

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

Prepared By: S. Rampacack

Treasurer Report:

Date: 12/19/19

Reconciled balance brought forward in First Constitution Checking Acct from last meeting	\$ 20,031.46
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 118,996.48
Vouchers/Fees paid/Transfers since last meeting:	\$ (28,708.75)
Current Reconciled Balance Remaining in First Constitution Checking Account (Note 1):	\$ 110,319.19
Reconciled First Constitution Savings Balance brought forward from last meeting:	\$ 294,677.24
Withdrawals/Transfers to Checking:	\$
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 234.13
Current Reconciled Balance Remaining in First Constitution Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 294,911.37
GRAND TOTAL CASH ON HAND:	\$ 405,230.56
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 25,808.82

Notes - 12/19/19 Report:

1) Payment of the current month's voucher list would result in a First Constitution Checking \$ 84,510.37 therefore a transfer FROM First Const \$ (64,510.37) 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 \$31.82 on 11/29/19. Also Reflects interest in checking ending 0827 earned and posted of \$234.13 on 11/29/19

6) Checks from Jamesburg Borough, Winner Ford and Highland Claims went into the checking account by the bank in error should have gone into the saving account. This was noticed on December 12, 2019 when we went to reconciling the bank account.

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

	Jan - Dec 19	Budget	% of Budget
Ordinary Income/Expense			
Expense			
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%
Total 6100-00 · Salary & Wages	13,605.20	14,900.00	91.3%
6400-00 · Professional Fees			
6400-01 · Legal Fees	8,034.66	17,000.00	47.3%
6400-02 · Accounting/Auditing Fees	8,625.52	15,000.00	57.5%
6400-04 · Medical Services	455.00	1,000.00	45.5%
Total 6400-00 · Professional Fees	17,115.18	33,000.00	51.9%
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	4,238.36	5,000.00	84.8%
6500-02 · Misc Supplies(petty cash)	55.00	200.00	27.5%
6500-00 · Office \Postage Exp - Other	341.00		
Total 6500-00 · Office \Postage Exp	4,634.36	5,200.00	89.1%
Total Expense	39,199.96	57,100.00	68.7%
Net Ordinary Income	(39,199.96)	(57,100.00)	68.7%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	11,894.73	15,000.00	79.3%
7140-00 · Truck Equipment - Other	5,116.79		
Total 7140-00 · Truck Equipment	17,011.52	15,000.00	113.4%
7195-00 · Uniform & Equip(Firefighters)	16,490.15	15,000.00	109.9%
Total 7100-00 · Reimb for Exp & Losses	33,501.67	30,000.00	111.7%
7200-00 · Hydrant Rental Dom Water	51,883.69	58,000.00	89.5%
7400-00 · Insurance Premium	47,752.00	52,000.00	91.8%
7500-00 · Professional Services			
7500-03 · Training & Education	10,418.98	12,000.00	86.8%
Total 7500-00 · Professional Services	10,418.98	12,000.00	86.8%
7600-00 · Utilities	18,486.06	22,000.00	84.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,950.40	5,000.00	39.0%
7710-02 · Fuel	3,224.74	5,000.00	64.5%
7710-04 · Truck Service	16,087.47	20,000.00	80.4%
7710-05 · Equipment Testing	12,774.82	6,000.00	212.9%
7710-00 · Truck Service - Other	72.00		
Total 7710-00 · Truck Service	34,109.43	36,000.00	94.7%
7720-00 · Air Pack & Bottle Repair	1,951.67	1,800.00	108.4%
7730-00 · Bldg Maintenance	35,970.50	32,500.00	110.7%
7740-00 · Bldg Supplies	861.27	2,000.00	43.1%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
7700-00 · Maint/Repairs - Other	8.99		
Total 7700-00 · Maint/Repairs	105,401.86	104,800.00	100.6%
7800-00 · Contingency	31,294.01	25,000.00	125.2%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,056.11	21,000.00	81.2%
Total 7850-00 · LOSAP Program	17,056.11	21,000.00	81.2%
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%
Total 8000-00 · Debt Service	33,449.29	33,450.00	100.0%
9400-00 · Capital Projects	65,033.00	117,650.00	55.3%
Total Other Expense	414,276.67	475,900.00	87.1%
Net Other Income	(414,276.67)	(475,900.00)	87.1%
Net Income	(453,476.63)	(533,000.00)	85.1%

