

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 5/16/19

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 16,092.94
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 80,516.66
Vouchers/Fees paid/Transfers since last meeting:	\$ (76,609.60)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 280,423.43
Withdrawals/Transfers to Checking:	\$ (80,516.66)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 237.59
Current Reconciled Balance Remaining in PNC Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 200,144.36
GRAND TOTAL CASH ON HAND:	\$ 220,144.36
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 13,664.33

Notes - 5/16/19 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ 6,335.67 therefore a transfer FROM PNC Sav of **\$ 13,664.33** 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 \$237.59 on 4/30/19.

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

5:56 PM

05/14/19

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	6,700.00	13,400.00	50.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	6,700.00	14,900.00	45.0%
6400-00 · Professional Fees			
6400-01 · Legal Fees	8,034.66	17,000.00	47.3%
6400-02 · Accounting/Auditing Fees	8,284.90	15,000.00	55.2%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	16,319.56	33,000.00	49.5%
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,101.53	5,000.00	22.0%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,101.53	5,200.00	21.2%
Total Expense	27,966.31	57,100.00	49.0%
Net Ordinary Income	(27,966.31)	(57,100.00)	49.0%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	548.66	15,000.00	3.7%
7140-00 · Truck Equipment - Other	1,128.62		
Total 7140-00 · Truck Equipment	1,677.28	15,000.00	11.2%
7195-00 · Uniform & Equip(Firefighters)	280.00	15,000.00	1.9%
Total 7100-00 · Reimb for Exp & Losses	1,957.28	30,000.00	6.5%
7200-00 · Hydrant Rental Dom Water	19,366.86	58,000.00	33.4%
7400-00 · Insurance Premium	33,135.00	52,000.00	63.7%
7500-00 · Professional Services			
7500-03 · Training & Education	2,011.13	12,000.00	16.8%
Total 7500-00 · Professional Services	2,011.13	12,000.00	16.8%
7600-00 · Utilities	7,193.95	22,000.00	32.7%
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	178.08	20,000.00	0.9%
7710-05 · Equipment Testing	1,719.95	6,000.00	28.7%
Total 7710-00 · Truck Service	1,898.03	36,000.00	5.3%
7720-00 · Air Pack & Bottle Repair	87.83	1,800.00	4.9%
7730-00 · Bldg Maintenance	9,022.14	32,500.00	27.8%
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	11,110.00	104,800.00	10.6%
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	28,759.00	28,759.00	100.0%
8020-11 · Capital Lease-Oshkosh Int	4,690.29	4,691.00	100.0%
Total 8000-00 · Debt Service	33,449.29	33,450.00	100.0%
9400-00 · Capital Projects	0.00	117,650.00	0.0%
Total Other Expense	125,279.62	475,900.00	26.3%
Net Other Income	(125,279.62)	(475,900.00)	26.3%
Net Income	(153,245.93)	(533,000.00)	28.8%

