

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 3/21/13

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,951.85
Deposits made since the last meeting:	\$ 20,757.82
Vouchers/Fees paid/Transfers since last meeting:	\$ (20,781.36)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$ 19,928.31
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 267,693.42
Withdrawals:	(\$20,757.82)
Deposits/Interest to Savings Account (see Note 4):	\$ 45.05
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 246,980.65
GRAND TOTAL CASH ON HAND:	\$ 266,908.96
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 28,169.03

Notes - 3/21/13 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$8,240.72) therefore a transfer FROM PNC Sav of \$28,240.72 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 \$45.05 on 2/28/13.

**Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2012**

FINAL

	Jan - Dec 12	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	14,500.00	92.4%
6100-02 · Clerk Pay	0.00	0.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	14,500.00	92.4%
6400-00 · Professional Fees			
6400-01 · Legal Fees	16,240.27	16,900.00	96.1%
6400-02 · Accounting/Auditing Fees	9,244.70	12,000.00	77.0%
6400-04 · Medical Services	5,439.00	5,500.00	98.9%
Total 6400-00 · Professional Fees	30,923.97	34,400.00	89.9%
6400-05 · Election Expenses	958.13	3,000.00	31.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	516.13	600.00	86.0%
6500-02 · Misc Supplies(petty cash)	129.00	200.00	64.5%
Total 6500-00 · Office \Postage Exp	645.13	800.00	80.6%
Total Expense	45,927.23	52,700.00	87.1%
Net Ordinary Income	(45,927.23)	(52,700.00)	87.1%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	13,602.48	14,000.00	97.2%
Total 7140-00 · Truck Equipment	13,602.48	14,000.00	97.2%
7195-00 · Uniform & Equip(Firefighters)	6,232.83	9,000.00	69.3%
Total 7100-00 · Reimb for Exp & Losses	19,835.31	23,000.00	86.2%
7200-00 · Hydrant Rental Dom Water	55,049.40	56,000.00	98.3%
7400-00 · Insurance Premium	38,517.00	39,500.00	97.5%
7500-00 · Professional Services			
7500-01 · Advertising	242.16	650.00	37.3%
7500-03 · Training & Education	4,423.16	6,000.00	73.7%
Total 7500-00 · Professional Services	4,665.32	6,650.00	70.2%
7600-00 · Utilities	18,609.75	30,000.00	62.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,261.87	4,000.00	31.5%
7710-02 · Fuel	5,207.30	5,500.00	94.7%
7710-04 · Truck Service	13,311.77	13,500.00	98.6%
7710-05 · Equipment Testing	3,361.45	3,950.00	85.1%
Total 7710-00 · Truck Service	23,142.39	26,950.00	85.9%
7720-00 · Air Pack & Bottle Repair	2,029.90	2,300.00	88.3%
7730-00 · Bldg Maintenance	27,398.80	28,000.00	97.9%
7740-00 · Bldg Supplies	2,007.52	2,100.00	95.6%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	87,078.61	91,850.00	94.8%
7800-00 · Contingency	10,068.72	10,500.00	95.9%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	19,887.33	21,000.00	94.7%
Total 7850-00 · LOSAP Program	19,887.33	21,000.00	94.7%
8000-00 · Debt Service			
8010-03 · Lease Purchase - Principal	23,937.20	23,937.00	100.0%
8010-10 · Capital Lease-Principal	40,000.00	40,000.00	100.0%
8020-03 · Lease Purchase - Int.	4,593.85	5,088.00	90.3%
8020-10 · Capital Lease-Interest	10,776.00	10,776.00	100.0%
Total 8000-00 · Debt Service	79,307.05	79,801.00	99.4%
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	35,000.00	0.0%
Total 9000-00 · Special Projects	0.00	35,000.00	0.0%
Total Other Expense	333,018.49	393,301.00	84.7%
Net Other Income	(333,018.49)	(393,301.00)	84.7%
Net Income	(378,945.72)	(446,001.00)	85.0%

03/19/13

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2012

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
EMERGENCY EQUIPMENT SALES, LLC			
12/31/2012	2012-01-079	7710-04 · Truck Service	243.95
Total EMERGENCY EQUIPMENT SALES, LLC			243.95
FOLEY, INCORPORATED			
12/31/2012	2012-01-078	7730-00 · Bldg Maintenance	2,452.80
Total FOLEY, INCORPORATED			2,452.80
TOTAL			<u>2,696.75</u>

