

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

Prepared By: S. Rampacek

Treasurer Report:

Date: 12/17/2020

Reconciled balance brought forward in 1st Constitution Checking Acct from last meeting:	\$ 20,009.66
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 24,610.07
Vouchers/Fees paid/Transfers since last meeting:	\$ (24,604.99)
Current Reconciled Balance Remaining in 1st Constitution Checking Account (Note 1):	\$ 20,014.74
Reconciled 1st Constitution Savings Balance brought forward from last meeting:	\$ 402,898.37
Withdrawals/Transfers to Checking:	\$ (24,595.33)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 116,688.50
Current Reconciled Balance Remaining in 1st Constitution Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 494,991.54
GRAND TOTAL CASH ON HAND:	\$ 515,006.28
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 19,509.39

Notes - 12/17/2020 Report:

1) Payment of the current month's voucher list would result in a 1st Constitution Checking balance of: \$ 505.35 therefore a transfer FROM 1st Constitution Sav of \$ 19,494.65 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) Reflects interest earned in account ending in 0797 in the amount of \$14.74 on 11/30/2020. Also Reflects interest earned in account ending in 0827 in the amount of \$248.70 on 11/30/2020.

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

**Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2020**

	Jan - Dec 20	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,571.00	14,396.00	94.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	13,571.00	15,896.00	85.4%
6400-00 · Professional Fees			
6400-01 · Legal Fees	11,864.33	17,000.00	69.8%
6400-02 · Accounting/Auditing Fees	0.00	12,000.00	0.0%
6400-04 · Medical Services	135.00	1,000.00	13.5%
Total 6400-00 · Professional Fees	11,999.33	30,000.00	40.0%
6400-05 · Election Expenses	1,425.00	5,000.00	28.5%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	3,812.66	5,000.00	76.3%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	3,812.66	5,200.00	73.3%
Total Expense	30,807.99	56,096.00	54.9%
Net Ordinary Income	(30,807.99)	(56,096.00)	54.9%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	10,495.31	17,000.00	61.7%
Total 7140-00 · Truck Equipment	10,495.31	17,000.00	61.7%
7195-00 · Uniform & Equip(Firefighters)	13,323.16	17,000.00	78.4%
Total 7100-00 · Reimb for Exp & Losses	23,818.47	34,000.00	70.1%
7200-00 · Hydrant Rental Dom Water	53,316.25	58,000.00	91.9%
7400-00 · Insurance Premium	48,858.00	51,000.00	95.8%
7500-00 · Professional Services			
7500-03 · Training & Education	3,393.82	12,000.00	28.3%
Total 7500-00 · Professional Services	3,393.82	12,000.00	28.3%
7600-00 · Utilities	16,339.88	21,000.00	77.8%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,018.00	5,000.00	40.4%
7710-02 · Fuel	1,720.75	5,000.00	34.4%
7710-04 · Truck Service	33,173.83	20,000.00	165.9%
7710-05 · Equipment Testng	6,300.83	8,000.00	103.8%
Total 7710-00 · Truck Service	45,213.41	38,000.00	119.0%
7720-00 · Air Pack & Bottle Repair	0.00	2,000.00	0.0%
7730-00 · Bldg Maintenance	19,987.22	40,000.00	50.0%
7740-00 · Bldg Supplies	1,400.42	2,000.00	70.0%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	99,101.05	114,500.00	86.6%
7800-00 · Contingency	2,986.00	25,000.00	11.9%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,311.87	19,000.00	91.1%
Total 7850-00 · LOSAP Program	17,311.87	19,000.00	91.1%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	28,759.00	29,865.00	96.3%
8020-11 · Capital Lease-Oshkosh Int	4,690.29	3,583.00	130.9%
Total 8000-00 · Debt Service	33,449.29	33,448.00	100.0%
9400-00 · Capital Projects	0.00	65,033.00	0.0%
Total Other Expense	298,574.63	432,981.00	69.0%
Net Other Income	(298,574.63)	(432,981.00)	69.0%
Net Income	(329,382.62)	(489,077.00)	67.3%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of December 18, 2020

