

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 10/17/13

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 7,996.00
Deposits made since the last meeting:	\$ 21,287.90
Vouchers/Fees paid/Transfers since last meeting:	(\$9,283.90)
Current Reconciled Balance Remaining in PNC Checking Account (1):	<b>\$ 20,000.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 284,556.80
Withdrawals:	(\$21,287.90)
Deposits/Interest to Savings Account (see Note 4):	\$ 49.41
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 263,318.31</b>
 GRAND TOTAL CASH ON HAND:	 <b>\$ 283,318.31</b>
 Total Dollar Amount of Current Month Voucher List to be Paid:	 <b>\$ 25,644.38</b>

**Notes - 10/17/13 Report:**

1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$5,644.38) therefore a transfer FROM PNC Sav of **\$25,644.38** 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 to be paid that month.

4) Reflects interest earned and posted of \$49.41 on 9/30/13.

**Jamesburg Board of Fire Commissioners**  
**Budgeted Appropriations vs. Actual**  
 January through December 2013

	Jan - Dec 13	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
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%
<b>Total 6100-00 · Salary &amp; Wages</b>	<b>10,053.00</b>	<b>16,500.00</b>	<b>60.9%</b>
6400-00 · Professional Fees			
6400-01 · Legal Fees	7,000.00	14,000.00	50.0%
6400-02 · Accounting/Auditing Fees	8,317.02	12,000.00	69.3%
6400-04 · Medical Services	4,455.00	5,000.00	89.1%
<b>Total 6400-00 · Professional Fees</b>	<b>19,772.02</b>	<b>31,000.00</b>	<b>63.8%</b>
6400-05 · Election Expenses	2,926.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,501.25	8,500.00	29.4%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,501.25</b>	<b>8,700.00</b>	<b>28.8%</b>
<b>Total Expense</b>	<b>35,252.90</b>	<b>59,200.00</b>	<b>59.5%</b>
<b>Net Ordinary Income</b>	<b>(35,252.90)</b>	<b>(59,200.00)</b>	<b>59.5%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	9,875.99	13,000.00	76.0%
<b>Total 7140-00 · Truck Equipment</b>	<b>9,875.99</b>	<b>13,000.00</b>	<b>76.0%</b>
7195-00 · Uniform & Equip(Firefighters)	7,795.61	10,000.00	78.0%
<b>Total 7100-00 · Reimb for Exp &amp; Losses</b>	<b>17,671.60</b>	<b>23,000.00</b>	<b>76.8%</b>
7200-00 · Hydrant Rental Dom Water	41,393.68	56,000.00	73.9%
7400-00 · Insurance Premium	40,787.00	41,250.00	98.9%
7500-00 · Professional Services			
7500-01 · Advertising	340.04	750.00	45.3%
7500-03 · Training & Education	4,957.00	6,000.00	82.6%
<b>Total 7500-00 · Professional Services</b>	<b>5,297.04</b>	<b>6,750.00</b>	<b>78.5%</b>
7600-00 · Utilities	14,317.62	27,000.00	53.0%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	3,768.10	5,000.00	75.4%
7710-02 · Fuel	0.00	4,500.00	0.0%
7710-04 · Truck Service	4,354.28	15,000.00	29.0%
7710-05 · Equipment Testing	806.00	5,000.00	16.1%
<b>Total 7710-00 · Truck Service</b>	<b>8,928.38</b>	<b>29,500.00</b>	<b>30.3%</b>
7720-00 · Air Pack & Bottle Repair	1,149.49	1,800.00	63.9%
7730-00 · Bldg Maintenance	6,143.74	25,000.00	24.6%
7740-00 · Bldg Supplies	631.38	2,500.00	25.3%
7750-00 · Fire Comp. Contract	24,375.00	32,500.00	75.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>41,227.99</b>	<b>91,300.00</b>	<b>45.2%</b>
7800-00 · Contingency	(423.49)	25,000.00	(1.7)%
7850-00 · LOSAP Program			
7850-01 · LOSAP Program	15,418.85	21,000.00	73.4%
<b>Total 7850-00 · LOSAP Program</b>	<b>15,418.85</b>	<b>21,000.00</b>	<b>73.4%</b>
8000-00 · Debt Service			
8010-03 · Lease Purchase - Principal	0.00	24,704.00	0.0%
8010-10 · Capital Lease-Principal	0.00	40,000.00	0.0%
8010-11 · Capital Lease - Oshkosh	33,449.29	33,449.00	100.0%
8020-03 · Lease Purchase - Int.	0.00	3,322.00	0.0%
8020-10 · Capital Lease-Interest	0.00	8,980.00	0.0%
<b>Total 8000-00 · Debt Service</b>	<b>33,449.29</b>	<b>110,455.00</b>	<b>30.3%</b>
9000-00 · Special Projects			
9200-00 · Capital Project-New Truck	0.00	10,000.00	0.0%
<b>Total 9000-00 · Special Projects</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>209,139.58</b>	<b>411,755.00</b>	<b>50.8%</b>
<b>Net Other Income</b>	<b>(209,139.58)</b>	<b>(411,755.00)</b>	<b>50.8%</b>
<b>Net Income</b>	<b>(244,392.48)</b>	<b>(470,955.00)</b>	<b>51.9%</b>

