

Charlton Fire District Meeting Minutes

January 5, 2016

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on January 5, 2016 at 7:00 p.m.

PRESENT: Jeff Voigt (Chairman), Bob LeGere, Dave Peters, Kevin Loukes, Sharon Cronin (Secretary), Andy La Patra (Treasurer)

ABSENT: Bob Rosa

1. Approval of Agenda

Motion to approve the agenda was made by Jeff Voigt and seconded by Dave Peters.
Approved 4-0.

2. Approval of Minutes

Motion to approve last month's minutes made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

3. Chairman's Report

Nothing to report

4. Treasurer's Report

- a. Treasurer's Report presented by Andy LaPatra.
- b. Review and audit of bills.
- c. Operating Account: \$47,614.37
Payroll Account: \$3,141.62
Apparatus Capital Reserve: \$5,000.83
Equipment Capital Reserve: \$101,092.71
Emergency Capital Reserve: \$25,029.71
Capital Improvement Reserve: \$152,458.91
Total ending on January 1, 2016: \$334,338.21

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Kevin Loukes.
Approved 4-0.

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Bob LeGere.
Approved 4-0.

5. Chief's Report

- a. Aaron Dyer presented Chief's Report. 10 calls for the month:
 - 5-EMS
 - 1-motor vehicle accident w/ injuries
 - 1-motor vehicle accident w/out injuries
 - 1-gas leak
 - 1-Power line down
 - 1-Smoke detector activation
- b. R-184 needs a replacement charger.

- c. Car 18 mileage as of 1/15 is 19,950 and car 18-0 mileage as of 1/15 is 49,789.
- d. Drills for January are posted on the board.
- e. Two SCBA packs out for repair.
- f. Two gas meters are back from being serviced.
- g. The pressure washer has been installed. The pressure washer should not be used on any part of the trucks that have lettering.
- h. Shady Groove FD has committed to purchasing the Mack. Their department has approved the purchase for \$16,000 and they are now working with their County Purchasing Dept.
- i. Aaron Dyer presented purchase requests. (Motions under new business)

6. Committee Reports

- a. **Facilities Management (Dave Peters)**
See New Business
- b. **Apparatus and Equipment (Bob LeGere)**
See Chief's Report
- c. **Firematic Training and Fire Prevention Committee (Bob Rosa)**
There is nothing to report at this time.
- d. **Radio Communication and Informational Technology Committee (Kevin Loukes)**
There is nothing to report at this time.
- e. **Code of Ethics Committee (Jeff Voigt)**
There is nothing to report at this time.

7. Unfinished Business

- a. Insurance quotes from Dave Meager were discussed. There were a couple of questions that need to be addressed.
- b. Officer qualifications were discussed. Officers will be given 6 months to meet qualifications as defined in the policy.

Motion to allow Officers 6 months to meet qualifications outlined in the policy made by Dave Peters and seconded by Jeff Voigt. Approved 4-0.

8. New Business

- a. The Treasurer requested approval to transfer \$2,500.00 from operating acct to payroll acct for annual payroll.
- b. The Treasurer requested approval to purchase 500 checks/envelopes from Deluxe for no more than \$270.00.
- c. Secretary requested approval to renew the annual Microsoft Office 365 program for \$99.00.

- d. Secretary requested approval to purchase two 3" binders with dividers from staples for no more than \$25.00 for the 2016 minutes/agendas and purchase order copies.
- e. Jacob Kastberg was approved as a CFD firefighter.
- f. The Board discussed and approved D.A. Kenyon to order cleaning supplies as needed.
- g. Dave Peters discussed his attendance status as a board member.

Motion to approve the transfer of \$2,500.00 from operating acct to payroll acct for annual payroll made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve the request of 500 checks/envelopes from Deluxe for no more than \$270.00 made by Jeff Voigt and seconded by Bob LeGere. Approved 4-0.

Motion to approve the renewal of the Microsoft Office 365 program for \$99.00 made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve the purchase two 3" binders with dividers from staples for no more than \$25.00 made by Jeff Voigt and seconded by Bob LeGere. Approved 4-0.

Motion to approve D.A. Kenyon to order cleaning supplies as needed made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve Jacob Kastberg as a CFD firefighter made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve Mark Kowalski's physical fitness reimbursement for \$100.00 made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve service on 18-4 from VRS for \$890.39 made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve mounting hardware for pressure washer from B.H. Hardware for \$10.77 made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

9. Privilege of the Floor

The former Assistant Chief thanked the Board for allowing him to serve as Asst. Chief. He also expressed his thoughts on Officer Qualifications and his CPR recertification.

The former Chief thanked the Board for allowing him to serve as Chief.

The new chief responded to comments made by former Assistant Chief.

A CFD fireman expressed his concerns for the current exhaust system in the bays.

The Chief indicated that the size of the bays was problematic for upgrading the exhaust system.

10. Adjournment

Motion to adjourn made by Jeff Voigt and seconded by Kevin Loukes at 8:30 p.m.
Approved 4-0.

