

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 11/16/17

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 20,000.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 17,430.52
Vouchers/Fees paid/Transfers since last meeting:	\$ (17,432.18)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	<b>\$ 19,998.34</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 347,839.47
Withdrawals/Transfers to Checking:	\$ (17,430.52)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 59.71
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 330,468.66</b>
GRAND TOTAL CASH ON HAND:	<b>\$ 350,467.00</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 25,748.76</b>

Notes - 11/16/17 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (5,750.42) therefore a transfer FROM PNC Sav of **\$25,750.42** needs to be made in order to maintain the control balance of **\$20,000.00**. The \$17,430.52 transfer to cover checks cut on 10/19/17 was made on 11/10/17.

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 \$59.71 on 10/31/17.

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

12:38 AM

11/15/17

Accrual Basis

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

	Jan - Dec 17	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
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%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>13,400.00</b>	<b>14,900.00</b>	<b>89.9%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	8,709.31	12,000.00	72.6%
6400-04 · Medical Services	0.00	1,000.00	0.0%
<b>Total 6400-00 · Professional Fees</b>	<b>8,709.31</b>	<b>30,000.00</b>	<b>29.0%</b>
6400-05 · Election Expenses	600.00	4,000.00	15.0%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,127.98	5,000.00	42.6%
6500-02 · Misc Supplies(petty cash)	310.00	200.00	155.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,437.98</b>	<b>5,200.00</b>	<b>46.9%</b>
<b>Total Expense</b>	<b>25,147.29</b>	<b>54,100.00</b>	<b>46.5%</b>
<b>Net Ordinary Income</b>	<b>(25,147.29)</b>	<b>(54,100.00)</b>	<b>46.5%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	5,386.57	15,000.00	35.9%
<b>Total 7140-00 · Truck Equipment</b>	<b>5,386.57</b>	<b>15,000.00</b>	<b>35.9%</b>
7195-00 · Uniform & Equip(Firefighters)	17,169.50	15,000.00	114.5%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>22,556.07</b>	<b>30,000.00</b>	<b>75.2%</b>
7200-00 · Hydrant Rental Dom Water	47,888.67	58,000.00	82.6%
7400-00 · Insurance Premium	47,736.00	50,000.00	95.5%
7500-00 · Professional Services			
7500-03 · Training & Education	2,943.61	12,000.00	24.5%
<b>Total 7500-00 · Professional Services</b>	<b>2,943.61</b>	<b>12,000.00</b>	<b>24.5%</b>
7600-00 · Utilities	16,473.55	22,000.00	74.9%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,010.00	5,000.00	40.2%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	19,510.80	15,000.00	130.1%
7710-05 · Equipment Testing	1,310.00	5,000.00	26.2%
<b>Total 7710-00 · Truck Service</b>	<b>22,830.80</b>	<b>30,000.00</b>	<b>76.1%</b>
7720-00 · Air Pack & Bottle Repair	432.00	1,800.00	24.0%
7730-00 · Bldg Maintenance	5,537.04	32,500.00	17.0%
7740-00 · Bldg Supplies	495.74	2,000.00	24.8%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>61,795.58</b>	<b>98,800.00</b>	<b>62.5%</b>
7800-00 · Contingency	1.66	25,000.00	0.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	14,102.37	19,000.00	74.2%
<b>Total 7850-00 · LOSAP Program</b>	<b>14,102.37</b>	<b>19,000.00</b>	<b>74.2%</b>
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%
<b>Total 8000-00 · Debt Service</b>	<b>33,449.29</b>	<b>33,450.00</b>	<b>100.0%</b>
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%
<b>Total Other Expense</b>	<b>375,250.74</b>	<b>673,250.00</b>	<b>55.7%</b>
<b>Net Other Income</b>	<b>(375,250.74)</b>	<b>(673,250.00)</b>	<b>55.7%</b>
<b>Net Income</b>	<b>(400,398.03)</b>	<b>(727,350.00)</b>	<b>55.0%</b>

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**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of November 16, 2017

