

BOARD OF FIRE COMMISSIONERS

Maurice River Township #1

Package Index

Meeting Date - February 26, 2018

Next Meeting Date - March 26, 2018

No meeting of BOFC in June and August

Cheryl Ward will attend in the months of February, March, May, October, November, December.

CONTENT OF FINANCIAL PACKAGE

<u>Pages</u>	<u>Description</u>	<u>Comments/Action</u>
1	Content of Financial Package	
2 to 11	Financial Reports	Review reports, approve and sign checks. Please sign vouchers.
12	Resolution 18-1, Budget Transfer 2017	FYI

Actions needed:

Please sign and record vote from 2018 election results certification. Need copy of ballot for submission.

Please sign and record vote on Resolution 18-1 transfer of funds from Equipment to R&M on 2017 Budget per auditor.

done by Matt

Bonds Payments are due - 2018:

April - USDA - \$12,854

Sept - Truck - \$68,641

Oct - USDA - \$12,854

Commissioners Term:

Matt - Feb 2016 - Feb 2019

Walter - Feb 2016 - Feb 2019

Joe - Feb 2017- Feb 2020

Wayne - Feb 2017- Feb 2020

Jerry - Feb 2018 - Feb 2021

Township Funds Disbursement amounts & dates:

**BOARD OF FIRE COMMISSIONERS
MAURICE RIVER TOWNSHIP FIRE DISTRICT #1**

Checks Submitted for Approval
Meeting Date - February 26, 2018

*May 21
Dec. 17*

<u>Check #</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
1545***			
1635*	VOID	Chucks Mobile Lighting	O&M - Repairs & Maintenance
1636*		<i>Not willow</i> For Grant Writing	Admin - Professional Fees
1637*	\$ 120.00 ^{160.00}	Veronica English	Admin - Election
1638*	\$ 120.00 ^{160.00}	Leeann Garrison	Admin - Election
1639*	\$ 120.00 ^{160.00}	Sharon Cox	Admin - Election
1640*	\$ 1,495.00	Chucks Mobile Lighting	O&M - Repairs & Maintenance
1641	\$ 337.70	Atlantic City Electric	O&M - Utilities
1642	\$ 9.97	Comcast	O&M - Utilities
auto 2/1	\$ 85.93	Comcast	O&M - Utilities
1643	\$ 14.05	The Daily Journal	Admin - Election
1644	\$ 3,125.00	Firegrounds Operations Training	O&M - Training
1645	\$ 2,065.50	Reliable Power Plus	O&M - Repairs & Maintenance
1646	\$ 63.00	Sir Speedy Printing	Admin- Election
1647	\$ 488.87	South Jersey Gas Co	O&M - Utilities
1648	\$ 87.78	Verizon	O&M - Utilities
auto 3/1	\$ 85.93	Comcast	O&M - Utilities

*Checks approved and signed at prior meeting.
***Given to Jerry Corson at February 2017 meeting.

Encumbrances:

<u>Vendor Name:</u>	<u>Item Description:</u>	<u>Amount Due:</u>
Cheryl Ward CPA PC	Professional Services - Jan	\$ 330.00
Cheryl Ward CPA PC	Professional Services -Feb	\$ 330.00
		<u>\$ 660.00</u>

