

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 9/23/10

Reconciled balance brought forward in PNC Checking Acct from last meeting:	\$20,000.00
Deposits made since the last meeting:	\$14,179.85
Vouchers/Fees paid/Transfers since last meeting:	(\$14,179.85)
Current Reconciled Balance Remaining in PNC Checking Account (see Note 1):	\$20,000.00
Reconciled PNC Savings Balance brought forward from last meeting:	\$257,454.58
Withdrawals:	(\$14,179.85)
Deposits/Interest to Savings Account (see Note 4):	\$98,835.18
Current Reconciled Balance Remaining in PNC Savings Account:	\$342,109.91
GRAND TOTAL CASH ON HAND:	\$362,109.91
Total Dollar Amount of Current Month Voucher List to be Paid :	\$13,895.66

Notes - 8/19/10 Report:

1) Payment of the current month's voucher list would result in a PNC Checking balance of: \$6,104.34 therefore a transfer FROM PNC Sav of \$13,895.66 needs to be made in order to maintain the control balance of **\$20,000.00**. \$ 23,763.66

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 to be paid that month.

4) Reflects interest earned and posted of \$110.18 on 8/31/10 and the 3rd Qtr 2010 Borough Taxes of \$98,725 deposited on 8/23/10.

Plus check for \$9868.00 for 1st Responder Ins.

Jamesburg Board of Fire Commissioners Budgeted Appropriations vs. Actual January through December 2010

	Jan - Dec 10	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6100-00 · Salary & Wages			
6100-01 · Commissioners Pay	10,053.00	15,000.00	67.0%
6100-02 · Clerk Pay	0.00	1,500.00	0.0%
Total 6100-00 · Salary & Wages	10,053.00	16,500.00	60.9%
6400-00 · Professional Fees			
6400-01 · Legal Fees	4,385.00	14,000.00	31.3%
6400-02 · Accounting/Auditing Fees	7,653.52	12,000.00	63.8%
6400-04 · Medical Services	4,300.00	5,000.00	86.0%
Total 6400-00 · Professional Fees	16,338.52	31,000.00	52.7%
6400-05 · Election Expenses	1,156.42	1,500.00	77.1%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,682.58	3,000.00	89.4%
6500-02 · Misc Supplies(petty cash)	77.29	200.00	38.6%
Total 6500-00 · Office \Postage Exp	2,759.87	3,200.00	86.2%
Total Expense	30,307.81	52,200.00	58.1%
Net Ordinary Income	(30,307.81)	(52,200.00)	58.1%
Other Income/Expense			
Other Expense			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	462.88	13,455.00	3.4%
Total 7140-00 · Truck Equipment	462.88	13,455.00	3.4%
7195-00 · Uniform & Equip(Firefighters)	3,799.21	10,325.00	36.8%
Total 7100-00 · Reimb for Exp & Losses	4,262.09	23,780.00	17.9%
7200-00 · Hydrant Rental Dom Water	34,777.31	56,000.00	62.1%
7400-00 · Insurance Premium	25,155.05	39,000.00	64.5%
7500-00 · Professional Services			
7500-01 · Advertising	146.97	750.00	19.6%
7500-03 · Training & Education	389.69	6,500.00	6.0%
Total 7500-00 · Professional Services	536.66	7,250.00	7.4%
7600-00 · Utilities	16,288.89	30,000.00	54.3%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	359.00	5,000.00	7.2%
7710-02 · Fuel	231.47	4,000.00	5.8%
7710-04 · Truck Service	3,042.83	13,500.00	22.5%
7710-05 · Equipment Testing	870.05	4,950.00	17.6%
Total 7710-00 · Truck Service	4,503.35	27,450.00	16.4%
7720-00 · Air Pack & Bottle Repair	1,614.04	1,800.00	89.7%
7730-00 · Bldg Maintenance	6,618.41	25,000.00	26.5%
7740-00 · Bldg Supplies	231.80	3,000.00	7.7%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
Total 7700-00 · Maint/Repairs	29,217.60	89,750.00	32.6%
7800-00 · Contingency	8,067.59	10,000.00	80.7%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	18,330.20	21,000.00	87.3%
Total 7850-00 · LOSAP Program	18,330.20	21,000.00	87.3%
8000-00 · Debt Service			
8010-01 · General Obligation Bonds-Princi	45,000.00	45,000.00	100.0%
8010-10 · Capital Lease-Principal	0.00	30,000.00	0.0%
8020-02 · General Obligation Bonds-Int.	2,317.50	3,476.00	66.7%
8020-10 · Capital Lease-Interest	0.00	13,695.00	0.0%
Total 8000-00 · Debt Service	47,317.50	92,171.00	51.3%
9600-00 · Commitments for Future Capital	0.00	25,835.00	0.0%
Total Other Expense	183,952.89	394,786.00	46.6%
Net Other Income	(183,952.89)	(394,786.00)	46.6%
Net Income	(214,260.70)	(446,986.00)	47.9%

