

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 4/18/13

| | |
|---|-----------------------|
| Reconciled balance brought forward in PNC Checking Acct from last meeting: | \$ 19,928.31 |
| Deposits made since the last meeting: | \$ 28,240.72 |
| Vouchers/Fees paid/Transfers since last meeting: | (\$61,621.01) |
| Current Reconciled Balance Remaining in PNC Checking Account (1): | \$ (13,451.98) |
| | |
| Reconciled PNC Savings Balance brought forward from last meeting: | \$ 246,980.65 |
| Withdrawals: | (\$28,240.72) |
| Deposits/Interest to Savings Account (see Note 4): | \$ 41.64 |
| Current Reconciled Balance Remaining in PNC Savings Account: | \$ 218,781.57 |
| | |
| GRAND TOTAL CASH ON HAND: | \$ 205,329.59 |
| | |
| Total Dollar Amount of Current Month Voucher List to be Paid: | \$ 32,108.45 |

Notes - 4/18/13 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$45,560.43) therefore a transfer FROM PNC Sav of **\$65,560.43** needs to be made in order to maintain the control balance of **\$20,000.00**. Check# 6926 payable to Oshkosh Capital for **\$33,449.29** was cut 4/4/13 in order to meet the due date of 4/20/13. It represents the 1st annual payment on the Pierce International Pumper.

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 \$41.64 on 3/29/13.

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 | 3,351.00 | 15,000.00 | 22.3% |
| 6100-02 · Clerk Pay | 0.00 | 1,500.00 | 0.0% |
| Total 6100-00 · Salary & Wages | 3,351.00 | 16,500.00 | 20.3% |
| 6400-00 · Professional Fees | | | |
| 6400-01 · Legal Fees | 570.00 | 14,000.00 | 4.1% |
| 6400-02 · Accounting/Auditing Fees | 2,204.52 | 12,000.00 | 18.4% |
| 6400-04 · Medical Services | 3,780.00 | 5,000.00 | 75.6% |
| Total 6400-00 · Professional Fees | 6,554.52 | 31,000.00 | 21.1% |
| 6400-05 · Election Expenses | 2,926.63 | 3,000.00 | 97.6% |
| 6500-00 · Office \Postage Exp | | | |
| 6500-01 · Office Supplies | 839.98 | 8,500.00 | 9.9% |
| 6500-02 · Misc Supplies(petty cash) | 0.00 | 200.00 | 0.0% |
| Total 6500-00 · Office \Postage Exp | 839.98 | 8,700.00 | 9.7% |
| Total Expense | 13,672.13 | 59,200.00 | 23.1% |
| Net Ordinary Income | (13,672.13) | (59,200.00) | 23.1% |
| Other Income/Expense | | | |
| Other Expense | | | |
| 7100-00 · Reimb for Exp & Losses | | | |
| 7140-00 · Truck Equipment | | | |
| 7140-01 · Fire Equipment | 0.00 | 13,000.00 | 0.0% |
| Total 7140-00 · Truck Equipment | 0.00 | 13,000.00 | 0.0% |
| 7195-00 · Uniform & Equip(Firefighters) | 533.00 | 10,000.00 | 5.3% |
| Total 7100-00 · Reimb for Exp & Losses | 533.00 | 23,000.00 | 2.3% |
| 7200-00 · Hydrant Rental Dom Water | 13,804.16 | 56,000.00 | 24.7% |
| 7400-00 · Insurance Premium | 28,783.00 | 41,250.00 | 69.8% |
| 7500-00 · Professional Services | | | |
| 7500-01 · Advertising | 53.72 | 750.00 | 7.2% |
| 7500-03 · Training & Education | 1,775.00 | 6,000.00 | 29.6% |
| Total 7500-00 · Professional Services | 1,828.72 | 6,750.00 | 27.1% |
| 7600-00 · Utilities | 7,072.96 | 27,000.00 | 26.2% |
| 7700-00 · Maint/Repairs | | | |
| 7710-00 · Truck Service | | | |
| 7710-01 · Radio Serv/Repair | 1,360.10 | 5,000.00 | 27.2% |
| 7710-02 · Fuel | 0.00 | 4,500.00 | 0.0% |
| 7710-04 · Truck Service | 2,349.48 | 15,000.00 | 15.7% |
| 7710-05 · Equipment Testing | 104.00 | 5,000.00 | 2.1% |
| Total 7710-00 · Truck Service | 3,813.58 | 29,500.00 | 12.9% |
| 7720-00 · Air Pack & Bottle Repair | 192.54 | 1,800.00 | 10.7% |
| 7730-00 · Bldg Maintenance | 1,396.68 | 25,000.00 | 5.6% |
| 7740-00 · Bldg Supplies | 0.00 | 2,500.00 | 0.0% |
| 7750-00 · Fire Comp. Contract | 0.00 | 32,500.00 | 0.0% |
| Total 7700-00 · Maint/Repairs | 5,402.80 | 91,300.00 | 5.9% |
| 7800-00 · Contingency | 122.53 | 25,000.00 | 0.5% |
| 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 | 0.00 | 24,704.00 | 0.0% |
| 8010-10 · Capital Lease-Principai | 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. | 0.00 | 3,322.00 | 0.0% |
| 8020-10 · Capital Lease-Interest | 0.00 | 8,980.00 | 0.0% |
| Total 8000-00 · Debt Service | 33,449.29 | 110,455.00 | 30.3% |
| 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 | 106,415.31 | 411,755.00 | 25.8% |
| Net Other Income | (106,415.31) | (411,755.00) | 25.8% |
| Net Income | (120,087.44) | (470,955.00) | 25.5% |