10/15/13

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
 As of October 31, 2013

Date	Num	Account	Open Balance
<b>ACCESS HEALTH SYSTEMS</b>			
10/15/2013	2013-01-049	6400-04 · Medical Services	135.00
Total ACCESS HEALTH SYSTEMS			135.00
<b>ANDY STONAKER - PETTY CASH</b>			
10/15/2013	2013-02-022	7730-00 · Bldg Maintenance	110.00
Total ANDY STONAKER - PETTY CASH			110.00
<b>APPROVED FIRE PROTECTION CO.</b>			
10/15/2013	2013-01-050	7710-05 · Equipment Testing	52.00
Total APPROVED FIRE PROTECTION CO.			52.00
<b>AT&amp;T</b>			
10/15/2013	2013-03-098	7600-00 · Utilities	235.19
Total AT&T			235.19
<b>AUTO KING PARTS &amp; SUPPLIES</b>			
10/15/2013	2013-01-051	7140-01 · Fire Equipment	178.99
Total AUTO KING PARTS & SUPPLIES			178.99
<b>BETTER LIVING DEPT. STORE</b>			
10/15/2013	2013-02-023	7740-00 · Bldg Supplies	162.47
Total BETTER LIVING DEPT. STORE			162.47
<b>BINARY CONNECTIONS, INC.</b>			
10/15/2013	2013-01-052	7500-03 · Training & Education	1,539.00
Total BINARY CONNECTIONS, INC.			1,539.00
<b>CIRCLE JANITORIAL SUPPLIES, SOUTH</b>			
10/15/2013	2013-02-024	7740-00 · Bldg Supplies	241.41
Total CIRCLE JANITORIAL SUPPLIES, SOUTH			241.41
<b>COMCAST</b>			
10/15/2013	2013-03-099	7600-00 · Utilities	103.56
Total COMCAST			103.56
<b>DEBORAH A. FITZGERALD</b>			
10/15/2013	2013-03-100	6400-02 · Accounting/Auditing Fees	187.50
Total DEBORAH A. FITZGERALD			187.50
<b>FOLEY, INCORPORATED</b>			
10/15/2013	2013-02-025	7730-00 · Bldg Maintenance	531.90
Total FOLEY, INCORPORATED			531.90
<b>JAMESBURG HARDWARE &amp; APPLIANCE</b>			
10/15/2013	2013-02-026	7740-00 · Bldg Supplies	35.54
Total JAMESBURG HARDWARE & APPLIANCE			35.54
<b>JAMESBURG VOL FIRE DEPT</b>			
10/15/2013	2013-02-027	7750-00 · Fire Comp. Contract	8,125.00
Total JAMESBURG VOL FIRE DEPT			8,125.00
<b>JCP&amp;L</b>			
10/15/2013	2013-03-101	7600-00 · Utilities	360.59
Total JCP&L			360.59
<b>MAIN ELECTRIC SUPPLY CO., INC.</b>			
10/15/2013	2013-01-053	7740-00 · Bldg Supplies	89.46
Total MAIN ELECTRIC SUPPLY CO., INC.			89.46
<b>MIDCO WASTE SYSTEMS #689</b>			
10/15/2013	2013-02-028	7730-00 · Bldg Maintenance	405.27
Total MIDCO WASTE SYSTEMS #689			405.27
<b>NETLINK WEB SERVICES, LLC</b>			
10/15/2013	2013-03-102	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00

10/15/13

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
**As of October 31, 2013**

Date	Num	Account	Open Balance
<b>NEW JERSEY FIRE EQUIPMENT CO.</b>			
10/15/2013	2013-01-048	7140-01 · Fire Equipment	512.00
Total NEW JERSEY FIRE EQUIPMENT CO.			512.00
<b>NJ-AMERICAN WATER COMP.</b>			
10/15/2013	2013-03-103	7200-00 · Hydrant Rental Dom Water	17.39
10/15/2013	2013-03-103	7200-00 · Hydrant Rental Dom Water	4,578.00
10/15/2013	2013-03-103	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			9,173.39
<b>NORTHEASTERN BUILDING SUPPLY</b>			
10/15/2013	2013-02-018	7730-00 · Bldg Maintenance	119.48
Total NORTHEASTERN BUILDING SUPPLY			119.48
<b>PANTANO POWER EQUIPMENT</b>			
10/15/2013	2013-01-054	7710-04 · Truck Service	178.08
Total PANTANO POWER EQUIPMENT			178.08
<b>PENGUIN MANAGEMENT, INC.</b>			
10/15/2013	2013-01-055	7710-01 · Radio Serv/Repair	1,747.00
Total PENGUIN MANAGEMENT, INC.			1,747.00
<b>PSE&amp;G</b>			
10/15/2013	2013-03-104	7600-00 · Utilities	102.46
Total PSE&G			102.46
<b>RJE ELECTRIC, LLC</b>			
10/15/2013	2013-02-029	7730-00 · Bldg Maintenance	960.00
Total RJE ELECTRIC, LLC			960.00
<b>VIKING TERMITE &amp; PEST CONTROL, INC.</b>			
10/15/2013	2013-02-030	7730-00 · Bldg Maintenance	139.10
Total VIKING TERMITE & PEST CONTROL, INC.			139.10
<b>W.B. MASON CO. INC.</b>			
10/15/2013	2013-03-105	6500-01 · Office Supplies	20.99
Total W.B. MASON CO. INC.			20.99
<b>TOTAL</b>			<b>25,644.38</b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: September-13

