

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 3/21/19

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 21,305.78
Vouchers/Fees paid/Transfers since last meeting:	\$ (21,305.78)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 344,243.07
Withdrawals/Transfers to Checking:	\$ (21,305.78)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 283.79
Current Reconciled Balance Remaining in PNC Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 323,221.08
GRAND TOTAL CASH ON HAND:	\$ 343,221.08
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 44,943.88

Notes - 3/21/19 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (24,943.88) therefore a transfer FROM PNC Sav of \$ 44,943.88 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 \$283.79 on 2/28/19.

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

6) 2018 Budget Appropriations vs. Actual is now in a FINAL form.

1:49 AM

03/20/19

Accrual Basis

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2019

	Jan - Dec 19	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	0.00	13,400.00	0.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	0.00	14,900.00	0.0%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	1,947.40	15,000.00	13.0%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	1,947.40	33,000.00	5.9%
6400-05 · Election Expenses	3,250.22	4,000.00	81.3%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	565.39	5,000.00	11.3%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	565.39	5,200.00	10.9%
Total Expense	5,763.01	57,100.00	10.1%
Net Ordinary Income	(5,763.01)	(57,100.00)	10.1%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	279.02	15,000.00	1.9%
Total 7140-00 · Truck Equipment	279.02	15,000.00	1.9%
7195-00 · Uniform & Equip(Firefighters)	0.00	15,000.00	0.0%
Total 7100-00 · Reimb for Exp & Losses	279.02	30,000.00	0.9%
7200-00 · Hydrant Rental Dom Water	9,706.86	58,000.00	16.7%
7400-00 · Insurance Premium	18,519.00	52,000.00	35.6%
7500-00 · Professional Services			
7500-03 · Training & Education	1,074.00	12,000.00	9.0%
Total 7500-00 · Professional Services	1,074.00	12,000.00	9.0%
7600-00 · Utilities	4,469.84	22,000.00	20.3%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	0.00	5,000.00	0.0%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	103.90	20,000.00	0.5%
7710-05 · Equipment Testing	404.60	6,000.00	6.7%
Total 7710-00 · Truck Service	508.50	36,000.00	1.4%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	1,586.60	32,500.00	4.9%
7740-00 · Bldg Supplies	102.00	2,000.00	5.1%
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%
Total 7700-00 · Maint/Repairs	2,197.10	104,800.00	2.1%
7800-00 · Contingency	0.00	25,000.00	0.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,056.11	21,000.00	81.2%
Total 7850-00 · LOSAP Program	17,056.11	21,000.00	81.2%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	0.00	28,759.00	0.0%
8020-11 · Capital Lease-Oshkosh Int	0.00	4,691.00	0.0%
Total 8000-00 · Debt Service	0.00	33,450.00	0.0%
9400-00 · Capital Projects	0.00	117,650.00	0.0%
Total Other Expense	53,301.93	475,900.00	11.2%
Net Other Income	(53,301.93)	(475,900.00)	11.2%
Net Income	(59,064.94)	(533,000.00)	11.1%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 21, 2019

Date	Num	Account	Open Balance
AUTO KING PARTS & SUPPLIES 3/19/2019	2019-01-001	7710-04 · Truck Service	103.90
Total AUTO KING PARTS & SUPPLIES			103.90
BETTER LIVING DEPT. STORE 3/19/2019	2019-02-006	7730-00 · Bldg Maintenance	107.53
Total BETTER LIVING DEPT. STORE			107.53
CENTRAL JERSEY SECURITY 3/19/2019	2019-02-007	7730-00 · Bldg Maintenance	149.85
Total CENTRAL JERSEY SECURITY			149.85
CIRCLE JANITORIAL SUPPLIES, SOUTH 3/19/2019	2019-02-008	7740-00 · Bldg Supplies	102.00
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			102.00
DALTON ELECTRIC COMPANY, INC. 12/31/2018	2018-02-074	7800-00 · Contingency	5,185.37
Total DALTON ELECTRIC COMPANY, INC.			5,185.37
DCI CONSTRUCTION, LLC 12/31/2018	2018-02-075	7730-00 · Bldg Maintenance	11,200.00
Total DCI CONSTRUCTION, LLC			11,200.00
DEBORAH A. FITZGERALD 3/19/2019	2019-03-017	6400-02 · Accounting/Auditing Fees	266.76
Total DEBORAH A. FITZGERALD			266.76
JCP&L 3/19/2019	2019-03-020	7600-00 · Utilities	572.29
Total JCP&L			572.29
MC MASTER-CARR SUPPLY CO. 3/19/2019	2019-01-002	7140-01 · Fire Equipment	242.02
Total MC MASTER-CARR SUPPLY CO.			242.02
MIDDLESEX COUNTY FIRE ACADEMY 3/19/2019	2019-01-003	7500-03 · Training & Education	84.00
Total MIDDLESEX COUNTY FIRE ACADEMY			84.00
MIDDLESEX COUNTY TREASURER 3/19/2019	2019-03-018	6400-05 · Election Expenses	1,580.22
Total MIDDLESEX COUNTY TREASURER			1,580.22
NEW JERSEY FIRE EQUIPMENT CO. 3/19/2019	2019-01-004	7140-01 · Fire Equipment	37.00
Total NEW JERSEY FIRE EQUIPMENT CO.			37.00
NJ-AMERICAN WATER COMP. 3/19/2019 3/19/2019	2019-03-019 2019-03-019	7200-00 · Hydrant Rental Dom Water 7200-00 · Hydrant Rental Dom Water	23.43 4,830.00
Total NJ-AMERICAN WATER COMP.			4,853.43
NORTHEASTERN BUILDING SUPPLY 3/19/2019	2019-02-009	7730-00 · Bldg Maintenance	327.12
Total NORTHEASTERN BUILDING SUPPLY			327.12
PSE&G 3/19/2019	2019-03-021	7600-00 · Utilities	703.16
Total PSE&G			703.16
RELIABLE FIRE PROTECTION 3/19/2019 3/19/2019	2019-01-005 2019-02-010	7710-05 · Equipment Testing 7730-00 · Bldg Maintenance	404.60 258.00
Total RELIABLE FIRE PROTECTION			662.60
SAFETY & SURVIVAL TRAINING, LLC 3/19/2019	2019-01-006	7500-03 · Training & Education	990.00
Total SAFETY & SURVIVAL TRAINING, LLC			990.00
STANDARD WASTE SERVICES 3/19/2019	2019-02-011	7730-00 · Bldg Maintenance	139.40

