

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

Prepared By: S. Rampacsek

Treasurer Report:

Date: 10/17/19

Reconciled balance brought forward in First Constitution Checking Acct from last meeting	\$ 20,054.36
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 34,215.69
Vouchers/Fees paid/Transfers since last meeting:	\$ (34,243.71)
Current Reconciled Balance Remaining in First Constitution Checking Account (Note 1):	\$ 20,026.34
Reconciled First Constitution Savings Balance brought forward from last meeting:	\$ 376,151.54
Withdrawals/Transfers to Checking:	\$ (34,189.35)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 313.85
Current Reconciled Balance Remaining in First Constitution Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 342,276.04
GRAND TOTAL CASH ON HAND:	\$ 362,302.38
 Total Dollar Amount of Current Month Voucher List to be Paid:	 \$ 47,901.41

Notes - 10/17/19 Report:

1) Payment of the current month's voucher list would result in a First Constitution Checkin \$ (27,875.07) therefore a transfer FROM First Const \$ 47,875.07 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 \$26.34 on 9/30/19. Also Reflects interest in checking ending 0827 earned and posted of \$313.85 on 9/30/19

6) Changed budget line for the repairs for the kitchen water leak from last month from Building maintenance to Capital Project do to getting reimbursed from the insurance company for the damage.

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10/15/19

Accrual Basis

**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	10,256.20	13,400.00	76.5%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	10,256.20	14,900.00	68.8%
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	305.00	1,000.00	30.5%
Total 6400-00 · Professional Fees	16,965.18	33,000.00	51.4%
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	3,684.45	5,000.00	73.7%
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	4,080.45	5,200.00	78.5%
Total Expense	35,147.05	57,100.00	61.6%
Net Ordinary Income	(35,147.05)	(57,100.00)	61.6%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	11,120.65	15,000.00	74.1%
7140-00 · Truck Equipment - Other	3,128.79		
Total 7140-00 · Truck Equipment	14,249.44	15,000.00	95.0%
7195-00 · Uniform & Equip(Firefighters)	14,945.46	15,000.00	99.6%
Total 7100-00 · Reimb for Exp & Losses	29,194.90	30,000.00	97.3%
7200-00 · Hydrant Rental Dom Water	42,223.69	58,000.00	72.8%
7400-00 · Insurance Premium	47,752.00	52,000.00	91.8%
7500-00 · Professional Services			
7500-03 · Training & Education	8,728.68	12,000.00	72.7%
Total 7500-00 · Professional Services	8,728.68	12,000.00	72.7%
7600-00 · Utilities	14,631.18	22,000.00	66.5%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,950.40	5,000.00	39.0%
7710-02 · Fuel	263.00	5,000.00	5.3%
7710-04 · Truck Service	4,416.68	20,000.00	22.1%
7710-05 · Equipment Testing	8,156.07	6,000.00	135.9%
7710-00 · Truck Service - Other	72.00		
Total 7710-00 · Truck Service	14,858.15	36,000.00	41.3%
7720-00 · Air Pack & Bottle Repair	174.17	1,800.00	9.7%
7730-00 · Bldg Maintenance	34,592.56	32,500.00	106.4%
7740-00 · Bldg Supplies	767.27	2,000.00	38.4%
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%
Total 7700-00 · Maint/Repairs	74,767.15	104,800.00	71.3%
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	64,715.00	117,650.00	55.0%
Total Other Expense	363,812.01	475,900.00	76.4%

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10/15/19
Accrual Basis

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

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>% of Budget</u>
Net Other Income	(363,812.01)	(475,900.00)	76.4%
Net Income	<u>(398,959.06)</u>	<u>(533,000.00)</u>	<u>74.9%</u>