9:06 PM
01/04/16
Cash Basis

CHARLTON FIRE DISTRICT #1 Profit & Loss December 2015

	Dec 15	Nov 15	\$ Change
Income			
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS CHECKING	0.14	0.23	-0.09
INTEREST & EARNINGS OPERATING	5.61	12.57	-6.96
INTEREST & EARNINGS OTHER ACCTS	11.97	9.48	2.49
Total A2401 INTEREST & EARNINGS	17.72	22.28	-4.56
Total Income	17.72	22.28	-4.56
Gross Profit	17.72	22.28	-4.56
Expense			
A9901.9 INTERFUND TRANSFERS			
TO CAPITAL IMPROVEMENT RESERVES	0.00	0.00	0.00
TO EQUIPMENT CAPITAL RESERVES	0.00	0.00	0.00
Total A9901.9 INTERFUND TRANSFERS	0.00	0.00	0.00
A9030.8 SOCIAL SECURITY			
MEDICARE EMPLOYER	33.35	33.35	0.00
FICA EMPLOYER	142.60	142.60	0.00
Total A9030.8 SOCIAL SECURITY	175.95	175.95	0.00
A34102 FIRE, EQUIP & CAP OUTLAY			
EQUIPMENT			
APPARATUS EQUIPMENT	-2,760.47	2,696.00	-5,456.47
PERSONAL PROTECTIVE EQUIP	0.00	7,091.28	-7,091.28
BUILDING EQUIPMENT	212.69	0.00	212.69
FIREFIGHTER EQUIPMENT	2,986.55	0.00	2,986.55
Total EQUIPMENT	438.77	9,787.28	-9,348.51
Total A34102 FIRE, EQUIP & CAP OUTLAY	438.77	9,787.28	-9,348.51
A34101 FIRE PER SVC			
PERSONAL SERVICES			
MEDICARE EMPLOYEE	33.35	33.35	0.00
NYS INCOME TAX	116.40	0.00	116.40
FICA EMPLOYEE	142.60	142.60	0.00
FEDERAL INCOME TAX	188.00	188.00	0.00
SECRETARY WAGES	588.65	588.65	0.00
TREASURER WAGES	1,308.60	1,308.60	0.00
Total PERSONAL SERVICES	2,377.60	2,261.20	116.40
Total A34101 FIRE PER SVC	2,377.60	2,261.20	116.40
A34104 FIRE PROTECTION			
WEBSITE ADMINISTRATION	0.00	40.00	-40.00
FUEL - BUILDING	0.00	1,338.12	-1,338.12
FIREFIGHTER TRAINING	0.00	345.07	-345.07
BUILDING & GROUNDS REPAIRS	0.00	34.95	-34.95
MISCELLANEOUS	15.00	119.00	-104.00
PUBLIC NOTICES	27.74	61.93	-34.19
BANK FEES	29.50	29.50	0.00
APPARATUS MAINT/REPAIR	71.82	2,604.85	-2,533.03
INTERIOR FIREFIGHTING FIT TRAIN	98.55	127.50	-28.95
WASTE DISPOSAL	124.46	54.40	70.06
FUEL - TRUCKS	188.44	217.04	-28.60
PHYSICAL FITNESS	200.00	0.00	200.00
ELECTRIC & GAS	252.35	222.68	29.67
TELEPHONE & CABLE	282.13	582.42	-300.29
EMS SUPPLIES	413.38	0.00	413.38
BUILDING & GROUNDS MAINTENANCE	590.00	512.08	77.92
DATA ENTRY-INCIDENT REPORTING	1,668.00	0.00	1,668.00

9:06 PM
01/04/16
Cash Basis

CHARLTON FIRE DISTRICT #1
Profit & Loss
December 2015

	Dec 15	Nov 15	\$ Change
FIRE PREVENTION	2,000.56	0.00	2,000.56
LEGAL SERVICES	2,177.50	0.00	2,177.50
Total A34104 FIRE PROTECTION	8,139.43	6,289.54	1,849.89
Total Expense	11,131.75	18,513.97	-7,382.22
Net Income	-11,114.03	-18,491.69	7,377.66

Account Summary

CHARLTON FIRE DISTRICT #1

Deposit Summary

[collapse all...](#)

<u>Account Name</u>	<u>Account No.</u>	<u>Ledger Balance</u>	<u>Avail. Balance</u>
<u>R8021 0712 OPERATING</u>	xxxxxxxx0712	\$47,614.37	\$47,614.37
<u>R8021 0720 PAYROLL</u>	xxxxxxxx0720	\$3,141.62	\$3,141.62
<u>R8021 2286 APPARATUS</u>	xxxxxxxx2286	\$5,000.83	\$5,000.83
<u>R8021 2294 EQUIPMENT</u>	xxxxxxxx2294	\$101,092.77	\$101,092.77
<u>R8021 2302 EMERGENCY</u>	xxxxxxxx2302	\$25,029.71	\$25,029.71
<u>R8021 2310 CAPITAL IMPROVEMENTS</u>	xxxxxxxx2310	\$152,458.91	\$152,458.91
Totals:		\$334,338.21	\$334,338.21

statement delivery preferences.

