

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 5/16/13

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ (13,451.98)
Deposits made since the last meeting:	\$ 65,560.43
Vouchers/Fees paid/Transfers since last meeting:	(\$32,110.63)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$ 19,997.82
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 218,781.57
Withdrawals:	(\$65,560.43)
Deposits/Interest to Savings Account (see Note 4):	\$ 110,774.22
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 263,995.36
GRAND TOTAL CASH ON HAND:	\$ 283,993.18
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 22,257.67

Notes - 5/16/13 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$2,259.85) therefore a transfer FROM PNC Sav of **\$22,259.85** 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 \$38.22 on 4/30/13 and the deposit of the 1st Qtr 2013 Borough Tax check on 5/1/13 in the amount of \$104,236. Also deposited on 5/1/13 was the check representing the gross sales proceeds from the sale of Old J-3 for \$6,500.

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	6,702.00	15,000.00	44.7%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	6,702.00	16,500.00	40.6%
6400-00 · Professional Fees			
6400-01 · Legal Fees	570.00	14,000.00	4.1%
6400-02 · Accounting/Auditing Fees	2,567.02	12,000.00	21.4%
6400-04 · Medical Services	3,780.00	5,000.00	75.6%
Total 6400-00 · Professional Fees	6,917.02	31,000.00	22.3%
6400-05 · Election Expenses	2,926.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,135.98	8,500.00	13.4%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,135.98	8,700.00	13.1%
Total Expense	17,681.63	59,200.00	29.9%
Net Ordinary Income	(17,681.63)	(59,200.00)	29.9%
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)	7,795.61	10,000.00	78.0%
Total 7100-00 · Reimb for Exp & Losses	7,795.61	23,000.00	33.9%
7200-00 · Hydrant Rental Dom Water	18,399.15	56,000.00	32.9%
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	7,777.59	27,000.00	28.8%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,527.10	5,000.00	30.5%
7710-02 · Fuel	0.00	4,500.00	0.0%
7710-04 · Truck Service	2,489.38	15,000.00	16.6%
7710-05 · Equipment Testing	104.00	5,000.00	2.1%
Total 7710-00 · Truck Service	4,120.48	29,500.00	14.0%
7720-00 · Air Pack & Bottle Repair	192.54	1,800.00	10.7%
7730-00 · Bldg Maintenance	1,830.46	25,000.00	7.3%
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	6,143.48	91,300.00	6.7%
7800-00 · Contingency	(1,430.03)	25,000.00	(5.7)%
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	0.00	24,704.00	0.0%
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.	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	118,165.66	411,755.00	28.7%
Net Other Income	(118,165.66)	(411,755.00)	28.7%
Net Income	(135,847.29)	(470,955.00)	28.8%

05/14/13

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

Date	Num	Account	Open Balance
AT&T			
5/14/2013	2013-03-043	7600-00 · Utilities	233.55
Total AT&T			233.55
AUTO KING PARTS & SUPPLIES			
5/14/2013	2013-01-021	7710-04 · Truck Service	139.90
Total AUTO KING PARTS & SUPPLIES			139.90
BETTER LIVING DEPT. STORE			
5/14/2013	2013-02-004	7730-00 · Bldg Maintenance	68.44
Total BETTER LIVING DEPT. STORE			68.44
BRIAN H. WRIGHT			
5/14/2013	2013-03-044	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
COMCAST			
5/14/2013	2013-03-045	7600-00 · Utilities	69.33
Total COMCAST			69.33
COMMUNICATIONS SPECIALISTS, INC.			
5/14/2013	2013-01-022	7710-01 · Radio Serv/Repair	167.00
Total COMMUNICATIONS SPECIALISTS, INC.			167.00
DEBORAH A. FITZGERALD			
5/14/2013	2013-03-046	6400-02 · Accounting/Auditing Fees	362.50
Total DEBORAH A. FITZGERALD			362.50
DEER PARK DIRECT			
5/14/2013	2013-02-006	7730-00 · Bldg Maintenance	14.79
Total DEER PARK DIRECT			14.79
DINA WALKER			
5/14/2013	2013-03-047	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
EMERGENCY EQUIPMENT SALES, LLC			
5/14/2013	2013-01-017	7195-00 · Uniform & Equip(Firefighters)	1,029.78
5/14/2013	2013-03-048	7800-00 · Contingency	220.00
Total EMERGENCY EQUIPMENT SALES, LLC			1,249.78
FENTON FIRE EQUIPMENT, INC.			
5/14/2013	2013-03-049	7800-00 · Contingency	455.00
Total FENTON FIRE EQUIPMENT, INC.			455.00
JAMESBURG HARDWARE & APPLIANCE			
5/14/2013	2013-02-005	7730-00 · Bldg Maintenance	4.00
Total JAMESBURG HARDWARE & APPLIANCE			4.00
JCP&L			
5/14/2013	2013-03-050	7600-00 · Utilities	203.00
Total JCP&L			203.00
JOSEPH HOWARD			
5/14/2013	2013-03-051	6100-01 · Commissioners Pay	520.00
Total JOSEPH HOWARD			520.00
MCMANIMON, SCOTLAND & BAUMANN, LLC			
5/14/2013	2013-03-052	7800-00 · Contingency	1,423.18
5/14/2013	2013-03-052	7800-00 · Contingency	745.56
5/14/2013	2013-03-052	7800-00 · Contingency	400.00
5/14/2013	2013-03-052	7800-00 · Contingency	953.42
5/14/2013	2013-03-052	7800-00 · Contingency	748.10
Total MCMANIMON, SCOTLAND & BAUMANN, LLC			4,270.26
MIDCO WASTE SYSTEMS #689			
5/14/2013	2013-02-007	7730-00 · Bldg Maintenance	346.55
Total MIDCO WASTE SYSTEMS #689			346.55

