

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 4/18/19

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 20,000.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 44,943.88
Vouchers/Fees paid/Transfers since last meeting:	\$ (48,850.94)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	<b>\$ 16,092.94</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 323,221.08
Withdrawals/Transfers to Checking:	\$ (44,943.88)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 2,146.23
Current Reconciled Balance Remaining in PNC Savings Account: <b>**MATCHES BALANCE IN BANK ONLINE**</b>	<b>\$ 280,423.43</b>
GRAND TOTAL CASH ON HAND:	<b>\$ 296,516.37</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 76,609.60</b>

**Notes - 4/18/19 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (60,516.66) therefore a transfer FROM PNC Sav of \$ **80,516.66** needs to be made in order to maintain the control balance of **\$20,000.00**. After the meeting 3/21/19, checks payable to the fire commissioners were cut, totaling \$3,351. In addition, Check #8283 was approved and issued to Jonathon Rampacek for the purchase of a new mailbox through BudgetMailboxes.com, \$530.09.

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 \$270.23 on 3/29/19. In addition, the check from the Borough for supplemental fire services covering 2017 and 2018 was deposited on 3/28/19, \$1,876.

5) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.

11:16 PM

04/16/19

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	3,351.00	13,400.00	25.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>3,351.00</b>	<b>14,900.00</b>	<b>22.5%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	8,034.66	17,000.00	47.3%
6400-02 · Accounting/Auditing Fees	8,072.40	15,000.00	53.8%
6400-04 · Medical Services	0.00	1,000.00	0.0%
<b>Total 6400-00 · Professional Fees</b>	<b>16,107.06</b>	<b>33,000.00</b>	<b>48.8%</b>
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office IPostage Exp			
6500-01 · Office Supplies	897.54	5,000.00	18.0%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
<b>Total 6500-00 · Office IPostage Exp</b>	<b>897.54</b>	<b>5,200.00</b>	<b>17.3%</b>
<b>Total Expense</b>	<b>24,200.82</b>	<b>57,100.00</b>	<b>42.4%</b>
<b>Net Ordinary Income</b>	<b>(24,200.82)</b>	<b>(57,100.00)</b>	<b>42.4%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	366.71	15,000.00	2.4%
<b>Total 7140-00 · Truck Equipment</b>	<b>366.71</b>	<b>15,000.00</b>	<b>2.4%</b>
7195-00 · Uniform & Equip(Firefighters)	75.00	15,000.00	0.5%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>441.71</b>	<b>30,000.00</b>	<b>1.5%</b>
7200-00 · Hydrant Rental Dom Water	14,566.89	58,000.00	25.1%
7400-00 · Insurance Premium	33,135.00	52,000.00	63.7%
7500-00 · Professional Services			
7500-03 · Training & Education	1,841.05	12,000.00	15.3%
<b>Total 7500-00 · Professional Services</b>	<b>1,841.05</b>	<b>12,000.00</b>	<b>15.3%</b>
7600-00 · Utilities	6,240.06	22,000.00	28.4%
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	103.90	20,000.00	0.5%
7710-05 · Equipment Testing	1,370.60	6,000.00	22.8%
<b>Total 7710-00 · Truck Service</b>	<b>1,474.50</b>	<b>36,000.00</b>	<b>4.1%</b>
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	7,074.17	32,500.00	21.8%
7740-00 · Bldg Supplies	102.00	2,000.00	5.1%
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>8,650.87</b>	<b>104,800.00</b>	<b>8.3%</b>
7800-00 · Contingency	0.00	25,000.00	0.0%
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	0.00	117,650.00	0.0%
<b>Total Other Expense</b>	<b>115,380.78</b>	<b>475,900.00</b>	<b>24.2%</b>
<b>Net Other Income</b>	<b>(115,380.78)</b>	<b>(475,900.00)</b>	<b>24.2%</b>
<b>Net Income</b>	<b>(139,581.60)</b>	<b>(533,000.00)</b>	<b>26.2%</b>

