

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

Prepared By: S. Rampacack

Treasurer Report:

Date: 9/19/19

Reconciled balance brought forward in **First Constitution Checking** Acct from last meeting: \$ 21,148.64

Deposits/Voiced Checks since the last meeting (see Note 1): \$ 43,627.69

Vouchers/Fees paid/Transfers since last meeting: \$ (44,721.97)

Current Reconciled Balance Remaining in First Constitution Checking Account (Note 1): \$ **20,054.36**

Reconciled **First Constitution Savings** Balance brought forward from last meeting: \$ 115,918.14

Withdrawals/Transfers to Checking: \$ (43,573.33)

Deposits/Interest to Savings Account (see Note 4 & 5): \$ 303,806.73

Current Reconciled Balance Remaining in First Constitution Savings Account: \$ **376,151.54**

**\*\*MATCHES BALANCE IN BANK ONLINE\*\***

GRAND TOTAL CASH ON HAND: \$ **396,205.90**

Total Dollar Amount of Current Month Voucher List to be Paid: \$ **34,243.71**

**Notes - 9/19/19 Report:**

1) Payment of the current month's voucher list would result in a First Constitution Checkir \$ (14,189.35) therefore a transfer FROM First Const \$ 34,189.35 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 \$39.67 on 8/15/19. Also Reflects interest in checking ending 0827 earned and posted of \$113.48 on 8/15/19

5) Reflects interest in checking ending 0797 earned and posted of \$14.69 on 8/31/19. Also Reflects interest in checking ending 0827 earned and posted of \$118.31 on 8/31/19

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09/19/19

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	10,049.00	13,400.00	75.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>10,049.00</b>	<b>14,900.00</b>	<b>67.4%</b>
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%
<b>Total 6400-00 · Professional Fees</b>	<b>16,965.18</b>	<b>33,000.00</b>	<b>51.4%</b>
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	3,370.50	5,000.00	67.4%
6500-02 · Misc Supplies(petty cash)	55.00	200.00	27.5%
6500-00 · Office \Postage Exp - Other	341.00		
<b>Total 6500-00 · Office \Postage Exp</b>	<b>3,766.50</b>	<b>5,200.00</b>	<b>72.4%</b>
<b>Total Expense</b>	<b>34,625.90</b>	<b>57,100.00</b>	<b>60.6%</b>
<b>Net Ordinary Income</b>	<b>(34,625.90)</b>	<b>(57,100.00)</b>	<b>60.6%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	5,174.65	15,000.00	34.5%
7140-00 · Truck Equipment - Other	3,128.79		
<b>Total 7140-00 · Truck Equipment</b>	<b>8,303.44</b>	<b>15,000.00</b>	<b>55.4%</b>
7195-00 · Uniform & Equip(Firefighters)	14,142.56	15,000.00	94.3%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>22,446.00</b>	<b>30,000.00</b>	<b>74.8%</b>
7200-00 · Hydrant Rental Dom Water	37,393.69	58,000.00	64.5%
7400-00 · Insurance Premium	47,752.00	52,000.00	91.8%
7500-00 · Professional Services			
7500-03 · Training & Education	4,666.21	12,000.00	38.9%
<b>Total 7500-00 · Professional Services</b>	<b>4,666.21</b>	<b>12,000.00</b>	<b>38.9%</b>
7600-00 · Utilities	13,255.94	22,000.00	60.3%
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	3,692.74	20,000.00	18.5%
7710-05 · Equipment Testing	8,156.07	6,000.00	135.9%
7710-00 · Truck Service - Other	72.00		
<b>Total 7710-00 · Truck Service</b>	<b>11,920.81</b>	<b>36,000.00</b>	<b>33.1%</b>
7720-00 · Air Pack & Bottle Repair	174.17	1,800.00	9.7%
7730-00 · Bldg Maintenance	38,340.28	32,500.00	118.0%
7740-00 · Bldg Supplies	676.85	2,000.00	33.8%
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>75,487.11</b>	<b>104,800.00</b>	<b>72.0%</b>
7800-00 · Contingency	210.40	25,000.00	0.8%
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	64,715.00	117,650.00	55.0%
<b>Total Other Expense</b>	<b>316,431.75</b>	<b>475,900.00</b>	<b>66.5%</b>
<b>Net Other Income</b>	<b>(316,431.75)</b>	<b>(475,900.00)</b>	<b>66.5%</b>
<b>Net Income</b>	<b>(351,057.65)</b>	<b>(533,000.00)</b>	<b>65.9%</b>