Jamesburg Board of Fire Commissioners

Expenses by Vendor Detail

December 1 - 30, 2019

12/17/19

Accrual Basis

Type	Date	Num	Memo	Account	Amount
BOROUGH OF JAMESBURG					
Bill	12/19/2019	2019-01-080	BOROUGH FUEL ...	7710-02 · Fuel	2,961.74
Total BOROUGH OF JAMESBURG					2,961.74
CAMPBELL SUPPLY CO. INC.					
Bill	12/19/2019	19-11-002	New Head Light for...	7710-04 · Truck Service	2,724.90
Total CAMPBELL SUPPLY CO. INC.					2,724.90
CENTRAL JERSEY FAMILY MEDICAL GROUP					
Bill	12/19/2019	2019-01-086	Physical Barrett Lin...	6400-04 · Medical Services	150.00
Total CENTRAL JERSEY FAMILY MEDICAL GROUP					150.00
DELAWARE E-ZPASS VIOLATIONS CENTER					
Bill	12/19/2019	2019-01-089	Ezpass tolls	7140-01 · Fire Equipment	4.00
Total DELAWARE E-ZPASS VIOLATIONS CENTER					4.00
EMERGENCY REPORTING					
Bill	12/19/2019	2019-01-088	Annual Subscriptio...	7500-03 · Training & Education	1,420.00
Total EMERGENCY REPORTING					1,420.00
FOLEY, INCORPORATED					
Bill	12/19/2019	2019-01-087	Repair Tanker	7710-04 · Truck Service	2,021.31
Total FOLEY, INCORPORATED					2,021.31
JCP&L					
Bill	12/19/2019	2019-03-114	Electric 11/10-12/11	7600-00 · Utilities	774.89
Total JCP&L					774.89
MINERVA CLEANERS, LLC					
Bill	12/19/2019	2019-01-084	Repair Gear coat a...	7195-00 · Uniform & Equip(Firefighters)	133.75
Total MINERVA CLEANERS, LLC					133.75
NETLINK WEB SERVICES, LLC					
Bill	12/19/2019	2019-03-113	Web Service	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC					199.00
NEW JERSEY FIRE EQUIPMENT CO.					
Bill	12/19/2019	19-09-002	Pack Test	7710-05 · Equipment Testing	820.80
Bill	12/19/2019	19-09-002	Batteries for packs	7710-05 · Equipment Testing	4.00
Total NEW JERSEY FIRE EQUIPMENT CO.					824.80
NJ-AMERICAN WATER COMP.					
Bill	12/19/2019	2019-03-111	domestic water 11/...	7600-00 · Utilities	69.65
Bill	12/19/2019	2019-03-111	hydrant rental 11/1-...	7200-00 · Hydrant Rental Dom Water	4,830.00
Bill	12/19/2019	2019-03-111	Account # 1018-21...	7200-00 · Hydrant Rental Dom Water	0.00
Total NJ-AMERICAN WATER COMP.					4,899.65
NORTH JERSEY FIRE & RESCUE EQUIPMENT					
Bill	12/19/2019	2019-01-082	5"-2-1/2" & 5"-5" & ...	7140-01 · Fire Equipment	385.00
Total NORTH JERSEY FIRE & RESCUE EQUIPMENT					385.00
PSE&G					
Bill	12/19/2019	2019-03-112	November Gas	7600-00 · Utilities	282.88
Total PSE&G					282.88
SANCHEZ LANDSCAPING, LLC					
Bill	12/19/2019	2019-02-055	Lawn cut 11/13,Fall...	7730-00 · Bldg Maintenance	315.00
Total SANCHEZ LANDSCAPING, LLC					315.00

Jamesburg Board of Fire Commissioners

Expenses by Vendor Detail

December 1 - 30, 2019

12/17/19

Accrual Basis

Type	Date	Num	Memo	Account	Amount
SEAGRAVE FIRE APPARATUS, LLC					
Bill	12/19/2019	2019-01-082	Repair Pump on J4	7710-04 · Truck Service	300.60
Bill	12/19/2019	19-07-003	J-10 PM Serice	7710-04 · Truck Service	1,749.00
Bill	12/19/2019	19-07-003	J-10 Pump Service	7710-04 · Truck Service	449.00
Bill	12/19/2019	19-07-004	J-4 PM Service	7710-04 · Truck Service	1,749.00
Bill	12/19/2019	19-07-004	J-4 Pump Service	7710-04 · Truck Service	449.00
Bill	12/19/2019	19-07-002	J-3 PM Service	7710-04 · Truck Service	1,749.00
Bill	12/19/2019	19-07-002	J-3 Pump Service	7710-04 · Truck Service	449.00
Total SEAGRAVE FIRE APPARATUS, LLC					6,894.60
SKYLANDS AREA FIRE EQUIPMENT & TRAINING,					
Bill	12/19/2019	19-10-003	Short Suspenders	7195-00 · Uniform & Equip(Firefighters)	165.00
Bill	12/19/2019	19-10-003	Capt. Jim fightfighi...	7195-00 · Uniform & Equip(Firefighters)	780.00
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,					945.00
STANDARD WASTE SERVICES					
Bill	12/19/2019	2019-02-054	November dumpter...	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES					139.40
TASC FIRE APPARATUS, INC.					
Bill	12/19/2019	2019-01-085	Small Engine Fuel	7140-00 · Truck Equipment	140.00
Total TASC FIRE APPARATUS, INC.					140.00
VERIZON					
Bill	12/19/2019	2019-03-115	December Phone/i...	7600-00 · Utilities	281.39
Total VERIZON					281.39
VIKING TERMITE & PEST CONTROL, INC.					
Bill	12/19/2019	2019-02-053	VIKING - QTRLY P...	7730-00 · Bldg Maintenance	160.59
Total VIKING TERMITE & PEST CONTROL, INC.					160.59
W.B. MASON CO. INC.					
Bill	12/19/2019	2019-03-110	Rental for Kurig, En...	6500-01 · Office Supplies	150.92
Total W.B. MASON CO. INC.					150.92
TOTAL					25,808.82

