

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

Prepared By: S. Rampack

Treasurer Report:

Date: 6/20/19

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$ 20,000.00
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 13,664.33
Vouchers/Fees paid/Transfers since last meeting:	\$ (13,664.33)
Current Reconciled Balance Remaining in PNC Checking Account (Note 1):	\$ 20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$ 200,144.36
Withdrawals/Transfers to Checking:	\$ (13,664.33)
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 179.41
Current Reconciled Balance Remaining in PNC Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 186,659.44
GRAND TOTAL CASH ON HAND:	\$ 206,659.44
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ 24,153.41

Notes - 6/20/19 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$ (4,153.41) therefore a transfer FROM PNC Sav of \$ **24,153.41** 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 \$179.41 on 5/31/19. Corporate account analysis charge of 3.57 as charge to the checking account on 5/31/2019

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

6) Check processed after the meeting on May 17, 2019 for 1844CARKEYZ. LLC for the doors being changed for 50% \$1644.00 before install.

5) There were new bank accounts open at First Constutuition Bank on 5/24/2019 we received 2 checks from Jamesburg Borough and 1 check from Jamesburg Borough were deposited into the Checking account in the amount of \$115,750.00 & the other Jamesburg Borough checks was deposited into the saving account for the amount \$115,750.00

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06/18/19

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	8,625.52	15,000.00	57.5%
6400-04 · Medical Services	0.00	1,000.00	0.0%
Total 6400-00 · Professional Fees	16,660.18	33,000.00	50.5%
6400-05 · Election Expenses	3,845.22	4,000.00	96.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	1,305.52	5,000.00	26.1%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
Total 6500-00 · Office \Postage Exp	1,305.52	5,200.00	25.1%
Total Expense	28,510.92	57,100.00	49.9%
Net Ordinary Income	(28,510.92)	(57,100.00)	49.9%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	954.65	15,000.00	6.4%
7140-00 · Truck Equipment - Other	1,866.24		
Total 7140-00 · Truck Equipment	2,820.89	15,000.00	18.8%
7195-00 · Uniform & Equip(Firefighters)	280.00	15,000.00	1.9%
Total 7100-00 · Reimb for Exp & Losses	3,100.89	30,000.00	10.3%
7200-00 · Hydrant Rental Dom Water	19,420.35	58,000.00	33.5%
7400-00 · Insurance Premium	33,135.00	52,000.00	63.7%
7500-00 · Professional Services			
7500-03 · Training & Education	2,137.13	12,000.00	17.8%
Total 7500-00 · Professional Services	2,137.13	12,000.00	17.8%
7600-00 · Utilities	9,000.16	22,000.00	40.9%
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	611.67	20,000.00	3.1%
7710-05 · Equipment Testing	1,742.96	6,000.00	29.0%
7710-00 · Truck Service - Other	72.00		
Total 7710-00 · Truck Service	2,426.63	36,000.00	6.7%
7720-00 · Air Pack & Bottle Repair	174.17	1,800.00	9.7%
7730-00 · Bldg Maintenance	12,292.13	32,500.00	37.8%
7740-00 · Bldg Supplies	242.99	2,000.00	12.1%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
Total 7700-00 · Maint/Repairs	31,385.92	104,800.00	29.9%
7800-00 · Contingency	203.57	25,000.00	0.8%
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	148,888.42	475,900.00	31.3%
Net Other Income	(148,888.42)	(475,900.00)	31.3%
Net Income	(177,399.34)	(533,000.00)	33.3%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of June 20, 2019