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

Date	Num	Account	Open Balance
NANCY LINKE			
5/14/2013	2013-03-053	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC			
5/14/2013	2013-03-054	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
5/14/2013	2013-03-055	7200-00 · Hydrant Rental Dom Water	16.99
5/14/2013	2013-03-055	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,594.99
PATRICK CONNELLY			
5/14/2013	2013-03-056	6100-01 · Commissioners Pay	520.00
Total PATRICK CONNELLY			520.00
PSE&G			
5/14/2013	2013-03-057	7600-00 · Utilities	198.75
Total PSE&G			198.75
SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			
5/14/2013	2013-01-019	7195-00 · Uniform & Equip(Firefighters)	6,232.83
Total SKYLANDS AREA FIRE EQUIPMENT & TRAINING,			6,232.83
W.B. MASON CO. INC.			
5/14/2013	2013-03-058	6500-01 · Office Supplies	97.00
Total W.B. MASON CO. INC.			97.00
TOTAL			22,257.67

BANK RECONCILIATION

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

MONTH OF: **April-13**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Mar-13	\$19,997.31	BAL. PER BANK STATEMENT	\$67,525.12
			AS OF:	30-Apr-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 4/23/13	\$65,560.43			
TOTAL DEBITS:	\$65,560.43			
	TOTAL	\$85,557.74		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 4/30	\$65,557.74			\$67,525.12
ACCOUNT ANALYSIS	\$2.18		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$47,527.30
TOTAL CREDITS:	\$65,559.92			
ENDING BANK BALANCE-Per General Ledger:		\$19,997.82	BANK BALANCE-Per Reconciliation:	\$19,997.82

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6924	15,418.85	VALIC	3/21/13	
6927	3,780.00	Access Health	4/18/13	
6928	52.00	Approved Fire Protection	4/18/13	
6929	233.99	AT&T	4/18/13	
6930	130.36	Comcast	4/18/13	
6931	702.70	Communication Specialists	4/18/13	
6932	350.00	Deborah Fitzgerald	4/18/13	
6933	11,651.00	First Responder	4/18/13	
6934	533.00	Insurance Restoration	4/18/13	
6935	8,170.00	Joseph Yousseuf	4/18/13	
6936	192.54	McMaster-Carr	4/18/13	
6937	346.88	Midco	4/18/13	
6938	199.00	Netlink Web	4/18/13	
6939	4,578.00	NJ-American Water	4/18/13	
6940	687.98	OSE&G	4/18/13	
6941	501.00	Tactical Public Safety	4/18/13	
TOTAL	\$ 47,527.30			