10/15/19

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of October 17, 2019

Date	Num	Account	Open Balance
Albitron LLC			
10/17/2019	19-07-005-02	7800-00 · Contingency	1,415.66
Total Albitron LLC			1,415.66
American Uniforms			
10/17/2019	2019-01-070	7195-00 · Uniform & Equip(Firefighters)	802.90
Total American Uniforms			802.90
AT&T			
10/17/2019	2019-03-090	7600-00 · Utilities	93.26
Total AT&T			93.26
AUTO KING PARTS & SUPPLIES			
10/17/2019	2019-01-071	7710-04 · Truck Service	23.94
Total AUTO KING PARTS & SUPPLIES			23.94
BETTER LIVING DEPT. STORE			
10/17/2019	2019-02-048	7730-00 · Bldg Maintenance	43.24
Total BETTER LIVING DEPT. STORE			43.24
CENTRAL JERSEY SECURITY			
10/17/2019	2019-03-094	7730-00 · Bldg Maintenance	149.85
Total CENTRAL JERSEY SECURITY			149.85
Endeavor Business Media			
10/17/2019	19-03-010	7500-03 · Training & Education	2,632.00
Total Endeavor Business Media			2,632.00
FF1 PROFESSIONAL SAFETY SERVICES			
10/17/2019	19-07-007	7140-01 · Fire Equipment	5,388.00
Total FF1 PROFESSIONAL SAFETY SERVICES			5,388.00
FIRE ONE, INC.			
10/17/2019	2019-01-067	7710-04 · Truck Service	700.00
Total FIRE ONE, INC.			700.00
JCP&L			
10/17/2019	2019-03-093	7600-00 · Utilities	925.98
Total JCP&L			925.98
JONATHON RAMPACEK			
10/17/2019	2019-02-047	7500-03 · Training & Education	211.47
10/17/2019	2019-02-044	7500-03 · Training & Education	44.00
10/17/2019	2019-02-044	7710-02 · Fuel	263.00
10/17/2019	2019-02-044	7740-00 · Bldg Supplies	90.42
Total JONATHON RAMPACEK			608.89
MAIN ELECTRIC SUPPLY CO., INC.			
10/17/2019	2019-02-046	7730-00 · Bldg Maintenance	175.26
Total MAIN ELECTRIC SUPPLY CO., INC.			175.26
MERCER COUNTY FIRE ACADEMY			
10/17/2019	2019-01-069	7500-03 · Training & Education	800.00
Total MERCER COUNTY FIRE ACADEMY			800.00
NETLINK WEB SERVICES, LLC			
10/17/2019	2019-03-092	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO.			
10/17/2019	2019-01-066	7500-03 · Training & Education	375.00
Total NEW JERSEY FIRE EQUIPMENT CO.			375.00
NJ-AMERICAN WATER COMP.			
10/17/2019	2019-03-088	7200-00 · Hydrant Rental Dom Water	4,830.00
10/17/2019	2019-03-088	7600-00 · Utilities	24.90
Total NJ-AMERICAN WATER COMP.			4,854.90
NORTHEASTERN BUILDING SUPPLY			
10/17/2019	2019-02-045	7730-00 · Bldg Maintenance	197.00

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of October 17, 2019

Date	Num	Account	Open Balance
Total NORTHEASTERN BUILDING SUPPLY			197.00
PENGUIN MANAGEMENT, INC.			
10/17/2019	2019-01-074	7710-01 · Radio Serv/Repair	1,668.00
Total PENGUIN MANAGEMENT, INC.			1,668.00
PSE&G			
10/17/2019	2019-03-097	7600-00 · Utilities	58.20
Total PSE&G			58.20
SANCHEZ LANDSCAPING, LLC			
10/17/2019	2019-02-043	7730-00 · Bldg Maintenance	60.00
Total SANCHEZ LANDSCAPING, LLC			60.00
SEAGRAVE FIRE APPARATUS, LLC			
10/17/2019	2018-01-070	7800-00 · Contingency	25,155.48
Total SEAGRAVE FIRE APPARATUS, LLC			25,155.48
STANDARD WASTE SERVICES			
10/17/2019	2019-03-096	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
STEPHANIE RAMPACEK			
10/17/2019	2019-03-091	6100-01 · Commissioners Pay	207.20
Total STEPHANIE RAMPACEK			207.20
TACTICAL PUBLIC SAFETY, LLC			
10/17/2019	2019-01-073	7710-01 · Radio Serv/Repair	282.40
Total TACTICAL PUBLIC SAFETY, LLC			282.40
TEAM LIFE, INC.			
10/17/2019	2019-01-072	7140-01 · Fire Equipment	558.00
Total TEAM LIFE, INC.			558.00
VERIZON			
10/17/2019	2019-03-095	7600-00 · Utilities	272.90
Total VERIZON			272.90
W.B. MASON CO. INC.			
10/17/2019	2019-03-089	6500-01 · Office Supplies	114.95
Total W.B. MASON CO. INC.			114.95
TOTAL			47,901.41