Maurice River Township, Fire District #1

Balance Sheet

As of February 26, 2018

	<u>Feb 26, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
CD - 1st Bank of Sea Isle	20,615.82
Checking, 1st Bank of Sea Isle	68,785.29
Total Checking/Savings	<u>89,401.11</u>
Total Current Assets	89,401.11
Fixed Assets	
Building Improvements (Net)	795,287.27
Vehicles & Equipment (Net)	715,045.66
Total Fixed Assets	<u>1,510,332.93</u>
TOTAL ASSETS	<u><u>1,599,734.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Interest on LT Debt	1,287.68
Bond & Loan Debt due w/in 1 Yr	53,949.00
Encumbrance Payable	660.00
Total Other Current Liabilities	<u>55,896.68</u>
Total Current Liabilities	55,896.68
Long Term Liabilities	
Due to TD Equipment Finance Inc	556,274.00
Due to USDA	416,014.88
Total Long Term Liabilities	<u>972,288.88</u>
Total Liabilities	1,028,185.56
Equity	
Fund Balance	-28,285.06
Invested In Capital Assets, net	484,096.05
Restricted for	
Future Capital Outlays	40,726.00
Total Restricted for	<u>40,726.00</u>
Retained Earnings	41,965.48
Unrestricted	
Undesignated	44,032.72
Total Unrestricted	<u>44,032.72</u>
Net Income	-10,986.71
Total Equity	<u>571,548.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,599,734.04</u></u>

This report has not yet been adjusted for the 2017 Audit figures. We are still awaiting the completion of the report from the Auditor. Cheryl Ward only posts to checking accounts and long-term liability accounts. All other accounts and figures are from the Auditor.

BOARD OF FIRE COMMISSIONERS
MAURICE RIVER TOWNSHIP FIRE DISTRICT #1
Bank Reconciliation - 1st Bank of Sea Isle City
February 26, 2018

Balance per Bank @ 1/31/2018 \$ 79,159.23

Add: Deposits in Transit:

Less: Outstanding Checks:

1627	\$	9.97	
1628	\$	298.36	
1629	\$	415.36	
1630	\$	152.35	
1631	\$	937.26	
1632	\$	25.30	
1633	\$	232.00	
1634	\$	84.61	
debit 2/1	\$	85.93	comcast
1637	\$	120.00	
1638	\$	120.00	
1639	\$	120.00	
1640	\$	1,495.00	
1641	\$	337.70	
1642	\$	9.97	
1643	\$	14.05	
1644	\$	3,125.00	
1645	\$	2,065.50	
1646	\$	63.00	
1647	\$	488.87	
1648	\$	87.78	
debit 3/1	\$	85.93	comcast

\$ 10,373.94

Adjusted Bank Balance & Book Balance:

\$ 68,785.29

ok



4301 Landis Ave.
 Sea Isle City, NJ 08243
 (609) 263-4102

>01916 8393380 001 092047 10Z
 BOARD OF FIRE COMMISSIONERS
 MAURICE RIVER TWP FIRE DISTRICT #1
 PO BOX 1193
 MARMORA NJ 08223-0855

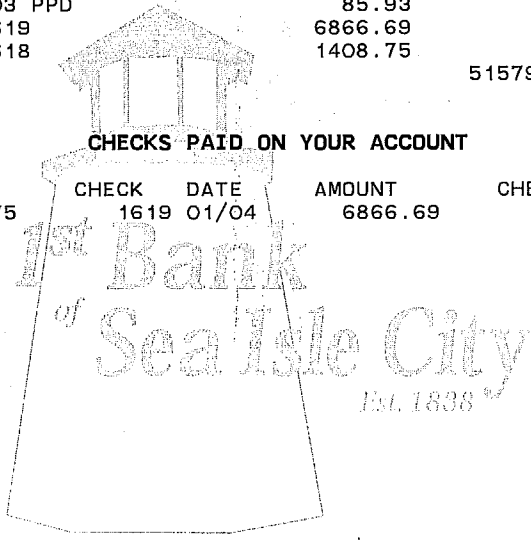
SUMMARY OF YOUR ACTIVITY
 ACTIVITY THROUGH **JAN 31 18**
 STATEMENT NUMBER 2552003028
 BEGINNING BALANCE 35941.60
 DEPOSIT AMOUNT + 51579.00
 WITHDRAWAL AMOUNT - 8361.37
 SERVICE CHARGE - .00
 ENDING BALANCE = 79159.23