9:01 PM

**CHARLTON FIRE DISTRICT #1
BANK ACCOUNT BALANCES**

Cash Basis

	<u>Dec 15</u>
R8021 0712 OPERATING	47,614.37
R8021 0720 PAYROLL	3,141.62
R8021 2286 APPARATUS	5,000.83
R8021 2294 EQUIPMENT	101,092.77
R8021 2302 EMERGENCY	25,029.71
R8021 2310 CAPITAL IMPROVEMENTS	<u>152,458.91</u>
TOTAL	<u>334,338.21</u>



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Business Banking Statement
December 31, 2015
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0712

12 X 0081 00012 R EM T1
CHARLTON FIRE DISTRICT #1
OPERATING ACCOUNT
PO BOX 1369
BALLSTON LAKE NY 12019-0369

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CHARLTON FIRE DISTRICT #1
OPERATING ACCOUNT

0712

Beginning balance 11-30-15	\$109,031.00
1 Addition	+3,132.45
19 Subtractions	-64,533.19
Interest paid	+5.61
Net fees and charges	-21.50
Ending balance 12-31-15	\$47,614.37

Additions

Deposits	Date	Serial #	Source	
	12-24		Deposit Branch 0081 New York	\$3,132.45
Total additions				\$3,132.45

Subtractions

Paper Checks *check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
7458	12-7	\$217.04	7464	12-4	27.74	7468	12-4	2,000.56
*7461	12-7	413.38	7465	12-3	100.00	7469	12-7	188.44
7462	12-7	1,668.00	7466	12-7	100.00	7470	12-9	3,643.04
7463	12-9	100.00	7467	12-10	2,177.50	7471	12-4	98.55
Paper Checks Paid								\$10,734.25

Withdrawals	Date	Serial #	Location	
	12-1		Bill Pay:Time Warner Cable 106007 Ab99Lieu	\$87.05
	12-1		Bill Pay:Verizon 518399 Ybu9Jieu	95.08
	12-1		Bill Pay:County Waste & Rec 6910-1 Kbx91Ieu	124.46
	12-1		Bill Pay:National Grid-Niag 51564- 3B79Mieu	252.35

0712 - 03290

11904



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December 31, 2015
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0712

Subtractions

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	12-1		Bill Pay:Da Kenyon Enterpri Cfd #1 lbi97leu	590.00
<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Destination</i>	
	12-2		Trf To DDA	2294 3290 \$24,000.00
	12-2		Trf To DDA	2310 3290 28,650.00
Total subtractions				\$64,533.19

**Interest
earned**

Annual percentage yield (APY) earned	0.13%
Number of days this statement period	31
Interest paid 12-31-15	\$5.61
Interest earned this statement period	\$5.60
Interest paid year-to-date	\$321.31

**Fees and
charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
12-8-15	Nov Kbo Manage Access (Monthly)	1	10.00	-\$10.00
12-31-15	Imaged Items With Statement Charge	1	3.50	-3.50
12-31-15	Duplicate Statement Service Charge	1	5.00	-5.00
12-31-15	Paper Statement Fee	1	3.00	-3.00
Fees and charges assessed this period				-\$21.50

0712 - 03290

11904

CUSTOMER ACCOUNT DISCLOSURES

8:45 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
R8021 0712 OPERATING, Period Ending 12/31/2015

	<u>Dec 31, 15</u>
Beginning Balance	109,126.37
Cleared Transactions	
Checks and Payments - 24 Items	-64,650.06
Deposits and Credits - 2 Items	3,138.06
Total Cleared Transactions	<u>-61,512.00</u>
Cleared Balance	<u>47,614.37</u>
Register Balance as of 12/31/2015	47,614.37
Ending Balance	47,614.37

