

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 1/18/18

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,670.41
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 50,009.47
Vouchers/Fees paid/Transfers since last meeting:	\$ (49,679.88)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 304,771.30
Withdrawals/Transfers to Checking:	\$ (50,009.47)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 116,539.57
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 371,301.40
GRAND TOTAL CASH ON HAND:	\$ 391,301.40
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 30,497.29

Notes - 1/18/18 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (10,497.29) therefore a transfer FROM PNC Sav of **\$30,497.29** 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 ensure they will be paid that month.

4) Reflects interest earned and posted of \$47.34 on 12/29/17.

5) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings. The Borough check for \$116,492.23, representing 4th Qtr 2017 tax revenue, was deposited on 1/16/18.

**Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2017**

DRAFT

	Jan - Dec 17	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	13,400.00	13,400.00	100.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	13,400.00	14,900.00	89.9%
6400-00 · Professional Fees			
6400-01 · Legal Fees	11,112.00	17,000.00	65.4%
6400-02 · Accounting/Auditing Fees	9,209.31	12,000.00	76.7%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	20,321.31	30,000.00	67.7%
6400-05 · Election Expenses	600.00	4,000.00	15.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,656.57	5,000.00	53.1%
6500-02 · Misc Supplies(petty cash)	310.00	200.00	155.0%
Total 6500-00 · Office \Postage Exp	2,966.57	5,200.00	57.0%
Total Expense	37,287.88	54,100.00	68.9%
Net Ordinary Income	(37,287.88)	(54,100.00)	68.9%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	6,276.47	15,000.00	41.8%
Total 7140-00 · Truck Equipment	6,276.47	15,000.00	41.8%
7195-00 · Uniform & Equip(Firefighters)	17,668.61	15,000.00	117.8%
Total 7100-00 · Reimb for Exp & Losses	23,945.08	30,000.00	79.8%
7200-00 · Hydrant Rental Dom Water	57,389.52	58,000.00	98.9%
7400-00 · Insurance Premium	47,736.00	50,000.00	95.5%
7500-00 · Professional Services			
7500-03 · Training & Education	4,363.61	12,000.00	36.4%
Total 7500-00 · Professional Services	4,363.61	12,000.00	36.4%
7600-00 · Utilities	20,009.89	22,000.00	91.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,010.00	5,000.00	40.2%
7710-02 · Fuel	1,967.54	5,000.00	39.4%
7710-04 · Truck Service	26,133.86	15,000.00	174.2%
7710-05 · Equipment Testing	4,962.19	5,000.00	99.2%
Total 7710-00 · Truck Service	35,073.59	30,000.00	116.9%
7720-00 · Air Pack & Bottle Repair	1,170.58	1,800.00	65.0%
7730-00 · Bldg Maintenance	19,886.73	32,500.00	61.2%
7740-00 · Bldg Supplies	987.33	2,000.00	49.4%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	89,618.23	98,800.00	90.7%
7800-00 · Contingency	8,044.28	25,000.00	32.2%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	14,102.37	19,000.00	74.2%
Total 7850-00 · LOSAP Program	14,102.37	19,000.00	74.2%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	26,665.39	26,666.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	6,783.90	6,784.00	100.0%
Total 8000-00 · Debt Service	33,449.29	33,450.00	100.0%
9300-00 · Capital - Radios & Air Filling	128,303.94	305,000.00	42.1%
9600-00 · Commitments for Future Capital	0.00	20,000.00	0.0%
Total Other Expense	426,962.21	673,250.00	63.4%
Net Other Income	(426,962.21)	(673,250.00)	63.4%
Net Income	(464,250.09)	(727,350.00)	63.8%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of December 31, 2017

Date	Num	Account	Open Balance
AT&T			
12/31/2017	2017-03-113	7600-00 · Utilities	333.80
Total AT&T			333.80
CENTRAL JERSEY SECURITY			
12/31/2017	2017-02-047	7730-00 · Bldg Maintenance	7,830.00
Total CENTRAL JERSEY SECURITY			7,830.00
DEBORAH A. FITZGERALD			
12/31/2017	2017-03-114	6400-02 · Accounting/Auditing Fees	300.00
Total DEBORAH A. FITZGERALD			300.00
NJ-AMERICAN WATER COMP.			
12/31/2017	2017-03-115	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,735.50
PSE&G			
12/31/2017	2017-03-116	7600-00 · Utilities	621.02
Total PSE&G			621.02
READY REFRESH BY NESTLE			
12/31/2017	2017-02-048	7730-00 · Bldg Maintenance	22.27
Total READY REFRESH BY NESTLE			22.27
TOTAL			13,842.59