BANK RECONCILIATION

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

MONTH OF: **September-19**

NAME OF BANK: **First Constitution Bank**

PREPARED BY: **SR**

ACCOUNT #: **9760200797**

BALANCE FORWARD:	31-Aug-19	\$ 20,054.36	BAL. PER BANK STATEMENT	35,710.40
			AS OF:	30-Sep-19
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				\$26.34
9/25/2019	\$34,189.35			
Interest	\$26.34			
TOTAL DEBITS:	\$ 34,215.69			
	TOTAL	\$ 54,270.05		
LESS CREDITS:			TOTAL IN TRANSIT:	\$26.34
VOUCHER LIST - 9/31/19	\$ 34,243.71			
				\$ 35,736.74
			LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 15,710.40
TOTAL CREDITS:	\$ 34,243.71			
ENDING BANK BALANCE-Per G/L	30-Sep-19	\$ 20,026.34	BANK BALANCE-Per Reconciliation:	\$ 20,026.34

\$

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
9010	\$ 138.70	Jamesburg Volunteer Fire -petty Cash	7/18/19	
9044	\$ 8,125.00	Jamesburg Volunteer Fire -3rd Quarter	8/13/19	
9061	\$ 832.00	AWAGS	9/19/19	
9062	\$ 633.62	Christopher Ramapacek	9/19/19	
9063	\$ 433.86	Circle Janitorial Supplies	9/19/19	
9067	\$ 5.32	Main Electric	9/19/19	
9069	\$ 199.00	Netlink Web Service	9/19/19	
9070	\$ 3,438.27	NJ American Water	9/19/19	
9077	\$ 1,110.00	Tasc Fire Apparatus Inc	9/19/19	
9081	\$ 350.00	Jonathon Ramapacek	9/19/19	
9085	\$ 41.25	Monroe Power Equipment	9/19/19	
9086	\$ 403.38	Pioneer Products	9/19/19	
TOTAL	\$ 15,710.40			

Jamesburg Board of Fire Commissioners Monthly Check Register October 16 - 17, 2019