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2013

| Date | Num | Account | Open Balance |
|--|-------------|---|------------------|
| ACCESS HEALTH SYSTEMS | | | |
| 4/15/2013 | 2013-01-010 | 6400-04 · Medical Services | 3,780.00 |
| Total ACCESS HEALTH SYSTEMS | | | 3,780.00 |
| APPROVED FIRE PROTECTION CO. | | | |
| 4/15/2013 | 2013-01-011 | 7710-05 · Equipment Testing | 52.00 |
| Total APPROVED FIRE PROTECTION CO. | | | 52.00 |
| AT&T | | | |
| 4/15/2013 | 2013-03-035 | 7600-00 · Utilities | 233.99 |
| Total AT&T | | | 233.99 |
| COMCAST | | | |
| 4/15/2013 | 2013-03-036 | 7600-00 · Utilities | 61.03 |
| 4/15/2013 | 2013-03-036 | 7600-00 · Utilities | 69.33 |
| Total COMCAST | | | 130.36 |
| COMMUNICATIONS SPECIALISTS, INC. | | | |
| 4/15/2013 | 2013-01-012 | 7710-01 · Radio Serv/Repair | 702.70 |
| Total COMMUNICATIONS SPECIALISTS, INC. | | | 702.70 |
| DEBORAH A. FITZGERALD | | | |
| 4/15/2013 | 2013-03-038 | 6400-02 · Accounting/Auditing Fees | 350.00 |
| Total DEBORAH A. FITZGERALD | | | 350.00 |
| FIRST RESPONDER JOINT INSURANCE FUND | | | |
| 4/15/2013 | 2013-03-037 | 7400-00 · Insurance Premium | 11,651.00 |
| Total FIRST RESPONDER JOINT INSURANCE FUND | | | 11,651.00 |
| INSURANCE RESTORATION SPECIALISTS, INC. | | | |
| 4/15/2013 | 2013-01-013 | 7195-00 · Uniform & Equip(Firefighters) | 533.00 |
| Total INSURANCE RESTORATION SPECIALISTS, INC. | | | 533.00 |
| JOSEPH D YOUSOUF, ESQUIRE | | | |
| 4/15/2013 | 2013-03-039 | 6400-01 · Legal Fees | 570.00 |
| 4/15/2013 | 2013-03-039 | 2200-00 · Accounts Payable-Other | 7,600.00 |
| Total JOSEPH D YOUSOUF, ESQUIRE | | | 8,170.00 |
| MC MASTER-CARR SUPPLY CO. | | | |
| 4/15/2013 | 2013-01-014 | 7720-00 · Air Pack & Bottle Repair | 192.54 |
| Total MC MASTER-CARR SUPPLY CO. | | | 192.54 |
| MIDCO WASTE SYSTEMS #689 | | | |
| 4/15/2013 | 2013-02-003 | 7730-00 · Bldg Maintenance | 346.88 |
| Total MIDCO WASTE SYSTEMS #689 | | | 346.88 |
| NETLINK WEB SERVICES, LLC | | | |
| 4/15/2013 | 2013-03-040 | 6500-01 · Office Supplies | 199.00 |
| Total NETLINK WEB SERVICES, LLC | | | 199.00 |
| NJ-AMERICAN WATER COMP. | | | |
| 4/15/2013 | 2013-03-041 | 7200-00 · Hydrant Rental Dom Water | 4,578.00 |
| Total NJ-AMERICAN WATER COMP. | | | 4,578.00 |
| PSE&G | | | |
| 4/15/2013 | 2013-03-042 | 7600-00 · Utilities | 687.98 |
| Total PSE&G | | | 687.98 |
| TACTICAL PUBLIC SAFETY, LLC | | | |
| 4/15/2013 | 2013-01-015 | 7710-01 · Radio Serv/Repair | 231.00 |
| 4/15/2013 | 2013-01-016 | 7710-01 · Radio Serv/Repair | 270.00 |
| Total TACTICAL PUBLIC SAFETY, LLC | | | 501.00 |
| TOTAL | | | 32,108.45 |

