

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 6/20/13

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 19,997.82
Deposits made since the last meeting:	\$ 22,259.85
Vouchers/Fees paid/Transfers since last meeting:	(\$22,443.31)
Current Reconciled Balance Remaining in PNC Checking Account (1):	<b>\$ 19,814.36</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 263,995.36
Withdrawals:	(\$22,259.85)
Deposits/Interest to Savings Account (see Note 4):	\$ 45.00
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 241,780.51</b>
<b>GRAND TOTAL CASH ON HAND:</b>	<b>\$ 261,594.87</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 30,890.20</b>

**Notes - 6/20/13 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$11,075.84) therefore a transfer FROM PNC Sav of **\$31,075.84** 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 \$45.00 on 5/31/13.

11:00 PM

06/18/13

Accrual Basis

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

	Jan - Dec 13	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
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%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>6,702.00</b>	<b>16,500.00</b>	<b>40.6%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	570.00	14,000.00	4.1%
6400-02 · Accounting/Auditing Fees	7,517.02	12,000.00	62.6%
6400-04 · Medical Services	4,050.00	5,000.00	81.0%
<b>Total 6400-00 · Professional Fees</b>	<b>12,137.02</b>	<b>31,000.00</b>	<b>39.2%</b>
6400-05 · Election Expenses	2,926.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,517.96	8,500.00	17.9%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>1,517.96</b>	<b>8,700.00</b>	<b>17.4%</b>
<b>Total Expense</b>	<b>23,283.61</b>	<b>59,200.00</b>	<b>39.3%</b>
<b>Net Ordinary Income</b>	<b>(23,283.61)</b>	<b>(59,200.00)</b>	<b>39.3%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	0.00	13,000.00	0.0%
<b>Total 7140-00 · Truck Equipment</b>	<b>0.00</b>	<b>13,000.00</b>	<b>0.0%</b>
7195-00 · Uniform & Equip(Firefighters)	7,795.61	10,000.00	78.0%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>7,795.61</b>	<b>23,000.00</b>	<b>33.9%</b>
7200-00 · Hydrant Rental Dom Water	23,023.85	56,000.00	41.1%
7400-00 · Insurance Premium	28,783.00	41,250.00	69.8%
7500-00 · Professional Services			
7500-01 · Advertising	99.12	750.00	13.2%
7500-03 · Training & Education	3,314.00	6,000.00	55.2%
<b>Total 7500-00 · Professional Services</b>	<b>3,413.12</b>	<b>6,750.00</b>	<b>50.6%</b>
7600-00 · Utilities	9,565.25	27,000.00	35.4%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	1,687.10	5,000.00	33.7%
7710-02 · Fuel	0.00	4,500.00	0.0%
7710-04 · Truck Service	2,702.16	15,000.00	18.0%
7710-05 · Equipment Testing	104.00	5,000.00	2.1%
<b>Total 7710-00 · Truck Service</b>	<b>4,493.26</b>	<b>29,500.00</b>	<b>15.2%</b>
7720-00 · Air Pack & Bottle Repair	192.54	1,800.00	10.7%
7730-00 · Bldg Maintenance	2,579.62	25,000.00	10.3%
7740-00 · Bldg Supplies	102.50	2,500.00	4.1%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>23,617.92</b>	<b>91,300.00</b>	<b>25.9%</b>
7800-00 · Contingency	(1,427.37)	25,000.00	(5.7)%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	15,418.85	21,000.00	73.4%
<b>Total 7850-00 · LOSAP Program</b>	<b>15,418.85</b>	<b>21,000.00</b>	<b>73.4%</b>
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%
<b>Total 8000-00 · Debt Service</b>	<b>33,449.29</b>	<b>110,455.00</b>	<b>30.3%</b>
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	10,000.00	0.0%
<b>Total 9000-00 · Special Projects</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>143,639.52</b>	<b>411,755.00</b>	<b>34.9%</b>
<b>Net Other Income</b>	<b>(143,639.52)</b>	<b>(411,755.00)</b>	<b>34.9%</b>
<b>Net Income</b>	<b>(166,923.13)</b>	<b>(470,955.00)</b>	<b>35.4%</b>