Jamesburg Board of Fire Commissioners

Monthly Check Register

April 2013

05/14/13

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
4/18/2013	6926	OSHKOSH CAPITAL	INV# 4386731 3/25/13 DUE 4/20/13	(33,449.29)
4/18/2013	6927	ACCESS HEALTH SYSTEMS	INV# 3/13/2013 ANNUAL FIT TESTS	(3,780.00)
4/18/2013	6928	APPROVED FIRE PROTECTION CO.	INV# I11334986 4/10/13	(52.00)
4/18/2013	6929	AT&T	LOCAL & LONG DISTANCE 3/24/13	(233.99)
4/18/2013	6930	COMCAST	MONTHLY INTERNET & TV 3/31/13	(130.36)
4/18/2013	6931	COMMUNICATIONS SPECIALISTS, INC.	INV# 31787 4/1/13	(702.70)
4/18/2013	6932	DEBORAH A. FITZGERALD	INV# 2013003 3/31/13	(350.00)
4/18/2013	6933	FIRST RESPONDER JOINT INSURANCE FUND	2ND INSTALLMENT - W/COMP, PKG, MGMT LIAB, ENVL, EX...	(11,651.00)
4/18/2013	6934	INSURANCE RESTORATION SPECIALISTS, L...	INV# E31789 5/17/12	(533.00)
4/18/2013	6935	JOSEPH D YOUSSOUF, ESQUIRE	INV# 127 2/5/13	(8,170.00)
4/18/2013	6936	MC MASTER-CARR SUPPLY CO.	INV# 48761431 3/26/13	(192.54)
4/18/2013	6937	MIDCO WASTE SYSTEMS #689	INV# 0689-001227386 3/12/13	(346.88)
4/18/2013	6938	NETLINK WEB SERVICES, LLC	INV# NWS1321 4/1/13	(199.00)
4/18/2013	6939	NJ-AMERICAN WATER COMP.	A/C# 18-0769723-8 4/1/13	(4,578.00)
4/18/2013	6940	PSE&G	GAS 3/26/13	(687.98)
4/18/2013	6941	TACTICAL PUBLIC SAFETY, LLC		(501.00)
Total 1104-00 · Cash in Checking-PNC				(65,557.74)
TOTAL				(65,557.74)

Jamesburg Board of Fire Commissioners

Outstanding Checks

March through April 2013

05/14/13

Type	Date	Num	Name	Account	Paid Amount
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
Bill Pmt -Check	4/18/2013	6927	ACCESS HEALTH SYSTEMS	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-01-010		6400-04 · Medical Services	-3,780.00
TOTAL					-3,780.00
Bill Pmt -Check	4/18/2013	6928	APPROVED FIRE PROTEC...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-01-011		7710-05 · Equipment Testing	-52.00
TOTAL					-52.00
Bill Pmt -Check	4/18/2013	6929	AT&T	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-035		7600-00 · Utilities	-233.99
TOTAL					-233.99
Bill Pmt -Check	4/18/2013	6930	COMCAST	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-036		7600-00 · Utilities	-61.03
				7600-00 · Utilities	-69.33
TOTAL					-130.36
Bill Pmt -Check	4/18/2013	6931	COMMUNICATIONS SPECI...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-01-012		7710-01 · Radio Serv/Repair	-702.70
TOTAL					-702.70
Bill Pmt -Check	4/18/2013	6932	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-038		6400-02 · Accounting/Auditing Fees	-350.00
TOTAL					-350.00
Bill Pmt -Check	4/18/2013	6933	FIRST RESPONDER JOINT ...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-037		7400-00 · Insurance Premium	-11,651.00
TOTAL					-11,651.00
Bill Pmt -Check	4/18/2013	6934	INSURANCE RESTORATIO...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-01-013		7195-00 · Uniform & Equip(Firefigh...	-533.00
TOTAL					-533.00
Bill Pmt -Check	4/18/2013	6935	JOSEPH D YOUSOUF, ES...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-039		6400-01 · Legal Fees	-570.00
				2200-00 · Accounts Payable-Other	-7,600.00
TOTAL					-8,170.00
Bill Pmt -Check	4/18/2013	6936	MC MASTER-CARR SUPPL...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-01-014		7720-00 · Air Pack & Bottle Repair	-192.54
TOTAL					-192.54

Jamesburg Board of Fire Commissioners

Outstanding Checks

March through April 2013

05/14/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	4/18/2013	6937	MIDCO WASTE SYSTEMS ...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-02-003		7730-00 · Bldg Maintenance	-346.88
TOTAL					-346.88
Bill Pmt -Check	4/18/2013	6938	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-040		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	4/18/2013	6939	NJ-AMERICAN WATER CO...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-041		7200-00 · Hydrant Rental Dom Wa...	-4,578.00
TOTAL					-4,578.00
Bill Pmt -Check	4/18/2013	6940	PSE&G	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-03-042		7600-00 · Utilities	-687.98
TOTAL					-687.98
Bill Pmt -Check	4/18/2013	6941	TACTICAL PUBLIC SAFET...	1104-00 · Cash in Checking-PNC	
Bill	4/15/2013	2013-01-015		7710-01 · Radio Serv/Repair	-231.00
Bill	4/15/2013	2013-01-016		7710-01 · Radio Serv/Repair	-270.00
TOTAL					-501.00