DEBITS 2

TAXEXMT/NONPROF	2552003028	WITHDRAWALS	DEPOSITS	BALANCE SUMMARY
ACTIVITY BEGINNING	DEC 30 17			\$ 35941.60
JAN 04 COMCAST CABLE 180103 PPD		85.93		\$ 35855.67
JAN 04 CHECK NUMBER 1619		6866.69		\$ 28988.98
JAN 05 CHECK NUMBER 1618		1408.75		\$ 27580.23
JAN 10 DEPOSIT SEAVILLE			51579.00	\$ 79159.23

CHECKS PAID ON YOUR ACCOUNT

CHECK	DATE	AMOUNT	CHECK	DATE	AMOUNT	CHECK	DATE	AMOUNT
1618	01/05	1408.75	1619	01/04	6866.69			



01916 8393380 002701 005400 00001/00002

5

1618

FIRE COMMISSIONERS DISTRICT NO. 1
MAURICE RIVER TOWNSHIP
P.O. BOX 60, MAIN STREET
LIMESBORO, NJ 08852

1ST BANK OF SEA ISLE CITY
400 LAUREL AVE.
SEA ISLE CITY, NJ 08085

32/8/2017

PAY TO THE ORDER OF Cheryl Ward, CPA, PC \$ 1,408.75

One Thousand Four Hundred Eight and 75/100 ***** DOLLARS

Cheryl Ward, CPA, PC
PO Box 1193
820 S Shore Road
Marmora, NJ 08223

MEMO Sept 1-Dec 31, 2017 Accounting services/postage/co

001618 42312712420 2 55 2003028*

#1618

\$1,408.75

1619

FIRE COMMISSIONERS DISTRICT NO. 1
MAURICE RIVER TOWNSHIP
P.O. BOX 60, MAIN STREET
LIMESBORO, NJ 08852

1ST BANK OF SEA ISLE CITY
400 LAUREL AVE.
SEA ISLE CITY, NJ 08085

32/8/2017

PAY TO THE ORDER OF Chopper Automotive Repair \$ 6,866.69

Six Thousand Eight Hundred Sixty Six and 69/100 ***** DOLLARS

Chopper Automotive Repair
312 Orange Street
Marmora, NJ 08223

MEMO O&M/R&M Engine Repair

001619 42312712420 2 55 2003028*

#1619

\$6,866.69



6

BOARD OF FIRE COMMISSIONERS
MAURICE RIVER TOWNSHIP FIRE DISTRICT #1

CERTIFICATES OF DEPOSIT

<u>Name of Bank & Account #</u>	<u>Term & Rate</u>	<u>Face Value</u>	<u>Issue/ Reissue Date</u>	<u>Maturity Date</u>
Reserve for Future Capital Funds:				
1 st Bank of Sea Isle #2402025000	6 months .46%	\$20,500.00 <u>115.82</u> Accrued Interest \$20,615.82	1/24/18	7/25/18

Total CD includes:
 \$ 9,000 2015 Budget
 \$11,500 2016 Budget
 Zero – 2017 Budget
 Zero – 2018 Budget

Regular Funds:

4:27 PM

02/22/18

Cash Basis

Maurice River Township, Fire District #1

Profit & Loss

January 1 through February 26, 2018

	<u>Jan 1 - Feb 26, 18</u>
Ordinary Income/Expense	
Income	
Interest/Dividend Income	47.23
Total Income	<u>47.23</u>
Expense	
Administrative	
Advertising	25.30
Election	437.05
Professional Services	812.35
Total Administrative	<u>1,274.70</u>
Operating & Maintenance	
Repairs & Maintenance	4,090.86
Training	3,125.00
Utilities including Telephone	2,543.38
Total Operating & Maintenance	<u>9,759.24</u>
Total Expense	<u>11,033.94</u>
Net Ordinary Income	<u>-10,986.71</u>
Net Income	<u><u>-10,986.71</u></u>

