

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 2/15/18

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ -
Vouchers/Fees paid/Transfers since last meeting:	\$ (30,497.29)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ (10,497.29)
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 371,301.40
Withdrawals/Transfers to Checking:	\$ -
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 55.65
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 371,357.05
GRAND TOTAL CASH ON HAND:	\$ 360,859.76
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 100,449.64

Notes - 2/15/18 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (110,946.93) therefore a transfer FROM PNC Sav of **\$130,946.93** 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 \$55.65 on 1/31/18.

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

6:22 PM

02/15/18

Accrual Basis

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	8,801.47	15,000.00	58.7%
Total 7140-00 · Truck Equipment	8,801.47	15,000.00	58.7%
7195-00 · Uniform & Equip(Firefighters)	17,668.61	15,000.00	117.8%
Total 7100-00 · Reimb for Exp & Losses	26,470.08	30,000.00	88.2%
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	4,447.61	12,000.00	37.1%
Total 7500-00 · Professional Services	4,447.61	12,000.00	37.1%
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	26,658.17	15,000.00	177.7%
7710-05 · Equipment Testing	6,210.65	5,000.00	124.2%
Total 7710-00 · Truck Service	36,846.36	30,000.00	122.8%
7720-00 · Air Pack & Bottle Repair	1,170.58	1,800.00	65.0%
7730-00 · Bldg Maintenance	21,596.98	32,500.00	66.5%
7740-00 · Bldg Supplies	1,112.64	2,000.00	55.6%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	93,226.58	98,800.00	94.4%
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	206,817.88	305,000.00	67.8%
9600-00 · Commitments for Future Capital	0.00	20,000.00	0.0%
Total Other Expense	511,693.48	673,250.00	76.0%
Net Other Income	(511,693.48)	(673,250.00)	76.0%
Net Income	(548,981.36)	(727,350.00)	75.5%

02/15/18

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

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO. 12/31/2017	2017-01-054	7710-05 · Equipment Testing	1,248.46
Total APPROVED FIRE PROTECTION CO.			1,248.46
BETTER LIVING DEPT. STORE 12/31/2017	2017-02-049	7740-00 · Bldg Supplies	67.35
Total BETTER LIVING DEPT. STORE			67.35
FAT BOYS LANDSCAPING, LLC 12/31/2017	2017-02-050	7730-00 · Bldg Maintenance	175.00
Total FAT BOYS LANDSCAPING, LLC			175.00
FINNELL'S EMERGENCY VEHICLE UPFITTING & G 12/31/2017	2017-01-056	7140-01 · Fire Equipment	500.00
Total FINNELL'S EMERGENCY VEHICLE UPFITTING & G			500.00
FIRSTLINE LOCKSMITH, LLC 12/31/2017	2017-02-051	7740-00 · Bldg Supplies	57.96
Total FIRSTLINE LOCKSMITH, LLC			57.96
MIDDLESEX COUNTY FIRE ACADEMY 12/31/2017	2017-01-074	7500-03 · Training & Education	84.00
Total MIDDLESEX COUNTY FIRE ACADEMY			84.00
NEW JERSEY FIRE EQUIPMENT CO. 12/31/2017	2017-01-064	7140-01 · Fire Equipment	2,025.00
Total NEW JERSEY FIRE EQUIPMENT CO.			2,025.00
RELIABLE FIRE PROTECTION 12/31/2017	2017-02-052	7730-00 · Bldg Maintenance	930.25
Total RELIABLE FIRE PROTECTION			930.25
SISBARRO FLEET SERVICE 12/31/2017	2017-01-075	7710-04 · Truck Service	524.31
Total SISBARRO FLEET SERVICE			524.31
TACTICAL PUBLIC SAFETY, LLC 12/31/2017	2017-01-008A	9300-00 · Capital - Radios & Air Filling	78,513.94
Total TACTICAL PUBLIC SAFETY, LLC			78,513.94
WARSHAUER GENERATOR LLC 12/31/2017	2017-02-053	7730-00 · Bldg Maintenance	605.00
Total WARSHAUER GENERATOR LLC			605.00
TOTAL			84,731.27

