

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 4/21/16

Reconciled balance brought forward in **PNC Checking** Acct from last meeting: \$ 16,642.16

Deposits/Voided Checks since the last meeting (see Note 1): \$ 13,131.42

Vouchers/Fees paid/Transfers since last meeting: \$ (11,153.58)

Current Reconciled Balance Remaining in PNC Checking Account (Note 1): **\$ 18,620.00**

Reconciled **PNC Savings** Balance brought forward from last meeting: \$ 302,488.91

Withdrawals/Transfers to Checking: \$ (13,131.42)

Deposits/Interest to Savings Account (see Note 4): \$ 25.09

Current Reconciled Balance Remaining in PNC Savings Account: **\$ 289,382.58**

GRAND TOTAL CASH ON HAND: \$ 308,002.58

Total Dollar Amount of Current Month Voucher List to be Paid: **\$ 76,542.76**

Notes - 4/21/16 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (57,922.76) therefore a transfer FROM PNC Sav of **\$77,922.76** needs to be made in order to maintain the control balance of **\$20,000.00**. Check #7648 payable to NJ-MVS for \$60, and #7649 payable to Warshauer Generator for \$1,320, were cut after last month's meeting on 3/17/16.

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 \$25.09 on 3/31/16.

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

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 04/19/16
 Accrual Basis

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

FINAL

	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 IPostage 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 IPostage 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	9,100.00	96.2%
Total 7140-00 · Truck Equipment	8,754.56	9,100.00	96.2%
7195-00 · Uniform & Equip(Firefighters)	13,820.72	13,900.00	99.4%
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	47,000.00	99.7%
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	16,200.00	99.5%
7710-05 · Equipment Testing	3,799.45	3,800.00	100.0%
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	37,800.00	81.7%
7740-00 · Bldg Supplies	2,174.37	2,200.00	98.8%
7750-00 · Fire Comp. Contract	32,500.00	32,500.00	100.0%
Total 7700-00 · Maint/Repairs	91,099.63	104,300.00	87.3%
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%

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Accrual Basis

Jamesburg Board of Fire Commissioners
Budgeted Appropriations vs. Actual
 January through December 2016

	Jan - Dec 16	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	3,351.00	13,400.00	25.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	3,351.00	14,900.00	22.5%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	2,146.81	12,000.00	17.9%
6400-04 · Medical Services	0.00	5,250.00	0.0%
Total 6400-00 · Professional Fees	2,146.81	34,250.00	6.3%
6400-05 · Election Expenses	2,777.73	3,500.00	79.4%
6500-00 · Office IPostage Exp			
6500-01 · Office Supplies	1,576.69	5,000.00	31.5%
6500-02 · Misc Supplies(petty cash)	60.00	200.00	30.0%
Total 6500-00 · Office IPostage Exp	1,636.69	5,200.00	31.5%
Total Expense	9,912.23	57,850.00	17.1%
Net Ordinary Income	(9,912.23)	(57,850.00)	17.1%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	1,115.00	13,000.00	8.6%
Total 7140-00 · Truck Equipment	1,115.00	13,000.00	8.6%
7195-00 · Uniform & Equip(Firefighters)	243.01	13,000.00	1.9%
Total 7100-00 · Reimb for Exp & Losses	1,358.01	26,000.00	5.2%
7200-00 · Hydrant Rental Dom Water	14,393.60	58,000.00	24.8%
7400-00 · Insurance Premium	33,242.00	48,000.00	69.3%
7500-00 · Professional Services			
7500-01 · Advertising	0.00	500.00	0.0%
7500-03 · Training & Education	1,175.00	7,500.00	15.7%
Total 7500-00 · Professional Services	1,175.00	8,000.00	14.7%
7600-00 · Utilities	6,870.27	22,000.00	31.2%
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	1,153.63	15,000.00	7.7%
7710-05 · Equipment Testing	57.50	5,000.00	1.2%
Total 7710-00 · Truck Service	1,211.13	30,000.00	4.0%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	3,065.62	32,500.00	9.4%
7740-00 · Bldg Supplies	330.88	2,000.00	16.5%
7750-00 · Fire Comp. Contract	0.00	32,500.00	0.0%
Total 7700-00 · Maint/Repairs	4,607.63	98,800.00	4.7%
7800-00 · Contingency	14.61	25,000.00	0.1%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	17,294.64	19,000.00	91.0%
Total 7850-00 · LOSAP Program	17,294.64	19,000.00	91.0%
8000-00 · Debt Service			
8010-03 · Lease Purchase-Principal	0.00	27,156.00	0.0%
8010-10 · Capital Lease-Principal	0.00	60,000.00	0.0%
8010-11 · Capital Lease-Oshkosh Princ	25,676.80	25,677.00	100.0%
8020-03 · Lease Purchase-Int.	0.00	876.00	0.0%
8020-10 · Capital Lease-Interest	0.00	2,694.00	0.0%
8020-11 · Capital Lease-Oshkosh Int	7,772.49	772.00	1,006.8%
Total 8000-00 · Debt Service	33,449.29	117,175.00	28.5%
Total Other Expense	112,405.05	421,975.00	26.6%
Net Other Income	(112,405.05)	(421,975.00)	26.6%
Net Income	(122,317.28)	(479,825.00)	25.5%