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Aug-13	\$7,996.00	BAL. PER BANK STATEMENT	\$20,621.31
			AS OF:	30-Sep-13
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 9/20/13	\$21,287.90			
TOTAL DEBITS:	\$21,287.90			
	TOTAL	\$29,283.90		
				\$0.00
LESS CREDITS:			TOTAL IN TRANSIT:	
VOUCHER LIST - 9/30	\$9,283.90			\$20,621.31
ACCOUNT ANALYSIS	\$0.00		LESS CHECKS OUTSTANDING:	
			TOTAL:	\$621.31
TOTAL CREDITS:	\$9,283.90			
ENDING BANK BALANCE-Per General Ledger:		\$20,000.00	BANK BALANCE-Per Reconciliation:	\$20,000.00

\$0.00

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
7019	150.00	Reliable Fire	8/15/13	
7025	200.00	Deborah A. Fitzgerald	9/19/13	
7027	72.31	Dina Walker - petty cash	9/19/13	
7031	199.00	Netlink Web	9/19/13	
TOTAL	\$ 621.31			

**Jamesburg Board of Fire Commissioners**  
**Monthly Check Register**  
September 2013

10/15/13

Date	Num	Name	Memo	Amount
<b>1104-00 · Cash in Checking-PNC</b>				
9/19/2013	7022	AT&T	LOCAL & LONG DISTANCE 8/24/13	(234.24)
9/19/2013	7023	COMCAST	INTERNET & TV 8/31/13	(69.33)
9/19/2013	7024	COMMUNICATIONS SPECIALISTS, INC.	INV# 32369 9/3/13	(334.00)
9/19/2013	7025	DEBORAH A. FITZGERALD	INV# 2013008 8/31/13	(200.00)
9/19/2013	7026	DEER PARK DIRECT	INV# 13H7801965661 9/4/13	(9.27)
9/19/2013	7027	DINA WALKER - PETTY CASH	PETTY CASH REIMB - RECORDER 5/16/12	(72.31)
9/19/2013	7028	EMERGENCY EQUIPMENT SALES, LLC	INV# 13-0894 8/8/13	(1,184.60)
9/19/2013	7029	JCP&L	ELECTRIC 8/15/13	(1,281.36)
9/19/2013	7030	MIDCO WASTE SYSTEMS #689	INV# 0689-001326722 7/12/13 & 0689-001351879 8/12/13	(742.07)
9/19/2013	7031	NETLINK WEB SERVICES, LLC	INV# NWS1411 9/1/13	(199.00)
9/19/2013	7032	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 & 18-0769723-8 8/1/13	(4,595.09)
9/19/2013	7033	PSE&G	GAS 8/23/13	(87.64)
9/19/2013	7034	RELIABLE FIRE PROTECTION	INV# 331591 7/8/13	(181.00)
9/19/2013	7035	W.B. MASON CO. INC.	INV# I07904738 10/16/12	(93.99)
Total 1104-00 · Cash in Checking-PNC				(9,283.90)
<b>TOTAL</b>				<b>(9,283.90)</b>

**Jamesburg Board of Fire Commissioners**  
**Outstanding Checks**  
 August through September 2013

10/15/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	8/15/2013	7019	RELIABLE FIRE PROTECTI...	1104-00 · Cash in Checking-PNC	
Bill	8/13/2013	2013-02-019		7730-00 · Bldg Maintenance	-150.00
TOTAL					-150.00
Bill Pmt -Check	9/19/2013	7025	DEBORAH A. FITZGERALD	1104-00 · Cash in Checking-PNC	
Bill	9/17/2013	2013-03-091		6400-02 · Accounting/Auditing Fees	-200.00
TOTAL					-200.00
Bill Pmt -Check	9/19/2013	7027	DINA WALKER - PETTY CA...	1104-00 · Cash in Checking-PNC	
Bill	9/17/2013	2013-03-092		6500-01 · Office Supplies	-72.31
TOTAL					-72.31
Bill Pmt -Check	9/19/2013	7031	NETLINK WEB SERVICES, ...	1104-00 · Cash in Checking-PNC	
Bill	9/17/2013	2013-03-094		6500-01 · Office Supplies	-199.00
TOTAL					-199.00