07-008	7140-03 · Hoses & Nozzles	2,020.00
02/20/2020	2020-01-006	7800-00 · Contingency	1,129.50
02/20/2020	2020-01-006	7800-00 · Contingency	270.00
02/20/2020	2020-01-006	7800-00 · Contingency	254.00
Total NEW JERSEY FIRE EQUIPMENT CO.			3,673.50
<b>NJ-AMERICAN WATER COMP.</b>			

02/18/20

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

Date	Num	Account	Open Balance
02/20/2020	2020-03-013	7200-00 · Hydrant Rental Dom Water	4,798.48
02/20/2020	2020-03-013	7600-00 · Utilities	52.28
Total NJ-AMERICAN WATER COMP.			4,850.76
<b>OLIVER L.E. SODEN AGENCY</b>			
02/20/2020	2020-03-006	7400-00 · Insurance Premium	3,903.00
Total OLIVER L.E. SODEN AGENCY			3,903.00
<b>PSE&amp;G</b>			
02/20/2020	2020-03-009	7600-00 · Utilities	700.13
Total PSE&G			700.13
<b>RELIABLE FIRE PROTECTION</b>			
12/31/2019	1902-059	7730-00 · Bldg Maintenance	226.50
Total RELIABLE FIRE PROTECTION			226.50
<b>STANDARD WASTE SERVICES</b>			
02/20/2020	2020-02-010	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
<b>VERIZON</b>			
02/20/2020	2020-03-007	7600-00 · Utilities	293.54
Total VERIZON			293.54
<b>W.B. MASON CO. INC.</b>			
02/20/2020	2020-03-012	6500-01 · Office Supplies	4.99
Total W.B. MASON CO. INC.			4.99
<b>WATER SUPPLY INNOVATIONS, LLC</b>			
12/31/2019	2019-11-003-01	7140-01 · Fire Equipment	48.00
Total WATER SUPPLY INNOVATIONS, LLC			48.00
<b>TOTAL</b>			<b>32,708.91</b>

02/20/20

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
APRIL BANCHS 02/20/2020	2020-03-015	6400-05 · Election Expenses	150.00
Total APRIL BANCHS			150.00
GARY LUDAS 02/20/2020	2020-03-014	6400-05 · Election Expenses	150.00
Total GARY LUDAS			150.00
JENNIE LUDAS 02/20/2020	2020-03-011	6400-05 · Election Expenses	150.00
Total JENNIE LUDAS			150.00
<b>TOTAL</b>			<b>450.00</b> +

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

02/20/20

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
RUSTY ALLEN 02/20/2020	2019-03-010	6400-05 · Election Expenses	100.00
Total RUSTY ALLEN			100.00
<b>TOTAL</b>			<b>100.00</b>

32,708.91  
450.00  
+ 100.00  

---

33,258.91

**BANK RECONCILIATION**

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

MONTH OF: **1/31/2020**

NAME OF BANK: **First Constitution Bank**

PREPARED BY: **SR**

ACCOUNT #: **9760200797**

BALANCE FORWARD:	December 30,2019	\$ 20,096.78	BAL. PER BANK STATEMENT	20,753.20
			AS OF:	Jan 31,2020
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Deposit	\$ 26,792.50			
Interest	\$20.20			
TOTAL DEBITS:	\$ 26,812.70			
	TOTAL	\$ 46,909.48		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 1/16/2020	\$ 26,889.28			
<b>Transfer</b>				\$ 20,753.20
Service Fee			LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 733.00
TOTAL CREDITS:	\$ 26,889.28			
ENDING BANK BALANCE-Per G/L	1/31/2020	\$ 20,020.20	BANK BALANCE-Per Reconciliation:	\$ 20,020.20

\$ -

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
9128	\$ 733.00	Dina Walker	11/21/19	
TOTAL	\$ 733.00			

02/20/20

**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 January 16 through February 29, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>1106-00 · 1st Constitution</b>				
02/20/2020	9187	APPROVED FIRE PROTECTI...	Invoice # IN00040580A	(31.98)
02/20/2020	9188	AUTO KING PARTS & SUPPLI...	Invoice # 6674068	(76.98)
02/20/2020	9189	BETTER LIVING DEPT. STORE	Inv # A440709	(24.35)
02/20/2020	9190	BOROUGH OF JAMESBURG ...	1st Quarter Bill A/C 725-2	(240.50)
02/20/2020	9191	Christopher Rampacek	Cell Phone	(250.00)
02/20/2020	9192	Cleveland Auto & Tire Co. Inc	Invoice # 217839	(624.90)
02/20/2020	9193	ISLAND TECH SERVICES	req from 2019 Invoice # ITSNJ38019	(3,961.00)
02/20/2020	9194	JAMESBURG HARDWARE & ...	Invoice # A163768	(99.85)
02/20/2020	9195	JCP&L	A/C # 100-008-678-888	(1,528.68)
02/20/2020	9196	JOHN A WALKER JR.	REIMB Items for training and Printer	(822.85)
02/20/2020	9197	JOSEPH D YOUSOUF, ESQ...	Invoice # 364	(11,009.00)
02/20/2020	9198	NETLINK WEB SERVICES, LLC	Invoice # NWS2457	(199.00)
02/20/2020	9199	NEW JERSEY FIRE EQUIPM...		(3,673.50)
02/20/2020	9200	NJ-AMERICAN WATER COMP.	A/C # 1018-210028471827, & 1018-...	(4,850.76)
02/20/2020	9201	OLIVER L.E. SODEN AGENCY	Invoice # 208023	(3,903.00)
02/20/2020	9202	PSE&G	A/C # 13-014-190-01 Invoice # 5031...	(700.13)
02/20/2020	9203	RELIABLE FIRE PROTECTION	2019 bill	(226.50)
02/20/2020	9204	STANDARD WASTE SERVICES	Invoice # 368670	(139.40)
02/20/2020	9205	VERIZON	A/C # 455-860-114-0001-94	(293.54)
02/20/2020	9206	W.B. MASON CO. INC.	Invoice # STMT28352363	(4.99)
02/20/2020	9207	WATER SUPPLY INNOVATIO...	req 2019 bill	(48.00)
02/20/2020	8186	RUSTY ALLEN	2019 ELECTION HELP	(100.00)
02/20/2020	9208	APRIL BANCHS	Elections 2020	(150.00)
02/20/2020	9209	GARY LUDAS	Elections 2020	(150.00)
02/20/2020	9210	JENNIE LUDAS	2020 Elections	(150.00)
Total 1106-00 · 1st Constitution				<u>(33,258.91)</u>
<b>TOTAL</b>				<b><u>(33,258.91)</u></b>



**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
**September through December 2019**

02/18/20

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	11/21/2019	9128	DINA WA...	1106-00 · 1st Constitution	
Bill	11/21/2019	2019-...		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00