

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 12/17/13

Reconciled balance brought forward in **PNC Checking** Acct from last meeting: \$ 20,000.00

Deposits made since the last meeting: \$ 33,428.96

Vouchers/Fees paid/Transfers since last meeting: (\$33,430.16)

Current Reconciled Balance Remaining in PNC Checking Account (1): **\$ 19,998.80**

Reconciled **PNC Savings** Balance brought forward from last meeting: \$ 313,932.59

Withdrawals: (\$33,428.96)

Deposits/Interest to Savings Account (see Note 4): \$ 50.84

Current Reconciled Balance Remaining in PNC Savings Account: **\$ 280,554.47**

GRAND TOTAL CASH ON HAND: \$ 300,553.27

Total Dollar Amount of Current Month Voucher List to be Paid: **\$ 3,595.92**

Notes - 12/17/13 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$16,402.88 therefore a transfer FROM PNC Sav of **\$3,597.12** 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 to be paid that month.

4) Reflects interest earned and posted of \$50.84 on 11/29/13.

10:06 PM

12/15/13

Accrual Basis

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
 January through December 2013

	Jan - Dec 13	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	15,000.00	89.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	16,500.00	81.2%
6400-00 · Professional Fees			
6400-01 · Legal Fees	7,000.00	14,000.00	50.0%
6400-02 · Accounting/Auditing Fees	8,879.52	12,000.00	74.0%
6400-04 · Medical Services	4,455.00	5,000.00	89.1%
Total 6400-00 · Professional Fees	20,334.52	31,000.00	65.6%
6400-05 · Election Expenses	2,926.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,899.25	8,500.00	34.1%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	2,899.25	8,700.00	33.3%
Total Expense	39,560.40	59,200.00	66.8%
Net Ordinary Income	(39,560.40)	(59,200.00)	66.8%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	11,214.79	13,000.00	86.3%
Total 7140-00 · Truck Equipment	11,214.79	13,000.00	86.3%
7195-00 · Uniform & Equip(Firefighters)	7,795.61	10,000.00	78.0%
Total 7100-00 · Reimb for Exp & Losses	19,010.40	23,000.00	82.7%
7200-00 · Hydrant Rental Dom Water	46,019.20	56,000.00	82.2%
7400-00 · Insurance Premium	40,787.00	41,250.00	98.9%
7500-00 · Professional Services			
7500-01 · Advertising	340.04	750.00	45.3%
7500-03 · Training & Education	4,957.00	6,000.00	82.6%
Total 7500-00 · Professional Services	5,297.04	6,750.00	78.5%
7600-00 · Utilities	16,283.78	27,000.00	60.3%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	3,768.10	5,000.00	75.4%
7710-02 · Fuel	4,064.02	4,500.00	90.3%
7710-04 · Truck Service	6,143.59	15,000.00	41.0%
7710-05 · Equipment Testing	2,675.00	5,000.00	53.5%
Total 7710-00 · Truck Service	16,650.71	29,500.00	56.4%
7720-00 · Air Pack & Bottle Repair	1,149.49	1,800.00	63.9%
7730-00 · Bldg Maintenance	8,143.47	25,000.00	32.6%
7740-00 · Bldg Supplies	985.97	2,500.00	39.4%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	59,429.64	91,300.00	65.1%
7800-00 · Contingency	6,162.96	25,000.00	24.7%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	15,418.85	21,000.00	73.4%
Total 7850-00 · LOSAP Program	15,418.85	21,000.00	73.4%
8000-00 · Debt Service			
8010-03 · Lease Purchase - Principal	24,703.67	24,704.00	100.0%
8010-10 · Capital Lease-Principal	0.00	40,000.00	0.0%
8010-11 · Capital Lease - Oshkosh	33,449.29	33,449.00	100.0%
8020-03 · Lease Purchase - Int.	3,322.00	3,322.00	100.0%
8020-10 · Capital Lease-Interest	0.00	8,980.00	0.0%
Total 8000-00 · Debt Service	61,474.96	110,455.00	55.7%
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	10,000.00	0.0%
Total 9000-00 · Special Projects	0.00	10,000.00	0.0%
Total Other Expense	269,883.83	411,755.00	65.5%
Net Other Income	(269,883.83)	(411,755.00)	65.5%
Net Income	(309,444.23)	(470,955.00)	65.7%

12/15/13

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2013

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
12/15/2013	2013-01-060	7710-05 · Equipment Testing	52.00
Total APPROVED FIRE PROTECTION CO.			52.00
AT&T			
12/15/2013	2013-03-119	7600-00 · Utilities	239.49
Total AT&T			239.49
AUTO AUTHORITY LLC			
12/15/2013	2013-01-061	7710-04 · Truck Service	329.31
Total AUTO AUTHORITY LLC			329.31
AUTO KING PARTS & SUPPLIES			
12/15/2013	2013-01-062	7140-01 · Fire Equipment	8.00
Total AUTO KING PARTS & SUPPLIES			8.00
CIRCLE JANITORIAL SUPPLIES, SOUTH			
12/15/2013	2013-02-038	7740-00 · Bldg Supplies	335.60
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			335.60
COMCAST			
12/15/2013	2013-03-120	7600-00 · Utilities	97.08
Total COMCAST			97.08
DEBORAH A. FITZGERALD			
12/15/2013	2013-03-121	6400-02 · Accounting/Auditing Fees	362.50
Total DEBORAH A. FITZGERALD			362.50
MIDCO WASTE SYSTEMS #689			
12/15/2013	2013-02-039	7730-00 · Bldg Maintenance	399.69
Total MIDCO WASTE SYSTEMS #689			399.69
NETLINK WEB SERVICES, LLC			
12/15/2013	2013-03-122	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO.			
12/15/2013	2013-01-037	7140-01 · Fire Equipment	1,330.80
Total NEW JERSEY FIRE EQUIPMENT CO.			1,330.80
PSE&G			
12/15/2013	2013-03-123	7600-00 · Utilities	242.45
Total PSE&G			242.45
TOTAL			3,595.92