03/19/13

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

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO.			
3/19/2013	2013-01-004	7710-05 · Equipment Testing	52.00
Total APPROVED FIRE PROTECTION CO.			52.00
AT&T			
3/19/2013	2013-03-026	7600-00 · Utilities	241.88
Total AT&T			241.88
AUTO AUTHORITY LLC			
3/19/2013	2013-01-005	7710-04 · Truck Service	124.28
3/19/2013	2013-01-006	7710-04 · Truck Service	303.20
Total AUTO AUTHORITY LLC			427.48
COMMUNICATIONS SPECIALISTS, INC.			
3/19/2013	2013-01-007	7710-01 · Radio Serv/Repair	156.40
Total COMMUNICATIONS SPECIALISTS, INC.			156.40
DEBORAH A. FITZGERALD			
3/19/2013	2013-03-027	6400-02 · Accounting/Auditing Fees	325.92
Total DEBORAH A. FITZGERALD			325.92
EMERGENCY EQUIPMENT SALES, LLC			
12/31/2012	2012-01-079	7710-04 · Truck Service	243.95
3/19/2013	2013-01-008	7710-04 · Truck Service	1,211.00
Total EMERGENCY EQUIPMENT SALES, LLC			1,454.95
FOLEY, INCORPORATED			
12/31/2012	2012-01-078	7730-00 · Bldg Maintenance	2,452.80
Total FOLEY, INCORPORATED			2,452.80
JCP&L			
3/19/2013	2013-03-028	7600-00 · Utilities	1,108.04
Total JCP&L			1,108.04
MIDDLESEX COUNTY FIRE ACADEMY			
3/19/2013	2013-01-009	7500-03 · Training & Education	236.00
Total MIDDLESEX COUNTY FIRE ACADEMY			236.00
NETLINK WEB SERVICES, LLC			
3/19/2013	2013-03-030	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
3/19/2013	2013-03-029	7200-00 · Hydrant Rental Dom Water	16.99
3/19/2013	2013-03-029	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,594.99
PSE&G			
3/19/2013	2013-03-031	7600-00 · Utilities	894.72
Total PSE&G			894.72
ROY PRESS, INC.			
3/19/2013	2013-03-032	6400-05 · Election Expenses	461.25
Total ROY PRESS, INC.			461.25
VALIC			
3/19/2013	2013-03-033	7850-01 · LOSAP Program	15,418.85
Total VALIC			15,418.85
VIKING TERMITE & PEST CONTROL, INC.			
3/19/2013	2013-03-034	7730-00 · Bldg Maintenance	139.10
3/19/2013	2013-03-034	7730-00 · Bldg Maintenance	5.65
Total VIKING TERMITE & PEST CONTROL, INC.			144.75
TOTAL			28,169.03

Includes 2012 A/P

BANK RECONCILIATION

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

MONTH OF: **February-13**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Jan-13	\$19,951.85	BAL. PER BANK STATEMENT	\$27,621.91
			AS OF:	28-Feb-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 2/28/13	\$20,757.82			
TOTAL DEBITS:	\$20,757.82			
	TOTAL	\$40,709.67		
LESS CREDITS:				
VOUCHER LIST - 2/28	\$20,709.67		TOTAL IN TRANSIT:	\$0.00
ACCOUNT ANALYSIS	\$71.69			
TOTAL CREDITS:	\$20,781.36			
ENDING BANK BALANCE-Per General Ledger:		\$19,928.31	BANK BALANCE-Per Reconciliation:	\$19,928.31

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6891	278.60	Deborah A. Fitzgerald	2/21/13	
6893	653.00	Dina Walker	2/21/13	
6894	711.00	Emergency Equipment Sales	2/21/13	
6895	50.00	Fire Service Performance	2/21/13	
6898	520.00	Joseph Howard	2/21/13	
6906	5,481.00	Oliver LE Soden Agency	2/21/13	
TOTAL	\$ 7,693.60			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 February 2013