Date	Num	Account	Open Balance
BOROUGH OF JAMESBURG 12/17/2020	2020-03-112	7710-02 · Fuel	1,720.75
Total BOROUGH OF JAMESBURG			1,720.75
CAMPBELL SUPPLY CO. INC. 12/17/2020	20-10-001	7710-04 · Truck Service	6,047.04
Total CAMPBELL SUPPLY CO. INC.			6,047.04
Christopher Rampacek 12/17/2020	2020-01-059	7500-03 · Training & Education	137.10
Total Christopher Rampacek			137.10
EMERGENCY REPORTING 12/17/2020	2020-03-106	7500-03 · Training & Education	1,633.00
Total EMERGENCY REPORTING			1,633.00
Martin A Grant Surveying Inc 12/17/2020	20-10-003-01	7730-00 · Bldg Maintenance	1,275.00
Total Martin A Grant Surveying Inc			1,275.00
MISTRAS Group Inc 12/17/2020	2020-01-057	7710-05 · Equipment Testing	700.00
Total MISTRAS Group Inc			700.00
NETLINK WEB SERVICES, LLC 12/17/2020	2020-03-112	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO. 12/17/2020	2020-01-057	7710-05 · Equipment Testing	777.60
12/17/2020	2020-01-057	7710-05 · Equipment Testing	411.48
Total NEW JERSEY FIRE EQUIPMENT CO.			1,189.08
NJ AMERICAN WATER 12/17/2020	2020-03-110	7200-00 · Hydrant Rental Dom Water	5,047.77
12/17/2020	2020-03-110	7600-00 · Utilities	23.28
Total NJ AMERICAN WATER			5,071.05
PSE&G 12/17/2020	2020-03-107	7600-00 · Utilities	215.40
Total PSE&G			215.40
RELIABLE FIRE PROTECTION 12/17/2020	2020-02-035	7730-00 · Bldg Maintenance	272.25
Total RELIABLE FIRE PROTECTION			272.25
SANCHEZ LANDSCAPING, LLC 12/17/2020	2020-02-034	7730-00 · Bldg Maintenance	250.00
Total SANCHEZ LANDSCAPING, LLC			250.00
STANDARD WASTE SERVICES 12/17/2020	2020-03-109	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
STONAKER & SON 12/17/2020	2020-02-034	7730-00 · Bldg Maintenance	313.97
Total STONAKER & SON			313.97

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 18, 2020

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
VERIZON 12/17/2020	2020-03-111	7600-00 · Utilities	341.36
Total VERIZON			341.36
W.B. MASON CO. INC. 12/17/2020	2020-03-108	6500-01 · Office Supplies	4.99
Total W.B. MASON CO. INC.			4.99
TOTAL			19,509.39

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Jamesburg Board of Fire Commissioners
Monthly Check Register
December 1 - 20, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1106-00 · 1st Constitution				
12/19/2020	9393	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 10/30/19 THRU...	(1,720.75)
12/19/2020	9394	CAMPBELL SUPPLY CO. INC.	Invoice R10101267:02	(6,047.04)
12/19/2020	9395	Christopher Rampacek	Shipping	(137.10)
12/19/2020	9396	EMERGENCY REPORTING	Invoice #202021048	(1,633.00)
12/19/2020	9397	Martin A Grant Surveying Inc	Final Payment Block 48 lot 1and 1.01	(1,275.00)
12/19/2020	9398	MISTRAS Group Inc	Invoice # CD11200298	(700.00)
12/19/2020	9399	NETLINK WEB SERVICES, LLC	NWS2613	(199.00)
12/19/2020	9400	NEW JERSEY FIRE EQUIPM...	Invoice 2010677	(1,189.08)
12/19/2020	9401	NJ AMERICAN WATER	A/C # 1018-210028471827 &1018-2...	(5,071.05)
12/19/2020	9402	PSE&G	Invoice # 503100080780	(215.40)
12/19/2020	9403	RELIABLE FIRE PROTECTION	Invoice 386312	(272.25)
12/19/2020	9404	SANCHEZ LANDSCAPING, LLC	Invoice # 6973	(250.00)
12/19/2020	9405	STANDARD WASTE SERVICES		(139.40)
12/19/2020	9406	STONAKER & SON	Invoice #1039811233	(313.97)
12/19/2020	9407	VERIZON		(341.36)
12/19/2020	9408	W.B. MASON CO. INC.	Invoice # 215771066	(4.99)
Total 1106-00 · 1st Constitution				(19,509.39)
TOTAL				(19,509.39)

