

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/21/13

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits made since the last meeting:	\$ 36,472.34
Vouchers/Fees paid/Transfers since last meeting:	\$ (36,520.49)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$ 19,951.85
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 304,108.95
Withdrawals:	(\$36,472.34)
Deposits/Interest to Savings Account (see Note 4):	\$ 56.81
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 267,693.42
 GRAND TOTAL CASH ON HAND:	 \$ 287,645.27
 Total Dollar Amount of Current Month Voucher List to be Paid:	 \$ 20,709.67

Notes - 2/21/13 Report:

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$757.82) therefore a transfer FROM PNC Sav of **\$20,757.82** 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 to be paid that month.
- 4) Reflects interest earned and posted of \$56.81 on 1/31/13.

**Jamesburg Board of Fire Commissioners
 Budgeted Appropriations vs. Actual
 January through December 2012**

DRAFT

	Jan - Dec 12	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	14,500.00	92.4%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	16,000.00	83.8%
6400-00 · Professional Fees			
6400-01 · Legal Fees	8,640.27	14,000.00	61.7%
6400-02 · Accounting/Auditing Fees	9,244.70	12,000.00	77.0%
6400-04 · Medical Services	5,439.00	5,500.00	98.9%
Total 6400-00 · Professional Fees	23,323.97	31,500.00	74.0%
6400-05 · Election Expenses	958.13	3,000.00	31.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	516.13	2,000.00	25.8%
6500-02 · Misc Supplies(petty cash)	129.00	200.00	64.5%
Total 6500-00 · Office \Postage Exp	645.13	2,200.00	29.3%
Total Expense	38,327.23	52,700.00	72.7%
Net Ordinary Income	(38,327.23)	(52,700.00)	72.7%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	13,602.48	14,000.00	97.2%
Total 7140-00 · Truck Equipment	13,602.48	14,000.00	97.2%
7195-00 · Uniform & Equip(Firefighters)	6,232.83	9,000.00	69.3%
Total 7100-00 · Reimb for Exp & Losses	19,835.31	23,000.00	86.2%
7200-00 · Hydrant Rental Dom Water	55,049.40	56,000.00	98.3%
7400-00 · Insurance Premium	38,517.00	39,500.00	97.5%
7500-00 · Professional Services			
7500-01 · Advertising	242.16	650.00	37.3%
7500-03 · Training & Education	4,423.16	6,000.00	73.7%
Total 7500-00 · Professional Services	4,665.32	6,650.00	70.2%
7600-00 · Utilities	18,609.75	30,000.00	62.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,261.87	4,000.00	31.5%
7710-02 · Fuel	5,207.30	5,500.00	94.7%
7710-04 · Truck Service	13,067.82	13,500.00	96.8%
7710-05 · Equipment Testing	3,361.45	3,950.00	85.1%
Total 7710-00 · Truck Service	22,898.44	26,950.00	85.0%
7720-00 · Air Pack & Bottle Repair	2,029.90	2,300.00	88.3%
7730-00 · Bldg Maintenance	24,946.00	28,000.00	89.1%
7740-00 · Bldg Supplies	2,007.52	2,100.00	95.6%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	84,381.86	91,850.00	91.9%
7800-00 · Contingency	10,068.72	10,500.00	95.9%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	19,887.33	21,000.00	94.7%
Total 7850-00 · LOSAP Program	19,887.33	21,000.00	94.7%
8000-00 · Debt Service			
8010-03 · Lease Purchase - Principal	23,937.20	23,937.00	100.0%
8010-10 · Capital Lease-Principal	40,000.00	40,000.00	100.0%
8020-03 · Lease Purchase - Int.	4,593.85	5,088.00	90.3%
8020-10 · Capital Lease-Interest	10,776.00	10,776.00	100.0%
Total 8000-00 · Debt Service	79,307.05	79,801.00	99.4%
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%
Total 9000-00 · Special Projects	0.00	35,000.00	0.0%
Total Other Expense	330,321.74	393,301.00	84.0%
Net Other Income	(330,321.74)	(393,301.00)	84.0%
Net Income	(368,648.97)	(446,001.00)	82.7%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2012

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
FIRE SERVICE PERFORMANCE CONCEPTS, LLC			
12/31/2012	2012-01-077	7500-03 · Training & Education	50.00
Total FIRE SERVICE PERFORMANCE CONCEPTS, LLC			<u>50.00</u>
TOTAL			<u>50.00</u>

