

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 3/17/16

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,620.27
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 16,870.32
Vouchers/Fees paid/Transfers since last meeting:	\$ (19,848.43)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 16,642.16
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 319,332.74
Withdrawals/Transfers to Checking:	\$ (16,870.32)
Deposits/Interest to Savings Account (see Note 4):	\$ 26.49
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 302,488.91
GRAND TOTAL CASH ON HAND:	\$ 319,131.07
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 9,773.58

Notes - 3/17/16 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ 6,868.58 therefore a transfer FROM PNC Sav of **\$13,131.42** needs to be made in order to maintain the control balance of **\$20,000.00**. Checks #7620 thru #7624, payable to the 5 commissioners, were cut after last month's meeting to cover the 1st quarter of commissioners' fees - the total was \$3,351.

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 \$26.49 on 2/29/16.

12:11 AM
03/16/16
Accrual Basis

**Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2015**

DRAFT

	Jan - Dec 15	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	13,806.32	17,000.00	81.2%
6400-02 · Accounting/Auditing Fees	9,044.36	12,000.00	75.4%
6400-04 · Medical Services	4,455.00	5,250.00	84.9%
Total 6400-00 · Professional Fees	27,305.68	34,250.00	79.7%
6400-05 · Election Expenses	521.00	3,500.00	14.9%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,692.33	5,000.00	53.8%
6500-02 · Misc Supplies(petty cash)	198.80	200.00	99.4%
Total 6500-00 · Office \Postage Exp	2,891.13	5,200.00	55.6%
Total Expense	44,117.81	57,850.00	76.3%
Net Ordinary Income	(44,117.81)	(57,850.00)	76.3%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	8,754.56	13,000.00	67.3%
Total 7140-00 · Truck Equipment	8,754.56	13,000.00	67.3%
7195-00 · Uniform & Equip(Firefighters)	13,820.72	10,000.00	138.2%
Total 7100-00 · Reimb for Exp & Losses	22,575.28	23,000.00	98.2%
7200-00 · Hydrant Rental Dom Water	55,841.36	56,000.00	99.7%
7400-00 · Insurance Premium	46,857.00	46,000.00	101.9%
7500-00 · Professional Services			
7500-01 · Advertising	110.24	750.00	14.7%
7500-03 · Training & Education	4,973.98	7,500.00	66.3%
Total 7500-00 · Professional Services	5,084.22	8,250.00	61.6%
7600-00 · Utilities	19,467.47	23,000.00	84.6%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	3,545.00	5,000.00	70.9%
7710-02 · Fuel	2,063.80	5,000.00	41.3%
7710-04 · Truck Service	16,121.05	15,000.00	107.5%
7710-05 · Equipment Testing	3,799.45	5,000.00	76.0%
Total 7710-00 · Truck Service	25,529.30	30,000.00	85.1%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	30,895.96	39,000.00	79.2%
7740-00 · Bldg Supplies	2,174.37	2,000.00	108.7%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	91,099.63	105,300.00	86.5%
7800-00 · Contingency	1,936.52	25,000.00	7.7%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	14,412.20	19,000.00	75.9%
Total 7850-00 · LOSAP Program	14,412.20	19,000.00	75.9%
8000-00 · Debt Service			
8010-03 · Lease Purchase-Principal	26,312.55	26,313.00	100.0%
8010-10 · Capital Lease-Principal	50,000.00	50,000.00	100.0%
8010-11 · Capital Lease-Oshkosh Princ	24,725.00	24,725.00	100.0%
8020-03 · Lease Purchase-Int.	1,713.12	1,714.00	99.9%
8020-10 · Capital Lease-Interest	4,939.00	4,939.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	8,724.29	8,725.00	100.0%
Total 8000-00 · Debt Service	116,413.96	116,416.00	100.0%
9000-00 · Special Projects			
9200-00 · Capital Project-Fire Equipment	44,361.78		
Total 9000-00 · Special Projects	44,361.78		
Total Other Expense	418,049.42	421,966.00	99.1%
Net Other Income	(418,049.42)	(421,966.00)	99.1%
Net Income	(462,167.23)	(479,816.00)	96.3%

