

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 1/16/14

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 19,998.80
Deposits made since the last meeting:	\$ -
Vouchers/Fees paid/Transfers since last meeting:	(\$3,595.92)
Current Reconciled Balance Remaining in PNC Checking Account (1):	<b>\$ 16,402.88</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 280,554.47
Withdrawals (see Note 4):	(\$48,980.00)
Deposits/Interest to Savings Account (see Note 5):	\$ 104,283.14
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 335,857.61</b>
 GRAND TOTAL CASH ON HAND:	 <b>\$ 352,260.49</b>
 Total Dollar Amount of Current Month Voucher List to be Paid:	 <b>\$ 37,289.71</b>

**Notes - 1/16/14 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$20,886.83) therefore a transfer FROM PNC Sav of **\$40,886.83** 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 principal and interest paid 12/16/13 on the 2006 Truck Bond.

5) Reflects interest earned and posted of \$47.14 on 12/31/13, and the deposit of the 4th Qtr 2013 Borough tax check for \$104,236 on 1/14/14.

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

**DRAFT**

	Jan - Dec 13	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	15,000.00	89.3%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>16,500.00</b>	<b>81.2%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	10,730.00	14,000.00	76.6%
6400-02 · Accounting/Auditing Fees	9,054.52	12,000.00	75.5%
6400-04 · Medical Services	4,455.00	5,000.00	89.1%
<b>Total 6400-00 · Professional Fees</b>	<b>24,239.52</b>	<b>31,000.00</b>	<b>78.2%</b>
6400-05 · Election Expenses	2,928.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	5,247.32	8,500.00	61.7%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>5,247.32</b>	<b>8,700.00</b>	<b>60.3%</b>
<b>Total Expense</b>	<b>45,813.47</b>	<b>59,200.00</b>	<b>77.4%</b>
<b>Net Ordinary Income</b>	<b>(45,813.47)</b>	<b>(59,200.00)</b>	<b>77.4%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	15,959.31	13,000.00	122.8%
<b>Total 7140-00 · Truck Equipment</b>	<b>15,959.31</b>	<b>13,000.00</b>	<b>122.8%</b>
7195-00 · Uniform & Equip(Firefighters)	8,359.63	10,000.00	83.6%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>24,318.94</b>	<b>23,000.00</b>	<b>105.7%</b>
7200-00 · Hydrant Rental Dom Water	50,620.98	56,000.00	90.4%
7400-00 · Insurance Premium	40,787.00	41,250.00	98.9%
7500-00 · Professional Services			
7500-01 · Advertising	385.96	750.00	51.5%
7500-03 · Training & Education	4,957.00	6,000.00	82.6%
<b>Total 7500-00 · Professional Services</b>	<b>5,342.96</b>	<b>6,750.00</b>	<b>79.2%</b>
7600-00 · Utilities	17,734.11	27,000.00	65.7%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	6,661.10	5,000.00	133.2%
7710-02 · Fuel	4,064.02	4,500.00	90.3%
7710-04 · Truck Service	6,155.17	15,000.00	41.0%
7710-05 · Equipment Testing	2,675.00	5,000.00	53.5%
<b>Total 7710-00 · Truck Service</b>	<b>19,555.29</b>	<b>29,500.00</b>	<b>66.3%</b>
7720-00 · Air Pack & Bottle Repair	1,196.49	1,800.00	66.5%
7730-00 · Bldg Maintenance	9,753.74	25,000.00	39.0%
7740-00 · Bldg Supplies	985.97	2,500.00	39.4%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>63,991.49</b>	<b>91,300.00</b>	<b>70.1%</b>
7800-00 · Contingency	6,162.96	25,000.00	24.7%
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	24,703.67	24,704.00	100.0%
8010-10 · Capital Lease-Principal	40,000.00	40,000.00	100.0%
8010-11 · Capital Lease - Oshkosh	33,449.29	33,449.00	100.0%
8020-03 · Lease Purchase - Int.	3,322.00	3,322.00	100.0%
8020-10 · Capital Lease-Interest	8,980.00	8,980.00	100.0%
<b>Total 8000-00 · Debt Service</b>	<b>110,454.96</b>	<b>110,455.00</b>	<b>100.0%</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>334,832.23</b>	<b>411,755.00</b>	<b>81.3%</b>
<b>Net Other Income</b>	<b>(334,832.23)</b>	<b>(411,755.00)</b>	<b>81.3%</b>
<b>Net Income</b>	<b>(380,645.70)</b>	<b>(470,955.00)</b>	<b>80.8%</b>