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of May 14, 2019

05/14/19

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO. 5/14/2019	19-01-011	7710-05 · Equipment Testing	177.75
Total APPROVED FIRE PROTECTION CO.			177.75
BLACHER CANVAS PRODUCTS, INC. 5/14/2019	19-03-007	7140-00 · Truck Equipment	650.00
Total BLACHER CANVAS PRODUCTS, INC.			650.00
BOROUGH OF JAMESBURG SEWER UTILITY 5/14/2019	2019-03-036	7600-00 · Utilities	240.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			240.50
BRIAN H. WRIGHT 5/14/2019	2019-03-037	6100-01 · Commissioners Pay	733.00
Total BRIAN H. WRIGHT			733.00
Christopher Rampacek 5/14/2019	2019-01-012	7600-00 · Utilities	200.00
Total Christopher Rampacek			200.00
DEBORAH A. FITZGERALD 5/14/2019	2019-03-046	6400-02 · Accounting/Auditing Fees	212.50
Total DEBORAH A. FITZGERALD			212.50
DINA WALKER 5/14/2019	2019-03-038	6100-01 · Commissioners Pay	733.00
Total DINA WALKER			733.00
FF1 PROFESSIONAL SAFETY SERVICES 5/14/2019	2019-01-013	7140-01 · Fire Equipment	100.00
Total FF1 PROFESSIONAL SAFETY SERVICES			100.00
High Noon Industries 5/14/2019	2019-01-014	7140-01 · Fire Equipment	81.95
Total High Noon Industries			81.95
JONATHON RAMPACEK 5/14/2019	2019-02-016	7600-00 · Utilities	150.00
Total JONATHON RAMPACEK			150.00
LYNETTE EMENS 5/14/2019	2019-03-039	6100-01 · Commissioners Pay	575.00
Total LYNETTE EMENS			575.00
MAIN ELECTRIC SUPPLY CO., INC. 5/14/2019	19-03-013	7730-00 · Bldg Maintenance	846.97
Total MAIN ELECTRIC SUPPLY CO., INC.			846.97
MC MASTER-CARR SUPPLY CO. 5/14/2019	2019-01-015	7500-03 · Training & Education	66.08
5/14/2019		7720-00 · Air Pack & Bottle Repair	87.83
5/14/2019	2019-01-017	7140-00 · Truck Equipment	184.52
Total MC MASTER-CARR SUPPLY CO.			338.43
MIDDLESEX COUNTY FIRE ACADEMY 5/14/2019	2019-01-018	7500-03 · Training & Education	104.00
Total MIDDLESEX COUNTY FIRE ACADEMY			104.00
MINERVA CLEANERS, LLC 5/14/2019	2019-01-019	7195-00 · Uniform & Equip(Firefighters)	205.00
Total MINERVA CLEANERS, LLC			205.00
NETLINK WEB SERVICES, LLC 5/14/2019	2019-03-040	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO. 5/14/2019	2019-01-020	7140-00 · Truck Equipment	294.10
Total NEW JERSEY FIRE EQUIPMENT CO.			294.10
NJ-AMERICAN WATER COMP. 5/14/2019	2019-03-041	7200-00 · Hydrant Rental Dom Water	4,799.97

05/14/19

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of May 14, 2019

Date	Num	Account	Open Balance
Total NJ-AMERICAN WATER COMP.			4,799.97
NORTHEASTERN BUILDING SUPPLY 5/14/2019	19-03-012	7730-00 · Bldg Maintenance	931.60
Total NORTHEASTERN BUILDING SUPPLY			931.60
PERRINE BUICK-PONTIAC-GMC 5/14/2019	2019-01-021	7710-04 · Truck Service	74.18
Total PERRINE BUICK-PONTIAC-GMC			74.18
PSE&G 5/14/2019	2019-03-042	7600-00 · Utilities	363.39
Total PSE&G			363.39
RELIABLE FIRE PROTECTION 5/14/2019	2019-02-017	7710-05 · Equipment Testing	171.60
Total RELIABLE FIRE PROTECTION			171.60
SANCHEZ LANDSCAPING, LLC 5/14/2019	2019-02-018	7730-00 · Bldg Maintenance	30.00
Total SANCHEZ LANDSCAPING, LLC			30.00
STANDARD WASTE SERVICES 5/14/2019	2019-02-019	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
STEPHANIE RAMPACEK 5/14/2019	2019-03-043	6100-01 · Commissioners Pay	733.00
Total STEPHANIE RAMPACEK			733.00
W.B. MASON CO. INC. 5/14/2019	2019-03-044	6500-01 · Office Supplies	4.99
Total W.B. MASON CO. INC.			4.99
WILLIAM STONAKER 5/14/2019	2019-03-045	6100-01 · Commissioners Pay	575.00
Total WILLIAM STONAKER			575.00
TOTAL			<u>13,664.33</u>