8:45 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
R8021 0712 OPERATING, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						109,126.37
Cleared Transactions						
Checks and Payments - 24 items						
Check	11/03/2015	7458	TOWN OF CHARL...	X	-217.04	-217.04
Check	11/03/2015		VERIZON	X	-95.37	-312.41
Check	12/01/2015	7470	FASNY FCU CARD...	X	-3,643.04	-3,955.45
Check	12/01/2015	7467	HANNIGAN LAW FI...	X	-2,177.50	-6,132.95
Check	12/01/2015	7468	CHARLTON VOL FI...	X	-2,000.56	-8,133.51
Check	12/01/2015	7462	EMERGENCY REP...	X	-1,668.00	-9,801.51
Check	12/01/2015		D.A. KENYON ENT...	X	-590.00	-10,391.51
Check	12/01/2015	7461	MOORE MEDICAL	X	-413.38	-10,804.89
Check	12/01/2015		NATIONAL GRID	X	-252.35	-11,057.24
Check	12/01/2015	7469	TOWN OF CHARL...	X	-188.44	-11,245.68
Check	12/01/2015		COUNTY WASTE	X	-124.46	-11,370.14
Check	12/01/2015	7463	BILL HEILMAN	X	-100.00	-11,470.14
Check	12/01/2015	7465	AARON DYER	X	-100.00	-11,570.14
Check	12/01/2015	7466	MIKE CADY	X	-100.00	-11,670.14
Check	12/01/2015	7471	B-LANN EQUIPME...	X	-98.55	-11,768.69
Check	12/01/2015		VERIZON	X	-95.08	-11,863.77
Check	12/01/2015		TIME WARNER CA...	X	-87.05	-11,950.82
Check	12/01/2015	7464	THE GAZETTE	X	-27.74	-11,978.56
Check	12/02/2015		TRANSFER TO CA...	X	-28,650.00	-40,628.56
Check	12/02/2015		TRANSFER FROM ...	X	-24,000.00	-64,628.56
Check	12/08/2015		KEYBANK	X	-10.00	-64,638.56
Check	12/31/2015		DUPLICATE STMT ...	X	-5.00	-64,643.56
Check	12/31/2015		IMAGED ITEMS WI...	X	-3.50	-64,647.06
Check	12/31/2015		PAPER STATEME...	X	-3.00	-64,650.06
Total Checks and Payments					-64,650.06	-64,650.06
Deposits and Credits - 2 items						
Deposit	12/24/2015		Deposit	X	3,132.45	3,132.45
Deposit	12/31/2015		INTEREST PAYME...	X	5.61	3,138.06
Total Deposits and Credits					3,138.06	3,138.06
Total Cleared Transactions					-61,512.00	-61,512.00
Cleared Balance					-61,512.00	47,614.37
Register Balance as of 12/31/2015					-61,512.00	47,614.37
Ending Balance					-61,512.00	47,614.37



KeyBank
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Cleveland, OH 44101-5885

Business Banking Statement
December 31, 2015
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X 0081 00000 R EM T1

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PAYROLL ACCOUNT
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CHARLTON FIRE DISTRICT#1
PAYROLL ACCOUNT

0720

Beginning balance 11-30-15	\$5,718.03
4 Subtractions	-2,553.55
Interest paid	+0.14
Net fees and charges	-23.00
Ending balance 12-31-15	\$3,141.62

Subtractions

Withdrawals	Date	Serial #	Location	
	12-1		Bill Pay:First New York Fcu 108600 Ubg9Xifg	\$588.65
	12-1		Bill Pay:Sunmark Federal Cr 124890 Qbg9Xifg	1,308.60
	12-30		Direct Withdrawal, Irs Usataxpymt	539.90
	12-31		Direct Withdrawal, Nys Dtf Wt Tax Paymnt	116.40
			Total subtractions	\$2,553.55

Interest earned

Annual percentage yield (APY) earned	0.04%
Number of days this statement period	31
Interest paid 12-31-15	\$0.14
Interest earned this statement period	\$0.14
Interest paid year-to-date	\$19.73

Fees and charges

Date		Quantity	Unit Charge	
12-31-15	Duplicate Statement Service Charge	1	5.00	-\$5.00



Business Banking Statement
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,0720

**Fees and
charges**
(con't)

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
12-31-15	Paper Statement Fee	1	3.00	-3.00
12-31-15	Service Charge	1	15.00	-15.00
Fees and charges assessed this period				-\$23.00

0720 - 03290

11905

8:47 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
R8021 0720 PAYROLL, Period Ending 12/31/2015

	<u>Dec 31, 15</u>
Beginning Balance	5,718.03
Cleared Transactions	
Checks and Payments - 7 items	-2,576.55
Deposits and Credits - 1 item	0.14
Total Cleared Transactions	<u>-2,576.41</u>
Cleared Balance	<u><u>3,141.62</u></u>
Register Balance as of 12/31/2015	3,141.62
Ending Balance	3,141.62

8:47 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
R8021 0720 PAYROLL, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,718.03
Cleared Transactions						
Checks and Payments - 7 items						
Check	12/01/2015		ANDREW G. LA P...	X	-1,308.60	-1,308.60
Check	12/01/2015		Sharon B Cronin	X	-588.65	-1,897.25
Check	12/30/2015		DIRECT WITHDRA...	X	-539.90	-2,437.15
Check	12/31/2015		DIRECT WITHDRA...	X	-116.40	-2,553.55
Check	12/31/2015		KEYBANK	X	-15.00	-2,568.55
Check	12/31/2015		DUPLICATE STMT ...	X	-5.00	-2,573.55
Check	12/31/2015		PAPER STATEME...	X	-3.00	-2,576.55
Total Checks and Payments					-2,576.55	-2,576.55
Deposits and Credits - 1 item						
Deposit	12/31/2015		INTEREST PAYME...	X	0.14	0.14
Total Deposits and Credits					0.14	0.14
Total Cleared Transactions					-2,576.41	-2,576.41
Cleared Balance					-2,576.41	3,141.62
Register Balance as of 12/31/2015					-2,576.41	3,141.62
Ending Balance					-2,576.41	3,141.62



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Business Banking Statement
December 31, 2015
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2286

T 0081 00000 R EM T1

CHARLTON FIRE DISTRICT #1
APPARATUS CAPITAL RESERVE
PO BOX 1369
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CHARLTON FIRE DISTRICT #1
APPARATUS CAPITAL RESERVE

2286

Beginning balance 11-30-15	\$5,000.62
Interest paid	+0.21
Ending balance 12-31-15	\$5,000.83

**Interest
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 12-31-15	\$0.21
Interest earned this statement period	\$0.21
Interest paid year-to-date	\$124.12

2286 - 03290

11906

CUSTOMER ACCOUNT DISCLOSURES

The following disclosures apply only to accounts covered by the Federal Truth-in-Lending Act or the Federal Electronic Funds Transfer Act, as amended, or similar state laws.

IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:

Call us at the phone number indicated on the first page of this statement, OR write us at the address listed below*, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the problem or error appeared.

* KeyBank
Customer Disputes
NY-31-17-0128
17 Corporate Woods Blvd
Albany, NY 12211

- Tell us your name and Account number;
- Describe the error or transfer that you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information;
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

COMMON ELECTRONIC TRANSACTION DESCRIPTIONS:

XFER TO SAV	- Transfer to Savings Account
XFER FROM SAV	- Transfer from Savings Account
XFER TO CKG	- Transfer to Checking Account
XFER FROM CKG	- Transfer from Checking Account
PMT TO CR CARD	- Payment to Credit Card
ADV CR CARD	- Advance from Credit Card

Preauthorized Credits: If you have arranged to have direct deposits made to your Account at least once every sixty (60) days from the same person or company, you can call us at the number indicated on the reverse side to find out whether or not the deposit has been made.

IMPORTANT LINE OF CREDIT INFORMATION

What To Do If You Think You Find A Mistake on Your Statement: If you think there is an error on your statement, write us at: KeyBank N.A., P.O Box 93885, Cleveland, OH 44101- 4825.

In your letter, give us the following information:

- **Account Information :** Your name and account number.
- **Dollar Amount :** The dollar amount of the suspected error.
- **Description of the Problem :** If you think there is an error on your bill, describe what you believe is wrong and why you believe it was a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Explanation of Finance Charge: Your Finance Charge attributable to interest (hereinafter referred to as interest) is computed using the Average Daily Balance method.

Average Daily Balance method (Balance Subject to Interest Rate): Your interest is computed on all purchases and cash advances (collectively "advances") from the date each advance is posted until we receive payment in full (there is no grace period). We figure the interest on your line of credit by multiplying the daily periodic rate by the "Average Daily Balance" of your line of credit (including current transactions) and multiplying by the number of days in the billing cycle. To get the Average Daily Balance we take the beginning balance of your line of credit each day, add any new advances or debits, and subtract any payments and credits, any non-financed fees and unpaid interest. This gives us the daily balance. Then we add up all of your daily balances in the billing cycle and divide this total by the number of days in the billing cycle to get your Average Daily Balance.

CREDIT INFORMATION: If you believe we have reported inaccurate information about your account to a credit reporting agency, you may contact the credit reporting agency or write to us at:

Key Credit Research Department
P.O. Box 94518
Cleveland, Ohio 44101-4518

Please include your account number, a copy of your credit report reflecting the inaccurate information, name, address, city, state, and zip code, and an explanation of why you believe the information is inaccurate.

BALANCING YOUR ACCOUNT

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 - The "Service charges", if any, shown on your statement.
- 3 Enter into your check register and ADD:**
 - Deposits or other credits shown on your statement that you have *not* already entered.
 - The "Interest earned" shown on your statement, if any.

[illegible]

8:48 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
R8021 2286 APPARATUS, Period Ending 12/31/2015

	<u>Dec 31, 15</u>
Beginning Balance	5,000.62
Cleared Transactions	
Deposits and Credits - 1 Item	<u>0.21</u>
Total Cleared Transactions	<u>0.21</u>
Cleared Balance	<u><u>5,000.83</u></u>
Register Balance as of 12/31/2015	5,000.83
Ending Balance	5,000.83



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Business Banking Statement
December 31, 2015
page 1 of 2

2294

T 0081 00000 R EM T1

CHARLTON FIRE DISTRICT #1
EQUIPMENT CAPITAL RESERVES
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
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CHARLTON FIRE DISTRICT #1
EQUIPMENT CAPITAL RESERVES

2294

Beginning balance 11-30-15	\$77,088.51
1 Addition	+24,000.00
Interest paid	+4.26
Ending balance 12-31-15	\$101,092.77

Additions

<i>Transfers</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	12-2		Trf Fr DDA 0000320811000712	3290
				\$24,000.00
			Total additions	\$24,000.00

Interest earned

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 12-31-15	\$4.26
Interest earned this statement period	\$4.26
Interest paid year-to-date	\$39.52

12294 - 03290

11907

CUSTOMER ACCOUNT DISCLOSURES

The following disclosures apply only to accounts covered by the Federal Truth-in-Lending Act or the Federal Electronic Funds Transfer Act, as amended, or similar state laws.

IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:

Call us at the phone number indicated on the first page of this statement, OR write us at the address listed below*, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the problem or error appeared.