Date	Num	Account	Open Balance
APPROVED FIRE PROTECTION CO. 6/18/2019	2019-01-029	7710-05 · Equipment Testing	23.01
Total APPROVED FIRE PROTECTION CO.			23.01
AUTO KING PARTS & SUPPLIES 6/18/2019	2019-01-032	7710-04 · Truck Service	48.95
Total AUTO KING PARTS & SUPPLIES			48.95
BETTER LIVING DEPT. STORE 6/18/2019	2019-02-020	7730-00 · Bldg Maintenance	247.47
Total BETTER LIVING DEPT. STORE			247.47
CIRCLE JANITORIAL SUPPLIES, SOUTH 6/18/2019	2019-02-022	7740-00 · Bldg Supplies	140.99
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			140.99
DEBORAH A. FITZGERALD 6/18/2019	2019-03-055	6400-02 · Accounting/Auditing Fees	112.50
Total DEBORAH A. FITZGERALD			112.50
FF1 PROFESSIONAL SAFETY SERVICES 6/18/2019	2019-01-021	7140-01 · Fire Equipment	405.99
Total FF1 PROFESSIONAL SAFETY SERVICES			405.99
Fire Hooks Unlimited INC 6/18/2019	2019-01-030	7140-00 · Truck Equipment	677.62
Total Fire Hooks Unlimited INC			677.62
GANNETT NEW JERSEY NEWSPAPERS 6/18/2019	2019-03-054	6400-02 · Accounting/Auditing Fees	228.12
Total GANNETT NEW JERSEY NEWSPAPERS			228.12
JAMESBURG HARDWARE & APPLIANCE 6/18/2019	2019-02-025	7730-00 · Bldg Maintenance	187.55
Total JAMESBURG HARDWARE & APPLIANCE			187.55
JAMESBURG VOL FIRE DEPT 6/18/2019	2019-02-049	7750-00 · Fire Comp. Contract	16,250.00
Total JAMESBURG VOL FIRE DEPT			16,250.00
JAMESBURG VOLUNTEER FIRE - PETTY CASH 6/18/2019	2019-01-028	7730-00 · Bldg Maintenance	28.78
6/18/2019	2019-01-028	7730-00 · Bldg Maintenance	46.85
6/18/2019	2019-01-028	7730-00 · Bldg Maintenance	27.14
6/18/2019	2019-01-028	7800-00 · Contingency	200.00
Total JAMESBURG VOLUNTEER FIRE - PETTY CASH			302.77
JCP&L 6/18/2019	2019-03-051	7600-00 · Utilities	1,326.62
Total JCP&L			1,326.62
MIDDLESEX COUNTY FIRE ACADEMY 6/18/2019	2019-01-034	7500-03 · Training & Education	126.00
Total MIDDLESEX COUNTY FIRE ACADEMY			126.00
NETLINK WEB SERVICES, LLC 6/18/2019	2019-03-053	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
NEW JERSEY FIRE EQUIPMENT CO. 6/18/2019	2019-01-033	7720-00 · Air Pack & Bottle Repair	86.34
6/18/2019	2019-01-033	7710-00 · Truck Service	72.00
6/18/2019	2019-01-033	7140-00 · Truck Equipment	60.00
Total NEW JERSEY FIRE EQUIPMENT CO.			218.34
NJ-AMERICAN WATER COMP. 6/18/2019	2019-03-052	7200-00 · Hydrant Rental Dom Water	53.49
Total NJ-AMERICAN WATER COMP.			53.49
PAL AUTOMOTIVE SPECIALTIES, INC. 6/18/2019	19-05-86	7710-04 · Truck Service	384.64

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of June 20, 2019

Date	Num	Account	Open Balance
Total PAL AUTOMOTIVE SPECIALTIES, INC.			384.64
PSE&G			
6/18/2019	2019-03-047	7600-00 · Utilities	173.62
Total PSE&G			173.62
SANCHEZ LANDSCAPING, LLC			
6/18/2019	2019-02-023	7730-00 · Bldg Maintenance	75.00
Total SANCHEZ LANDSCAPING, LLC			75.00
STANDARD WASTE SERVICES			
6/18/2019	2019-02-029	7730-00 · Bldg Maintenance	139.40
Total STANDARD WASTE SERVICES			139.40
United Refrigeration Inc			
6/18/2019	2019-02-024	7730-00 · Bldg Maintenance	873.80
Total United Refrigeration Inc			873.80
VERIZON			
6/18/2019	2019-03-048	7600-00 · Utilities	305.97
Total VERIZON			305.97
W.B. MASON CO. INC.			
6/18/2019	2019-03-050	6500-01 · Office Supplies	4.99
Total W.B. MASON CO. INC.			4.99
TOTAL			22,505.84