Jamesburg Board of Fire Commissioners

Monthly Check Register

December 1 - 27, 2019

12/17/19

Date	Num	Name	Memo	Amount
1106-00 - 1st Constitution				
12/19/2019	9169	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 10/30/18 THRU...	(2,961.74)
12/19/2019	9168	CAMPBELL SUPPLY CO. INC.	Invoice #PS001016360:01	(2,724.90)
12/19/2019	9167	CENTRAL JERSEY FAMILY M...	Invoice #99203	(150.00)
12/19/2019	9166	DELAWARE E-ZPASS VIOLA...	Invoice #0008606444-1	(4.00)
12/19/2019	9165	EMERGENCY REPORTING	# 2019-9343	(1,420.00)
12/19/2019	9164	FOLEY, INCORPORATED	Invoice #3942157	(2,021.31)
12/19/2019	9163	JCP&L	A/C # 100-008-678-888	(774.89)
12/19/2019	9162	MINERVA CLEANERS, LLC	Invoice # 1054-5	(133.75)
12/19/2019	9161	NETLINK WEB SERVICES, LLC	Invoice # NWS2428	(199.00)
12/19/2019	9160	NEW JERSEY FIRE EQUIPM...	Invoice # 62565	(824.80)
12/19/2019	9159	NJ-AMERICAN WATER COMP.	Account # 1018-210028471827 & 10...	(4,899.65)
12/19/2019	9158	NORTH JERSEY FIRE & RES...	Invoice # 19-1214-01	(385.00)
12/19/2019	9157	PSE&G	Invoice # 503100065632	(282.88)
12/19/2019	9156	SANCHEZ LANDSCAPING, LLC	Invoice # 5130,5099	(315.00)
12/19/2019	9155	SEAGRAVE FIRE APPARATU...		(6,894.60)
12/19/2019	9154	SKYLANDS AREA FIRE EQUI...	Invoice #11043	(945.00)
12/19/2019	9153	STANDARD WASTE SERVICES	Invoice #363841	(139.40)
12/19/2019	9152	TASC FIRE APPARATUS, INC.	INV# 2019-554	(140.00)
12/19/2019	9147	VERIZON	A/C # 455-860-114-001-94	(281.39)
12/19/2019	9146	VIKING TERMITE & PEST CO...	INV# 18795167 10/1/19	(160.59)
12/19/2019	9145	W.B. MASON CO. INC.	Invoice #205227868,205217071,205...	(150.92)
Total 1106-00 - 1st Constitution				(25,808.82)
TOTAL				(25,808.82)

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: November-19

NAME OF BANK: First Constitution Bank

PREPARED BY: SR

ACCOUNT #: 9760200797

BALANCE FORWARD:	30-Oct-19	\$ 20,031.46	BAL. PER BANK STATEMENT	127,699.90
			AS OF:	30-Nov-19
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Deposit	\$ 118,964.66		Deposit	
Interest	\$ 31.82			
TOTAL DEBITS:	\$ 118,996.48			
	TOTAL	\$ 139,027.94		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 11/21/19	\$ 28,708.75			
TOTAL CREDITS:	\$ 28,708.75		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 17,380.71
ENDING BANK BALANCE-Per G/L	30-Nov-19	\$ 110,319.19	BANK BALANCE-Per Reconciliation:	\$ 110,319.19

\$

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
9128	\$ 733.00	Dina Walker	11/21/19	
9129	\$ 3,086.19	Fail Safe	11/21/19	
9133	\$ 8,125.00	Jamesburg Fire Dept	11/21/19	
9139	\$ 4,861.52	NJ American Water	11/21/19	
9150	\$ 575.00	William Stonaker	11/21/19	
TOTAL	\$ 17,380.71			

Jamesburg Board of Fire Commissioners
Outstanding Checks
September through November 2019

12/15/19

Type	Date	Num	Name	Account	Paid Amount
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
Bill Pmt -Check	11/21/2019	9129	FAIL SAF...	1106-00 · 1st Constitution	
Bill	11/21/2019	19-06...		7710-05 · Equipment Testing	-3,086.19
TOTAL					-3,086.19
Bill Pmt -Check	11/21/2019	9133	JAMESB...	1106-00 · 1st Constitution	
Bill	11/21/2019	2019-...		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	11/21/2019	9139	NJ-AMERI...	1106-00 · 1st Constitution	
Bill	11/21/2019	2019-...		7200-00 · Hydrant Rental Dom Water 7600-00 · Utilities	-4,830.00 -31.52
TOTAL					-4,861.52
Bill Pmt -Check	11/21/2019	9150	WILLIAM ...	1106-00 · 1st Constitution	
Bill	11/21/2019	2019-...		6100-01 · Commissioners Pay	-575.00
TOTAL					-575.00