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**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of September 19, 2019**

Date	Num	Account	Open Balance
<b>1ST RESPONDER NEWSPAPER</b>			
9/19/2019	2019-01-050	2100-00 · Accounts Payable	35.00
Total 1ST RESPONDER NEWSPAPER			35.00
<b>ACCESS HEALTH SYSTEMS</b>			
9/19/2019	2019-01-051	2100-00 · Accounts Payable	38.00
Total ACCESS HEALTH SYSTEMS			38.00
<b>Albitron LLC</b>			
9/19/2019	19-07-005-01	2100-00 · Accounts Payable	4,512.47
Total Albitron LLC			4,512.47
<b>American Uniforms</b>			
9/19/2019	2019-01-052	2100-00 · Accounts Payable	231.97
Total American Uniforms			231.97
<b>AWOGS</b>			
9/19/2019	2019-01-053	2100-00 · Accounts Payable	832.00
Total AWOGS			832.00
<b>Christopher Rampacek</b>			
9/19/2019	2019-01-054	2100-00 · Accounts Payable	433.62
9/19/2019	2019-01-055	2100-00 · Accounts Payable	200.00
Total Christopher Rampacek			633.62
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
9/19/2019	2019-02-038	2100-00 · Accounts Payable	433.86
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			433.86
<b>Cleveland Auto &amp; Tire Co. Inc</b>			
9/19/2019	2019-01-055	2100-00 · Accounts Payable	715.80
Total Cleveland Auto & Tire Co. Inc			715.80
<b>CONTINENTAL FIRE &amp; SAFETY, INC</b>			
9/19/2019	19-08-002	2100-00 · Accounts Payable	1,135.00
Total CONTINENTAL FIRE & SAFETY, INC			1,135.00
<b>GRAINGER</b>			
9/19/2019	2019-01-056	2100-00 · Accounts Payable	467.96
Total GRAINGER			467.96
<b>JCP&amp;L</b>			
9/19/2019	2019-03-079	2100-00 · Accounts Payable	1,103.17
Total JCP&L			1,103.17
<b>JONATHON RAMPACEK</b>			
9/19/2019	2019-02-042	2100-00 · Accounts Payable	350.00
Total JONATHON RAMPACEK			350.00
<b>MAIN ELECTRIC SUPPLY CO., INC.</b>			
9/19/2019	2019-02-039	2100-00 · Accounts Payable	5.32
Total MAIN ELECTRIC SUPPLY CO., INC.			5.32
<b>MC MASTER-CARR SUPPLY CO.</b>			
9/19/2019	2019-01-057	2100-00 · Accounts Payable	17.26
9/19/2019	2019-03-080	2100-00 · Accounts Payable	912.00
Total MC MASTER-CARR SUPPLY CO.			929.26
<b>Monroe Power Equipment</b>			
9/19/2019	2019-01-058	2100-00 · Accounts Payable	41.25
Total Monroe Power Equipment			41.25
<b>NETLINK WEB SERVICES, LLC</b>			
9/19/2019	2019-03-081	2100-00 · Accounts Payable	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
9/19/2019	2019-01-059	2100-00 · Accounts Payable	797.00
Total NEW JERSEY FIRE EQUIPMENT CO.			797.00