**Jamesburg Board of Fire Commissioners
Monthly Check Register
March 2013**

04/15/13

| Date | Num | Name | Memo | Amount |
|---------------------------------------|------|-------------------------------------|---|--------------------|
| 1104-00 - Cash in Checking-PNC | | | | |
| 3/21/2013 | 6911 | APPROVED FIRE PROTECTION CO. | INV# I11330820 1/11/13 | (52.00) |
| 3/21/2013 | 6912 | AT&T | LOCAL & LONG DISTANCE 2/24/13 | (241.88) |
| 3/21/2013 | 6913 | AUTO AUTHORITY LLC | | (427.48) |
| 3/21/2013 | 6914 | COMMUNICATIONS SPECIALISTS, INC. | INV# 31703 3/13/13 | (156.40) |
| 3/21/2013 | 6915 | DEBORAH A. FITZGERALD | INV# 2013002 2/28/13 | (325.92) |
| 3/21/2013 | 6916 | EMERGENCY EQUIPMENT SALES, LLC | | (1,454.95) |
| 3/21/2013 | 6917 | FOLEY, INCORPORATED | A/C# 0407991 1/31/13 STATEMENT | (2,452.80) |
| 3/21/2013 | 6918 | JCP&L | ELECTRIC 3/14/13 | (1,108.04) |
| 3/21/2013 | 6919 | MIDDLESEX COUNTY FIRE ACADEMY | INV# 03-1001-194 3/6/13 | (236.00) |
| 3/21/2013 | 6920 | NETLINK WEB SERVICES, LLC | INV# NWS1300 3/1/13 | (199.00) |
| 3/21/2013 | 6921 | NJ-AMERICAN WATER COMP. | A/C# 18-0767497-1 \$16.99, 18-0769723-8 \$4,578 | (4,594.99) |
| 3/21/2013 | 6922 | PSE&G | GAS 2/25/13 | (894.72) |
| 3/21/2013 | 6923 | ROY PRESS, INC. | INV# 49856 2/14/13 | (461.25) |
| 3/21/2013 | 6924 | VALIC | 2012 CONTRIBUTIONS - 22 MEMBERS | (15,418.85) |
| 3/21/2013 | 6925 | VIKING TERMITE & PEST CONTROL, INC. | INV# 18427110, 18427344 1/1/13 | (144.75) |
| Total 1104-00 - Cash in Checking-PNC | | | | (28,169.03) |
| TOTAL | | | | (28,169.03) |

Jamesburg Board of Fire Commissioners
Outstanding Checks
 February through March 2013

04/15/13

| Type | Date | Num | Name | Account | Paid Amount |
|-----------------|-----------|-------------|--------------------------|--------------------------------|-------------|
| 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 | 3/21/2013 | 6911 | APPROVED FIRE PROTEC... | 1104-00 · Cash in Checking-PNC | |
| Bill | 3/19/2013 | 2013-01-004 | | 7710-05 · Equipment Testing | -52.00 |
| TOTAL | | | | | -52.00 |
| Bill Pmt -Check | 3/21/2013 | 6919 | MIDDLESEX COUNTY FIRE... | 1104-00 · Cash in Checking-PNC | |
| Bill | 3/19/2013 | 2013-01-009 | | 7500-03 · Training & Education | -236.00 |
| TOTAL | | | | | -236.00 |
| Bill Pmt -Check | 3/21/2013 | 6924 | VALIC | 1104-00 · Cash in Checking-PNC | |
| Bill | 3/19/2013 | 2013-03-033 | | 7850-01 · LOSAP Program | -15,418.85 |
| TOTAL | | | | | -15,418.85 |