Maurice River Township, Fire District #1
Profit & Loss Budget vs. Actual
 January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Income from Taxation	0.00	174,334.00	-174,334.00	0.0%
Interest/Dividend Income	47.23	40.00	7.23	118.1%
Supplemental Fire Services Prog	0.00	575.00	-575.00	0.0%
Total Income	47.23	174,949.00	-174,901.77	0.0%
Expense				
Administrative				
Advertising	25.30	150.00	-124.70	16.9%
Election	437.05	550.00	-112.95	79.5%
Professional Services	4,112.35	16,500.00	-12,387.65	24.9%
Total Administrative	4,574.70	17,200.00	-12,625.30	26.6%
Capital Appropriations				
Air Packs	0.00	22,000.00	-22,000.00	0.0%
Total Capital Appropriations	0.00	22,000.00	-22,000.00	0.0%
Debt Service				
Bond Payment	0.00	67,579.00	-67,579.00	0.0%
Interest	0.00	26,770.00	-26,770.00	0.0%
Total Debt Service	0.00	94,349.00	-94,349.00	0.0%
Operating & Maintenance				
Equipment	0.00	12,950.00	-12,950.00	0.0%
Repairs & Maintenance	4,090.86	14,950.00	-10,859.14	27.4%
Training	3,125.00	3,500.00	-375.00	89.3%
Utilities including Telephone	2,543.38	10,000.00	-7,456.62	25.4%
Total Operating & Maintenance	9,759.24	41,400.00	-31,640.76	23.6%
Total Expense	14,333.94	174,949.00	-160,615.06	8.2%
Net Ordinary Income	-14,286.71	0.00	-14,286.71	100.0%
Net Income	-14,286.71	0.00	-14,286.71	100.0%