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
 As of September 30, 2010

Date	Num	Account	Open Balance
AT&T			
9/20/2010	2010-03-025	7600-00 · Utilities	228.43
Total AT&T			228.43
AUTO KING PARTS & SUPPLIES			
9/20/2010	2010-01-019	7710-04 · Truck Service	35.16
Total AUTO KING PARTS & SUPPLIES			35.16
BAILEY'S SQUARE JANITORIAL SERVICES, INC.			
9/20/2010	2010-02-009	7730-00 · Bldg Maintenance	182.00
Total BAILEY'S SQUARE JANITORIAL SERVICES, INC.			182.00
COMCAST			
9/20/2010	2010-03-026	7600-00 · Utilities	50.05
Total COMCAST			50.05
COMMUNICATIONS SPECIALISTS, INC.			
9/20/2010	2010-01-020	7710-01 · Radio Serv/Repair	87.25
Total COMMUNICATIONS SPECIALISTS, INC.			87.25
DEER PARK			
9/20/2010	2010-02-010	7730-00 · Bldg Maintenance	7.02
Total DEER PARK			7.02
FIRE ENGINEERING			
9/20/2010	2010-01-021	7500-03 · Training & Education	67.00
Total FIRE ENGINEERING			67.00
MIDCO WASTE SYSTEMS #689			
9/20/2010	2010-02-011	7730-00 · Bldg Maintenance	235.96
Total MIDCO WASTE SYSTEMS #689			235.96
MIDDLESEX COUNTY FIRE ACADEMY			
9/20/2010	2010-01-022	7500-03 · Training & Education	400.00
Total MIDDLESEX COUNTY FIRE ACADEMY			400.00
NEW JERSEY FIRE EQUIPMENT CO.			
9/20/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	393.24
9/20/2010	2010-01-003	7720-00 · Air Pack & Bottle Repair	954.72
9/20/2010	2010-01-003	7720-00 · Air Pack & Bottle Repair	477.36
9/20/2010	2010-01-003	7195-00 · Uniform & Equip(Firefighters)	1,571.04
Total NEW JERSEY FIRE EQUIPMENT CO.			3,396.36
NEXTEL COMMUNICATIONS			
9/20/2010	2010-03-027	7600-00 · Utilities	152.36
Total NEXTEL COMMUNICATIONS			152.36
NJ-AMERICAN WATER COMP.			
9/20/2010	2010-03-028	7200-00 · Hydrant Rental Dom Water	20.58
9/20/2010	2010-03-028	7200-00 · Hydrant Rental Dom Water	4,329.15
Total NJ-AMERICAN WATER COMP.			4,349.73
PSE&G			
9/20/2010	2010-03-029	7600-00 · Utilities	100.34
Total PSE&G			100.34
RELIABLE FIRE PROTECTION			
9/20/2010	2010-02-012	7730-00 · Bldg Maintenance	429.00
Total RELIABLE FIRE PROTECTION			429.00
SAMUEL KLEIN & COMPANY			
9/20/2010	2010-03-030	6400-02 · Accounting/Auditing Fees	3,850.00
Total SAMUEL KLEIN & COMPANY			3,850.00
TOTAL			13,570.66