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**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of April 18, 2019**

Date	Num	Account	Open Balance
<b>AIR &amp; GAS TECHNOLOGIES, INC.</b>			
4/16/2019	19-03-002	7710-05 · Equipment Testing	966.00
Total AIR & GAS TECHNOLOGIES, INC.			966.00
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
4/16/2019	2019-01-007	7140-01 · Fire Equipment	3.99
Total AUTO KING PARTS & SUPPLIES			3.99
<b>BETTER LIVING DEPT. STORE</b>			
4/16/2019	2019-02-012	7730-00 · Bldg Maintenance	201.40
4/16/2019	19-03-015	7730-00 · Bldg Maintenance	295.39
Total BETTER LIVING DEPT. STORE			496.79
<b>COMCAST</b>			
4/16/2019	2019-03-024	7600-00 · Utilities	106.02
4/16/2019	2019-03-024	7600-00 · Utilities	68.19
Total COMCAST			174.21
<b>CONTINENTAL FIRE &amp; SAFETY, INC</b>			
4/16/2019	19-03-004	7730-00 · Bldg Maintenance	1,670.75
Total CONTINENTAL FIRE & SAFETY, INC			1,670.75
<b>DEBORAH A. FITZGERALD</b>			
4/16/2019	2019-03-025	6400-02 · Accounting/Auditing Fees	375.00
Total DEBORAH A. FITZGERALD			375.00
<b>EASTERN DIV INTL ASSOC OF FIRE CHIEFS</b>			
4/16/2019	19-03-009	7500-03 · Training & Education	450.00
Total EASTERN DIV INTL ASSOC OF FIRE CHIEFS			450.00
<b>FIRST DUE FABRICATION</b>			
4/16/2019	2019-01-008	7140-01 · Fire Equipment	83.70
Total FIRST DUE FABRICATION			83.70
<b>FIRST RESPONDER JOINT INSURANCE FUND</b>			
4/16/2019	2019-03-026	7400-00 · Insurance Premium	14,616.00
Total FIRST RESPONDER JOINT INSURANCE FUND			14,616.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
4/16/2019	2019-02-013	7730-00 · Bldg Maintenance	162.96
Total JAMESBURG HARDWARE & APPLIANCE			162.96
<b>JCP&amp;L</b>			
4/16/2019	2019-03-027	7600-00 · Utilities	698.34
Total JCP&L			698.34
<b>JOSEPH D YOUSOUF, ESQUIRE</b>			
4/16/2019	2019-03-028	6400-01 · Legal Fees	8,034.66
Total JOSEPH D YOUSOUF, ESQUIRE			8,034.66
<b>MAIN ELECTRIC SUPPLY CO., INC.</b>			
4/16/2019	19-03-003	7730-00 · Bldg Maintenance	715.27
Total MAIN ELECTRIC SUPPLY CO., INC.			715.27
<b>MC MASTER-CARR SUPPLY CO.</b>			
4/16/2019	2019-01-009	7500-03 · Training & Education	317.05
4/16/2019	19-03-005	7730-00 · Bldg Maintenance	1,596.26
Total MC MASTER-CARR SUPPLY CO.			1,913.31
<b>MINERVA CLEANERS, LLC</b>			
4/16/2019	2019-01-010	7195-00 · Uniform & Equip(Firefighters)	75.00
Total MINERVA CLEANERS, LLC			75.00
<b>NJ-AMERICAN WATER COMP.</b>			
4/16/2019	2019-03-029	7200-00 · Hydrant Rental Dom Water	30.03
4/16/2019	2019-03-029	7200-00 · Hydrant Rental Dom Water	4,830.00
Total NJ-AMERICAN WATER COMP.			4,860.03
<b>PNC EQUIPMENT FINANCE</b>			
4/16/2019	2019-03-030	8010-11 · Capital Lease-Oshkosh Princ	28,759.00
4/16/2019	2019-03-030	8020-11 · Capital Lease-Oshkosh Int	4,690.29