* KeyBank
Customer Disputes
NY-31-17-0128
17 Corporate Woods Blvd
Albany, NY 12211

- Tell us your name and Account number;
- Describe the error or transfer that you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information;
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

COMMON ELECTRONIC TRANSACTION DESCRIPTIONS:

XFER TO SAV	- Transfer to Savings Account
XFER FROM SAV	- Transfer from Savings Account
XFER TO CKG	- Transfer to Checking Account
XFER FROM CKG	- Transfer from Checking Account
PMT TO CR CARD	- Payment to Credit Card
ADV CR CARD	- Advance from Credit Card

Preauthorized Credits: If you have arranged to have direct deposits made to your Account at least once every sixty (60) days from the same person or company, you can call us at the number indicated on the reverse side to find out whether or not the deposit has been made.

IMPORTANT LINE OF CREDIT INFORMATION

What To Do If You Think You Find A Mistake on Your Statement : If you think there is an error on your statement, write us at: KeyBank N.A., P.O Box 93885, Cleveland, OH 44101- 4825.

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- **Account Information :** Your name and account number.
- **Dollar Amount :** The dollar amount of the suspected error.
- **Description of the Problem :** If you think there is an error on your bill, describe what you believe is wrong and why you believe it was a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We investigate whether or not there is a cash on hand, and accordingly, we may not be able to collect the amount in question, or report you as delinquent on that amount.
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P.O. Box 94518
Cleveland, Ohio 44101-4518

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 - The "Service charges", if any, shown on your statement.
- 3 Enter into your check register and ADD:**
 - Deposits or other credits shown on your statement that you have *not* already entered.
 - The "Interest earned" shown on your statement, if any.

4	List from your check register any checks or other deductions that are <i>not</i> shown on your statement.		
	Check # or Date	Amount	
	TOTAL →		\$

5	List any deposits from your check register that are <i>not</i> shown on your statement.		
	Date	Amount	
TOTAL →		\$	

6	Enter ending balance shown on your statement.		
	\$		

7	Add 5 and 6 and enter total here.		
	\$		

8	Enter total from 4.		
	\$		

9	Subtract 8 from 7 and enter difference here.		
	\$		

This amount should agree with your check register balance.			
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8:51 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
R8021 2294 EQUIPMENT, Period Ending 01/01/2016

	<u>Jan 1, 16</u>
Beginning Balance	77,088.51
Cleared Transactions	
Deposits and Credits - 2 items	<u>24,004.26</u>
Total Cleared Transactions	<u>24,004.26</u>
Cleared Balance	<u><u>101,092.77</u></u>
Register Balance as of 01/01/2016	101,092.77
Ending Balance	101,092.77

8:51 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Detail
R8021 2294 EQUIPMENT, Period Ending 01/01/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						77,088.51
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	12/02/2015	DEP	TRANSFER FROM ...	X	24,000.00	24,000.00
Deposit	12/31/2015		INTEREST PAYME...	X	4.26	24,004.26
Total Deposits and Credits					24,004.26	24,004.26
Total Cleared Transactions					24,004.26	24,004.26
Cleared Balance					24,004.26	101,092.77
Register Balance as of 01/01/2016					24,004.26	101,092.77
Ending Balance					24,004.26	101,092.77



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Business Banking Statement
December 31, 2015
page 1 of 2

2302

T 0081 00000 R EM T1

CHARLTON FIRE DISTRICT #1
EMERGENCY REPAIR RESERVES
PO BOX 1369
BALLSTON LAKE NY 12019-0369

Questions or comments?
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1-888-KEY4BIZ (1-888-539-4249)

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CHARLTON FIRE DISTRICT #1
EMERGENCY REPAIR RESERVES

2302

Beginning balance 11-30-15	\$25,028.65
Interest paid	+1.06
Ending balance 12-31-15	\$25,029.71

**Interest
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 12-31-15	\$1.06
Interest earned this statement period	\$1.06
Interest paid year-to-date	\$12.51

2302 - 03290

11908

8:52 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
R8021 2302 EMERGENCY, Period Ending 12/31/2015

	<u>Dec 31, 15</u>
Beginning Balance	25,028.65
Cleared Transactions	
Deposits and Credits - 1 item	1.06
Total Cleared Transactions	<u>1.06</u>
Cleared Balance	<u>25,029.71</u>
Register Balance as of 12/31/2015	25,029.71
Ending Balance	25,029.71



KeyBank
P.O. Box 93885
Cleveland, OH 44101-5885

Business Banking Statement
December 31, 2015
page 1 of 2

2310

T 0081 00000 R EM T1

CHARLTON FIRE DISTRICT #1
CAPITAL IMPROVEMENTS RESERVES
PO BOX 1369
BALLSTON LAKE NY 12019-0369

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CHARLTON FIRE DISTRICT#1
CAPITAL IMPROVEMENTS RESERVES

2310

Beginning balance 11-30-15	\$123,802.47
1 Addition	+28,650.00
Interest paid	+6.44
Ending balance 12-31-15	\$152,458.91