+ 325.00 attached
13,895.66

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Jamesburg Board of Fire Commissioners
Accounts Payable Voucher List
As of September 30, 2010

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Open Balance</u>
DEBORAH A. FITZGERALD			
9/20/2010	2010-03-031	6400-02 · Accounting/Auditing Fees	325.00
Total DEBORAH A. FITZGERALD			325.00
TOTAL			325.00

BANK RECONCILIATION

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: August-10

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Jul-10	\$20,000.00	BAL. PER BANK STATEMENT	\$20,431.84
			AS OF:	31-Aug-10
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 8/20/10	\$14,179.85			
TOTAL DEBITS:	\$14,179.85			
	TOTAL	\$34,179.85		
				\$0.00
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 8/31	\$14,179.85			\$20,431.84
ACCOUNT ANALYSIS - 8/31	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$431.84
TOTAL CREDITS:	\$14,179.85			
BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

(\$0.00)

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6295	134.93	William P. Stonaker	7/22/10	
6300	72.91	Auto King Parts & Supplies	8/19/10	
6317	224.00	Old Forge Service Center	8/19/10	
TOTAL	\$ 431.84			

Jamesburg Board of Fire Commissioners
Monthly Check Register
 August 2010

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Date	Num	Name	Memo	Amount
1104-00 · Cash in Checking-PNC				
8/19/2010	6298	ABSOLUTE FIRE PROT. CO, INC.	INV# 0066655-IN 7/26/10	(720.00)
8/19/2010	6299	AT&T	BILL DATE 7/24/10	(238.74)
8/19/2010	6300	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT 7/27/10 INV#233934, 230499	(72.91)
8/19/2010	6301	BAILEY'S SQUARE JANITORIAL SERVICES, I...	INV#47772 7/15/10	(182.00)
8/19/2010	6302	BOROUGH OF JAMESBURG SEWER UTILITY	A/C#725-2 7/19/10	(219.50)
8/19/2010	6303	BRIAN H. WRIGHT	3RD QTR 2010 COMMISSIONERS FEES	(715.00)
8/19/2010	6304	CIRCLE JANITORIAL SUPPLIES, SOUTH		(926.80)
8/19/2010	6305	COMCAST	BILLING DATE 7/31/10	(50.05)
8/19/2010	6306	COMMUNICATIONS SPECIALISTS, INC.	INV#28162 8/3/10	(105.25)
8/19/2010	6307	DEBORAH A. FITZGERALD	INV#2010007 7/31/10	(312.50)
8/19/2010	6308	DEER PARK	INV#00G7801965661 8/5/10	(4.93)
8/19/2010	6309	DINA WALKER	3RD QTR 2010 COMMISSIONERS FEES	(653.00)
8/19/2010	6310	JCP&L	BILL DATES 7/15/10 & 8/13/10	(2,343.43)
8/19/2010	6311	MARGARET LINKE		(536.00)
8/19/2010	6312	MIDCO WASTE SYSTEMS #689	INV#0689-000384666 7/12/10	(236.39)
8/19/2010	6313	NANCY LINKE	3RD QTR 2010 COMMISSIONERS FEES	(943.00)
8/19/2010	6314	NEW JERSEY FIRE EQUIPMENT CO.	INV#35673 7/16/10	(348.94)
8/19/2010	6315	NEXTEL COMMUNICATIONS	INV#325901826-069 7/27/10	(152.36)
8/19/2010	6316	NJ-AMERICAN WATER COMP.	A/C#18-0767497-1 7/12/10 & 8/11/10, #18-0769723-8 8/2/10	(4,358.73)
8/19/2010	6317	OLD FORGE SERVICE CENTER	INV#100809013 8/9/10	(224.00)
8/19/2010	6318	PATRICK CONNELLY	3RD QTR 2010 COMMISSIONERS FEES	(520.00)
8/19/2010	6319	PSE&G	BILLING FOR JULY 2010	(107.93)
8/19/2010	6320	VIKING TERMITE & PEST CONTROL, INC.	INV#18336932 7/1/10	(128.40)
8/19/2010	6321	W.B. MASON CO. INC.	INV#754000-000 7/21/10	(79.99)
Total 1104-00 · Cash in Checking-PNC				(14,179.85)
TOTAL				(14,179.85)

