

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 5/17/18

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 19,998.90
Deposits/Voided Checks since the last meeting (see Note 1):	\$ 76,920.16
Vouchers/Fees paid/Transfers since last meeting:	\$ (77,342.66)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 19,576.40
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 226,338.53
Withdrawals/Transfers to Checking:	\$ (76,920.16)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 50.08
Current Reconciled Balance Remaining in PNC Savings Account:	\$ 149,468.45
GRAND TOTAL CASH ON HAND:	\$ 169,044.85
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 27,477.66

Notes - 5/17/18 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (7,901.26) therefore a transfer FROM PNC Sav of **\$27,901.26** needs to be made in order to maintain the control balance of **\$20,000.00**. *After the meeting on 4/19/18, Ck# 8144 payable to Middlesex County Treasurer for \$420.16 was issued, as discussed and approved in the meeting.

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 \$50.08 on 4/30/18.

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

1:32 AM
 05/17/18
 Accrual Basis

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

	Jan - Dec 18	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	6,702.00	13,400.00	50.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	6,702.00	14,900.00	45.0%
6400-00 · Professional Fees			
6400-01 · Legal Fees	0.00	17,000.00	0.0%
6400-02 · Accounting/Auditing Fees	2,202.50	15,000.00	14.7%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	2,202.50	33,000.00	6.7%
6400-05 · Election Expenses	1,258.96	4,000.00	31.5%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,573.75	5,000.00	31.5%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,573.75	5,200.00	30.3%
Total Expense	11,737.21	57,100.00	20.6%
Net Ordinary Income	(11,737.21)	(57,100.00)	20.6%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	450.00	15,000.00	3.0%
Total 7140-00 · Truck Equipment	450.00	15,000.00	3.0%
7195-00 · Uniform & Equip(Firefighters)	900.00	15,000.00	6.0%
Total 7100-00 · Reimb for Exp & Losses	1,350.00	30,000.00	4.5%
7200-00 · Hydrant Rental Dom Water	18,814.39	58,000.00	32.4%
7400-00 · Insurance Premium	33,553.00	50,000.00	67.1%
7500-00 · Professional Services			
7500-03 · Training & Education	1,434.00	12,000.00	12.0%
Total 7500-00 · Professional Services	1,434.00	12,000.00	12.0%
7600-00 · Utilities	7,807.72	22,000.00	35.5%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	342.00	5,000.00	6.8%
7710-02 · Fuel	0.00	5,000.00	0.0%
7710-04 · Truck Service	6,754.04	15,000.00	45.0%
7710-05 · Equipment Testing	547.80	5,000.00	11.0%
Total 7710-00 · Truck Service	7,643.84	30,000.00	25.5%
7720-00 · Air Pack & Bottle Repair	0.00	1,800.00	0.0%
7730-00 · Bldg Maintenance	6,169.39	32,500.00	19.0%
7740-00 · Bldg Supplies	0.00	2,000.00	0.0%
7750-00 · Fire Comp. Contract	8,125.00	32,500.00	25.0%
Total 7700-00 · Maint/Repairs	21,938.23	98,800.00	22.2%
7800-00 · Contingency	4.54	25,000.00	0.0%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	20,612.74	19,000.00	108.5%
Total 7850-00 · LOSAP Program	20,612.74	19,000.00	108.5%
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	5,757.00	100.0%
Total 8000-00 · Debt Service	33,449.29	33,449.00	100.0%
Total Other Expense	138,963.91	348,249.00	39.9%
Net Other Income	(138,963.91)	(348,249.00)	39.9%
Net Income	(150,701.12)	(405,349.00)	37.2%