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
11/14/2017	2017-03-091	7600-00 · Utilities	341.82
Total AT&T			341.82
<b>BETTER LIVING DEPT. STORE</b>			
11/14/2017	2017-01-055	7500-03 · Training & Education	641.00
Total BETTER LIVING DEPT. STORE			641.00
<b>BOROUGH OF JAMESBURG SEWER UTILITY</b>			
11/14/2017	2017-03-092	7600-00 · Utilities	236.75
Total BOROUGH OF JAMESBURG SEWER UTILITY			236.75
<b>BRIAN H. WRIGHT</b>			
11/14/2017	2017-03-093	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
<b>COMCAST</b>			
11/14/2017	2017-03-094	7600-00 · Utilities	103.04
Total COMCAST			103.04
<b>DEBORAH A. FITZGERALD</b>			
11/14/2017	2017-03-095	6400-02 · Accounting/Auditing Fees	250.00
Total DEBORAH A. FITZGERALD			250.00
<b>DINA WALKER</b>			
11/14/2017	2017-03-096	6100-01 · Commissioners Pay	651.00
Total DINA WALKER			651.00
<b>FAT BOYS LANDSCAPING, LLC</b>			
11/14/2017	2017-02-034	7730-00 · Bldg Maintenance	100.00
11/14/2017	2017-02-034	7730-00 · Bldg Maintenance	100.00
Total FAT BOYS LANDSCAPING, LLC			200.00
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
11/14/2017	2017-01-060	7710-04 · Truck Service	6.99
11/14/2017	2017-02-035	7740-00 · Bldg Supplies	15.47
Total JAMESBURG HARDWARE & APPLIANCE			22.46
<b>JAMESBURG VOL FIRE DEPT</b>			
11/14/2017	2017-02-036	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
<b>JCP&amp;L</b>			
11/14/2017	2017-03-097	7600-00 · Utilities	815.41
Total JCP&L			815.41
<b>LYNETTE EMENS</b>			
11/14/2017	2017-03-098	6100-01 · Commissioners Pay	520.00
Total LYNETTE EMENS			520.00
<b>MC MASTER-CARR SUPPLY CO.</b>			
11/14/2017	2017-01-061	7140-01 · Fire Equipment	234.57
Total MC MASTER-CARR SUPPLY CO.			234.57
<b>MERCER COUNTY COMMUNITY COLLEGE</b>			
11/14/2017	2017-01-062	7500-03 · Training & Education	90.00
Total MERCER COUNTY COMMUNITY COLLEGE			90.00
<b>NANCY LINKE</b>			
11/14/2017	2017-03-099	6100-01 · Commissioners Pay	941.00
Total NANCY LINKE			941.00
<b>NETLINK WEB SERVICES, LLC</b>			
11/14/2017	2017-03-100	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NJ-AMERICAN WATER COMP.</b>			
11/14/2017	2017-03-101	7200-00 · Hydrant Rental Dom Water	23.19
11/14/2017	2017-03-101	7200-00 · Hydrant Rental Dom Water	36.50
11/14/2017	2017-03-101	7200-00 · Hydrant Rental Dom Water	4,735.50

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**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of November 16, 2017

Date	Num	Account	Open Balance
Total NJ-AMERICAN WATER COMP.			4,795.19
<b>PSE&amp;G</b>			
11/14/2017	2017-03-102	7600-00 · Utilities	81.57
Total PSE&G			81.57
<b>READY REFRESH BY NESTLE</b>			
11/14/2017	2017-02-037	7730-00 · Bldg Maintenance	21.27
Total READY REFRESH BY NESTLE			21.27
<b>SAMUEL KLEIN &amp; COMPANY</b>			
11/14/2017	2017-03-103	6400-02 · Accounting/Auditing Fees	4,175.00
11/14/2017	2017-03-103	6400-02 · Accounting/Auditing Fees	850.00
Total SAMUEL KLEIN & COMPANY			5,025.00
<b>SISBARRO FLEET SERVICE</b>			
11/14/2017	2017-01-063	7710-04 · Truck Service	1,086.92
Total SISBARRO FLEET SERVICE			1,086.92
<b>STANDARD WASTE SERVICES</b>			
11/14/2017	2017-02-038	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
<b>WILLIAM STONAKER</b>			
11/14/2017	2017-03-104	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
<b>TOTAL</b>			<b><u>25,748.76</u></b>

**BANK RECONCILIATION**

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

MONTH OF: **October-17**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	30-Sep-17	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 20,198.34
			AS OF:	31-Oct-17
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on	\$ -			
TOTAL DEBITS:	\$ -			
	TOTAL	\$ 20,000.00		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 10/31	\$ 17,430.52			
				\$ 20,198.34
ACCOUNT ANALYSIS	\$ 1.66		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 17,630.52
TOTAL CREDITS:	\$ 17,432.18			
ENDING BANK BALANCE-Per G/L	31-Oct-17	\$ 2,567.82	BANK BALANCE-Per Reconciliation:	\$ 2,567.82

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
7995	346.26	AT&T	10/19/17	
7996	25.99	Auto King	10/19/17	
7997	250.00	Deborah Fitzgerald	10/19/17	
7998	250.00	Jonathon Rampacek	10/19/17	
7999	199.00	Netlink	10/19/17	
8000	4,735.50	NJ American Water	10/19/17	
8001	1,668.00	Penguin Management	10/19/17	
8002	81.64	PSE&G	10/19/17	
8003	21.27	Ready Refresh	10/19/17	
8004	1,785.61	Sisbarro Fleet	10/19/17	
8005	7,592.49	Skylands Area Fire Equip	10/19/17	
8006	132.76	Standard Waste	10/19/17	
8007	342.00	Tactical Public Safety	10/19/17	
TOTAL	\$ 17,630.52			