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of February 28, 2013

Date	Num	Account	Open Balance
ANN ORANCZAK			
2/20/2013	2013-03-007	6400-05 · Election Expenses	125.00
Total ANN ORANCZAK			125.00
AT&T			
2/20/2013	2013-03-008	7600-00 · Utilities	220.73
Total AT&T			220.73
BINARY CONNECTIONS, INC.			
2/20/2013	2013-01-001	7500-03 · Training & Education <i>fire franchise</i>	1,539.00
Total BINARY CONNECTIONS, INC.			1,539.00
BRIAN H. WRIGHT			
2/20/2013	2013-03-009	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
COMCAST			
2/20/2013	2013-03-010	7600-00 · Utilities	73.48
Total COMCAST			73.48
DEBORAH A. FITZGERALD			
2/20/2013	2013-03-011	6400-02 · Accounting/Auditing Fees	278.60
Total DEBORAH A. FITZGERALD			278.60
DEER PARK DIRECT			
2/20/2013	2013-02-001	7730-00 · Bldg Maintenance	4.93
Total DEER PARK DIRECT			4.93
DINA WALKER			
2/20/2013	2013-03-012	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
EMERGENCY EQUIPMENT SALES, LLC			
2/20/2013	2013-01-002	7710-04 · Truck Service	711.00
Total EMERGENCY EQUIPMENT SALES, LLC			711.00
FIRE SERVICE PERFORMANCE CONCEPTS, LLC			
12/31/2012	2012-01-077	7500-03 · Training & Education	50.00
Total FIRE SERVICE PERFORMANCE CONCEPTS, LLC			50.00
HOLLY FAAS			
2/20/2013	2013-03-013	6400-05 · Election Expenses	125.00
Total HOLLY FAAS			125.00
JCP&L			
2/20/2013	2013-03-014	7600-00 · Utilities	958.22
2/20/2013	2013-03-014	7600-00 · Utilities	876.17
Total JCP&L			1,834.39
JOSEPH HOWARD			
2/20/2013	2013-03-015	6100-01 · Commissioners Pay	520.00
Total JOSEPH HOWARD			520.00
LINDA CALLAGHAN			
2/20/2013	2013-03-016	6400-05 · Election Expenses	125.00
Total LINDA CALLAGHAN			125.00
MICHAEL RAMPACEK			
2/20/2013	2013-03-017	6400-05 · Election Expenses	75.00
Total MICHAEL RAMPACEK			75.00
MIDCO WASTE SYSTEMS #689			
2/20/2013	2013-02-002	7730-00 · Bldg Maintenance	344.67
2/20/2013	2013-02-002	7730-00 · Bldg Maintenance	342.95
Total MIDCO WASTE SYSTEMS #689			687.62

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of February 28, 2013

Date	Num	Account	Open Balance
NANCY LINKE			
2/20/2013	2013-03-018	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC			
2/20/2013	2013-03-019	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY PRESS MEDIA			
2/20/2013	2013-03-020	7500-01 · Advertising	53.72
Total NEW JERSEY PRESS MEDIA			53.72
NJ-AMERICAN WATER COMP.			
2/20/2013	2013-03-021	7200-00 · Hydrant Rental Dom Water	29.78 ✓
2/20/2013	2013-03-021	7200-00 · Hydrant Rental Dom Water	23.39 ✓
2/20/2013	2013-03-021	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,631.17
OLIVER L.E. SODEN AGENCY			
2/20/2013	2013-03-022	7400-00 · Insurance Premium	5,481.00
Total OLIVER L.E. SODEN AGENCY			5,481.00
PATRICK CONNELLY			
2/20/2013	2013-03-023	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
PSE&G			
2/20/2013	2013-03-024	7600-00 · Utilities	887.55
Total PSE&G			887.55
RELIABLE FIRE PROTECTION			
2/20/2013	2013-01-003	7730-00 · Bldg Maintenance	212.50
Total RELIABLE FIRE PROTECTION			212.50
W.B. MASON CO. INC.			
2/20/2013	2013-03-025	6500-01 · Office Supplies	43.98
Total W.B. MASON CO. INC.			43.98
TOTAL			20,709.67

*Includes
2012 A/P*

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: January-13

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Dec-12	\$20,000.00	BAL. PER BANK STATEMENT	\$26,919.85
			AS OF:	31-Jan-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 1/18/13	\$36,472.34			
TOTAL DEBITS:	\$36,472.34			
	TOTAL	\$56,472.34		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 1/31	\$36,472.34			
				\$26,919.85
ACCOUNT ANALYSIS	\$48.15		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$6,968.00
TOTAL CREDITS:	\$36,520.49			
BANK BALANCE-Per General Ledger:		\$19,951.85	BANK BALANCE-Per Reconciliation:	\$19,951.85

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6885	6,968.00	Select Roofing	1/17/13	
TOTAL	\$ 6,968.00			

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Jamesburg Board of Fire Commissioners Monthly Check Register

January 1 - 31, 2013

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Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
1/17/2013	6871	AT&T	LOCAL & LONG DISTANCE 12/24/12	(220.99)
1/17/2013	6872	COMCAST	CABLE INTERNET & TV 12/31/12	(73.65)
1/17/2013	6873	DEBORAH A. FITZGERALD	INV# 2012012 12/31/12	(262.50)
1/17/2013	6874	DEER PARK DIRECT	INV# 12L7801965661 1/3/13	(4.93)
1/17/2013	6875	FIRST RESPONDER JOINT INSURANCE FUND	1ST INSTALLMENT - W/COMP, PKG, MGMT LIAB, ENVL, EXC...	(11,651.00)
1/17/2013	6876	JAMMER DOORS	INV# 37915 1/9/13	(7,000.00)
1/17/2013	6877	JCP&L	ELECTRIC 12/17/12	(705.48)
1/17/2013	6878	KANSAS STATE BANK	CONTRACT# 3343374 ADD'L INT	(507.38)
1/17/2013	6879	MIDCO WASTE SYSTEMS #689	INV# 0689-001148206 12/12/12	(349.84)
1/17/2013	6880	NETLINK WEB SERVICES, LLC	INV# NWS1267 1/1/13	(199.00)
1/17/2013	6881	NEW JERSEY PRESS MEDIA	INV# 0025799827 12/30/12	(2,015.38)
1/17/2013	6882	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 1/2/13	(4,578.00)
1/17/2013	6883	PSE&G	GAS 12/22/12	(686.19)
1/17/2013	6884	SAMUEL KLEIN & COMPANY	REVIEW OF 2013 BUDGET 12/31/12	(1,250.00)
1/17/2013	6885	SELECT ROOFING & SIDING, LLC	INV# 2920 12/28/12	(6,968.00)
Total 1104-00 - Cash in Checking-PNC				(36,472.34)
TOTAL				(36,472.34)

Jamesburg Board of Fire Commissioners
Outstanding Checks
January 2013

02/20/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	1/17/2013	6885	SELECT ROOFING & SIDIN...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2012	2012-02-054		7730-00 · Bldg Maintenance	-6,968.00
TOTAL					-6,968.00