

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

Prepared By: D. Fitzgerald

Treasurer Report:

Date: 9/19/13

Reconciled balance brought forward in <b>PNC Checking</b> Acct from last meeting:	\$ 19,531.00
Deposits made since the last meeting:	\$ 22,538.87
Vouchers/Fees paid/Transfers since last meeting:	(\$34,073.87)
Current Reconciled Balance Remaining in PNC Checking Account (1):	<b>\$ 7,996.00</b>
Reconciled <b>PNC Savings</b> Balance brought forward from last meeting:	\$ 307,044.23
Withdrawals:	(\$22,538.87)
Deposits/Interest to Savings Account (see Note 4):	\$ 51.44
Current Reconciled Balance Remaining in PNC Savings Account:	<b>\$ 284,556.80</b>
GRAND TOTAL CASH ON HAND:	<b>\$ 292,552.80</b>
Total Dollar Amount of Current Month Voucher List to be Paid:	<b>\$ 9,283.90</b>

**Notes - 9/19/13 Report:**

- 1) Payment of the current month's voucher list would result in a PNC Checking balance of: (\$1,287.90) therefore a transfer FROM PNC Sav of **\$21,287.90** needs to be made in order to maintain the control balance of **\$20,000.00**. Check #7021 payable to First Responder Joint Insurance Fund for \$12,004 was cut on 8/29/13 in order to meet the due date of 9/1/13.
  
- 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 \$51.44 on 8/30/13.

11:05 PM

09/17/13

Accrual Basis

**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	8,129.52	12,000.00	67.7%
6400-04 · Medical Services	4,320.00	5,000.00	86.4%
<b>Total 6400-00 · Professional Fees</b>	<b>19,449.52</b>	<b>31,000.00</b>	<b>62.7%</b>
6400-05 · Election Expenses	2,926.63	3,000.00	97.6%
6500-00 · Office \Postage Exp			
6500-01 · Office Supplies	2,281.26	8,500.00	26.8%
6500-02 · Misc Supplies(petty cash)	0.00	200.00	0.0%
<b>Total 6500-00 · Office \Postage Exp</b>	<b>2,281.26</b>	<b>8,700.00</b>	<b>26.2%</b>
<b>Total Expense</b>	<b>34,710.41</b>	<b>59,200.00</b>	<b>58.6%</b>
<b>Net Ordinary Income</b>	<b>(34,710.41)</b>	<b>(59,200.00)</b>	<b>58.6%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7100-00 · Reimb for Exp & Losses			
7140-00 · Truck Equipment			
7140-01 · Fire Equipment	9,185.00	13,000.00	70.7%
<b>Total 7140-00 · Truck Equipment</b>	<b>9,185.00</b>	<b>13,000.00</b>	<b>70.7%</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>16,980.61</b>	<b>23,000.00</b>	<b>73.8%</b>
7200-00 · Hydrant Rental Dom Water	32,220.29	56,000.00	57.5%
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	3,418.00	6,000.00	57.0%
<b>Total 7500-00 · Professional Services</b>	<b>3,758.04</b>	<b>6,750.00</b>	<b>55.7%</b>
7600-00 · Utilities	13,515.82	27,000.00	50.1%
7700-00 · Maint/Repairs			
7710-00 · Truck Service			
7710-01 · Radio Serv/Repair	2,021.10	5,000.00	40.4%
7710-02 · Fuel	0.00	4,500.00	0.0%
7710-04 · Truck Service	4,176.20	15,000.00	27.8%
7710-05 · Equipment Testing	754.00	5,000.00	15.1%
<b>Total 7710-00 · Truck Service</b>	<b>6,951.30</b>	<b>29,500.00</b>	<b>23.6%</b>
7720-00 · Air Pack & Bottle Repair	1,149.49	1,800.00	63.9%
7730-00 · Bldg Maintenance	3,877.99	25,000.00	15.5%
7740-00 · Bldg Supplies	102.50	2,500.00	4.1%
7750-00 · Fire Comp. Contract	16,250.00	32,500.00	50.0%
<b>Total 7700-00 · Maint/Repairs</b>	<b>28,331.28</b>	<b>91,300.00</b>	<b>31.0%</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>184,037.69</b>	<b>411,755.00</b>	<b>44.7%</b>
<b>Net Other Income</b>	<b>(184,037.69)</b>	<b>(411,755.00)</b>	<b>44.7%</b>
<b>Net Income</b>	<b>(218,748.10)</b>	<b>(470,955.00)</b>	<b>46.4%</b>