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of January 18, 2018

Date	Num	Account	Open Balance
AT&T			
12/31/2017	2017-03-113	7600-00 · Utilities	333.80
Total AT&T			333.80
CENTRAL JERSEY SECURITY			
12/31/2017	2017-02-047	7730-00 · Bldg Maintenance	7,830.00
1/16/2018	2018-02-001	7730-00 · Bldg Maintenance	149.85
Total CENTRAL JERSEY SECURITY			7,979.85
DEBORAH A. FITZGERALD			
12/31/2017	2017-03-114	6400-02 · Accounting/Auditing Fees	300.00
Total DEBORAH A. FITZGERALD			300.00
FIRST RESPONDER JOINT INSURANCE FUND			
1/16/2018	2018-03-001	7400-00 · Insurance Premium	14,781.00
Total FIRST RESPONDER JOINT INSURANCE FUND			14,781.00
NETLINK WEB SERVICES, LLC			
1/16/2018	2018-03-002	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
12/31/2017	2017-03-115	7200-00 · Hydrant Rental Dom Water	4,735.50
1/16/2018	2018-03-003	7200-00 · Hydrant Rental Dom Water	36.81
Total NJ-AMERICAN WATER COMP.			4,772.31
PSE&G			
12/31/2017	2017-03-116	7600-00 · Utilities	621.02
Total PSE&G			621.02
READY REFRESH BY NESTLE			
12/31/2017	2017-02-048	7730-00 · Bldg Maintenance	22.27
Total READY REFRESH BY NESTLE			22.27
SAMUEL KLEIN & COMPANY			
1/16/2018	2018-03-004	6400-02 · Accounting/Auditing Fees	1,350.00
Total SAMUEL KLEIN & COMPANY			1,350.00
STANDARD WASTE SERVICES			
1/16/2018	2018-02-002	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
VIKING TERMITE & PEST CONTROL, INC.			
1/16/2018	2018-02-003	7730-00 · Bldg Maintenance	5.28
Total VIKING TERMITE & PEST CONTROL, INC.			5.28
TOTAL			30,497.29

BANK RECONCILIATION

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

MONTH OF: **December-17**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	30-Nov-17	\$ 19,670.41	BAL. PER BANK STATEMENT	\$ 48,753.63
			AS OF:	29-Dec-17
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 12/26/17	\$ 50,009.47			
TOTAL DEBITS:	\$ 50,009.47			
	TOTAL	\$ 69,679.88		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 12/31	\$ 49,679.88			\$ 48,753.63
ACCOUNT ANALYSIS			LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 28,753.63
TOTAL CREDITS:	\$ 49,679.88			
ENDING BANK BALANCE-Per G/L	31-Dec-17	\$ 20,000.00	BANK BALANCE-Per Reconciliation:	\$ 20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
8014	651.00	Dina Walker	11/16/17	
8017	8,125.00	Jamesburg Vol FF	11/16/17	
8036	469.24	Circle Janitorial	12/21/17	
8037	206.08	Comcast	12/21/17	
8038	200.00	Deborah Fitzgerald	12/21/17	
8040	2,804.69	Fail Safe Testing	12/21/17	
8045	11,112.00	Joseph Youssouf	12/21/17	
8048	199.00	Netlink	12/21/17	
8050	4,765.35	NJ American Water	12/21/17	
8054	21.27	Ready Refresh	12/21/17	
TOTAL	\$ 28,753.63			

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Jamesburg Board of Fire Commissioners
Monthly Check Register
 December 2017