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of September 19, 2019**

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Date	Num	Account	Open Balance
<b>NJ-AMERICAN WATER COMP.</b> 9/19/2019	2019-03-082	2100-00 · Accounts Payable	3,438.27
Total NJ-AMERICAN WATER COMP.			3,438.27
<b>NORTHEASTERN BUILDING SUPPLY</b> 9/19/2019	2019-02-040	2100-00 · Accounts Payable	32.05
Total NORTHEASTERN BUILDING SUPPLY			32.05
<b>Pioneer Products</b> 9/19/2019	2019-01-060	2100-00 · Accounts Payable	403.38
Total Pioneer Products			403.38
<b>PSE&amp;G</b> 9/19/2019	2019-03-083	2100-00 · Accounts Payable	45.98
Total PSE&G			45.98
<b>SANCHEZ LANDSCAPING, LLC</b> 9/19/2019	2019-02-041	2100-00 · Accounts Payable	275.00
Total SANCHEZ LANDSCAPING, LLC			275.00
<b>SKD Tryon's Inc</b> 9/19/2019	19-05-0004	2100-00 · Accounts Payable	10,027.00
Total SKD Tryon's Inc			10,027.00
<b>SKYLANDS AREA FIRE EQUIPMENT &amp; TRAINING,</b> 9/19/2019	2019-01-061	2100-00 · Accounts Payable	210.00
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			210.00
<b>STANDARD WASTE SERVICES</b> 9/19/2019	2019-03-084	2100-00 · Accounts Payable	139.40
Total STANDARD WASTE SERVICES			139.40
<b>TASC FIRE APPARATUS, INC.</b> 9/19/2019	19-07-01	2100-00 · Accounts Payable	1,110.00
Total TASC FIRE APPARATUS, INC.			1,110.00
<b>TEAM LIFE, INC.</b> 9/19/2019	2019-01-062	2100-00 · Accounts Payable	720.00
Total TEAM LIFE, INC.			720.00
<b>TSI</b> 9/19/2019	2019-01-063	2100-00 · Accounts Payable	236.40
9/19/2019	19-08-001	2100-00 · Accounts Payable	3,215.00
Total TSI			3,451.40
<b>Utility Trailer Sales Of NJ Inc</b> 9/19/2019	2019-01-065	2100-00 · Accounts Payable	416.88
Total Utility Trailer Sales Of NJ Inc			416.88
<b>VELTING OVERHEAD DOOR, LLC</b> 9/19/2019	19-03-006-01	2100-00 · Accounts Payable	978.67
Total VELTING OVERHEAD DOOR, LLC			978.67
<b>VERIZON</b> 9/19/2019	2019-03-085	2100-00 · Accounts Payable	272.84
Total VERIZON			272.84
<b>VIKING TERMITE &amp; PEST CONTROL, INC.</b> 9/19/2019	2019-03-086	2100-00 · Accounts Payable	150.08
Total VIKING TERMITE & PEST CONTROL, INC.			150.08
<b>W.B. MASON CO. INC.</b> 9/19/2019	2019-03-087	2100-00 · Accounts Payable	112.08
Total W.B. MASON CO. INC.			112.08
<b>TOTAL</b>			<b>34,243.71</b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: August-19

NAME OF BANK: First Constitution Bank

PREPARED BY: SR

ACCOUNT #: 9760200797

BALANCE FORWARD:	31-Jul-19	\$ 21,148.64	BAL. PER BANK STATEMENT	29,646.70
			AS OF:	30-Aug-19
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer			Interest	\$54.36
8/16/2019	\$43,573.33			
Interest	\$54.36			
TOTAL DEBITS:	\$ 43,627.69			
	TOTAL	\$ 64,776.33		\$54.36
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 8/31/19	\$ 44,721.97			\$ 29,701.06
			LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 9,646.70
TOTAL CREDITS:	\$ 44,721.97			
ENDING BANK BALANCE-Per G/L	31-Aug-19	\$ 20,054.36	BANK BALANCE-Per Reconciliation:	\$ 20,054.36

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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	
9048	\$ 733.00	Dina Walker 3rd Quarter	8/13/19	
9056	\$ 650.00	1844carkeyz LLC Remaining Balance for loc	8/13/19	
TOTAL	\$ 9,646.70			

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**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
**August 24 through September 24, 2019**