09/17/13

**Jamesburg Board of Fire Commissioners**  
**Accounts Payable Voucher List**  
As of September 30, 2013

Date	Num	Account	Open Balance
<b>AT&amp;T</b>			
9/17/2013	2013-03-089	7600-00 · Utilities	234.24
Total AT&T			234.24
<b>COMCAST</b>			
9/17/2013	2013-03-090	7600-00 · Utilities	69.33
Total COMCAST			69.33
<b>COMMUNICATIONS SPECIALISTS, INC.</b>			
9/17/2013	2013-01-044	7710-01 · Radio Serv/Repair	334.00
Total COMMUNICATIONS SPECIALISTS, INC.			334.00
<b>DEBORAH A. FITZGERALD</b>			
9/17/2013	2013-03-091	6400-02 · Accounting/Auditing Fees	200.00
Total DEBORAH A. FITZGERALD			200.00
<b>DEER PARK DIRECT</b>			
9/17/2013	2013-02-020	7730-00 · Bldg Maintenance	9.27
Total DEER PARK DIRECT			9.27
<b>DINA WALKER - PETTY CASH</b>			
9/17/2013	2013-03-092	6500-01 · Office Supplies	72.31
Total DINA WALKER - PETTY CASH			72.31
<b>EMERGENCY EQUIPMENT SALES, LLC</b>			
9/17/2013	2013-01-039	7710-04 · Truck Service	1,184.60
Total EMERGENCY EQUIPMENT SALES, LLC			1,184.60
<b>JCP&amp;L</b>			
9/17/2013	2013-03-093	7600-00 · Utilities	1,281.36
Total JCP&L			1,281.36
<b>MIDCO WASTE SYSTEMS #689</b>			
9/17/2013	2013-02-021	7730-00 · Bldg Maintenance	341.93
9/17/2013	2013-02-021	7730-00 · Bldg Maintenance	400.14
Total MIDCO WASTE SYSTEMS #689			742.07
<b>NETLINK WEB SERVICES, LLC</b>			
9/17/2013	2013-03-094	6500-01 · Office Supplies	199.00
Total NETLINK WEB SERVICES, LLC			199.00
<b>NJ-AMERICAN WATER COMP.</b>			
9/17/2013	2013-03-095	7200-00 · Hydrant Rental Dom Water	17.09
9/17/2013	2013-03-095	7200-00 · Hydrant Rental Dom Water	4,578.00
Total NJ-AMERICAN WATER COMP.			4,595.09
<b>PSE&amp;G</b>			
9/17/2013	2013-03-096	7600-00 · Utilities	87.64
Total PSE&G			87.64
<b>RELIABLE FIRE PROTECTION</b>			
9/17/2013	2013-01-045	7710-05 · Equipment Testing	181.00
Total RELIABLE FIRE PROTECTION			181.00
<b>W.B. MASON CO. INC.</b>			
9/17/2013	2013-03-097	6500-01 · Office Supplies	93.99
Total W.B. MASON CO. INC.			93.99
<b>TOTAL</b>			<b>9,283.90</b>

**BANK RECONCILIATION**

NAME OF CLIENT: JAMESBURG BOARD OF FIRE COMMISSIONERS

MONTH OF: August-13

NAME OF BANK: PNC Bank

PREPARED BY: DF

ACCOUNT #: 80-2874-0082

BALANCE FORWARD:	31-Jul-13	\$19,531.00	BAL. PER BANK STATEMENT	\$20,824.99
			AS OF: <u>30-Aug-13</u>	
ADD DEBITS:			ADD DEPOSITS IN TRANSIT:	
Online Banking Transfer				
on 8/19/13		\$22,538.87		
TOTAL DEBITS:		\$22,538.87		
	TOTAL	\$42,069.87		
LESS CREDITS:			TOTAL IN TRANSIT:	\$0.00
VOUCHER LIST - 8/31		\$34,073.87		
				\$20,824.99
ACCOUNT ANALYSIS		\$0.00	LESS CHECKS OUTSTANDING:	
			TOTAL:	\$12,828.99
TOTAL CREDITS:		\$34,073.87		
ENDING BANK BALANCE-Per General Ledger:		\$7,996.00	BANK BALANCE-Per Reconciliation:	\$7,996.00

(\$0.00)

NUMBER	AMOUNT	PAYEE NAME	DATE	P/O #
6997	154.99	Andy Stonaker - petty cash	8/15/13	
7012	520.00	Joseph Howard	8/15/13	
7019	150.00	Reliable Fire	8/15/13	
7021	12,004.00	First Responder	8/15/13	
TOTAL	\$ 12,828.99			

