

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 11/15/18

Reconciled balance brought forward in **PNC Checking** Acct from last meeting: \$ 20,000.00

Deposits/Voided Checks since the last meeting (see Note 1): \$ -

Vouchers/Fees paid/Transfers since last meeting: \$ (38,485.89)

Current Reconciled Balance Remaining in PNC Checking Account (Note 1): \$ (18,485.89)

Reconciled **PNC Savings** Balance brought forward from last meeting: \$ 378,299.56

Withdrawals/Transfers to Checking: \$ -

Deposits/Interest to Savings Account (see Note 4 & 5): \$ 326.98

Current Reconciled Balance Remaining in PNC Savings Account: \$ 378,626.54

**\*\*MATCHES BALANCE IN BANK ONLINE\*\***

**GRAND TOTAL CASH ON HAND:** \$ 360,140.65

Total Dollar Amount of Current Month Voucher List to be Paid: \$ 21,420.37

18,881.96

**Notes - 11/15/18 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (39,906.26) therefore a transfer FROM PNC Sav of ~~\$59,906.26~~ 57,367.25 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 \$326.98 on 10/31/18.

5) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.

11/15/18

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of November 15, 2018

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>AUTO AUTHORITY LLC</b>			
11/14/2018	2018-01-054	7710-04 · Truck Service	214.08
Total AUTO AUTHORITY LLC			214.08
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
11/14/2018	2018-01-055	7710-04 · Truck Service	175.46
Total AUTO KING PARTS & SUPPLIES			175.46
<b>BETTER LIVING DEPT. STORE</b>			
11/14/2018	2018-02-055	7730-00 · Bldg Maintenance	120.70
Total BETTER LIVING DEPT. STORE			120.70
<b>BOROUGH OF JAMESBURG</b>			
11/14/2018	2018-01-056	7710-02 · Fuel	2,538.41
Total BOROUGH OF JAMESBURG			2,538.41
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
11/14/2018	2018-03-094	7600-00 · Utilities	240.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			240.50
<b>BRIAN H. WRIGHT</b>			
11/14/2018	2018-03-095	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
11/14/2018	2018-02-056	7740-00 · Bldg Supplies	166.79
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			166.79
<b>DEBORAH A. FITZGERALD</b>			
11/14/2018	2018-03-096	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
<b>DINA WALKER</b>			
11/14/2018	2018-03-097	6100-01 · Commissioners Pay	651.00
Total DINA WALKER			651.00
<b>FAIL SAFE TESTING, LLC</b>			
11/14/2018	2018-01-057	7710-05 · Equipment Testing	2,096.99
Total FAIL SAFE TESTING, LLC			2,096.99
<b>FF1 PROFESSIONAL SAFETY SERVICES</b>			
11/14/2018	2018-01-058	7140-01 · Fire Equipment	1,091.81
Total FF1 PROFESSIONAL SAFETY SERVICES			1,091.81
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
11/14/2018	2018-02-057	7730-00 · Bldg Maintenance	13.09
Total JAMESBURG HARDWARE & APPLIANCE			13.09
<b>JAMESBURG VOL FIRE DEPT</b>			
11/14/2018	2018-02-058	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
<b>JOE'S HEATING, LLC</b>			
11/14/2018	2018-02-059	7730-00 · Bldg Maintenance	513.00
Total JOE'S HEATING, LLC			513.00
<b>LYNETTE EMENS</b>			
11/14/2018	2018-03-098	6100-01 · Commissioners Pay	941.00
Total LYNETTE EMENS			941.00
<b>NETLINK WEB SERVICES, LLC</b>			
11/14/2018	2018-03-099	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>PISCATAWAY FIRE SCHOOL</b>			
11/14/2018	2018-01-059	7500-03 · Training & Education	350.00
Total PISCATAWAY FIRE SCHOOL			350.00
<b>PSE&amp;G</b>			
11/14/2018	2018-03-100	7600-00 · Utilities	73.26
Total PSE&G			73.26

11/15/18

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of November 15, 2018**

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
<b>READY REFRESH BY NESTLE</b> 11/14/2018	2018-02-060	7730-00 · Bldg Maintenance	22.27
Total READY REFRESH BY NESTLE			22.27
<b>RELIABLE FIRE PROTECTION</b> 11/14/2018	2018-02-061	7730-00 · Bldg Maintenance	215.25
Total RELIABLE FIRE PROTECTION			215.25
<b>SANCHEZ LANDSCAPING, LLC</b> 11/14/2018	2018-02-062	7730-00 · Bldg Maintenance	35.00
Total SANCHEZ LANDSCAPING, LLC			35.00
<b>SEAGRAVE FIRE APPARATUS, LLC</b> 11/14/2018	2018-01-060	7710-04 · Truck Service	1,500.00
Total SEAGRAVE FIRE APPARATUS, LLC			1,500.00
<b>STANDARD WASTE SERVICES</b> 11/14/2018	2018-02-063	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
<b>STEPHANIE RAMPACEK</b> 11/14/2018	2018-03-101	6100-01 · Commissioners Pay	520.00
Total STEPHANIE RAMPACEK			520.00
<b>WILLIAM STONAKER</b> 11/14/2018	2018-03-102	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
<b>TOTAL</b>			<b>21,420.37</b>