Jamesburg Board of Fire Commissioners

Monthly Check Register

April 2019

05/14/19

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
4/18/2019	8384	AIR & GAS TECHNOLOGIES, INC.	INV# 803434 3/29/19	(966.00)
4/18/2019	8385	AUTO KING PARTS & SUPPLIES	A/C# J2100 INV#613295 4/13/19	(3.99)
4/18/2019	8386	BETTER LIVING DEPT. STORE		(496.79)
4/18/2019	8387	COMCAST	MONTHLY INTERNET & TV 3/7/19	(174.21)
4/18/2019	8388	CONTINENTAL FIRE & SAFETY, INC	INV# J1894 3/19/19	(1,670.75)
4/18/2019	8389	DEBORAH A. FITZGERALD	INV# 2019003 3/31/19	(375.00)
4/18/2019	8390	EASTERN DIV INTL ASSOC OF FIRE CHIEFS	INV# 932257845 4/10/19	(450.00)
4/18/2019	8391	FIRST DUE FABRICATION	INV# 552 4/3/19	(83.70)
4/18/2019	8392	FIRST RESPONDER JOINT INSURANCE FUND	2ND INSTALL- W/COMP, PKG, MGMT LIAB, ENVL, EXCESS L..	(14,616.00)
4/18/2019	8393	JAMESBURG HARDWARE & APPLIANCE	STMT 3/23/19 1/7-3/16/19 INVOICES	(162.96)
4/18/2019	8394	JCP&L	ELECTRIC 4/12/19	(698.34)
4/18/2019	8395	JOSEPH D YOUSOUF, ESQUIRE	INV# 337 3/21/19	(8,034.66)
4/18/2019	8396	MAIN ELECTRIC SUPPLY CO., INC.	SHIPMENT # 1218606-0001-01 2/25/19	(715.27)
4/18/2019	8397	MC MASTER-CARR SUPPLY CO.		(1,913.31)
4/18/2019	8398	MINERVA CLEANERS, LLC	INV# 1054-2 4/16/19	(75.00)
4/18/2019	8399	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & -210025838964 4/19	(4,860.03)
4/18/2019	8400	PNC EQUIPMENT FINANCE	LEASE # 157916000 3/26/19 INV# 395538	(33,449.29)
4/18/2019	8401	PSE&G	GAS 3/26/19	(627.60)
4/18/2019	8402	RELIANCE GRAPHICS INC.	INV# 3971 2/22/19	(595.00)
4/18/2019	8403	SAMUEL KLEIN & COMPANY	2018 AUDITS	(5,750.00)
4/18/2019	8404	STANDARD WASTE SERVICES	INV# 344750 4/1/19	(139.40)
4/18/2019	8405	VERIZON	MONTHLY TV/INTERNET/PHONE 4/10/19	(270.07)
4/18/2019	8406	VIKING TERMITE & PEST CONTROL, INC.	INV# 18765887 4/13/19	(150.08)
4/18/2019	8407	W.B. MASON CO. INC.	INV# 164656577 3/21/19, 165274069 4/10/19	(332.15)
Total 1104-00 · Cash in Checking-PNC				<u>(76,609.60)</u>
TOTAL				<u>(76,609.60)</u>

BANK RECONCILIATION

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

MONTH OF: **April-19**

NAME OF BANK: **PNC Bank**

PREPARED BY: **DF**

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

BALANCE FORWARD:	31-Mar-19	\$ 16,092.94	BAL. PER BANK STATEMENT	\$ 29,088.36
			AS OF:	30-Apr-19
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 4/18/19	\$ 80,516.66			
TOTAL DEBITS:	\$ 80,516.66			
	TOTAL	\$ 96,609.60		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 4/30/19	\$ 76,609.60			
ACCOUNT ANALYSIS FEE	\$ -			
TOTAL CREDITS:	\$ 76,609.60			
ENDING BANK BALANCE-Per G/L	30-Apr-19	\$ 20,000.00	BANK BALANCE-Per Reconciliation:	\$ 20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
8382	520.00	William Stonaker	3/21/19	
8390	450.00	Eastern Div Int	4/18/19	
8391	83.70	First Due Fabric	4/18/19	
8395	8,034.66	Joseph D. Youss	4/18/19	
TOTAL	\$ 9,088.36			

Jamesburg Board of Fire Commissioners

Outstanding Checks

March through April 2019

05/14/19

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	3/21/2019	8382	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	3/21/2019	2019-03-025		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
Bill Pmt -Check	4/18/2019	8390	EASTERN DIV INTL ASSOC OF FIRE CHIEFS	1104-00 · Cash in Checking-PNC	
Bill	4/16/2019	19-03-009		7500-03 · Training & Education	-450.00
TOTAL					-450.00
Bill Pmt -Check	4/18/2019	8391	FIRST DUE FABRICATION	1104-00 · Cash in Checking-PNC	
Bill	4/16/2019	2019-01-008		7140-01 · Fire Equipment	-83.70
TOTAL					-83.70
Bill Pmt -Check	4/18/2019	8395	JOSEPH D YOUSOUF, ESQUIRE	1104-00 · Cash in Checking-PNC	
Bill	4/16/2019	2019-03-028		6400-01 · Legal Fees	-8,034.66
TOTAL					-8,034.66