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

Date	Num	Account	Open Balance
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
12/31/2013	2013-01-063	7710-04 · Truck Service	11.58
Total AUTO KING PARTS & SUPPLIES			11.58
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
12/31/2013	2013-01-064	7710-01 · Radio Serv/Repair	2,893.00
Total COMMUNICATIONS SPECIALISTS, INC.			2,893.00
<b>CONTINENTAL FIRE &amp; SAFETY, INC</b>			
12/31/2013	2013-01-065	7140-01 · Fire Equipment	456.52
Total CONTINENTAL FIRE & SAFETY, INC			456.52
<b>DEBORAH A. FITZGERALD</b>			
12/31/2013	2013-03-124	6400-02 · Accounting/Auditing Fees	175.00
Total DEBORAH A. FITZGERALD			175.00
<b>DEER PARK DIRECT</b>			
12/31/2013	2013-02-046	7730-00 · Bldg Maintenance	0.99
12/31/2013	2013-02-046	7730-00 · Bldg Maintenance	10.26
Total DEER PARK DIRECT			11.25
<b>DELL MARKETING L.P. C/O DELL USA</b>			
12/31/2013	2013-03-125	6500-01 · Office Supplies	2,323.08
Total DELL MARKETING L.P. C/O DELL USA			2,323.08
<b>EMERGENCY EQUIPMENT SALES, LLC</b>			
12/31/2013	2013-01-066	7195-00 · Uniform & Equip(Firefighters)	564.02
Total EMERGENCY EQUIPMENT SALES, LLC			564.02
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
12/31/2013	2013-02-043	7730-00 · Bldg Maintenance	60.48
Total JAMESBURG HARDWARE & APPLIANCE			60.48
<b>JCP&amp;L</b>			
12/31/2013	2013-03-126	7600-00 · Utilities	709.31
12/31/2013	2013-03-126	7600-00 · Utilities	741.02
Total JCP&L			1,450.33
<b>JOSEPH D YOUSOUF, ESQUIRE</b>			
12/31/2013	2013-03-127	6400-01 · Legal Fees	3,730.00
Total JOSEPH D YOUSOUF, ESQUIRE			3,730.00
<b>MAIN ELECTRIC SUPPLY CO., INC.</b>			
12/31/2013	2013-02-044	7730-00 · Bldg Maintenance	52.80
Total MAIN ELECTRIC SUPPLY CO., INC.			52.80
<b>MIDCO WASTE SYSTEMS #689</b>			
12/31/2013	2013-02-045	7730-00 · Bldg Maintenance	398.84
Total MIDCO WASTE SYSTEMS #689			398.84
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
12/31/2013	2013-01-067	7720-00 · Air Pack & Bottle Repair	47.00
12/31/2013	2013-01-068	7140-01 · Fire Equipment	4,288.00
Total NEW JERSEY FIRE EQUIPMENT CO.			4,335.00
<b>NEW JERSEY PRESS MEDIA</b>			
12/31/2013	2013-03-128	7500-01 · Advertising	45.92
Total NEW JERSEY PRESS MEDIA			45.92
<b>NJ-AMERICAN WATER COMP.</b>			
12/31/2013	2013-03-129	7200-00 · Hydrant Rental Dom Water	23.76
12/31/2013	2013-03-129	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,601.76
<b>W.B. MASON CO. INC.</b>			
12/31/2013	2013-03-130	6500-01 · Office Supplies	24.99
Total W.B. MASON CO. INC.			24.99

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As of December 31, 2013

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<b>WARSHAUER GENERATOR LLC</b>			
12/31/2013	2013-02-041	7730-00 · Bldg Maintenance	312.50
12/31/2013	2013-02-042	7730-00 · Bldg Maintenance	774.40
Total WARSHAUER GENERATOR LLC			<u>1,086.90</u>
<b>TOTAL</b>			<u><u>22,221.47</u></u>

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Total AUTO KING PARTS & SUPPLIES			11.58
<b>COMCAST</b>			
1/15/2014	2014-03-001	7600-00 · Utilities	101.05
Total COMCAST			101.05
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
12/31/2013	2013-01-064	7710-01 · Radio Serv/Repair	2,893.00
Total COMMUNICATIONS SPECIALISTS, INC.			2,893.00
<b>CONTINENTAL FIRE &amp; SAFETY, INC</b>			
12/31/2013	2013-01-065	7140-01 · Fire Equipment	456.52
Total CONTINENTAL FIRE & SAFETY, INC			456.52
<b>DEBORAH A. FITZGERALD</b>			
12/31/2013	2013-03-124	6400-02 · Accounting/Auditing Fees	175.00
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12/31/2013	2013-03-125	6500-01 · Office Supplies	2,323.08
Total DELL MARKETING L.P. C/O DELL USA			2,323.08
<b>EMERGENCY EQUIPMENT SALES, LLC</b>			
12/31/2013	2013-01-066	7195-00 · Uniform & Equip(Firefighters)	564.02
Total EMERGENCY EQUIPMENT SALES, LLC			564.02
<b>FIRST RESPONDER JOINT INSURANCE FUND</b>			
1/15/2014	2014-03-002	7400-00 · Insurance Premium	12,853.00
Total FIRST RESPONDER JOINT INSURANCE FUND			12,853.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
12/31/2013	2013-02-043	7730-00 · Bldg Maintenance	60.48
Total JAMESBURG HARDWARE & APPLIANCE			60.48
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Total MAIN ELECTRIC SUPPLY CO., INC.			52.80
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12/31/2013	2013-01-067	7720-00 · Air Pack & Bottle Repair	47.00
12/31/2013	2013-01-068	7140-01 · Fire Equipment	4,288.00
Total NEW JERSEY FIRE EQUIPMENT CO.			4,335.00
<b>NEW JERSEY PRESS MEDIA</b>			
12/31/2013	2013-03-128	7500-01 · Advertising	45.92
Total NEW JERSEY PRESS MEDIA			45.92