BANK RECONCILIATION

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

MONTH OF: **November-20**

NAME OF BANK: **1st Constitution Bank**

PREPARED BY: **SR**

ACCOUNT #: **9760200797**

BALANCE FORWARD:		11/1/2020	\$ 20,009.66	BAL. PER BANK STATEMENT	\$ 36,625.40
				AS OF:	30-Nov-20
ADD DEBITS:				ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer	\$	24,595.33			
Interest	\$	14.74			
TOTAL DEBITS:	\$	24,610.07			
		TOTAL	\$ 44,619.73		
LESS CREDITS:					
VOUCHER LIST - 10/22/2020	\$	24,604.99		TOTAL IN TRANSIT:	\$ -
TOTAL CREDITS:	\$	24,604.99			
ENDING BANK BALANCE-Per G/L		30-Oct-20	\$ 20,014.74	BANK BALANCE-Per Reconciliation:	\$ 20,014.74

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
9348	50.00	Tom Cooper	9/17/20	
9371	783	Brian Wright	10/22/20	
9374	733.00	Dina Walker	10/22/20	
9375	956.43	Donald Salzmann LLC	10/22/20	
9378	8,125.00	Jamesburg Fire Dept	10/22/20	
9382	4,856.81	NJ American Water	10/22/20	
9383	575.00	Pradeep Mathew	10/22/20	
9390	332.42	Viking Termite & Pest control		
9392	199.00	Netlink Web Service		
	\$ 16,610.66			

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Jamesburg Board of Fire Commissioners
Outstanding Checks
 January through November 2020

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	09/17/2020	9348	tom cooper	1106-00 · 1st Constitution	
Bill	09/17/2020	2020-01-042		6400-04 · Medical Services	-50.00
TOTAL					-50.00
Bill Pmt -Check	11/19/2020	9371	BRIAN H. WRIGHT	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-03-104		6100-01 · Commissioners Pay	-783.00
TOTAL					-783.00
Bill Pmt -Check	11/19/2020	9374	DINA WALKER	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-03-101		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	11/19/2020	9375	DONALD SALZMANN, LLC	1106-00 · 1st Constitution	
Bill	11/19/2020	20-03-004		7710-04 · Truck Service	-956.43
TOTAL					-956.43
Bill Pmt -Check	11/19/2020	9378	JAMESBURG VOL FIRE DEPT	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-02-102		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	11/19/2020	9382	NJ-AMERICAN WATER COMP.	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-03-099		7200-00 · Hydrant Rental Do... 7600-00 · Utilities	-4,830.00 -26.81
TOTAL					-4,856.81
Bill Pmt -Check	11/19/2020	9383	Pradeep Mathew	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-03-100		6100-01 · Commissioners Pay	-575.00
TOTAL					-575.00
Bill Pmt -Check	11/19/2020	9390	VIKING TERMITE & PEST CO...	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-02-033		7730-00 · Bldg Maintenance	-332.42
TOTAL					-332.42
Bill Pmt -Check	11/19/2020	9392	NETLINK WEB SERVICES, LLC	1106-00 · 1st Constitution	
Bill	11/19/2020	2020-03-092		6500-01 · Office Supplies	-199.00
TOTAL					-199.00