02/15/18

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

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO. 12/31/2017	2017-01-054	7710-05 · Equipment Testing	1,248.46
Total APPROVED FIRE PROTECTION CO.			1,248.46
AT&T 2/15/2018	2018-03-005	7600-00 · Utilities	334.12
Total AT&T			334.12
BETTER LIVING DEPT. STORE 12/31/2017	2017-02-049	7740-00 · Bldg Supplies	67.35
Total BETTER LIVING DEPT. STORE			67.35
BOROUGH OF JAMESBURG SEWER UTILITY 2/15/2018	2018-03-006	7600-00 · Utilities	240.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			240.50
BRIAN H. WRIGHT 2/15/2018	2018-03-019	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
DEBORAH A. FITZGERALD 2/15/2018	2018-03-007	6400-02 · Accounting/Auditing Fees	252.50
Total DEBORAH A. FITZGERALD			252.50
DINA WALKER 2/15/2018	2018-03-008	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
FAT BOYS LANDSCAPING, LLC 12/31/2017	2017-02-050	7730-00 · Bldg Maintenance	175.00
Total FAT BOYS LANDSCAPING, LLC			175.00
FINNELL'S EMERGENCY VEHICLE UPFITTING & G 12/31/2017	2017-01-056	7140-01 · Fire Equipment	500.00
Total FINNELL'S EMERGENCY VEHICLE UPFITTING & G			500.00
FIRSTLINE LOCKSMITH, LLC 12/31/2017	2017-02-051	7740-00 · Bldg Supplies	57.96
Total FIRSTLINE LOCKSMITH, LLC			57.96
GANNETT NEW JERSEY NEWSPAPERS 2/15/2018	2018-03-009	6400-05 · Election Expenses	43.80
Total GANNETT NEW JERSEY NEWSPAPERS			43.80
JCP&L 2/15/2018	2018-03-010	7600-00 · Utilities	733.81
Total JCP&L			733.81
LYNETTE EMENS 2/15/2018	2018-03-011	6100-01 · Commissioners Pay	520.00
Total LYNETTE EMENS			520.00
MIDDLESEX COUNTY FIRE ACADEMY 12/31/2017	2017-01-074	7500-03 · Training & Education	84.00
Total MIDDLESEX COUNTY FIRE ACADEMY			84.00
NANCY LINKE 2/15/2018	2018-03-012	6100-01 · Commissioners Pay	943.00
Total NANCY LINKE			943.00
NETLINK WEB SERVICES, LLC 2/15/2018	2018-03-013	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO. 12/31/2017	2017-01-064	7140-01 · Fire Equipment	2,025.00
Total NEW JERSEY FIRE EQUIPMENT CO.			2,025.00
NJ-AMERICAN WATER COMP. 2/15/2018	2018-03-014	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,735.50

02/15/18

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

Date	Num	Account	Open Balance
OLIVER L.E. SODEN AGENCY 2/15/2018	2018-03-015	7400-00 · Insurance Premium	3,991.00
Total OLIVER L.E. SODEN AGENCY			3,991.00
PSE&G 2/15/2018	2018-03-016	7600-00 · Utilities	958.36
Total PSE&G			958.36
READY REFRESH BY NESTLE 2/15/2018	2018-02-004	7730-00 · Bldg Maintenance	22.27
Total READY REFRESH BY NESTLE			22.27
RELIABLE FIRE PROTECTION 12/31/2017	2017-02-052	7730-00 · Bldg Maintenance	930.25
Total RELIABLE FIRE PROTECTION			930.25
SISBARRO FLEET SERVICE 12/31/2017	2017-01-075	7710-04 · Truck Service	524.31
Total SISBARRO FLEET SERVICE			524.31
STANDARD WASTE SERVICES 2/15/2018	2018-02-005	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
TACTICAL PUBLIC SAFETY, LLC 12/31/2017	2017-01-008A	9300-00 · Capital - Radios & Air Filling	78,513.94
Total TACTICAL PUBLIC SAFETY, LLC			78,513.94
VIKING TERMITE & PEST CONTROL, INC. 2/15/2018	2018-02-006	7730-00 · Bldg Maintenance	145.00
Total VIKING TERMITE & PEST CONTROL, INC.			145.00
W.B. MASON CO. INC. 2/15/2018	2018-03-017	6500-01 · Office Supplies	578.75
Total W.B. MASON CO. INC.			578.75
WARSHAUER GENERATOR LLC 12/31/2017	2017-02-053	7730-00 · Bldg Maintenance	605.00
Total WARSHAUER GENERATOR LLC			605.00
WILLIAM STONAKER 2/15/2018	2018-03-018	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
TOTAL			100,449.64