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
12/21/2017	8031	APPROVED FIRE PROTECTION CO.	INV# IN00010428 10/17/17	(222.50)
12/21/2017	8032	AT&T	LOCAL & LONG DISTANCE 11/24/17	(341.94)
12/21/2017	8033	AUTO KING PARTS & SUPPLIES		(129.87)
12/21/2017	8034	BETTER LIVING DEPT. STORE	STMT 11/25/17 - INV# A360298 11/21/17	(84.99)
12/21/2017	8035	BOROUGH OF JAMESBURG	ANNUAL FUEL BILL 10/27/16 THRU 10/29/17	(1,967.54)
12/21/2017	8036	CIRCLE JANITORIAL SUPPLIES, SOUTH	INV# 19335-17 11/27/17	(469.24)
12/21/2017	8037	COMCAST	MONTHLY INTERNET 11/9/17, 12/9/17	(206.08)
12/21/2017	8038	DEBORAH A. FITZGERALD	INV# 2017011 11/30/17	(200.00)
12/21/2017	8039	EMERGENCY REPORTING	INV# 2017_7602 12/1/17	(1,420.00)
12/21/2017	8040	FAIL SAFE TESTING, LLC	INV# INV-005265 11/17/17	(2,804.69)
12/21/2017	8041	FIRE ONE, INC.	INV# 171013 10/13/17	(625.00)
12/21/2017	8042	JAMESBURG HARDWARE & APPLIANCE	INV# A109465 11/24/17	(22.35)
12/21/2017	8043	JCP&L	ELECTRIC 11/14/17, 12/15/17	(1,495.13)
12/21/2017	8044	JONATHAN RAMPACEK	CHEIF CELLPHONE REIMB 8/4/17-12/5/17	(250.00)
12/21/2017	8045	JOSEPH D YOUSSEUF, ESQUIRE	INV# 292 11/16/17	(11,112.00)
12/21/2017	8046	K.W. RASTALL OIL	INV# D0006420377 11/16/17	(357.15)
12/21/2017	8047	MC MASTER-CARR SUPPLY CO.	INV# 50698315, 50491484, 47824844, 46334769	(499.11)
12/21/2017	8048	NETLINK WEB SERVICES, LLC	INV# NWS2113 12/1/17	(199.00)
12/21/2017	8049	NEW JERSEY FIRE EQUIPMENT CO.	INV# 55929 12/1/17	(738.58)
12/21/2017	8050	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827, 1018-210025838964 12/17	(4,765.35)
12/21/2017	8051	NORTH JERSEY FIRE & RESCUE EQUIPMENT	INV# 17-1125B 11/25/17	(790.00)
12/21/2017	8052	OCEAN COAST ELECTRIC, LLC	INV# 5689 12/1/17	(5,756.25)
12/21/2017	8053	PSE&G	GAS 11/20/17	(288.37)
12/21/2017	8054	READY REFRESH BY NESTLE	INV# 17K7801965661 12/2/17	(21.27)
12/21/2017	8055	SISBARRO FLEET SERVICE		(6,593.09)
12/21/2017	8056	SKYLANDS AREA FIRE EQUIPMENT & TRAI...	INV# 9354 11/29/17	(8,042.62)
12/21/2017	8057	STANDARD WASTE SERVICES	INV# 308626 12/1/17	(132.76)
12/21/2017	8058	VIKING TERMITE & PEST CONTROL, INC.	INV# 18664163 11/4/17	(145.00)
Total 1104-00 - Cash in Checking-PNC				(49,679.88)
TOTAL				(49,679.88)

Jamesburg Board of Fire Commissioners
Outstanding Checks
 April through December 2017

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Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	4/20/2017	7888	JG PAINTING & CONTRACTING, LLC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2017	2017-02-007		7730-00 · Bldg Maintenance	-200.00
TOTAL					-200.00
Bill Pmt -Check	11/16/2017	8014	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-03-096		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	11/16/2017	8017	JAMESBURG VOL FIRE DEPT	1104-00 · Cash in Checking-PNC	
Bill	11/14/2017	2017-02-036		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	12/21/2017	8036	CIRCLE JANITORIAL SUPPLIES, SOUTH	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-02-041		7740-00 · Bldg Supplies	-469.24
TOTAL					-469.24
Bill Pmt -Check	12/21/2017	8037	COMCAST	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-03-106		7600-00 · Utilities	-103.04
				7600-00 · Utilities	-103.04
TOTAL					-206.08
Bill Pmt -Check	12/21/2017	8038	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-03-107		6400-02 · Accounting/Auditing Fees	-200.00
TOTAL					-200.00
Bill Pmt -Check	12/21/2017	8040	FAIL SAFE TESTING, LLC	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-01-037		7710-05 · Equipment Testing	-2,804.69
TOTAL					-2,804.69
Bill Pmt -Check	12/21/2017	8045	JOSEPH D YOUSOUF, ESQUIRE	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-03-109		6400-01 · Legal Fees	-11,112.00
TOTAL					-11,112.00
Bill Pmt -Check	12/21/2017	8048	NETLINK WEB SERVICES, LLC	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-03-110		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	12/21/2017	8050	NJ-AMERICAN WATER COMP.	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-03-111		7200-00 · Hydrant Rental Dom Water	-29.85
				7200-00 · Hydrant Rental Dom Water	-4,735.50
TOTAL					-4,765.35
Bill Pmt -Check	12/21/2017	8054	READY REFRESH BY NESTLE	1104-00 · Cash in Checking-PNC	
Bill	12/20/2017	2017-02-044		7730-00 · Bldg Maintenance	-21.27
TOTAL					-21.27