**BANK RECONCILIATION**

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

MONTH OF: **October-18**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	30-Sep-18	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 29,435.80
			AS OF:	31-Oct-18
<b>ADD DEBITS:</b>			<b>ADD DEPOSITS IN TRANSIT:</b>	
Online Banking Transfer				
on NONE	\$ -			
<b>TOTAL DEBITS:</b>	\$ -			
	<b>TOTAL</b>	\$ 20,000.00		
<b>LESS CREDITS:</b>			<b>TOTAL IN TRANSIT:</b>	
VOUCHER LIST - 10/31/18	\$ 38,485.89			\$ 29,435.80
<b>ACCOUNT ANALYSIS FEE</b>	\$ -		<b>LESS CHECKS OUTSTANDING:</b>	
			<b>TOTAL:</b>	\$ 47,921.69
<b>TOTAL CREDITS:</b>	\$ 38,485.89			
<b>ENDING BANK BALANCE-Per G/L</b>	31-Oct-18	\$ (18,485.89)	<b>BANK BALANCE-Per Reconciliation:</b>	\$ (18,485.89)

\$0.00

*7888 solution to delete Dec mtg*

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
8143	20,612.74	VALIC	4/19/18	
8248	275.00	Deborah Fitzgerald	10/25/18	
8249	8,125.00	Jamesburg Vol FF	10/25/18	
8253	2,936.00	Joseph Yousouff	10/25/18	
8257	199.00	Netlink Web Services	10/25/18	
8258	5,037.73	NJ American Water	10/25/18	
8261	22.27	Ready Refresh	10/25/18	
8262	5,250.00	Samuel Klein & Company	10/25/18	
8263	30.00	Sanchez Landscaping	10/25/18	
8264	3,808.95	Seagrave Fire Apparatus	10/25/18	
8268	425.00	Water Supply Innovations	10/25/18	
8270	1,000.00	Jamesburg Vol FF	10/25/18	
<b>TOTAL</b>	\$ 47,921.69			

## Jamesburg Board of Fire Commissioners

## Outstanding Checks

April 2017 through October 2018

11/14/18

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	4/19/2018	8143	VALIC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2018	2018-03-039		7850-01 · LOSAP Program	-17,710.80
				7850-01 · LOSAP Program	-2,901.94
TOTAL					-20,612.74
Bill Pmt -Check	10/25/2018	8248	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-03-086		6400-02 · Accounting/Auditing Fees	-275.00
TOTAL					-275.00
Bill Pmt -Check	10/25/2018	8249	JAMESBURG VOL FIRE DEPT	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-02-049		7750-00 · Fire Comp. Contract	-8,125.00
TOTAL					-8,125.00
Bill Pmt -Check	10/25/2018	8253	JOSEPH D YOUSOUF, ESQUIRE	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-03-088		6400-01 · Legal Fees	-2,936.00
TOTAL					-2,936.00
Bill Pmt -Check	10/25/2018	8257	NETLINK WEB SERVICES, LLC	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-03-089		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	10/25/2018	8258	NJ-AMERICAN WATER COMP.	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-03-090		7200-00 · Hydrant Rental Dom Water	-31.33
				7200-00 · Hydrant Rental Dom Water	-5,006.40
TOTAL					-5,037.73
Bill Pmt -Check	10/25/2018	8261	READY REFRESH BY NESTLE	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-02-052		7730-00 · Bldg Maintenance	-22.27
TOTAL					-22.27
Bill Pmt -Check	10/25/2018	8262	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-03-092		6400-02 · Accounting/Auditing Fees	-4,400.00
				6400-02 · Accounting/Auditing Fees	-850.00
TOTAL					-5,250.00
Bill Pmt -Check	10/25/2018	8263	SANCHEZ LANDSCAPING, LLC	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-02-053		7730-00 · Bldg Maintenance	-30.00
TOTAL					-30.00
Bill Pmt -Check	10/25/2018	8264	SEAGRAVE FIRE APPARATUS, LLC	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-01-052		7710-04 · Truck Service	-3,808.95
TOTAL					-3,808.95
Bill Pmt -Check	10/25/2018	8268	WATER SUPPLY INNOVATIONS, LLC	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-01-044		7195-00 · Uniform & Equip(Firefighters)	-425.00
TOTAL					-425.00
Bill Pmt -Check	10/25/2018	8270	JAMESBURG VOL FIRE DEPT	1104-00 · Cash in Checking-PNC	
Bill	10/23/2018	2018-02-050		7800-00 · Contingency	-1,000.00
TOTAL					-1,000.00