BANK RECONCILIATION

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

MONTH OF: **January-18**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Dec-17	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 2,663.71
			AS OF:	29-Dec-17
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on		\$ -		
TOTAL DEBITS:		\$ -		
	TOTAL	\$ 20,000.00		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 1/31		\$ 30,497.29		
				\$ 2,663.71
ACCOUNT ANALYSIS			LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 13,161.00
TOTAL CREDITS:		\$ 30,497.29		
ENDING BANK BALANCE-Per G/L	31-Jan-18	\$ (10,497.29)	BANK BALANCE-Per Reconciliation:	\$ (10,497.29)

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
8045	11,112.00	Joseph Youssouf	12/21/17	
8061	300.00	Deborah A Fitzgerald	1/18/18	
8063	199.00	Netlink Web Services	1/18/18	
8067	1,350.00	Samuel Klein & Company	1/18/18	
TOTAL	\$ 13,161.00			

02/15/18

Jamesburg Board of Fire Commissioners
Monthly Check Register
January 2018

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
1/18/2018	8059	AT&T	LOCAL & LONG DISTANCE 12/24/17	(333.80)
1/18/2018	8060	CENTRAL JERSEY SECURITY		(7,979.85)
1/18/2018	8061	DEBORAH A. FITZGERALD	INV# 2017012 12/31/17	(300.00)
1/18/2018	8062	FIRST RESPONDER JOINT INSURANCE FUND	1ST INSTALL- W/COMP, PKG, MGMT LIAB, ENVL, EXCESS LI...	(14,781.00)
1/18/2018	8063	NETLINK WEB SERVICES, LLC	INV# NWS2128 1/1/18	(199.00)
1/18/2018	8064	NJ-AMERICAN WATER COMP.		(4,772.31)
1/18/2018	8065	PSE&G	INV# 503100034568 12/20/17	(621.02)
1/18/2018	8066	READY REFRESH BY NESTLE	INV# 17L7801965661 12/31/17	(22.27)
1/18/2018	8067	SAMUEL KLEIN & COMPANY	2018 BUDGET 1/8/18	(1,350.00)
1/18/2018	8068	STANDARD WASTE SERVICES	INV# 310739 1/1/18	(132.76)
1/18/2018	8069	VIKING TERMITE & PEST CONTROL, INC.	INV# 18680894 1/1/18	(5.28)
Total 1104-00 - Cash in Checking-PNC				(30,497.29)
TOTAL				(30,497.29)

Jamesburg Board of Fire Commissioners

Outstanding Checks

April 2017 through January 2018

02/15/18

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	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	1/18/2018	8061	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	12/31/2017	2017-03-114		6400-02 · Accounting/Auditing Fees	-300.00
TOTAL					-300.00
Bill Pmt -Check	1/18/2018	8063	NETLINK WEB SERVICES, LLC	1104-00 · Cash in Checking-PNC	
Bill	1/16/2018	2018-03-002		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	1/18/2018	8067	SAMUEL KLEIN & COMPANY	1104-00 · Cash in Checking-PNC	
Bill	1/16/2018	2018-03-004		6400-02 · Accounting/Auditing Fees	-1,350.00
TOTAL					-1,350.00