

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 7/18/13

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,814.36
Deposits made since the last meeting:	\$ 31,075.84
Vouchers/Fees paid/Transfers since last meeting:	(\$30,894.08)
Current Reconciled Balance Remaining in PNC Checking Account (1):	\$ 19,996.12
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 241,780.51
Withdrawals:	(\$31,075.84)
Deposits/Interest to Savings Account (see Note 4):	\$ 105,952.61
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 316,657.28
GRAND TOTAL CASH ON HAND:	\$ 336,653.40
 Total Dollar Amount of Current Month Voucher List to be Paid:	 \$ 9,668.57

Notes - 7/18/13 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$10,327.55 therefore a transfer FROM PNC Sav of **\$9,672.45** 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 \$42.36 on 6/28/13; on 5/21/13, a deposit of \$105,910.25 was made representing the 2nd Qtr 2013 Borough tax check in the amount of \$104,236 and the Highlands insurance claim check for \$1,674.25 related to the accident with J-4 on 4/16/13.

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	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	7,717.02	12,000.00	64.3%
6400-04 · Medical Services	4,320.00	5,000.00	86.4%
Total 6400-00 · Professional Fees	12,607.02	31,000.00	40.7%
6400-05 · Election Expenses	2,926.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,716.96	8,500.00	20.2%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,716.96	8,700.00	19.7%
Total Expense	23,952.61	59,200.00	40.5%
Net Ordinary Income	(23,952.61)	(59,200.00)	40.5%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	2,084.94	13,000.00	16.0%
Total 7140-00 · Truck Equipment	2,084.94	13,000.00	16.0%
7195-00 · Uniform & Equip(Firefighters)	7,795.61	10,000.00	78.0%
Total 7100-00 · Reimb for Exp & Losses	9,880.55	23,000.00	43.0%
7200-00 · Hydrant Rental Dom Water	27,601.85	56,000.00	49.3%
7400-00 · Insurance Premium	28,783.00	41,250.00	69.8%
7500-00 · Professional Services			
7500-01 · Advertising	340.04	750.00	45.3%
7500-03 · Training & Education	3,418.00	6,000.00	57.0%
Total 7500-00 · Professional Services	3,758.04	6,750.00	55.7%
7600-00 · Utilities	10,397.58	27,000.00	38.5%
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	2,899.66	15,000.00	19.3%
7710-05 · Equipment Testing	104.00	5,000.00	2.1%
Total 7710-00 · Truck Service	4,690.76	29,500.00	15.9%
7720-00 · Air Pack & Bottle Repair	1,149.49	1,800.00	63.9%
7730-00 · Bldg Maintenance	2,584.55	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%
Total 7700-00 · Maint/Repairs	24,777.30	91,300.00	27.1%
7800-00 · Contingency	(3,097.74)	25,000.00	(12.4)%
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	150,968.72	411,755.00	36.7%
Net Other Income	(150,968.72)	(411,755.00)	36.7%
Net Income	(174,921.33)	(470,955.00)	37.1%

07/17/13

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

Date	Num	Account	Open Balance
ACCESS HEALTH SYSTEMS			
7/17/2013	2013-01-032	6400-04 · Medical Services	270.00
Total ACCESS HEALTH SYSTEMS			270.00
AIR & GAS TECHNOLOGIES, INC.			
7/17/2013	2013-01-033	7720-00 · Air Pack & Bottle Repair	956.95
Total AIR & GAS TECHNOLOGIES, INC.			956.95
AT&T			
7/17/2013	2013-03-068	7600-00 · Utilities	238.01
Total AT&T			238.01
BOROUGH OF JAMESBURG SEWER UTILITY			
7/17/2013	2013-03-069	7600-00 · Utilities	236.75
7/17/2013	2013-03-069	7600-00 · Utilities	236.75
Total BOROUGH OF JAMESBURG SEWER UTILITY			473.50
COMMUNITY SAFETY CONSULTANTS			
7/17/2013	2013-01-034	7500-03 · Training & Education	104.00
Total COMMUNITY SAFETY CONSULTANTS			104.00
DEBORAH A. FITZGERALD			
7/17/2013	2013-03-070	6400-02 · Accounting/Auditing Fees	200.00
Total DEBORAH A. FITZGERALD			200.00
DEER PARK DIRECT			
7/17/2013	2013-02-014	7730-00 · Bldg Maintenance	4.93
Total DEER PARK DIRECT			4.93
EMERGENCY EQUIPMENT SALES, LLC			
7/17/2013	2013-01-035	7710-04 · Truck Service	197.50
7/17/2013	2013-01-020	7140-01 · Fire Equipment	2,084.94
Total EMERGENCY EQUIPMENT SALES, LLC			2,282.44
NETLINK WEB SERVICES, LLC			
7/17/2013	2013-03-071	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY PRESS MEDIA			
7/17/2013	2013-03-072	7500-01 · Advertising	240.92
Total NEW JERSEY PRESS MEDIA			240.92
NJ-AMERICAN WATER COMP.			
7/17/2013	2013-03-073	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,578.00
PSE&G			
7/17/2013	2013-03-074	7600-00 · Utilities	120.82
Total PSE&G			120.82
TOTAL			9,668.57