Maurice River Township, Fire District #1
Transaction Detail by Account
January 30 through February 26, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Checking, 1st Bank of Sea Isle							
Bill Pmt-Check	01/30/2018	1635	Chuck's Mobile Lighting & Installati...	VOID:	0.00	1,495.00	0.00
Bill Pmt-Check	02/01/2018	1640	Chuck's Mobile Lighting & Installati...	poll worker	120.00	1,615.00	-1,495.00
Check	02/17/2018	1636	Veronica English	poll worker	120.00	1,200.00	-1,615.00
Check	02/17/2018	1637	Leeann Garrison	poll worker	120.00	1,200.00	-1,735.00
Check	02/17/2018	1638	Sharon Cox	poll worker	120.00	1,200.00	-1,855.00
Bill Pmt-Check	02/26/2018	1638	Atlantic City Electric	5500 2423 287	337.70	337.70	-2,192.70
Bill Pmt-Check	02/26/2018	1638	Comcast - SPC Video Ad	8499050630024830; 2/4-3/3/18	9.97	9.97	-2,202.67
Bill Pmt-Check	02/26/2018	1638	Firegrounds Operations Training LLC	2018 Fire Training/Drills	3,125.00	3,125.00	-5,327.67
Bill Pmt-Check	02/26/2018	1638	Reliable Power Plus LLC	generator R&M	2,065.50	2,065.50	-7,393.17
Bill Pmt-Check	02/26/2018	1638	Sir Speedy Printing	acct 1680, election ballots	63.00	63.00	-7,456.17
Bill Pmt-Check	02/26/2018	1638	South Jersey Gas Co	7460630000	488.87	488.87	-7,945.04
Bill Pmt-Check	02/26/2018	1638	The Daily Journal	Acct VIN-108582, Inv 6094930; election notice	14.05	14.05	-7,959.09
Bill Pmt-Check	02/26/2018	1638	Verizon	856 785-2266 455 71Y	87.78	87.78	-8,046.87
Check	02/26/2018	auto 3/2	Comcast Cable	auto pay -2/14-3/13/18	85.93	85.93	-8,132.80
Total Checking, 1st Bank of Sea Isle					0.00	8,132.80	-8,132.80
Accounts Payable							
Bill Pmt-Check	01/30/2018	1635	Chuck's Mobile Lighting & Installati...	VOID:	0.00	1,495.00	0.00
Bill Pmt-Check	02/01/2018	1640	Chuck's Mobile Lighting & Installati...	5500 2423 287	1,495.00	1,495.00	1,495.00
Bill Pmt-Check	02/01/2018	1640	Chuck's Mobile Lighting & Installati...	5500 2423 287	337.70	337.70	0.00
Bill Pmt-Check	02/26/2018	1638	Atlantic City Electric	8499050630024830; 2/4-3/3/18	9.97	9.97	-9.97
Bill Pmt-Check	02/26/2018	1638	Comcast - SPC Video Ad	2018 Fire Training/Drills	3,125.00	3,125.00	3,125.00
Bill Pmt-Check	02/26/2018	1638	Firegrounds Operations Training LLC	generator R&M	2,065.50	2,065.50	2,065.50
Bill Pmt-Check	02/26/2018	1638	Reliable Power Plus LLC	acct 1680, election ballots	63.00	63.00	-63.00
Bill Pmt-Check	02/26/2018	1638	Sir Speedy Printing	7460630000	488.87	488.87	488.87
Bill Pmt-Check	02/26/2018	1638	South Jersey Gas Co	Acct VIN-108582, Inv 6094930; election notice	14.05	14.05	14.05
Bill Pmt-Check	02/26/2018	1638	The Daily Journal	856 785-2266 455 71Y	87.78	87.78	87.78
Bill Pmt-Check	02/26/2018	1638	Verizon	856 785-2266 455 71Y	87.78	87.78	0.00
Total Accounts Payable					7,686.87	7,686.87	0.00
Encumbrance Payable							
General Journal	02/26/2018	18-feb	Cheryl Ward, CPA, PC	Feb 2018 services - due 6/25/18	0.00	330.00	-330.00
Total Encumbrance Payable					0.00	330.00	-330.00
Administrative							
Election							
Check	02/17/2018	1636	Veronica English	poll worker	120.00	120.00	120.00
Check	02/17/2018	1637	Leeann Garrison	poll worker	120.00	120.00	240.00
Check	02/17/2018	1638	Sharon Cox	poll worker	120.00	120.00	360.00
Bill	02/26/2018	6094930	The Daily Journal	Acct VIN-108582, Inv 6094930; election notice	14.05	14.05	374.05
Bill	02/26/2018	82827	Sir Speedy Printing	acct 1680, election ballots	63.00	63.00	437.05
Total Election					437.05	0.00	437.05

Maurice River Township, Fire District #1
Transaction Detail by Account
 January 30 through February 26, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Professional Services							
General Journal	02/26/2018	19-Jan	Chery Ward, CPA, PC	Dec 2017 services - due 12/31/17	330.00		330.00
Total Professional Services					330.00	0.00	330.00
Total Administrative					767.05	0.00	767.05
Operating & Maintenance							
Repairs & Maintenance	02/01/2018	E180	Chuck's Mobile Lighting & Installati...	Truck #2650 mount various lights.	1,495.00		1,495.00
Bill	02/26/2018	3005	Reliable Power Plus LLC	generator R&M	2,065.50		3,560.50
Total Repairs & Maintenance					3,560.50	0.00	3,560.50
Training							
Bill	02/26/2018	2018-1	Firegrounds Operations Training LLC	2018 Fire Training/Drills	3,125.00		3,125.00
Total Training					3,125.00	0.00	3,125.00
Utilities Including Telephone							
Bill	02/26/2018		Atlantic City Electric	55002423287 Utilities, 1/12-2/8/18	337.70		337.70
Bill	02/26/2018		Comcast - SPC Video Act	8499050630024830, 2/4-3/3/18	9.97		347.67
Bill	02/26/2018		South Jersey Gas Co	7460630000: 1/11-2/8/18	488.87		836.54
Bill	02/26/2018		Verizon	8667852266 455 71Y	87.78		924.32
Check	02/26/2018	auto 3/2	Comcast Cable	auto pay -2/14-3/13/18	85.93		1,010.25
Total Utilities Including Telephone					1,010.25	0.00	1,010.25
Total Operating & Maintenance					7,695.75	0.00	7,695.75
TOTAL					16,149.67	16,149.67	0.00