BANK RECONCILIATION

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

MONTH OF: **May-19**

NAME OF BANK: **PNC Bank**

PREPARED BY: **SR**

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

BALANCE FORWARD:		31-May-19	\$ 20,000.00	BAL. PER BANK STATEMENT	\$ 28,847.79
				AS OF:	31-May-19
ADD DEBITS:				ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer					
on 5/16/19	\$ 13,664.33				
TOTAL DEBITS:	\$ 13,664.33				
	TOTAL		\$ 33,664.33		
LESS CREDITS:				TOTAL IN TRANSIT:	
VOUCHER LIST - 5/30/19	\$ 13,664.33				
ACCOUNT ANALYSIS FEE	\$ 3.57				
TOTAL CREDITS:	\$ 13,667.90				
ENDING BANK BALANCE-Per G/L		31-May-19	\$ 19,996.43	BANK BALANCE-Per Reconciliation:	\$ 18,352.43

\$1,644.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
8414	733.00	Dina Walker	5/16/19	
8435	1,644.00	1844 carkeyz LLC	5/17/19	
8391	83.70	First Due Fabric	4/18/19	
8395	8,034.66	Joseph D. Youss	4/18/19	
TOTAL	\$ 10,495.36			

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Jamesburg Board of Fire Commissioners
Monthly Check Register
 May 17 through June 20, 2019

Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
5/17/2019	8435	1844carkeyz llc	50% deposit po number 19-05-001	(1,644.00)
5/31/2019			Service Charge	(3.57)
6/18/2019	8455	APPROVED FIRE PROTECTI...	Invoice # 30405 4/15/19	(23.01)
6/18/2019	8454	AUTO KING PARTS & SUPPLI...	A/C# J2100 INV#622058 5/24/19	(48.95)
6/18/2019	8438	BETTER LIVING DEPT. STORE	INV# A409904,B102625,A411341,A...	(247.47)
6/18/2019	8436	CIRCLE JANITORIAL SUPPLI...	Invocie #20847-19 Date 5/23/19	(140.99)
6/18/2019	8437	DEBORAH A. FITZGERALD	Invoice #2019005 May 2019	(112.50)
6/18/2019	8439	FF1 PROFESSIONAL SAFET...	Invoice #SO-00505557 Date 6/4/2019	(405.99)
6/18/2019	8440	Fire Hooks Unlimited INC	Invoice #2019-01-030 Date 5/31/2019	(677.62)
6/18/2019	8441	GANNETT NEW JERSEY NE...	Inv# 5000866288 Date 5/29/2019 Ac...	(228.12)
6/18/2019	8442	JAMESBURG HARDWARE & ...	Invoice # A147610,A148326,A14586...	(187.55)
6/18/2019	8443	JAMESBURG VOL FIRE DEPT	1ST & 2ND QTR 2019 VOLUNTEER...	(16,250.00)
6/18/2019	8444	JAMESBURG VOLUNTEER FI...	REIMB PETTY CASH 1/26/19,5/5/19...	(302.77)
6/18/2019	8445	JCP&L	AC# 100-008-678-888 4/11-5/10/201...	(1,326.62)
6/18/2019	8446	MIDDLESEX COUNTY FIRE A...	Invoice #01-1913-19 and 01-1051-19	(126.00)
6/18/2019	8447	NETLINK WEB SERVICES, LLC	Invoice # NWS2340 June 2019	(199.00)
6/18/2019	8448	NEW JERSEY FIRE EQUIPM...	Invocie# 60973,60946,61025	(218.34)
6/18/2019	8450	NJ-AMERICAN WATER COMP.	AC # 1018-210028471827 4/9/19-5/9...	(53.49)
6/18/2019	8451	PAL AUTOMOTIVE SPECIALT...	Invoice # 151219 date 5/20/19	(384.64)
6/18/2019	8452	PSE&G	Inv# 503100058029 Ac# 13-014-190...	(173.62)
6/18/2019	8453	SANCHEZ LANDSCAPING, LLC	Lawn Service 5/3,5/11,5/17,5/22,5/3...	(75.00)
6/18/2019	8456	STANDARD WASTE SERVICES	Inv# 349414 June 2019	(139.40)
6/18/2019	8457	United Refrigeration Inc	Order # 68072015-00	(873.80)
6/18/2019	8458	VERIZON	AC # 455-860-114-0001-94 5/11/19...	(305.97)
6/18/2019	8459	W.B. MASON CO. INC.	Inv# I66499535 date 5/21/19	(4.99)
Total 1104-00 · Cash in Checking-PNC				(24,153.41)
TOTAL				(24,153.41)