06/18/13

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

Date	Num	Account	Open Balance
<b>ACCESS HEALTH SYSTEMS</b>			
6/18/2013	2013-01-026	6400-04 · Medical Services	270.00
Total ACCESS HEALTH SYSTEMS			270.00
<b>AT&amp;T</b>			
6/18/2013	2013-03-059	7600-00 · Utilities	233.13
Total AT&T			233.13
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
6/18/2013	2013-01-027	7710-04 · Truck Service	212.78
Total AUTO KING PARTS & SUPPLIES			212.78
<b>BETTER LIVING DEPT. STORE</b>			
6/18/2013	2013-02-008	7730-00 · Bldg Maintenance	25.46
Total BETTER LIVING DEPT. STORE			25.46
<b>BINARY CONNECTIONS, INC.</b>			
6/18/2013	2013-01-028	7500-03 · Training & Education	1,539.00
Total BINARY CONNECTIONS, INC.			1,539.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
6/18/2013	2013-02-009	7740-00 · Bldg Supplies	102.50
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			102.50
<b>COMCAST</b>			
6/18/2013	2013-03-060	7600-00 · Utilities	70.28
Total COMCAST			70.28
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
6/18/2013	2013-01-029	7710-01 · Radio Serv/Repair	160.00
Total COMMUNICATIONS SPECIALISTS, INC.			160.00
<b>DEBORAH A. FITZGERALD</b>			
6/18/2013	2013-03-061	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
<b>DEER PARK DIRECT</b>			
6/18/2013	2013-02-010	7730-00 · Bldg Maintenance	7.77
Total DEER PARK DIRECT			7.77
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
6/18/2013	2013-02-011	7730-00 · Bldg Maintenance	29.34
Total JAMESBURG HARDWARE & APPLIANCE			29.34
<b>JAMESBURG VOL FIRE DEPT</b>			
6/18/2013	2013-02-012	7750-00 · Fire Comp. Contract	16,250.00
Total JAMESBURG VOL FIRE DEPT			16,250.00
<b>JCP&amp;L</b>			
6/18/2013	2013-03-062	7600-00 · Utilities	574.24
6/18/2013	2013-03-062	7600-00 · Utilities	784.83
Total JCP&L			1,359.07
<b>MIDCO WASTE SYSTEMS #689</b>			
6/18/2013	2013-02-013	7730-00 · Bldg Maintenance	344.14
6/18/2013	2013-02-013	7730-00 · Bldg Maintenance	342.45
Total MIDCO WASTE SYSTEMS #689			686.59
<b>NETLINK WEB SERVICES, LLC</b>			
6/18/2013	2013-03-063	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NEW JERSEY PRESS MEDIA</b>			
6/18/2013	2013-03-064	7500-01 · Advertising	45.40
Total NEW JERSEY PRESS MEDIA			45.40

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

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>NJ-AMERICAN WATER COMP.</b>			
6/18/2013	2013-03-065	7200-00 · Hydrant Rental Dom Water	23.35
6/18/2013	2013-03-065	7200-00 · Hydrant Rental Dom Water	4,578.00
6/18/2013	2013-03-065	7200-00 · Hydrant Rental Dom Water	23.35
Total NJ-AMERICAN WATER COMP.			4,624.70
<b>PSE&amp;G</b>			
6/18/2013	2013-03-066	7600-00 · Utilities	125.18
Total PSE&G			125.18
<b>SAMUEL KLEIN &amp; COMPANY</b>			
6/18/2013	2013-03-067	6400-02 · Accounting/Auditing Fees	850.00
6/18/2013	2013-03-067	6400-02 · Accounting/Auditing Fees	3,850.00
Total SAMUEL KLEIN & COMPANY			4,700.00
<b>TOTAL</b>			<b>30,890.20</b>