BANK RECONCILIATION

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

MONTH OF: **November-13**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Oct-13	\$20,000.00	BAL. PER BANK STATEMENT	\$40,070.82
			AS OF:	30-Nov-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 11/22/13		\$33,428.96		
TOTAL DEBITS:		\$33,428.96		
	TOTAL	\$53,428.96		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 11/30		\$33,428.96		
ACCOUNT ANALYSIS		\$1.20		
TOTAL CREDITS:		\$33,430.16		
ENDING BANK BALANCE-Per General Ledger:		\$19,998.80	BANK BALANCE-Per Reconciliation:	\$19,998.80

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7019	150.00	Reliable Fire	8/15/13	
7065	4,064.02	Borough of Jamesburg	11/21/13	
7069	200.00	Deborah Fitzgerald	11/21/13	
7071	651.00	Dina Walker	11/21/13	
7073	8,125.00	Jamesburg Volunteer Fire	11/21/13	
7076	520.00	Joseph Howard	11/21/13	
7083	6,362.00	Tactical Public Safety	11/21/13	
TOTAL	\$ 20,072.02			

Jamesburg Board of Fire Commissioners

Outstanding Checks

August through November 2013

12/15/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	8/15/2013	7019	RELIABLE FIRE PROTECTI...	1104-00 · Cash in Checking-PNC	
Bill	8/13/2013	2013-02-019		7730-00 · Bldg Maintenance	-150.00
TOTAL					-150.00
Bill Pmt -Check	11/21/2013	7065	BOROUGH OF JAMESBURG	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-01-058		7710-02 · Fuel	-4,064.02
TOTAL					-4,064.02
Bill Pmt -Check	11/21/2013	7069	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-03-110		6400-02 · Accounting/Auditing Fees	-200.00
TOTAL					-200.00
Bill Pmt -Check	11/21/2013	7071	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-03-111		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	11/21/2013	7073	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-02-034		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	11/21/2013	7076	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-03-113		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	11/21/2013	7083	TACTICAL PUBLIC SAFET...	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-01-059		7800-00 · Contingency	-6,362.00
TOTAL					-6,362.00

Jamesburg Board of Fire Commissioners

Monthly Check Register

November 2013

12/15/13

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
11/30/2013			Service Charge	(1.20)
11/21/2013	7063	AT&T	LOCAL & LONG DISTANCE 9/25-10/24/13	(233.71)
11/21/2013	7064	BETTER LIVING DEPT. STORE		(637.99)
11/21/2013	7065	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 11/12-10/13	(4,064.02)
11/21/2013	7066	BOROUGH OF JAMESBURG SEWER UTILITY	4TH QTR 2013 SEWER USER CHARGE	(236.75)
11/21/2013	7067	BRIAN H. WRIGHT	4TH QTR 2013 COMMISSIONERS FEES	(715.00)
11/21/2013	7068	COMCAST	INTERNET & TV 10/31/13	(97.08)
11/21/2013	7069	DEBORAH A. FITZGERALD	INV# 2013010 10/31/13	(200.00)
11/21/2013	7070	DEER PARK DIRECT	INV# 13J7801965661 11/5/13	(11.25)
11/21/2013	7071	DINA WALKER	4TH QTR 2013 COMMISSIONERS FEES	(651.00)
11/21/2013	7072	EMERGENCY EQUIPMENT SALES, LLC		(1,683.25)
11/21/2013	7073	JAMESBURG VOL FIRE DEPT	4TH QTR 2013 CONTRACT INSTALLMENT	(8,125.00)
11/21/2013	7074	JAMMER DOORS	INV# 1079-1606 10/7/13	(429.00)
11/21/2013	7075	JCP&L	ELECTRIC 10/15/13	(725.47)
11/21/2013	7076	JOSEPH HOWARD	4TH QTR 2013 COMMISSIONERS FEES	(520.00)
11/21/2013	7077	MIDCO WASTE SYSTEMS #689	INV# 0689-001400615 10/12/13	(401.69)
11/21/2013	7078	NANCY LINKE	4TH QTR 2013 COMMISSIONERS FEES	(941.00)
11/21/2013	7079	NETLINK WEB SERVICES, LLC	INV# NWS1446 11/1/13	(199.00)
11/21/2013	7080	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & 1018-210025838964	(4,625.52)
11/21/2013	7081	PATRICK CONNELLY	4TH QTR 2013 COMMISSIONERS FEES	(520.00)
11/21/2013	7082	PSE&G	GAS 10/23/13	(94.13)
11/21/2013	7083	TACTICAL PUBLIC SAFETY, LLC	INV# 13-134 11/4/13	(6,362.00)
11/21/2013	7084	VIKING TERMITE & PEST CONTROL, INC.	INV# 18462516 10/26/13	(139.10)
11/21/2013	7085	WATERWAY, INC.	INV# 20130078 10/27/13	(1,817.00)
Total 1104-00 - Cash in Checking-PNC				(33,430.16)
TOTAL				(33,430.16)