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As of January 31, 2014

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12/31/2013	2013-03-129	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,601.76
<b>PSE&amp;G</b>			
1/15/2014	2014-03-003	7600-00 · Utilities	794.19
Total PSE&G			794.19
<b>W.B. MASON CO. INC.</b>			
12/31/2013	2013-03-130	6500-01 · Office Supplies	24.99
Total W.B. MASON CO. INC.			24.99
<b>WARSHAUER GENERATOR LLC</b>			
12/31/2013	2013-02-041	7730-00 · Bldg Maintenance	312.50
12/31/2013	2013-02-042	7730-00 · Bldg Maintenance	774.40
1/15/2014	2014-02-001	7730-00 · Bldg Maintenance	1,320.00
Total WARSHAUER GENERATOR LLC			2,406.90
<b>TOTAL</b>			<b>37,289.71</b>

*includes  
2013 A/P*

**BANK RECONCILIATION**

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

MONTH OF: **December-13**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	30-Nov-13	\$19,998.80	BAL. PER BANK STATEMENT	\$25,013.48
			AS OF:	31-Dec-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on n/a	\$0.00			
TOTAL DEBITS:	\$0.00			
	TOTAL	\$19,998.80		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 12/31	\$3,595.92			
				\$25,013.48
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$8,610.60
TOTAL CREDITS:	\$3,595.92			
ENDING BANK BALANCE-Per General Ledger:		\$16,402.88	BANK BALANCE-Per Reconciliation:	\$16,402.88

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7019	150.00	Reliable Fire	8/15/13	
7073	8,125.00	Jamesburg Volunteer Fire	11/21/13	
7090	335.60	Circle Janitorial	12/17/13	
TOTAL	\$ 8,610.60			

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

01/15/14

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
12/17/2013	7086	APPROVED FIRE PROTECTION CO.	INV# 111344998 12/6/13	(52.00)
12/17/2013	7087	AT&T	LOCAL & LONG DISTANCE 11/24/13	(239.49)
12/17/2013	7088	AUTO AUTHORITY LLC	INV# 4971 11/21/13 & 4963 11/18/13	(329.31)
12/17/2013	7089	AUTO KING PARTS & SUPPLIES	A/C# J2100 INV# 353806 8/7/13	(8.00)
12/17/2013	7090	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 12743-13 12/2/13	(335.60)
12/17/2013	7091	COMCAST	INTERNET & TV 11/30/13	(97.08)
12/17/2013	7092	DEBORAH A. FITZGERALD	INV# 2013011 11/30/13	(362.50)
12/17/2013	7093	MIDCO WASTE SYSTEMS #689	INV# 0689-001425121 11/12/13	(399.69)
12/17/2013	7094	NETLINK WEB SERVICES, LLC	INV# NWS1463 12/1/13	(199.00)
12/17/2013	7095	NEW JERSEY FIRE EQUIPMENT CO.	INV# 43166 10/22/13	(1,330.80)
12/17/2013	7096	PSE&G	GAS 11/21/13	(242.45)
Total 1104-00 - Cash in Checking-PNC				(3,595.92)
<b>TOTAL</b>				<b>(3,595.92)</b>



**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 August through December 2013

01/15/14

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	8/15/2013	7019	RELIABLE FIRE PROTECTI...	1104-00 · Cash in Checking-PNC	
Bill	8/13/2013	2013-02-019		7730-00 · Bldg Maintenance	-150.00
TOTAL					-150.00
Bill Pmt -Check	11/21/2013	7073	JAMESBURG VOL FIRE DE...	1104-00 · Cash in Checking-PNC	
Bill	11/20/2013	2013-02-034		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	12/17/2013	7090	CIRCLE JANITORIAL SUPP...	1104-00 · Cash in Checking-PNC	
Bill	12/15/2013	2013-02-038		7740-00 · Bldg Supplies	-335.60
TOTAL					-335.60