09/20/10

Jamesburg Board of Fire Commissioners
Outstanding Checks
July through August 2010

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	7/22/2010	6295	WILLIAM P. STONAKER	1104-00 · Cash in Checking-PNC	
Bill	7/19/2010	2010-...		7195-00 · Uniform & Equip(Firefighte...	-134.93
TOTAL					-134.93
Bill Pmt -Check	8/19/2010	6300	AUTO KING PARTS & SUPPL...	1104-00 · Cash in Checking-PNC	
Bill	8/18/2010	2010-...		7710-04 · Truck Service	-72.91
TOTAL					-72.91
Bill Pmt -Check	8/19/2010	6317	OLD FORGE SERVICE CENT...	1104-00 · Cash in Checking-PNC	
Bill	8/18/2010	2010-...		7710-04 · Truck Service	-224.00
TOTAL					-224.00

**JAMESBURG BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT #1
September 23, 2010**

The Meeting was called to order by Commissioner B. Wright. The meeting is being held pursuant to the Open Public Meeting Act of 1974 and all provisions have been met.

ROLL CALL: Present: Commissioners P. Connelly, N. Linke, M. Linke B. Wright, D. Walker

MINUTES: Commissioner B. Wright requested a motion on August's Minutes.

Upon the motion made by D. Walker and 2nd by B. Wright

TREASURER'S REPORT:

PNC Bank

	Checking		Savings
Bal. bt fwd.	\$ 20,000.00		\$257,454.58
Deposits	\$14,179.85		\$ 98,835.18
Vouchers Paid	\$(14,179.85)	Withdrawals	\$ (14,179.85)
Totals	\$ 20,000.00		\$342,109.91
Grand Total cash on hand			\$362,109.91

Hand written check needed in the amount of \$9868.00 payable to First Responder (Insurance).

Board received Insurance check in the amount of \$2461.33.

Motion made to approve Treasurer's report 1st N. Linke 2nd by P. Connelly.

REQUISITIONS:

Campbell Supply	Service,J3,J4,J10	\$6500.00
Waterways	Ladder testing	\$1000.00
Cont Fire	5Cones	\$765.00

Motion made to approve Requisitions 1st. M. Linke 2nd P. Connelly

CORRESPONDENCE: None

ATTORNEY'S REPORT:

Went over audit report. Attorney will publish synopsis in the Home News Tribune.

PRESIDENT DURANDO'S REPORT:

He has called pinter doors for a price to replace bay doors and install sensors.

CHIEF STONAKER'S REPORT:

7 Calls for the month of August.

Chief would like to hire a grant writer Approx. cost \$500.00 . as per Attorney it's very hard to get grants. D. Fitzpatrick will get names of grant writers.

We also have to purchased new Scot air packs 20 of our bottles will be expiring. As per Attorney if we don't have the monies to purchase them we will need to add a bond question on the ballot.

What about the chief's truck? Comment by N. Linke not for \$70,000.00.

NEW BUSINESS:

Gerald Stankiewicz of Samuel Klein & Company was present to go over our debt services.

Annual Dinner Dance will be held on November 13, 2010.

D. Walker We need to form a Comm. To disuse a new capital plan for the Dept. and want needs to be purchased. I think two commissioners and the chief and a few of his guys. D.Walker and P. Connelly will assist the chief and meet with him on Oct 19th at 7pm. At the Firehouse.

OLD BUSINESS:

OPEN TO THE PUBLIC: 1st N. Linke, 2nd M. Linke

CLOSE MEETING TO PUBLIC: 1st N. Linke, 2nd M. Linke

CLOSE/ ADJOURN MEETING : 1ST N. Linke, 2nd B. Wright.