04/20/16

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2016

Date	Num	Account	Open Balance
1ST CHOICE SAFETY EQUIPMENT, LLC			
4/19/2016	2016-01-009	7140-01 · Fire Equipment	875.00
Total 1ST CHOICE SAFETY EQUIPMENT, LLC			875.00
APPROVED FIRE PROTECTION CO.			
4/19/2016	2016-01-010	7710-05 · Equipment Testing	57.50
Total APPROVED FIRE PROTECTION CO.			57.50
AT&T			
4/19/2016	2016-03-031	7600-00 · Utilities	304.26
Total AT&T			304.26
AUTO AUTHORITY LLC			
4/19/2016	2016-01-011	7710-04 · Truck Service	288.87
Total AUTO AUTHORITY LLC			288.87
BETTER LIVING DEPT. STORE			
4/19/2016	2016-02-011	7730-00 · Bldg Maintenance	404.91
Total BETTER LIVING DEPT. STORE			404.91
BOROUGH OF JAMESBURG SEWER UTILITY			
4/19/2016	2016-03-032	7600-00 · Utilities	236.75
Total BOROUGH OF JAMESBURG SEWER UTILITY			236.75
CIRCLE JANITORIAL SUPPLIES, SOUTH			
4/19/2016	2016-02-012	7740-00 · Bldg Supplies	330.88
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			330.88
COMCAST			
4/19/2016	2016-03-033	7600-00 · Utilities	108.02
Total COMCAST			108.02
DEBORAH A. FITZGERALD			
4/19/2016	2016-03-034	6400-02 · Accounting/Auditing Fees	262.50
Total DEBORAH A. FITZGERALD			262.50
DINA WALKER - PETTY CASH			
4/19/2016	2016-03-035	6500-01 · Office Supplies	378.74
Total DINA WALKER - PETTY CASH			378.74
FIRST RESPONDER JOINT INSURANCE FUND			
4/19/2016	2016-03-036	7400-00 · Insurance Premium	14,157.00
Total FIRST RESPONDER JOINT INSURANCE FUND			14,157.00
GENERAL WASTE REMOVAL, INC.			
4/19/2016	2016-02-013	7730-00 · Bldg Maintenance	131.56
Total GENERAL WASTE REMOVAL, INC.			131.56
JCP&L			
4/19/2016	2016-03-037	7600-00 · Utilities	876.29
4/19/2016	2016-03-037	7600-00 · Utilities	695.71
Total JCP&L			1,572.00
MIDDLESEX COUNTY FIRE ACADEMY			
4/19/2016	2016-01-012	7500-03 · Training & Education	126.00
4/19/2016	2016-01-013	7500-03 · Training & Education	630.00
4/19/2016	2016-01-014	7500-03 · Training & Education	289.00
Total MIDDLESEX COUNTY FIRE ACADEMY			1,045.00
NETLINK WEB SERVICES, LLC			
4/19/2016	2016-03-038	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
4/19/2016	2016-03-039	7200-00 · Hydrant Rental Dom Water	26.88
4/19/2016	2016-03-039	7200-00 · Hydrant Rental Dom Water	4,735.50
Total NJ-AMERICAN WATER COMP.			4,762.38
PNC EQUIPMENT FINANCE			
4/19/2016	2016-03-040	8010-11 · Capital Lease-Oshkosh Princ	25,676.80
4/19/2016	2016-03-040	8020-11 · Capital Lease-Oshkosh Int	7,772.49

04/20/16

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of April 30, 2016

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
Total PNC EQUIPMENT FINANCE			33,449.29
PSE&G			
4/19/2016	2016-03-041	7600-00 · Utilities	394.20
Total PSE&G			394.20
READY REFRESH BY NESTLE			
4/19/2016	2016-02-014	7730-00 · Bldg Maintenance	20.27
Total READY REFRESH BY NESTLE			20.27
TEAM LIFE, INC.			
4/19/2016	2016-01-015	7140-01 · Fire Equipment	240.00
Total TEAM LIFE, INC.			240.00
VALIC			
4/19/2016	2016-03-042	7850-01 · LOSAP Program	17,294.64
Total VALIC			17,294.64
W.B. MASON CO. INC.			
4/19/2016	2016-03-043	6500-01 · Office Supplies	29.99
Total W.B. MASON CO. INC.			29.99
TOTAL			76,542.76