Date	Num	Name	Memo	Amount
<b>1106-00 · 1st Constitution</b>				
9/19/2019	9091	1ST RESPONDER NEWSPAP...	inv # 533182	(35.00)
9/19/2019	9088	ACCESS HEALTH SYSTEMS	INV# 190601495	(38.00)
9/19/2019	9089	Albitron LLC	Invoice # 19115 Reamining Balance ...	(4,512.47)
9/19/2019	9060	American Uniforms	Inv #68314RS	(231.97)
9/19/2019	9061	AWOGS	Invoice # 2495	(832.00)
9/19/2019	9062	Christopher Rampacek		(633.62)
9/19/2019	9063	CIRCLE JANITORIAL SUPPLI...	invoice #21087-19 & 21053-19	(433.86)
9/19/2019	9087	Cleveland Auto & Tire Co. Inc	Invoice # 215505	(715.80)
9/19/2019	9065	CONTINENTAL FIRE & SAFE...	INV# J4039	(1,135.00)
9/19/2019	9064	GRAINGER	INV# 886701710	(467.96)
9/19/2019	9066	JCP&L	a/c 100-008-678-888	(1,103.17)
9/19/2019	9081	JONATHON RAMPACEK	cell phone Reimbusment for jan-marc...	(350.00)
9/19/2019	9067	MAIN ELECTRIC SUPPLY CO...	a/c #332141	(5.32)
9/19/2019	9068	MC MASTER-CARR SUPPLY ...		(929.26)
9/19/2019	9085	Monroe Power Equipment	Invoice # 19744	(41.25)
9/19/2019	9069	NETLINK WEB SERVICES, LLC	invoice # NWS2380	(199.00)
9/19/2019	9071	NEW JERSEY FIRE EQUIPM...	invoice # 61804 & 61868	(797.00)
9/19/2019	9070	NJ-AMERICAN WATER COMP.	a/c # 1018-210028471827 & 1018-2...	(3,438.27)
9/19/2019	9092	NORTHEASTERN BUILDING ...	invoice #1908-391543	(32.05)
9/19/2019	9086	Pioneer Products	Invoice # SI-98433	(403.38)
9/19/2019	9072	PSE&G	a/c # 13-014-190-01	(45.98)
9/19/2019	9073	SANCHEZ LANDSCAPING, LLC	lawn service and repairs # 4259 &4315	(275.00)
9/19/2019	9084	SKD Tryon's Inc	Invoice # 2019295	(10,027.00)
9/19/2019	9074	SKYLANDS AREA FIRE EQUI...	invoice # 10791 patches	(210.00)
9/19/2019	9075	STANDARD WASTE SERVICES	invoice # 356633	(139.40)
9/19/2019	9077	TASC FIRE APPARATUS, INC.	INV# 2019-462	(1,110.00)
9/19/2019	9076	TEAM LIFE, INC.	invoice # 26276	(720.00)
9/19/2019	9083	TSI		(3,451.40)
9/19/2019	9082	Utility Trailer Sales Of NJ Inc	invoice # 19093397	(416.88)
9/19/2019	9079	VELTING OVERHEAD DOOR,...	j9 door	(978.67)
9/19/2019	9080	VERIZON	ac # 455-860-114-0001-94	(272.84)
9/19/2019	9078	VIKING TERMITE & PEST CO...	INV# 18780044 7/1/19	(150.08)
9/19/2019	9090	W.B. MASON CO. INC.	inv # 202111359, & 201839410	(112.08)
Total 1106-00 · 1st Constitution				(34,243.71)
<b>TOTAL</b>				<b>(34,243.71)</b>

09/18/19

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 July 1 through August 30, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
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	8/13/2019	9048	DINA WA...	1106-00 · 1st Constitution	
Bill	8/15/2019	2019-...		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	8/13/2019	9056	1844carke...	1106-00 · 1st Constitution	
Bill	8/15/2019			7730-00 · Bldg Maintenance	-650.00
TOTAL					-650.00

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

Prepared By: S. Rampacek

Treasurer Report:

Date: 9/19/19

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 19,993.17
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 83.76
Vouchers/Fees paid/Transfers since last meeting:	\$ (20,076.93)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ (0.00)
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 162,819.94
Withdrawals/Transfers to Checking:	\$ (162,819.94)
Deposits/Interest to Savings Account (see Note 4 & 5):	
Current Reconciled Balance Remaining in PNC Savings Account: <b>**MATCHES BALANCE IN BANK ONLINE**</b>	\$ -
GRAND TOTAL CASH ON HAND:	\$ (0.00)
Total Dollar Amount of Current Month Voucher List to be Paid:	

**Notes - 9/19/19 Report:**

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (0.00) therefore a transfer FROM PNC Sav of                      needs to be made in order to maintain the control balance of **\$20,000.00**.
  
- 2) Reminder: **W-9 form must by 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 \$0.00 on 8/31/19.
  
- 5) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.
  
- 6) Check number 8391 Was voided on 8/1/2019 when the account was closed in the amount of 83.76
  
- 7) All PNC accounts were closed on 8/1/2019 and money put into 1st Constitution Bank on 8/10/2019