Additions

<u>Transfers</u>	<u>Date</u>	<u>Serial #</u>	<u>Source</u>	
	12-2		Trf Fr DDA 0000320811000712 3290	\$28,650.00
			Total additions	\$28,650.00

Interest earned

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 12-31-15	\$6.44
Interest earned this statement period	\$6.43
Interest paid year-to-date	\$63.07

2310 - 03290

11909

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* KeyBank
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NY-31-17-0128
17 Corporate Woods Blvd
Albany, NY 12211

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	Check # or Date	Amount	
	TOTAL →		\$

5	List any deposits from your check register that are <i>not</i> shown on your statement.		
	Date	Amount	
TOTAL →		\$	

6	Enter ending balance shown on your statement.		
	\$		

7	Add 5 and 6 and enter total here.		
	\$		

8	Enter total from 4.		
	\$		

9	Subtract 8 from 7 and enter difference here.		
	\$		

This amount should agree with your check register balance.			
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8:53 PM

01/04/16

CHARLTON FIRE DISTRICT #1
Reconciliation Summary
R8021 2310 CAPITAL IMPROVEMENTS, Period Ending 12/31/2015

	<u>Dec 31, 15</u>
Beginning Balance	123,802.47
Cleared Transactions	
Deposits and Credits - 2 Items	<u>28,656.44</u>
Total Cleared Transactions	<u>28,656.44</u>
Cleared Balance	<u><u>152,458.91</u></u>
Register Balance as of 12/31/2015	152,458.91
Ending Balance	152,458.91

8:53 PM

01/04/16

CHARLTON FIRE DISTRICT #1

Reconciliation Detail

R8021 2310 CAPITAL IMPROVEMENTS, Period Ending 12/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						123,802.47
Cleared Transactions						
Deposits and Credits - 2 Items						
Deposit	12/02/2015		TRANSFER FROM ...	X	28,650.00	28,650.00
Deposit	12/31/2015		INTEREST PAYME...	X	6.44	28,656.44
Total Deposits and Credits					28,656.44	28,656.44
Total Cleared Transactions					28,656.44	28,656.44
Cleared Balance					28,656.44	152,458.91
Register Balance as of 12/31/2015					28,656.44	152,458.91
Ending Balance					28,656.44	152,458.91

CHARLTON FIRE DISTRICT #1
YTD P & L BUDGET VS. ACTUAL
January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget	% of Budget
Income				
A1001 REAL PROPERTY TAXES	294,600.04	294,600.00	0.04	100.0%
REAL PROPERTY TAXES	0.00	0.00	0.00	0.0%
A1001 REAL PROPERTY TAXES - Other	294,600.04	294,600.00	0.04	100.0%
Total A1001 REAL PROPERTY TAXES				
A2401 INTEREST & EARNINGS	19.73	20.00	-0.27	98.7%
INTEREST & EARNINGS CHECKING	321.31	230.00	91.31	139.7%
INTEREST & EARNINGS OPERATING	239.22	250.00	-10.78	95.7%
INTEREST & EARNINGS OTHER ACCTS	580.26	500.00	80.26	116.1%
Total A2401 INTEREST & EARNINGS				
A2665 SALES OF PROPERTY	1,250.00			
SALE OF EQUIPMENT	1,250.00			
Total A2665 SALES OF PROPERTY				
A2701 REFUNDS OF PRIOR YEAR EXP	271.00			
REFUND PRIOR YEAR	271.00			
Total A2701 REFUNDS OF PRIOR YEAR EXP				
A5031 INTERFUND TRANSFERS	0.00			
INTERFUND TRANSFERS	0.00			
Total A5031 INTERFUND TRANSFERS				
Total Income	296,701.30	295,100.00	1,601.30	100.5%
Gross Profit	296,701.30	295,100.00	1,601.30	100.5%
Expense				
A34101 FIRE PER SVC	2,256.00			
PERSONAL SERVICES	1,711.20			
FEDERAL INCOME TAX	400.20			
FICA EMPLOYEE	465.60			
MEDICARE EMPLOYEE	7,063.80	8,400.00	-1,336.20	84.1%
NYS INCOME TAX	15,703.20	19,200.00	-3,496.80	81.8%
SECRETARY WAGES	27,600.00	27,600.00	0.00	100.0%
TREASURER WAGES	27,600.00	27,600.00	0.00	100.0%
Total PERSONAL SERVICES				
Total A34101 FIRE PER SVC	27,600.00	27,600.00	0.00	100.0%
A34102 FIRE, EQUIP & CAP OUTLAY	55,634.20			
BUILDING IMPROVEMENTS	55,634.20			