03/20/19

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of March 21, 2019

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
Total STANDARD WASTE SERVICES			139.40
VALIC			
3/19/2019	2019-03-023	7850-01 · LOSAP Program	17,056.11
Total VALIC			17,056.11
VERIZON			
3/19/2019	2019-03-022	7600-00 · Utilities	351.28
3/19/2019	2019-03-022	7600-00 · Utilities	229.84
Total VERIZON			581.12
TOTAL			<u>44,943.88</u>

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
January through December 2018

FINAL

	Jan - Dec 18	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	10,352.00	17,000.00	60.9%
6400-02 · Accounting/Auditing Fees	9,540.00	15,000.00	63.6%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	19,892.00	33,000.00	60.3%
6400-05 · Efection Expenses	1,258.96	4,000.00	31.5%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	4,162.25	5,000.00	83.2%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	4,162.25	5,200.00	80.0%
Total Expense	38,713.21	57,100.00	67.8%
Net Ordinary Income	(38,713.21)	(57,100.00)	67.8%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	4,702.27	4,800.00	98.0%
Total 7140-00 · Truck Equipment	4,702.27	4,800.00	98.0%
7195-00 · Uniform & Equip(Firefighters)	14,373.50	15,000.00	95.8%
Total 7100-00 · Reimb for Exp & Losses	19,075.77	19,800.00	96.3%
7200-00 · Hydrant Rental Dom Water	58,170.39	58,500.00	99.4%
7400-00 · Insurance Premium	48,333.00	49,500.00	97.6%
7500-00 · Professional Services			
7500-03 · Training & Education	9,164.45	9,200.00	99.6%
Total 7500-00 · Professional Services	9,164.45	9,200.00	99.6%
7600-00 · Utilities	18,905.00	22,000.00	85.9%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,060.00	2,400.00	85.8%
7710-02 · Fuel	2,396.89	5,000.00	47.9%
7710-04 · Truck Service	27,342.30	28,000.00	97.7%
7710-05 · Equipment Testing	6,324.75	6,500.00	97.3%
Total 7710-00 · Truck Service	38,123.94	41,900.00	91.0%
7720-00 · Air Pack & Bottle Repair	2,811.39	2,900.00	96.9%
7730-00 · Bldg Maintenance	32,708.49	37,500.00	87.2%
7740-00 · Bldg Supplies	1,263.92	2,000.00	63.2%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	107,407.74	116,800.00	92.0%
7800-00 · Contingency	23,022.44	23,300.00	98.8%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	20,612.74	20,700.00	99.6%
Total 7850-00 · LOSAP Program	20,612.74	20,700.00	99.6%
8000-00 · Debt Service			
8010-11 · Capital Lease-Oshkosh Princ	27,692.01	27,692.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	5,757.28	5,758.00	100.0%
Total 8000-00 · Debt Service	33,449.29	33,450.00	100.0%
9300-00 · Capital - Radios & Air Filling	39,256.98	52,650.00	74.6%
Total Other Expense	377,397.80	405,900.00	93.0%
Net Other Income	(377,397.80)	(405,900.00)	93.0%
Net Income	(416,111.01)	(463,000.00)	89.9%