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of May 16, 2018

05/17/18

Date	Num	Account	Open Balance
AUTO KING PARTS & SUPPLIES			
5/16/2018	2018-01-016	7710-04 · Truck Service	73.87
Total AUTO KING PARTS & SUPPLIES			73.87
BETTER LIVING DEPT. STORE			
5/16/2018	2018-02-021	7730-00 · Bldg Maintenance	138.94
Total BETTER LIVING DEPT. STORE			138.94
BOROUGH OF JAMESBURG SEWER UTILITY			
5/16/2018	2018-03-040	7600-00 · Utilities	240.50
Total BOROUGH OF JAMESBURG SEWER UTILITY			240.50
BRIAN H. WRIGHT			
5/16/2018	2018-03-041	6100-01 · Commissioners Pay	715.00
Total BRIAN H. WRIGHT			715.00
COMCAST			
5/16/2018	2018-03-042	7600-00 · Utilities	104.02
5/16/2018	2018-03-042	7600-00 · Utilities	104.02
Total COMCAST			208.04
DEBORAH A. FITZGERALD			
5/16/2018	2018-03-043	6400-02 · Accounting/Auditing Fees	150.00
Total DEBORAH A. FITZGERALD			150.00
DINA WALKER			
5/16/2018	2018-03-044	6100-01 · Commissioners Pay	653.00
Total DINA WALKER			653.00
FIRSTLINE LOCKSMITH, LLC			
5/16/2018	2018-02-022	7730-00 · Bldg Maintenance	72.45
Total FIRSTLINE LOCKSMITH, LLC			72.45
JAMESBURG HARDWARE & APPLIANCE			
5/16/2018	2018-02-023	7730-00 · Bldg Maintenance	5.39
Total JAMESBURG HARDWARE & APPLIANCE			5.39
JAMESBURG VOL FIRE DEPT			
5/16/2018	2018-02-024	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
JAMMER DOORS			
5/16/2018	2018-02-019	7730-00 · Bldg Maintenance	2,670.00
Total JAMMER DOORS			2,670.00
JCP&L			
5/16/2018	2018-03-045	7600-00 · Utilities	562.19
Total JCP&L			562.19
LYNETTE EMENS			
5/16/2018	2018-03-046	6100-01 · Commissioners Pay	520.00
Total LYNETTE EMENS			520.00
MIDDLESEX COUNTY FIRE ACADEMY			
5/16/2018	2018-01-017	7500-03 · Training & Education	414.00
Total MIDDLESEX COUNTY FIRE ACADEMY			414.00
NETLINK WEB SERVICES, LLC			
5/16/2018	2018-03-047	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NJ-AMERICAN WATER COMP.			
5/16/2018	2018-03-048	7200-00 · Hydrant Rental Dom Water	28.31
5/16/2018	2018-03-048	7200-00 · Hydrant Rental Dom Water	4,457.25
Total NJ-AMERICAN WATER COMP.			4,485.56
PAL AUTOMOTIVE SPECIALTIES, INC.			
5/16/2018	2018-01-018	7710-04 · Truck Service	542.50
Total PAL AUTOMOTIVE SPECIALTIES, INC.			542.50
PSE&G			
5/16/2018	2018-03-049	7600-00 · Utilities	338.79

05/17/18

Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of May 16, 2018

Date	Num	Account	Open Balance
Total PSE&G			338.79
READY REFRESH BY NESTLE 5/16/2018	2018-02-025	7730-00 · Bldg Maintenance	5.00
Total READY REFRESH BY NESTLE			5.00
SISBARRO FLEET SERVICE 5/16/2018	2018-01-019	7710-04 · Truck Service	5,762.67
Total SISBARRO FLEET SERVICE			5,762.67
STANDARD WASTE SERVICES 5/16/2018	2018-02-026	7730-00 · Bldg Maintenance	132.76
Total STANDARD WASTE SERVICES			132.76
STEPHANIE RAMPACEK 5/16/2018	2018-03-050	6100-01 · Commissioners Pay	943.00
Total STEPHANIE RAMPACEK			943.00
WILLIAM STONAKER 5/16/2018	2018-03-051	6100-01 · Commissioners Pay	520.00
Total WILLIAM STONAKER			520.00
TOTAL			27,477.66

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: April-18

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Mar-18	\$ 19,998.90	BAL. PER BANK STATEMENT	\$ 41,208.30
			AS OF:	<u>30-Apr-18</u>
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer on 4/19/18	\$ 76,920.16			
TOTAL DEBITS:	\$ 76,920.16			
	TOTAL	\$ 96,919.06		
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 4/30/18	\$ 77,339.22			
ACCOUNT ANALYSIS	\$ 3.44			
TOTAL CREDITS:	\$ 77,342.66			
ENDING BANK BALANCE-Per G/L	30-Apr-18	\$ 19,576.40	BANK BALANCE-Per Reconciliation:	\$ 19,576.40