03/16/16

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of March 31, 2016

Date	Num	Account	Open Balance
1ST RESPONDER NEWSPAPER			
3/15/2016	2016-01-001	7500-03 · Training & Education	130.00
Total 1ST RESPONDER NEWSPAPER			130.00
AT&T			
3/15/2016	2016-03-019	7600-00 · Utilities	304.44
Total AT&T			304.44
AUTO KING PARTS & SUPPLIES			
3/15/2016	2016-01-002	7710-04 · Truck Service	59.99
3/15/2016	2016-01-003	7710-04 · Truck Service	29.98
Total AUTO KING PARTS & SUPPLIES			89.97
BETTER LIVING DEPT. STORE			
3/15/2016	2016-01-004	7195-00 · Uniform & Equip(Firefighters)	243.01
3/15/2016	2016-02-005	7730-00 · Bldg Maintenance	38.37
Total BETTER LIVING DEPT. STORE			281.38
COMCAST			
3/15/2016	2016-03-020	7600-00 · Utilities	108.04
Total COMCAST			108.04
DEBORAH A. FITZGERALD			
3/15/2016	2016-03-021	6400-02 · Accounting/Auditing Fees	267.89
Total DEBORAH A. FITZGERALD			267.89
GANNETT NJ			
3/15/2016	2016-03-022	6400-05 · Election Expenses	62.28
Total GANNETT NJ			62.28
GENERAL WASTE REMOVAL, INC.			
3/15/2016	2016-02-006	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
HOLLY FAAS			
3/15/2016	2016-03-023	6400-05 · Election Expenses	150.00
Total HOLLY FAAS			150.00
JAMESBURG VOLUNTEER FIRE - PETTY CASH			
12/31/2015	2015-01-071	7140-01 · Fire Equipment	19.90
12/31/2015	2015-01-071	7710-02 · Fuel	5.00
12/31/2015	2015-01-071	6500-02 · Misc Supplies(petty cash)	9.80
12/31/2015	2015-01-071	7730-00 · Bldg Maintenance	68.60
Total JAMESBURG VOLUNTEER FIRE - PETTY CASH			103.30
JASON GAMMON			
3/15/2016	2016-03-024	6400-05 · Election Expenses	75.00
Total JASON GAMMON			75.00
JCP&L			
3/15/2016	2016-03-025	7600-00 · Utilities	756.77
Total JCP&L			756.77
JENNIE LUDAS			
3/15/2016	2016-03-026	6400-05 · Election Expenses	150.00
Total JENNIE LUDAS			150.00
JOE'S HEATING, INC.			
3/15/2016	2016-02-007	7730-00 · Bldg Maintenance	285.00
Total JOE'S HEATING, INC.			285.00
LINDA CALLAGHAN			
3/15/2016	2016-03-027	6400-05 · Election Expenses	150.00
Total LINDA CALLAGHAN			150.00
MC MASTER-CARR SUPPLY CO.			
3/15/2016	2016-02-008	7730-00 · Bldg Maintenance	73.02
Total MC MASTER-CARR SUPPLY CO.			73.02
NETLINK WEB SERVICES, LLC			
3/15/2016	2016-03-028	6500-01 · Office Supplies	199.00

03/16/16

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 31, 2016

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
3/15/2016	2016-03-029	7200-00 · Hydrant Rental Dom Water	20.23
3/15/2016	2016-03-029	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,755.73
NOBLE INDUSTRIAL SUPPLY CORP.			
3/15/2016	2016-01-005	7710-04 · Truck Service	394.79
Total NOBLE INDUSTRIAL SUPPLY CORP.			394.79
PSE&G			
3/15/2016	2016-03-030	7600-00 · Utilities	764.86
Total PSE&G			764.86
READY REFRESH BY NESTLE			
3/15/2016	2016-02-009	7730-00 · Bldg Maintenance	20.27
Total READY REFRESH BY NESTLE			20.27
SISBARRO TOWING & RECOVERY LLC			
3/15/2016	2016-01-006	7710-04 · Truck Service	380.00
Total SISBARRO TOWING & RECOVERY LLC			380.00
VIKING PEST CONTROL, INC.			
3/15/2016	2016-02-010	7730-00 · Bldg Maintenance	140.28
Total VIKING PEST CONTROL, INC.			140.28
TOTAL			9,773.58

*includes
2015 A/P*

03/15/16

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2015

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
JAMESBURG VOLUNTEER FIRE - PETTY CASH			
12/31/2015	2015-01-071	7140-01 · Fire Equipment	19.90
12/31/2015	2015-01-071	7710-02 · Fuel	5.00
12/31/2015	2015-01-071	6500-02 · Misc Supplies(petty cash)	9.80
12/31/2015	2015-01-071	7730-00 · Bldg Maintenance	68.60
Total JAMESBURG VOLUNTEER FIRE - PETTY CASH			103.30
TOTAL			103.30