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**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
 October 2017

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
10/19/2017	7995	AT&T	LOCAL & LONG DISTANCE 9/24/17	(346.26)
10/19/2017	7996	AUTO KING PARTS & SUPPLIES	A/C# J2100 INV#517610 9/25/17	(25.99)
10/19/2017	7997	DEBORAH A. FITZGERALD	INV# 2017009 9/30/17	(250.00)
10/19/2017	7998	JONATHON RAMPACEK	REFILL VOLUNTEER PETTY CASH	(250.00)
10/19/2017	7999	NETLINK WEB SERVICES, LLC	INV# NWS2088 10/1/17	(199.00)
10/19/2017	8000	NJ-AMERICAN WATER COMP.	A/C# 1018-210025838964 10/3/17	(4,735.50)
10/19/2017	8001	PENGUIN MANAGEMENT, INC.	INV# 46328 10/1/17	(1,668.00)
10/19/2017	8002	PSE&G	GAS 9/21/17	(81.64)
10/19/2017	8003	READY REFRESH BY NESTLE	INV# 1717801965661 10/2/17	(21.27)
10/19/2017	8004	SISBARRO FLEET SERVICE	INV# 742 10/16/17	(1,785.61)
10/19/2017	8005	SKYLANDS AREA FIRE EQUIPMENT & TRAI...	INV# 9187 9/15/17	(7,592.49)
10/19/2017	8006	STANDARD WASTE SERVICES	INV# 304443 10/1/17	(132.76)
10/19/2017	8007	TACTICAL PUBLIC SAFETY, LLC	INV# 30637 9/22/17	(342.00)
Total 1104-00 · Cash in Checking-PNC				(17,430.52)
<b>TOTAL</b>				<b>(17,430.52)</b>

**Jamesburg Board of Fire Commissioners**

**Outstanding Checks**

April through October 2017

11/14/17

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	4/20/2017	7888	JG PAINTING & CONTRAC...	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	10/19/2017	7995	AT&T	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-03-086		7600-00 · Utilities	-346.26
TOTAL					-346.26
Bill Pmt -Check	10/19/2017	7996	AUTO KING PARTS & SUP...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-050		7710-04 · Truck Service	-25.99
TOTAL					-25.99
Bill Pmt -Check	10/19/2017	7997	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-03-087		6400-02 · Accounting/Auditing Fees	-250.00
TOTAL					-250.00
Bill Pmt -Check	10/19/2017	7998	JONATHON RAMPACEK	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-051		6500-02 · Misc Supplies(petty cash)	-250.00
TOTAL					-250.00
Bill Pmt -Check	10/19/2017	7999	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-03-088		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	10/19/2017	8000	NJ-AMERICAN WATER CO...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-03-089		7200-00 · Hydrant Rental Dom Wa...	-4,735.50
TOTAL					-4,735.50
Bill Pmt -Check	10/19/2017	8001	PENGUIN MANAGEMENT, I...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-052		7710-01 · Radio Serv/Repair	-1,668.00
TOTAL					-1,668.00
Bill Pmt -Check	10/19/2017	8002	PSE&G	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-03-090		7600-00 · Utilities	-81.64
TOTAL					-81.64
Bill Pmt -Check	10/19/2017	8003	READY REFRESH BY NES...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-02-032		7730-00 · Bldg Maintenance	-21.27
TOTAL					-21.27
Bill Pmt -Check	10/19/2017	8004	SISBARRO FLEET SERVICE	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-041		7710-04 · Truck Service	-1,785.61
TOTAL					-1,785.61

**Jamesburg Board of Fire Commissioners**

**Outstanding Checks**

April through October 2017

11/14/17

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill Pmt -Check	10/19/2017	8005	SKYLANDS AREA FIRE EQ...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-025		7195-00 · Uniform & Equip(Firefigh...	-7,592.49
TOTAL					-7,592.49
Bill Pmt -Check	10/19/2017	8006	STANDARD WASTE SERVI...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-02-033		7730-00 · Bldg Maintenance	-132.76
TOTAL					-132.76
Bill Pmt -Check	10/19/2017	8007	TACTICAL PUBLIC SAFET...	1104-00 · Cash in Checking-PNC	
Bill	10/18/2017	2017-01-053		7710-01 · Radio Serv/Repair	-342.00
TOTAL					-342.00