03/19/13

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
2/21/2013	6886	ANN ORANCZAK	2013 ELECTION HELP	(125.00)
2/21/2013	6887	AT&T	LOCAL & LONG DISTANCE 1/24/13	(220.73)
2/21/2013	6888	BINARY CONNECTIONS, INC.	INV# 3923 1/16/13	(1,539.00)
2/21/2013	6889	BRIAN H. WRIGHT	1ST QTR 2013 COMMISSIONERS FEES	(715.00)
2/21/2013	6890	COMCAST	INTERNET & TV 1/31/13	(73.48)
2/21/2013	6891	DEBORAH A. FITZGERALD	INV# 2013001 1/31/13	(276.60)
2/21/2013	6892	DEER PARK DIRECT	INV# 13A7801965661 2/6/13	(4.93)
2/21/2013	6893	DINA WALKER	1ST QTR 2013 COMMISSIONERS FEES	(653.00)
2/21/2013	6894	EMERGENCY EQUIPMENT SALES, LLC	INV# 13-0154 2/1/13	(711.00)
2/21/2013	6895	FIRE SERVICE PERFORMANCE CONCEPTS,...	INV# 12-12-18JBRG 12/19/12	(50.00)
2/21/2013	6896	HOLLY FAAS	2013 ELECTION HELP	(125.00)
2/21/2013	6897	JCP&L	ELECTRIC 1/11/13 & 2/13/13	(1,834.39)
2/21/2013	6898	JOSEPH HOWARD	1ST QTR 2013 COMMISSIONERS FEES	(520.00)
2/21/2013	6899	LINDA CALLAGHAN	2013 ELECTION HELP	(125.00)
2/21/2013	6900	MICHAEL RAMPACEK	2013 ELECTION HELP	(75.00)
2/21/2013	6901	MIDCO WASTE SYSTEMS #689	INV# 0689-001174363 1/12/13 & #0689-001201522 2/12/13	(687.62)
2/21/2013	6902	NANCY LINKE	1ST QTR 2013 COMMISSIONERS FEES	(943.00)
2/21/2013	6903	NETLINK WEB SERVICES, LLC	INV# NWS1283 2/1/13	(199.00)
2/21/2013	6904	NEW JERSEY PRESS MEDIA	INV# 0025914676 2/3/13	(53.72)
2/21/2013	6905	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 2/12/13 & #18-0769723-8 2/1/13	(4,631.17)
2/21/2013	6906	OLIVER L.E. SODEN AGENCY	FIREMENS ACCIDENT/HEALTH EFF 3/1/13	(5,481.00)
2/21/2013	6907	PATRICK CONNELLY	1ST QTR 2013 COMMISSIONERS FEES	(520.00)
2/21/2013	6908	PSE&G	GAS 1/24/13	(887.55)
2/21/2013	6909	RELIABLE FIRE PROTECTION	INV# 328332 1/4/13	(212.50)
2/21/2013	6910	W.B. MASON CO. INC.	INV# 109846069 2/7/13	(43.98)
Total 1104-00 · Cash in Checking-PNC				(20,709.67)
TOTAL				(20,709.67)

Jamesburg Board of Fire Commissioners
Outstanding Checks
February 2013

03/19/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	2/21/2013	6891	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	2/20/2013	2013-03-011		6400-02 · Accounting/Auditing Fees	-278.60
TOTAL					-278.60
Bill Pmt -Check	2/21/2013	6893	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	2/20/2013	2013-03-012		6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Bill Pmt -Check	2/21/2013	6894	EMERGENCY EQUIPMENT ...	1104-00 · Cash in Checking-PNC	
Bill	2/20/2013	2013-01-002		7710-04 · Truck Service	-711.00
TOTAL					-711.00
Bill Pmt -Check	2/21/2013	6895	FIRE SERVICE PERFORMA...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2012	2012-01-077		7500-03 · Training & Education	-50.00
TOTAL					-50.00
Bill Pmt -Check	2/21/2013	6898	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	2/20/2013	2013-03-015		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	2/21/2013	6906	OLIVER L.E. SODEN AGEN...	1104-00 · Cash in Checking-PNC	
Bill	2/20/2013	2013-03-022		7400-00 · Insurance Premium	-5,481.00
TOTAL					-5,481.00