**Board of Fire Commissioners
Maurice River Township Fire District #1
Leesburg, New Jersey**

**Resolution 18-1
Budget Transfers**

WHEREAS, it has become necessary to expend funds in excess of the amounts approved in the 2017 budget of the Board of Fire Commissioners, Maurice River Township Fire District #1; and

WHEREAS, there exist certain budget expenditures with funds available in excess of the amounts approved in the 2017 budget of the Board of Fire Commissioners, Maurice River Township Fire District #1; and

WHEREAS, N.J.S.A. 40A:4-59 permits the transfer of such funds during the first three months immediately preceding the fiscal year;

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and Commissioners of the Maurice River Township Fire District #1 that based on the recommendation of the Accountant, the following transfers be made to the 2017 Current Fund budgets:

Current Fund	From	To
Equipment	\$700	
Repairs & Maintenance		\$700
Totals:	\$700	\$700

Secretary's Signature

February 26, 2018
Date Adopted

Commissioner	Motion	Second	Ayes	Nays	Abstain	Absent
Sterling						
J. Corson						
Hughes						
Whilden						
M. Corson						



MICHAEL BOHRER
Attorney-at-Law, CPA

January 30, 2018

Joseph Sterling, Chairman
Board of Fire Commissioners
Township of Maurice River, District No. 1
P.O. Box 60
Leesburg, NJ 08327

re: Grant Application

Dear Joe:

As discussed at last evening's meeting, I am writing to express my opinion as to the Board's available funds relative to its efforts to obtain a government grant towards the purchase of airpicks. Specifically, you had asked (in response to the grant writer's inquiry) how much the Board had in "rainy day funds" so that any such funds can be considered by the grant writer in his application.

Our response was that the Board had approximately \$44,000.00 in unrestricted funds (as shown on its most recent Balance Sheet). You indicated that the availability of these funds may be detrimental to your application efforts. I strongly disagree and offer the following.

As a member of the Board of Fire Commissioners, you have an obligation to assure that all firefighting equipment is in proper working order, at all times. As such, it is imperative that you maintain a certain level of funds to address unforeseen emergencies to critical apparatus such as firefighting trucks and all firefighting equipment. In effect, the \$44,000 of unrestricted funds represents your emergency funds. This amount of emergency funds is not only not excessive; it's likely deficient. A major repair to a truck's transmission, or a generator, or another integral part could easily use all of these funds. You have a duty to maintain these funds and, over time, build them up to a higher level.

As you know, I work with five (5) Boards of Fire Commissioners and have done so for close to twenty (20) years in my capacity as their Accountant. The amount of unrestricted funds on hand in your district is considerably less than that retained by other districts for emergencies and other unforeseen uses.

A Professional Corporation

820 S. Shore Road • P.O. Box 855 • Marmora, New Jersey 08223
P 609-390-0600 F 609-390-7931 E-mail MBLAWCPA@aol.com Web www.MichaelBohrer.com



MICHAEL BOHRER
Attorney-at-Law, CPA

In summary, I hope that the grant writer understands that, while the Balance Sheet reflects unrestricted funds of \$44,000, these funds cannot be considered a source of available funds for airpicks. If they were, the 2018 budget would have considered them as such. To the contrary, these funds must be maintained (and even increased) to provide funds for emergencies which, as you know, are quite common when the age of your equipment continues to advance. Simply stated, you do not have any available funds for airpicks. Any effort to use that which is on hand would, in my opinion, be irresponsible and contradictory to your duties to provide properly functioning firefighting equipment now and into the future.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael J. Bohrer', with a large, sweeping flourish above the name.

Michael J. Bohrer, Esq., CPA