03/19/19

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of December 31, 2018

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
DALTON ELECTRIC COMPANY, INC. 12/31/2018	2018-02-074	7800-00 · Contingency	5,185.37
Total DALTON ELECTRIC COMPANY, INC.			5,185.37
DCI CONSTRUCTION, LLC 12/31/2018	2018-02-075	7730-00 · Bldg Maintenance	11,200.00
Total DCI CONSTRUCTION, LLC			11,200.00
TOTAL			16,385.37

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: February-19

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Jan-19	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 21,027.80
			AS OF: <u>28-Feb-19</u>	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 2/21/19	\$ 21,305.78			
TOTAL DEBITS:	\$ 21,305.78			
	TOTAL	\$ 41,305.78		
LESS CREDITS:				
VOUCHER LIST - 2/28/19	\$ 21,305.78		TOTAL IN TRANSIT:	\$ 21,027.80
ACCOUNT ANALYSIS FEE	\$ -		LESS CHECKS OUTSTANDING:	
TOTAL CREDITS:	\$ 21,305.78		TOTAL:	\$ 1,027.80
ENDING BANK BALANCE-Per G/L	28-Feb-19	\$ 20,000.00	BANK BALANCE-Per Reconciliation:	\$ 20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
8261	22.27	Ready Refresh	10/25/18	
8279	651.00	Dina Walker	11/15/18	
8325	155.53	Jamesburg Vol Fire Petty Cash	1/17/19	
8345	199.00	Netlink Web Services	2/21/19	
TOTAL	\$ 1,027.80			

Jamesburg Board of Fire Commissioners

Monthly Check Register

February 2019

03/19/19

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
2/21/2019	8338	BOROUGH OF JAMESBURG SEWER UTILITY	1ST QTR 2019 SEWER CHARGES	(240.50)
2/21/2019	8339	DEBORAH A. FITZGERALD	INV# 2019001 1/31/19	(330.64)
2/21/2019	8340	EMERGENCY EQUIPMENT SALES, LLC	INV# 18-1061 12/1/18	(3,453.60)
2/21/2019	8341	GANNETT NEW JERSEY NEWSPAPERS	INV# 0002227069 1/17/19	(1,270.00)
2/21/2019	8342	GARY LUDAS	2019 ELECTION HELP	(150.00)
2/21/2019	8343	JCP&L	ELECTRIC 1/15/19, 2/13/19	(1,410.24)
2/21/2019	8344	JENNIE LUDAS	2019 ELECTION HELP	(150.00)
2/21/2019	8345	NETLINK WEB SERVICES, LLC	INV# NWS2295 2/1/19	(199.00)
2/21/2019	8346	NEW JERSEY FIRE EQUIPMENT CO.	INV# 59090 12/21/18	(3,800.00)
2/21/2019	8347	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & 1018-210025838964 2/2019	(4,853.43)
2/21/2019	8348	OLIVER L.E. SODEN AGENCY	VOL FIREMENS ACCIDENT/HEALTH - EFF 3/1/19	(3,903.00)
2/21/2019	8349	PSE&G	GAS 1/25/19	(860.28)
2/21/2019	8350	READY REFRESH BY NESTLE	INV# 19A7801965661 2/2/19	(25.97)
2/21/2019	8351	RUSTY ALLEN	VOID: 2019 ELECTION HELP	0.00
2/21/2019	8352	STANDARD WASTE SERVICES	INV# 340164 2/1/19	(139.40)
2/21/2019	8353	VERIZON	TV/INTERNET 1/10/19	(102.25)
2/21/2019	8354	VIKING TERMITE & PEST CONTROL, INC.	INV# 18752077 1/26/19	(150.08)
2/21/2019	8355	W.B. MASON CO. INC.	INV# I62989811 1/28/19, I63027193 1/29/19	(167.39)
2/21/2019	8356	RUSTY ALLEN	2019 ELECTION HELP	(100.00)
Total 1104-00 · Cash in Checking-PNC				(21,305.78)
TOTAL				(21,305.78)

Jamesburg Board of Fire Commissioners

Outstanding Checks

October 2018 through February 2019

03/20/19

Type	Date	Num	Name	Account	Paid Amount
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	11/15/2018	8279	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	11/14/2018	2018-03-097		6100-01 · Commissioners Pay	-651.00
TOTAL					-651.00
Bill Pmt -Check	1/17/2019	8325	JAMESBURG VOLUNTEER FIRE - PETTY C...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2018	2018-02-073		7195-00 · Uniform & Equip(Firefighters)	-59.32
				7710-05 · Equipment Testing	-31.21
				7710-02 · Fuel	-65.00
TOTAL					-155.53
Bill Pmt -Check	2/21/2019	8345	NETLINK WEB SERVICES, LLC	1104-00 · Cash in Checking-PNC	
Bill	2/20/2019	2019-03-010		6500-01 · Office Supplies	-199.00
TOTAL					-199.00