**Jamesburg Board of Fire Commissioners**

**Monthly Check Register**

August 2013

09/17/13

Date	Num	Name	Memo	Amount
<b>1104-00 - Cash in Checking-PNC</b>				
8/15/2013	6997	ANDY STONAKER - PETTY CASH	REIMBURSE EXPENSES - FENCING HOME DEPOT 5/20/13	(154.99)
8/15/2013	6998	AT&T	LOCAL & LONG DISTANCE 7/24/13	(232.92)
8/15/2013	6999	AUTO KING PARTS & SUPPLIES	A/C# J2100 STMT DATED 8/1/13	(91.94)
8/15/2013	7000	BETTER LIVING DEPT. STORE	A/C# JAFICO STMT 7/25/13	(228.00)
8/15/2013	7001	BOROUGH OF JAMESBURG SEWER UTILITY	3RD QTR 2013 SEWER TAX	(236.75)
8/15/2013	7002	BRIAN H. WRIGHT	3RD QTR 2013 COMISSIONERS FEES	(715.00)
8/15/2013	7003	COMCAST	INTERNET & TV SVC 6/30/13 & 7/31/13	(138.66)
8/15/2013	7004	DEBORAH A. FITZGERALD	INV# 2013007 7/31/13	(212.50)
8/15/2013	7005	DEER PARK DIRECT	INV# 13G7801965661 8/2/13	(9.11)
8/15/2013	7006	DINA WALKER	3RD QTR 2013 COMMISSIONERS FEES	(653.00)
8/15/2013	7007	EMERGENCY EQUIPMENT SALES, LLC	INV# 13-0614 7/19/13	(2,674.25)
8/15/2013	7008	FIREFIGHTER ONE, LLC		(1,092.10)
8/15/2013	7009	HIGHTS FARM EQUIPMENT	INV# 157499 6/21/13	(359.96)
8/15/2013	7010	JCP&L	ELECTRIC 7/16/13	(738.53)
8/15/2013	7011	JOSEPH D YOUSOUF, ESQUIRE	INV# 139 7/18/13	(6,430.00)
8/15/2013	7012	JOSEPH HOWARD	3RD QTR 2013 COMMISSIONERS FEES	(520.00)
8/15/2013	7013	NANCY LINKE	3RD QTR 2013 COMMISSIONERS FEES	(943.00)
8/15/2013	7014	NETLINK WEB SERVICES, LLC	INV #NWS1394 8/1/13	(199.00)
8/15/2013	7015	NEW JERSEY FIRE EQUIPMENT CO.	INV# 43016 7/10/13	(1,697.00)
8/15/2013	7016	NJ-AMERICAN WATER COMP.	A/C# 18-0767497-1 7/12/13	(23.35)
8/15/2013	7017	PATRICK CONNELLY	3RD QTR 2013 COMMISSIONERS FEES	(520.00)
8/15/2013	7018	PSE&G	GAS 7/26/13	(98.81)
8/15/2013	7019	RELIABLE FIRE PROTECTION	INV# 331162 6/10/13	(150.00)
8/15/2013	7020	TEAM LIFE, INC.		(3,951.00)
8/29/2013	7021	FIRST RESPONDER JOINT INSURANCE FUND	FINAL INSTALLMENT FUND YEAR 2013	(12,004.00)
Total 1104-00 - Cash in Checking-PNC				<u>(34,073.87)</u>
<b>TOTAL</b>				<u><b>(34,073.87)</b></u>

## Jamesburg Board of Fire Commissioners

## Outstanding Checks

August 2013

09/17/13

Type	Date	Num	Name	Account	Paid Amount
Bill Pmt -Check	8/15/2013	6997	ANDY STONAKER - PETTY ...	1104-00 · Cash in Checking-PNC	
Bill	8/13/2013	2013-02-017		7730-00 · Bldg Maintenance	-154.99
TOTAL					-154.99
Bill Pmt -Check	8/15/2013	7012	JOSEPH HOWARD	1104-00 · Cash in Checking-PNC	
Bill	8/13/2013	2013-03-083		6100-01 · Commissioners Pay	-520.00
TOTAL					-520.00
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
Check	8/29/2013	7021	FIRST RESPONDER JOINT ...	1104-00 · Cash in Checking-PNC	
				7400-00 · Insurance Premium	-12,004.00
TOTAL					-12,004.00