CHARLTON FIRE DISTRICT #1
YTD P & L BUDGET vs. ACTUAL
January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget	% of Budget
EQUIPMENT				
APPARATUS EQUIPMENT	449,190.55	1,000.00	448,190.55	44,919.1%
BUILDING EQUIPMENT	912.68	1,000.00	-87.32	91.3%
EMS EQUIPMENT	345.82	1,000.00	-654.18	34.6%
FIREFIGHTER EQUIPMENT	15,067.18	3,000.00	12,067.18	502.2%
HOSE REPLACEMENT	0.00	1,000.00	-1,000.00	0.0%
PERSONAL PROTECTIVE EQUIP	10,667.73	18,000.00	-7,332.27	59.3%
RADIOS	14,709.85	2,500.00	12,209.85	588.4%
SCBA BOTTLE & PACK REPLACEMENT	0.00	1,500.00	-1,500.00	0.0%
SCBA PACK REPLACEMENT	7,350.70			
Total EQUIPMENT	498,244.51	29,000.00	469,244.51	1,718.1%
Total A34102 FIRE, EQUIP & CAP OUTLAY	553,878.71	29,000.00	524,878.71	1,909.9%
A34104 FIRE PROTECTION				
ANNUAL AUDIT	10,500.00	4,000.00	6,500.00	262.5%
APPARATUS MAINT/REPAIR	7,065.84	20,000.00	-12,934.16	35.3%
ASSOCIATION DUES	265.00	400.00	-135.00	66.3%
BANK FEES	131.00			
BUILDING & GROUNDS MAINTENANCE	6,632.82	4,800.00	1,832.82	138.2%
BUILDING & GROUNDS REPAIRS	1,155.45	4,300.00	-3,144.55	26.9%
COMMISSIONER TRAINING	420.00	600.00	-180.00	70.0%
DATA ENTRY-INCIDENT REPORTING	3,336.00	1,700.00	1,636.00	196.2%
ELECTRIC & GAS	3,979.94	6,000.00	-2,020.06	66.3%
EMS SUPPLIES	4,173.45	4,000.00	173.45	104.3%
EMS TRAINING	0.00	1,500.00	-1,500.00	0.0%
EQUIPMENT MAINT/REPAIR	70.41	1,000.00	-929.59	7.0%
FIRE PREVENTION	2,000.56	3,000.00	-999.44	66.7%
FIREFIGHTER PHYSICAL EXAMS	6,450.00	7,000.00	-550.00	92.1%
FIREFIGHTER TRAINING	2,063.59	4,000.00	-1,936.41	51.6%
FIREMATIC & REHAB SUPPLIES	0.00	2,700.00	-2,700.00	0.0%
FOAM	0.00	250.00	-250.00	0.0%
FOOD REIMBURSEMENTS	58.90	1,000.00	-941.10	5.9%
FUEL - BUILDING	7,701.23	10,000.00	-2,298.77	77.0%
FUEL - TRUCKS	3,275.24	6,000.00	-2,724.76	54.6%
HOSE/LADDER TESTING	0.00	1,200.00	-1,200.00	0.0%
INSPECTION OF DEPARTMENT	6,860.40	6,500.00	360.40	105.4%
INSURANCE	20,207.33	20,000.00	207.33	101.0%
INTERIOR FIREFIGHTING FIT TRAIN	1,093.05	900.00	193.05	121.5%
LEGAL SERVICES	2,177.50	10,000.00	-7,822.50	21.8%
MISCELLANEOUS	540.45			
PAGER REPAIR BATTERIES	1,466.00	1,000.00	466.00	146.6%
PHYSICAL FITNESS	700.00	2,500.00	-1,800.00	28.0%
POSTAGE	273.00	400.00	-127.00	68.3%
PRINTING & SUPPLIES	524.99	1,200.00	-675.01	43.7%
PUBLIC NOTICES	107.74	200.00	-92.26	53.9%
SCBA PACK TESTING	0.00	1,000.00	-1,000.00	0.0%

9:10 PM
01/04/16
Cash Basis

CHARLTON FIRE DISTRICT #1
YTD P & L BUDGET vs. ACTUAL
January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget	% of Budget
TELEPHONE & CABLE	4,397.12	4,500.00	-102.88	97.7%
WASTE DISPOSAL	669.20	1,000.00	-330.80	66.9%
WATER	573.94	500.00	73.94	114.8%
WEBSITE ADMINISTRATION	240.00	500.00	-260.00	48.0%
Total A34104 FIRE PROTECTION	99,100.15	133,650.00	-34,549.85	74.1%
A9030.8 SOCIAL SECURITY				
FICA EMPLOYER	1,711.20	1,800.00	-88.80	95.1%
MEDICARE EMPLOYER	400.20	400.00	0.20	100.1%
Total A9030.8 SOCIAL SECURITY	2,111.40	2,200.00	-88.60	96.0%
A9901.9 INTERFUND TRANSFERS				
TO APPARATUS CAPITAL RESERVES	0.00	50,000.00	-50,000.00	0.0%
TO CAPITAL IMPROVEMENT RESERVES	0.00	28,650.00	-28,650.00	0.0%
TO EQUIPMENT CAPITAL RESERVES	0.00	24,000.00	-24,000.00	0.0%
TO OPERATING ACCOUNT	0.00			
Total A9901.9 INTERFUND TRANSFERS	0.00	102,650.00	-102,650.00	0.0%
Total Expense	682,690.26	295,100.00	387,590.26	231.3%
Net Income	-385,988.96	0.00	-385,988.96	100.0%