BANK RECONCILIATION

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

MONTH OF: **June-13**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-May-13	\$19,814.36	BAL. PER BANK STATEMENT	\$41,196.12
			AS OF:	28-Jun-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 6/21/13	\$31,075.84			
TOTAL DEBITS:	\$31,075.84			
	TOTAL	\$50,890.20		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 6/30	\$30,890.20			
				\$41,196.12
ACCOUNT ANALYSIS	\$3.88		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$21,200.00
TOTAL CREDITS:	\$30,894.08			
ENDING BANK BALANCE-Per General Ledger:		\$19,996.12	BANK BALANCE-Per Reconciliation:	\$19,996.12

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6973	250.00	Deborah Fitzgerald	6/20/13	
6976	16,250.00	Jamesburg Vol Fire	6/20/13	
6983	4,700.00	Samuel Klein & Company	6/20/13	
TOTAL	\$ 21,200.00			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 June 2013

07/17/13

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
6/20/2013	6965	ACCESS HEALTH SYSTEMS	INV 6/3/2013 RESP PACKAGE	(270.00)
6/20/2013	6966	AT&T	LOCAL & LONG DISTANCE 5/24/13	(233.13)
6/20/2013	6967	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 5/28/13	(212.78)
6/20/2013	6968	BETTER LIVING DEPT. STORE	A/C# JAFICO STMT 5/25/13	(25.46)
6/20/2013	6969	BINARY CONNECTIONS, INC.	INV# 3958 3/18/13	(1,539.00)
6/20/2013	6970	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 12134-13 5/23/13	(102.50)
6/20/2013	6971	COMCAST	INTERNET & TV 6/1/13	(70.28)
6/20/2013	6972	COMMUNICATIONS SPECIALISTS, INC.	INV# 31633 2/27/13	(160.00)
6/20/2013	6973	DEBORAH A. FITZGERALD	INV# 2013005 5/31/13	(250.00)
6/20/2013	6974	DEER PARK DIRECT	INV# 13E7801965661 6/4/13	(7.77)
6/20/2013	6975	JAMESBURG HARDWARE & APPLIANCE	A/C# 103420 STMT DATED 5/25/13	(29.34)
6/20/2013	6976	JAMESBURG VOL FIRE DEPT	1ST & 2ND QTR 2013 CONTRACT INSTALLMENT	(16,250.00)
6/20/2013	6977	JCP&L	ELECTRIC 6/13/13	(1,359.07)
6/20/2013	6978	MIDCO WASTE SYSTEMS #689	INV# 0689-001277892 5/12/13, -001301735 6/12/13	(686.59)
6/20/2013	6979	NETLINK WEB SERVICES, LLC	INV# NWS1358	(199.00)
6/20/2013	6980	NEW JERSEY PRESS MEDIA	INV# 0028262660 5/5/13	(45.40)
6/20/2013	6981	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 6/13/13, 18-0769723-8 6/3/13	(4,624.70)
6/20/2013	6982	PSE&G	GAS 5/25/13	(125.18)
6/20/2013	6983	SAMUEL KLEIN & COMPANY	LOSAP AUDIT 2012, ANNUAL AUDIT 2012	(4,700.00)
Total 1104-00 · Cash in Checking-PNC				(30,890.20)
TOTAL				(30,890.20)

Jamesburg Board of Fire Commissioners
Outstanding Checks
 June 2013

07/17/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	6/20/2013	6973	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	6/18/2013	2013-03-061		6400-02 · Accounting/Auditing Fees	-250.00
TOTAL					-250.00
Bill Pmt -Check	6/20/2013	6976	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	6/18/2013	2013-02-012		7750-00 · Fire Comp. Contract	-16,250.00
TOTAL					-16,250.00
Bill Pmt -Check	6/20/2013	6983	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	6/18/2013	2013-03-067		6400-02 · Accounting/Auditing Fees	-850.00
				6400-02 · Accounting/Auditing Fees	-3,850.00
TOTAL					-4,700.00