BANK RECONCILIATION

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

MONTH OF: **March-16**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	29-Feb-16	\$ 16,642.16	BAL. PER BANK STATEMENT	\$ 19,376.30
			AS OF:	31-Mar-16
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 3/17/16	\$ 13,131.42			
TOTAL DEBITS:	\$ 13,131.42			
	TOTAL	\$ 29,773.58		
LESS CREDITS:			TOTAL IN TRANSIT:	\$ -
VOUCHER LIST - 3/31	\$ 11,153.58			\$ 19,376.30
ACCOUNT ANALYSIS	\$ -		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$ 756.30
TOTAL CREDITS:	\$ 11,153.58			
ENDING BANK BALANCE-Per General Ledger:		\$ 18,620.00	BANK BALANCE-Per Reconciliation:	\$ 18,620.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7622	653.00	Dina Walker	2/18/16	
7634	103.30	Jamesburg Vol Fire	3/17/16	
TOTAL	\$ 756.30			

Jamesburg Board of Fire Commissioners

Monthly Check Register

March 2016

04/19/16

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
3/17/2016	7625	1ST RESPONDER NEWSPAPER	A/C#533182 FEB 2016 2-YR SUBSCRIPTION	(130.00)
3/17/2016	7626	AT&T	LOCAL & LONG DISTANCE 2/24/16	(304.44)
3/17/2016	7627	AUTO KING PARTS & SUPPLIES		(89.97)
3/17/2016	7628	BETTER LIVING DEPT. STORE		(281.38)
3/17/2016	7629	COMCAST	MONTHLY INTERNET & TV 3/3/16	(108.04)
3/17/2016	7630	DEBORAH A. FITZGERALD	INV# 2016002 2/29/16	(267.89)
3/17/2016	7631	GANNETT NJ	INV# 0030278486 2/28/16	(62.28)
3/17/2016	7632	GENERAL WASTE REMOVAL, INC.	INV# 63100028 3/1/16	(131.56)
3/17/2016	7633	HOLLY FAAS	2016 ELECTION HELP	(150.00)
3/17/2016	7634	JAMESBURG VOLUNTEER FIRE - PETTY CA...	REIMB PETTY CASH 1/14/15-7/28/15	(103.30)
3/17/2016	7635	JASON GAMMON	2016 ELECTION HELP	(75.00)
3/17/2016	7636	JCP&L	ELECTRIC 2/16/16	(756.77)
3/17/2016	7637	JENNIE LUDAS	2016 ELECTION HELP	(150.00)
3/17/2016	7638	JOE'S HEATING, INC.	INV# 4093 3/7/16	(285.00)
3/17/2016	7639	LINDA CALLAGHAN	2016 ELECTION HELP	(150.00)
3/17/2016	7640	MC MASTER-CARR SUPPLY CO.	INV# 51289330 3/1/16	(73.02)
3/17/2016	7641	NETLINK WEB SERVICES, LLC	INV# NWS1839 3/1/16	(199.00)
3/17/2016	7642	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827, -210025838964 3/16	(4,755.73)
3/17/2016	7643	NOBLE INDUSTRIAL SUPPLY CORP.	INV# SI-112919 2/22/16	(394.79)
3/17/2016	7644	PSE&G	GAS 2/22/16	(764.86)
3/17/2016	7645	READY REFRESH BY NESTLE	INV# 16B7801965661 3/2/16	(20.27)
3/17/2016	7646	SISBARRO TOWING & RECOVERY LLC	INV# 6884 2/19/16	(380.00)
3/17/2016	7647	VIKING PEST CONTROL, INC.	INV# 18559028, 18559193 1/1/16	(140.28)
3/17/2016	7648	NJ MOTOR VEHICLE SERVICES	REPLACEMENT TITLE FEE - 2015 TAHOE	(60.00)
3/17/2016	7649	WARSHAUER GENERATOR LLC	INV# 2286 1/1/16	(1,320.00)
Total 1104-00 - Cash in Checking-PNC				(11,153.58)
TOTAL				(11,153.58)

Jamesburg Board of Fire Commissioners

Outstanding Checks

February through March 2016

04/19/16

Type	Date	Num	Name	Account	Paid Amount
Check	2/18/2016	7622	DINA WALKER	1104-00 · Cash in Checking-PNC	
				6100-01 · Commissioners Pay	-653.00
TOTAL					-653.00
Bill Pmt -Check	3/17/2016	7634	JAMESBURG VOLUNTEER...	1104-00 · Cash in Checking-PNC	
Bill	12/31/2015	2015-01-071		7140-01 · Fire Equipment	-19.90
				7710-02 · Fuel	-5.00
				6500-02 · Misc Supplies(petty cash)	-9.80
				7730-00 · Bldg Maintenance	-68.60
TOTAL					-103.30