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**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of April 18, 2019**

Date	Num	Account	Open Balance
Total PNC EQUIPMENT FINANCE			33,449.29
<b>PSE&amp;G</b>			
4/16/2019	2019-03-031	7600-00 · Utilities	627.60
Total PSE&G			627.60
<b>RELIANCE GRAPHICS INC.</b>			
4/16/2019	2019-03-032	6400-05 · Election Expenses	595.00
Total RELIANCE GRAPHICS INC.			595.00
<b>SAMUEL KLEIN &amp; COMPANY</b>			
4/16/2019	2019-03-033	6400-02 · Accounting/Auditing Fees	5,750.00
Total SAMUEL KLEIN & COMPANY			5,750.00
<b>STANDARD WASTE SERVICES</b>			
4/16/2019	2019-02-014	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
<b>VERIZON</b>			
4/16/2019	2019-03-034	7600-00 · Utilities	270.07
Total VERIZON			270.07
<b>VIKING TERMITE &amp; PEST CONTROL, INC.</b>			
4/16/2019	2019-02-015	7730-00 · Bldg Maintenance	150.08
Total VIKING TERMITE & PEST CONTROL, INC.			150.08
<b>W.B. MASON CO. INC.</b>			
4/16/2019	2019-03-035	6500-01 · Office Supplies	332.15
Total W.B. MASON CO. INC.			332.15
<b>TOTAL</b>			<b>76,609.60</b>

**BANK RECONCILIATION**

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

MONTH OF: **March-19**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	28-Feb-19	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 22,964.61
			AS OF:	31-Mar-19
<b>ADD DEBITS:</b>			<b>ADD DEPOSITS IN TRANSIT:</b>	
Online Banking Transfer				
on 3/22/19		\$ 44,943.88		
<b>TOTAL DEBITS:</b>		\$ 44,943.88		
	<b>TOTAL</b>	\$ 64,943.88		
<b>LESS CREDITS:</b>			<b>TOTAL IN TRANSIT:</b>	
VOUCHER LIST - 3/31/19		\$ 48,850.94		\$ 22,964.61
<b>ACCOUNT ANALYSIS FEE</b>		\$ -	<b>LESS CHECKS OUTSTANDING:</b>	
<b>TOTAL CREDITS:</b>		\$ 48,850.94	<b>TOTAL:</b>	\$ 6,871.67
<b>ENDING BANK BALANCE-Per G/L</b>	28-Feb-19	\$ 16,092.94	<b>BANK BALANCE-Per Reconciliation:</b>	\$ 16,092.94

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
8261	-	Ready Refresh - VOIDED 3/19	10/25/18	
8279	651.00	Dina Walker	11/15/18	
8366	84.00	Middlesex County Fire Academy	3/21/19	
8369	4,853.43	NJ American Water	3/21/19	
8377	715.00	Brian Wright	3/21/19	
8380	48.24	Ready Refresh	3/21/19	
8382	520.00	William Stonaker	3/21/19	
<b>TOTAL</b>	\$ 6,871.67			