**BANK RECONCILIATION**

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

MONTH OF: **May-13**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	30-Apr-13	\$19,997.82	BAL. PER BANK STATEMENT	\$36,208.21
			AS OF:	31-May-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 5/16/13	\$22,259.85			
TOTAL DEBITS:	\$22,259.85			
	TOTAL	\$42,257.67		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 5/31	\$22,257.67			\$36,208.21
Check Printing Fee 5/30/13	\$182.98			
ACCOUNT ANALYSIS	\$2.66		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$16,393.85
TOTAL CREDITS:	\$22,443.31			
ENDING BANK BALANCE-Per General Ledger:		\$19,814.36	BANK BALANCE-Per Reconciliation:	\$19,814.36

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6924	15,418.85	VALIC	3/21/13	
6952	455.00	Fenton Fire Equipment	5/16/13	
6955	520.00	Joseph Howard	5/16/13	
TOTAL	\$ 16,393.85			

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

06/18/13

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
5/31/2013			Service Charge	(2.66)
5/30/2013	EFT	PNC BANK	Charge for new check stock 5/30/13 - auto-deduct	(182.98)
5/16/2013	6942	AT&T	LOCAL & LONG DISTANCE 4/24/13	(233.55)
5/16/2013	6943	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 5/1/13	(139.90)
5/16/2013	6944	BETTER LIVING DEPT. STORE	A/C# JAFICO STMT 4/25/13	(68.44)
5/16/2013	6945	BRIAN H. WRIGHT	2ND QTR 2013 COMMISSIONERS FEES	(715.00)
5/16/2013	6946	COMCAST	INTERNET & TV 4/30/13	(69.33)
5/16/2013	6947	COMMUNICATIONS SPECIALISTS, INC.	INV# 31882 4/30/13	(167.00)
5/16/2013	6948	DEBORAH A. FITZGERALD	INV# 2013004 4/30/13	(362.50)
5/16/2013	6949	DEER PARK DIRECT	INV# 13B7801965661, 13C7801965661, 13D7801965661	(14.79)
5/16/2013	6950	DJINA WALKER	2ND QTR 2013 COMMISSIONERS FEES	(653.00)
5/16/2013	6951	EMERGENCY EQUIPMENT SALES, LLC		(1,249.78)
5/16/2013	6952	FENTON FIRE EQUIPMENT, INC.	INV# 2077 4/29/13	(455.00)
5/16/2013	6953	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 4/25/13	(4.00)
5/16/2013	6954	JCP&L	ELECTRIC 4/22/13	(203.00)
5/16/2013	6955	JOSEPH HOWARD	2ND QTR 2013 COMMISSIONERS FEES	(520.00)
5/16/2013	6956	MCMANIMON, SCOTLAND & BAUMANN, LLC	INV# 114815, 114816, 116374, 116730, 119298	(4,270.26)
5/16/2013	6957	MIDCO WASTE SYSTEMS #689	INV# 0689-001252964 4/12/13	(346.55)
5/16/2013	6958	NANCY LINKE	2ND QTR 2013 COMMISSIONERS FEES	(943.00)
5/16/2013	6959	NETLINK WEB SERVICES, LLC	INV# NWS1339 5/1/13	(199.00)
5/16/2013	6960	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 4/11/13 & 18-0769723-8 5/1/13	(4,594.99)
5/16/2013	6961	PATRICK CONNELLY	2ND QTR 2013 COMMISSIONERS FEES	(520.00)
5/16/2013	6962	PSE&G	GAS 4/25/13	(198.75)
5/16/2013	6963	SKYLANDS AREA FIRE EQUIPMENT & TRAI...	INV# 5255 3/27/13	(6,232.83)
5/16/2013	6964	W.B. MASON CO. INC.	INV# 111226557 4/29/13	(97.00)
Total 1104-00 - Cash in Checking-PNC				(22,443.31)
<b>TOTAL</b>				<b>(22,443.31)</b>

## Jamesburg Board of Fire Commissioners

## Outstanding Checks

March through May 2013

06/18/13

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	5/16/2013	6952	FENTON FIRE EQUIPMENT...	1104-00 · Cash in Checking-PNC	
Bill	5/14/2013	2013-03-049		7800-00 · Contingency	-455.00
TOTAL					-455.00
Bill Pmt -Check	5/16/2013	6955	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	5/14/2013	2013-03-051		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00