Date	Num	Name	Memo	Amount
1106-00 · 1st Constitution				
10/17/2019	9109	Albitron LLC	Invoice # 19115-2 Remining Balance...	(1,415.66)
10/17/2019	9110	American Uniforms	INV# 68353RS,68354RS,68352RS,6...	(802.90)
10/17/2019	9111	AT&T	Final Payment A/C #030-509-8716,001	(93.26)
10/17/2019	9112	AUTO KING PARTS & SUPPLI...	A/C# J2100 INV#646594	(23.94)
10/17/2019	9113	BETTER LIVING DEPT. STORE	Inv # A155191, A156389,A430111,A...	(43.24)
10/17/2019	9114	CENTRAL JERSEY SECURITY	Inv # 90093	(149.85)
10/17/2019	9115	Endeavor Business Media	Invoice# 1019-201	(2,632.00)
10/17/2019	9116	FF1 PROFESSIONAL SAFET...	Inv # SI-00505908	(5,388.00)
10/17/2019	9117	FIRE ONE, INC.	Inv # 191014	(700.00)
10/17/2019	9118	JCP&L	A/C #100-008678-888	(925.98)
10/17/2019	9119	JONATHON RAMPACEK		(608.89)
10/17/2019	9108	MAIN ELECTRIC SUPPLY CO...	a/c #332141 invoice #S114093228.0...	(175.26)
10/17/2019	9107	MERCER COUNTY FIRE ACA...	Inv # FA3962, FA3965	(800.00)
10/17/2019	9106	NETLINK WEB SERVICES, LLC	Inv # NWS2394	(199.00)
10/17/2019	9105	NEW JERSEY FIRE EQUIPM...	Inv # 61867	(375.00)
10/17/2019	9104	NJ-AMERICAN WATER COMP.	A/C #1018-210028471827, 1018-21...	(4,854.90)
10/17/2019	9103	NORTHEASTERN BUILDING ...	invoice #1908-389744, 1909-398819...	(197.00)
10/17/2019	9102	PENGUIN MANAGEMENT, INC.	Invoice # 57200	(1,668.00)
10/17/2019	9101	PSE&G	account #13-014-190-01	(58.20)
10/17/2019	9100	SANCHEZ LANDSCAPING, LLC	Invoice # 4575	(60.00)
10/17/2019	9099	SEAGRAVE FIRE APPARATU...	Invoice # 47238 J6	(25,155.48)
10/17/2019	9098	STANDARD WASTE SERVICES	Inv # 359054	(139.40)
10/17/2019	9097	STEPHANIE RAMPACEK		(207.20)
10/17/2019	9096	TACTICAL PUBLIC SAFETY, ...	Invoice # 20-115	(282.40)
10/17/2019	9095	TEAM LIFE, INC.	Invoice # 26349	(558.00)
10/17/2019	9094	VERIZON	A/C #455-860-114-0001-94	(272.90)
10/17/2019	9093	W.B. MASON CO. INC.	Inv # 203150870, 202997951, 20295...	(114.95)
Total 1106-00 · 1st Constitution				(47,901.41)
TOTAL				(47,901.41)

Jamesburg Board of Fire Commissioners
Outstanding Checks
January through September 2019

10/15/19

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	7/18/2019	9010	JAMESB...	1106-00 · 1st Constitution	
Bill	7/18/2019	2019-...		7140-01 · Fire Equipment	-83.70
				6500-02 · Misc Supplies(petty cash)	-55.00
TOTAL					-138.70
Bill Pmt -Check	8/13/2019	9044	JAMESB...	1106-00 · 1st Constitution	
Bill	8/15/2019	2019-...		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	9/19/2019	9061	AWOGS	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7195-00 · Uniform & Equip(Firefighters)	-832.00
TOTAL					-832.00
Bill Pmt -Check	9/19/2019	9062	Christoph...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7600-00 · Utilities	-433.62
Bill	9/19/2019	2019-...		7600-00 · Utilities	-200.00
TOTAL					-633.62
Bill Pmt -Check	9/19/2019	9063	CIRCLE J...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7740-00 · Bldg Supplies	-433.86
TOTAL					-433.86
Bill Pmt -Check	9/19/2019	9067	MAIN ELE...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7730-00 · Bldg Maintenance	-5.32
TOTAL					-5.32
Bill Pmt -Check	9/19/2019	9069	NETLINK ...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	9/19/2019	9070	NJ-AMERI...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7600-00 · Utilities	-16.53
				7200-00 · Hydrant Rental Dom Water	-3,421.74
TOTAL					-3,438.27
Bill Pmt -Check	9/19/2019	9077	TASC FIR...	1106-00 · 1st Constitution	
Bill	9/19/2019	19-07...		7710-05 · Equipment Testing	-1,110.00
TOTAL					-1,110.00
Bill Pmt -Check	9/19/2019	9081	JONATHO...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7600-00 · Utilities	-350.00
TOTAL					-350.00
Bill Pmt -Check	9/19/2019	9085	Monroe P...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7710-04 · Truck Service	-41.25
TOTAL					-41.25

10/15/19

Jamesburg Board of Fire Commissioners
Outstanding Checks
January through September 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	9/19/2019	9086	Pioneer P...	1106-00 · 1st Constitution	
Bill	9/19/2019	2019-...		7195-00 · Uniform & Equip(Firefighters)	-403.38
TOTAL					-403.38