**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
**March 2019**

04/16/19

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
3/21/2019	ADJCASH		REV ADJ JE 12/31/18 TO CORR 2018 FOR CK VOIDED 3/21/19	22.27
3/21/2019	8357	AUTO KING PARTS & SUPPLIES	A/C# J2100 INV#604092 2/27/19	(103.90)
3/21/2019	8358	BETTER LIVING DEPT. STORE	INVOICES 1/19-2/25/19	(107.53)
3/21/2019	8359	CENTRAL JERSEY SECURITY	INV# 88762 3/15/19	(149.85)
3/21/2019	8360	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 20526-19 1/29/19	(102.00)
3/21/2019	8361	DALTON ELECTRIC COMPANY, INC.	INV# 18022 2/25/19	(5,185.37)
3/21/2019	8362	DCI CONSTRUCTION, LLC	INV# 1146 3/19/19	(11,200.00)
3/21/2019	8363	DEBORAH A. FITZGERALD	INV# 2019002 2/28/19	(266.76)
3/21/2019	8364	JCP&L	ELECTRIC 3/14/19	(572.29)
3/21/2019	8365	MC MASTER-CARR SUPPLY CO.	INV# 84505431 1/22/19	(242.02)
3/21/2019	8366	MIDDLESEX COUNTY FIRE ACADEMY	INV# 01-1910-19 2/27/19	(84.00)
3/21/2019	8367	MIDDLESEX COUNTY TREASURER	INV# 7639 3/5/19	(1,580.22)
3/21/2019	8368	NEW JERSEY FIRE EQUIPMENT CO.	INV# 59794 1/29/19	(37.00)
3/21/2019	8369	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827, 1018-210025838964 3/2019	(4,853.43)
3/21/2019	8370	NORTHEASTERN BUILDING SUPPLY	INV# 1902-350897 2/23/19, 1902-351172 2/25/19	(327.12)
3/21/2019	8371	PSE&G	GAS 2/25/19	(703.16)
3/21/2019	8372	RELIABLE FIRE PROTECTION		(662.60)
3/21/2019	8373	SAFETY & SURVIVAL TRAINING, LLC	INV# 569 3/5/19	(990.00)
3/21/2019	8374	STANDARD WASTE SERVICES	INV# 342366 3/1/19	(139.40)
3/21/2019	8375	VALIC	2018 CONTRIBUTIONS - 23 MEMBERS	(17,056.11)
3/21/2019	8376	VERIZON	TV/INTERNET/PHONE 3/10/19	(581.12)
3/21/2019	8377	BRIAN H. WRIGHT	1ST QTR 2019 - COMMISSIONER FEES	(715.00)
3/21/2019	8378	DINA WALKER	1ST QTR 2019 - COMMISSIONER FEES	(653.00)
3/21/2019	8379	LYNETTE EMENS	1ST QTR 2019 - COMMISSIONER FEES	(943.00)
3/21/2019	8380	READY REFRESH BY NESTLE		(48.24)
3/21/2019	8381	STEPHANIE RAMPACEK	1ST QTR - COMMISSIONER FEES	(520.00)
3/21/2019	8382	WILLIAM STONAKER	1ST QTR 2019 - COMMISSIONER FEES	(520.00)
3/22/2019	8383	JONATHON RAMPACEK	New mailbox	(530.09)
Total 1104-00 - Cash in Checking-PNC				(48,850.94)
<b>TOTAL</b>				<b>(48,850.94)</b>

**Jamesburg Board of Fire Commissioners  
Outstanding Checks**

November 2018 through March 2019

04/16/19

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	11/15/2018	8279	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/14/2018	2018-03-097		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	3/21/2019	8366	MIDDLESEX COUNTY FIRE ACADEMY	1104-00 · Cash in Checking-PNC	
Bill	3/19/2019	2019-01-003		7500-03 · Training & Education	-84.00
TOTAL					-84.00
Bill Pmt -Check	3/21/2019	8369	NJ-AMERICAN WATER COMP.	1104-00 · Cash in Checking-PNC	
Bill	3/19/2019	2019-03-019		7200-00 · Hydrant Rental Dom Water	-23.43
				7200-00 · Hydrant Rental Dom Water	-4,830.00
TOTAL					-4,853.43
Bill Pmt -Check	3/21/2019	8377	BRIAN H. WRIGHT	1104-00 · Cash in Checking-PNC	
Bill	3/21/2019	2019-03-024		6100-01 · Commissioners Pay	-715.00
TOTAL					-715.00
Bill Pmt -Check	3/21/2019	8380	READY REFRESH BY NESTLE	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-02-052		7730-00 · Bldg Maintenance	-22.27
Bill	3/21/2019	2019-02-012		7730-00 · Bldg Maintenance	-25.97
TOTAL					-48.24
Bill Pmt -Check	3/21/2019	8382	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	3/21/2019	2019-03-025		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00