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: February-16

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:		31-Jan-16	\$ 19,620.27	BAL. PER BANK STATEMENT	\$ 21,384.08
				AS OF:	29-Feb-16
ADD DEBITS:				ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer					
on 2/18/16	\$	16,870.32			
TOTAL DEBITS:	\$	16,870.32			
		TOTAL	\$ 36,490.59		
LESS CREDITS:				TOTAL IN TRANSIT:	
VOUCHER LIST - 2/29	\$	19,841.59			
					\$ 21,384.08
ACCOUNT ANALYSIS	\$	6.84			
TOTAL CREDITS:	\$	19,848.43			
ENDING BANK BALANCE-Per General Ledger:			\$ 16,642.16	BANK BALANCE-Per Reconciliation:	\$ 16,642.16

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7596	287.50	Deborah A Fitzgerald	1/21/16	
7610	266.42	Deborah A Fitzgerald	2/18/16	
7613	2,816.00	Joseph Youssouf	2/18/16	
7615	199.00	Netlink Web	2/18/16	
7622	653.00	Dina Walker	2/18/16	
7623	520.00	William Stonaker	2/18/16	
TOTAL	\$	4,741.92		

Jamesburg Board of Fire Commissioners
Monthly Check Register
February 2016

03/15/16

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
2/29/2016			Service Charge	(6.84)
2/18/2016	7607	AT&T	LOCAL & LONG DISTANCE 1/24/16	(292.95)
2/18/2016	7608	BOROUGH OF JAMESBURG SEWER UTILITY	1ST QTR 2016 SEWER TAX	(255.74)
2/18/2016	7609	COMCAST	INTERNET & TV 2/3/16	(108.04)
2/18/2016	7610	DEBORAH A. FITZGERALD	INV# 2016001 1/31/16	(286.42)
2/18/2016	7611	GANNETT NJ	INV# 0030158704 1/31/16	(2,056.70)
2/18/2016	7612	GENERAL WASTE REMOVAL, INC.	INV# 62100159 2/1/16	(131.56)
2/18/2016	7613	JOSEPH D YOUSSEUF, ESQUIRE	INV# 229 12/17/15	(2,816.00)
2/18/2016	7614	MADISON PRINTING SERVICE	PRINT 100 BALLOTS - 2016 ELECTION	(133.75)
2/18/2016	7615	NETLINK WEB SERVICES, LLC	INV# NWS1826 2/1/16	(199.00)
2/18/2016	7616	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & 1018-210025838964 2/16	(4,802.18)
2/18/2016	7617	OLIVER L.E. SODEN AGENCY	VOLUNTEER FIREMENS ACCIDENT/HEALTH 3/16-2/17	(4,928.00)
2/18/2016	7618	PSE&G	GAS 1/22/16	(480.99)
2/18/2016	7619	READY REFRESH BY NESTLE	INV# 06A7801965661 2/3/16	(19.26)
2/18/2016	7620	BRIAN H. WRIGHT	1ST QTR 2016 COMMISSIONERS FEES	(715.00)
2/18/2016	7621	PATRICK CONNELLY	1ST QTR 2016 COMMISSIONERS FEES	(520.00)
2/18/2016	7622	DINA WALKER	1ST QTR 2016 COMMISSIONERS FEES	(653.00)
2/18/2016	7623	WILLIAM STONAKER	1ST QTR 2016 COMMISSIONERS FEES	(520.00)
2/18/2016	7624	NANCY LINKE	1ST QTR 2016 COMMISSIONERS FEES	(943.00)
Total 1104-00 · Cash in Checking-PNC				(19,848.43)
TOTAL				(19,848.43)

03/15/16

Jamesburg Board of Fire Commissioners
Outstanding Checks
 January through February 2016

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	1/21/2016	7596	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	12/31/2015	2015-03-124		6400-02 · Accounting/Auditing Fees	-287.50
TOTAL					-287.50
Bill Pmt -Check	2/18/2016	7610	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	2/16/2016	2016-03-012		6400-02 · Accounting/Auditing Fees	-266.42
TOTAL					-266.42
Bill Pmt -Check	2/18/2016	7613	JOSEPH D YOUSSEUF, ES...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2015	2015-03-127		6400-01 · Legal Fees	-2,816.00
TOTAL					-2,816.00
Bill Pmt -Check	2/18/2016	7615	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	2/16/2016	2016-03-015		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Check	2/18/2016	7622	DINA WALKER	1104-00 · Cash in Checking-PNC	
				6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Check	2/18/2016	7623	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
				6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00