**Jamesburg Board of Fire Commissioners
Outstanding Checks**

06/18/19

January 1 through June 17, 2019

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	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
Bill Pmt -Check	5/16/2019	8409	BLACHER CANVAS PRODUCTS, INC.	1104-00 · Cash in Checking-PNC	
Bill	5/14/2019	19-03-007		7140-00 · Truck Equipment	-650.00
TOTAL					-650.00
Bill Pmt -Check	5/16/2019	8411	BRIAN H. WRIGHT	1104-00 · Cash in Checking-PNC	
Bill	5/14/2019	2019-03-037		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	5/16/2019	8414	DINA WALKER	1104-00 · Cash in Checking-PNC	
Bill	5/14/2019	2019-03-038		6100-01 · Commissioners Pay	-733.00
TOTAL					-733.00
Bill Pmt -Check	5/16/2019	8416	High Noon Industries	1104-00 · Cash in Checking-PNC	
Bill	5/14/2019	2019-01-014		7140-01 · Fire Equipment	-81.95
TOTAL					-81.95
Bill Pmt -Check	5/16/2019	8434	WILLIAM STONAKER	1104-00 · Cash in Checking-PNC	
Bill	5/14/2019	2019-03-045		6100-01 · Commissioners Pay	-575.00
TOTAL					-575.00
Bill Pmt -Check	5/17/2019	8435	1844carkeyz llc	1104-00 · Cash in Checking-PNC	
Bill	5/17/2019	19-05-001		7730-00 · Bldg Maintenance	-1,644.00
TOTAL					-1,644.00

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

Prepared By: S. Ramnacaek

Treasurer Report:

Date: 6/20/19

Reconciled balance brought forward in First Constitution Checking Acct from last meeting:	\$ -
Deposits/Voiced Checks since the last meeting (see Note 1):	\$ 115,750.00
Vouchers/Fees paid/Transfers since last meeting:	-
Current Reconciled Balance Remaining in First Constitution Checking Account (Note 1):	\$ 115,750.00
Reconciled First Constitution Savings Balance brought forward from last meeting:	\$ -
Withdrawals/Transfers to Checking:	-
Deposits/Interest to Savings Account (see Note 4 & 5):	\$ 115,750.00
Current Reconciled Balance Remaining in First Constitution Savings Account: **MATCHES BALANCE IN BANK ONLINE**	\$ 115,750.00
GRAND TOTAL CASH ON HAND:	\$ 231,500.00
Total Dollar Amount of Current Month Voucher List to be Paid:	\$ -

Notes - 6/20/19 Report:

1) Payment of the current month's voucher list would result in a First Constitution Checking b \$ 115,750.00 therefore a transfer FROM First Constit \$ - 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) Fire Tax Checks are due from the Borough within 30 days following the March, May, August, and November commissioner meetings.

5) There were new bank accounts open at First Constutition Bank on 5/24/2019 we received 2 checks from Jamesburg Borough and 1 check from Jamesburg Borough were deposited into the Checking account in the amount of \$115,750.00 & the other Jamesburg Borough checks was deposited into the saving account for the amount \$115,750.00

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: May-19

NAME OF BANK: First Constitution Bank

PREPARED BY: SR

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-May-19	\$ -	BAL. PER BANK STATEMENT	\$ -
			AS OF: <u>31-May-19</u>	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 6/20/19		\$ -		\$115,750.00
TOTAL DEBITS:		\$ -		
	TOTAL	\$ -		
				\$ 115,750.00
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 5/30/19				\$ 115,750.00
ACCOUNT ANALYSIS FEE		\$ -	LESS CHECKS OUTSTANDING:	
			TOTAL:	
TOTAL CREDITS:		\$ -		
ENDING BANK BALANCE-Per G/L	31-May-19	\$ -	BANK BALANCE-Per Reconciliation:	\$ 115,750.00

(\$115,750.00)

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
TOTAL	\$ -			