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7888	200.00	JG Painting	4/20/17	
8135	200.00	KJS Plumbing	4/19/18	
8136	199.00	Netwlink Web Services	4/19/18	
8143	20,612.74	VALIC	4/19/18	
8144	420.16	Middlesex County Treasurer	4/19/18	
TOTAL	\$ 21,631.90			

Jamesburg Board of Fire Commissioners

Monthly Check Register

April 2018

05/16/18

Date	Num	Name	Memo	Amount
1104-00 - Cash in Checking-PNC				
4/19/2018	8128	APPROVED FIRE PROTECTION CO.	INV# IN00015778 3/12/18	(177.75)
4/19/2018	8129	AT&T	LOCAL & LONG DISTANCE 3/24/18	(384.65)
4/19/2018	8130	BETTER LIVING DEPT. STORE	STMT 3/25/18 INV# A369042, A369107, A369181	(71.56)
4/19/2018	8131	DEBORAH A. FITZGERALD	INV# 2018003 3/31/18	(275.00)
4/19/2018	8132	FIRST RESPONDER JOINT INSURANCE FUND	2ND INSTALL- W/COMP, PKG, MGMT LIAB, ENVL, EXCESS L...	(14,781.00)
4/19/2018	8133	JAMESBURG FIRST AID SQUAD	CPR/BLS FOR PROVIDERS 4/2/18	(360.00)
4/19/2018	8134	JCP&L	ELECTRIC 4/13/18	(588.37)
4/19/2018	8135	KJS PLUMBING & HEATING, INC.	INV# 1029 4/10/18	(200.00)
4/19/2018	8136	NETLINK WEB SERVICES, LLC	INV# NWS2167 4/1/18	(199.00)
4/19/2018	8137	NJ-AMERICAN WATER COMP.	A/C# 1018-210028471827 & 1018-210025838964 4/2018	(4,754.05)
4/19/2018	8138	PNC EQUIPMENT FINANCE	LEASE # 157916000 3/26/18 INV# 6264894	(33,449.29)
4/19/2018	8139	PSE&G	INV# 503100039158 3/23/18	(568.62)
4/19/2018	8140	READY REFRESH BY NESTLE	INV# 18C7801966661 3/31/18	(22.27)
4/19/2018	8141	STANDARD WASTE SERVICES	INV# 316750 4/1/18	(132.76)
4/19/2018	8142	TACTICAL PUBLIC SAFETY, LLC	INV# 51036 3/16/18	(342.00)
4/19/2018	8143	VALIC	2017 CONTRIBUTIONS - 25 MEMBERS	(20,612.74)
4/19/2018	8144	MIDDLESEX COUNTY TREASURER	INV# 7380 3/12/18	(420.16)
Total 1104-00 - Cash in Checking-PNC				(77,339.22)
TOTAL				(77,339.22)

05/16/18

Jamesburg Board of Fire Commissioners
Outstanding Checks
 April 2017 through April 2018

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	4/19/2018	8135	KJS PLUMBING & HEATING, INC.	1104-00 · Cash in Checking-PNC	
Bill	4/19/2018	2018-02-016		7730-00 · Bldg Maintenance	-200.00
TOTAL					-200.00
Bill Pmt -Check	4/19/2018	8136	NETLINK WEB SERVICES, LLC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2018	2018-03-035		6500-01 · Office Supplies	-199.00
TOTAL					-199.00
Bill Pmt -Check	4/19/2018	8143	VALIC	1104-00 · Cash in Checking-PNC	
Bill	4/19/2018	2018-03-039		7850-01 · LOSAP Program	-17,710.80
				7850-01 · LOSAP Program	-2,901.94
TOTAL					-20,612.74
Bill Pmt -Check	4/19/2018	8144	MIDDLESEX COUNTY TREASURER	1104-00 · Cash in Checking-PNC	
Bill	4/19/2018	2018-03-040		6400-05 · Election Expenses	-384.16
				6400-05 · Election Expenses	-36.00
TOTAL					-420.16