

# **Charlton Fire District Meeting Minutes**

## **June 7, 2016**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on June 7, 2016 at 7:05 p.m.

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

**ABSENT:** Bobby Rosa

### **1. Approval of Agenda**

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

### **2. Approval of Minutes**

Motion to approve last month's minutes made by Jeff Voigt and seconded by Bob LeGere. 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: \$262,917.44  
Payroll Account: \$20,795.48  
Apparatus Capital Reserve: \$5,001.87  
Equipment Capital Reserve: \$101,113.77  
Emergency Capital Reserve: \$25,034.91  
Capital Improvement Reserve: \$152,490.57  
**Total ending on June 1, 2016: \$567,354.04**

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. Dean DeCapria presented Chief's Report. 14 calls for the month:  
10-EMS  
1-Hazmat  
1-mutual aid MVA  
2-Brush fires

b. Car 18 mileage as of 6/1 is 22,890 and car 18-0 mileage as of 6/1 is 51,543.

c. Drills for June are posted on the board.

- d. Knox security boxes installed on car 18, 18-2 and 18-1. 18-0 needs ground repair to complete box. 18-4 to be done on Friday.
- e. 18-0 was inspected. They replaced cores to stop leaks.
- f. 18-3 was inspected and serviced. Power steering hoses replaced.
- g. Chief requested permission for firemen to attend Northeast Expo @ Foxwoods.
- h. Car 18 is due for inspection and will be scheduled this month.
- i. Chief requested permission to use 18-1 and 18-4 in parade @ BSFD on Sat, June 25<sup>th</sup>.
- j. Tiles in the truck bay are being replaced.
- k. Chief discussed ideas for building a new firehouse.

Motion to approve firemen to attend Fire Chiefs' Conference at Foxwoods made by Jeff Voigt and seconded by Bob LeGere. Approved 4-0.

Motion to approve the use of 18-1 and 18-4 in the BSFD parade made by Jeff Voigt and seconded by Dave Peters. Approved 4-0.

## **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 (Jeff Voigt)**  
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. Driveway sealing quote was reviewed.
- b. Quotes were reviewed on wall repair and fixing the footing around the firehouse.
- c. Bob Rosa's resignation was approved.
- d. Bob LeGere attended Commissioner's training and submitted his certificate.

Motion to approve Gregory Sealcoating's bid for \$1,095.00 made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

Motion to approve Bob Rosa's resignation made by Jeff Voigt and seconded by Kevin Loukes. Approved 4-0.

## **8. New Business**

- a. Ladies Auxiliary requested permission to use the firehouse for the pancake breakfast.

Motion to approve the use of the firehouse for the Ladies Auxiliary's pancake breakfast made by Jeff Voigt and seconded by Dave Peters. Approved 4-0.

## **9. Privilege of the Floor**

## **10. Adjournment**

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

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11:57 AM  
06/06/16  
Cash Basis

CHARLTON FIRE DISTRICT #1  
Profit & Loss  
May 2016

	May 16	Apr 16	\$ Change
<b>Income</b>			
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS CHECKING	2.41	2.59	-0.18
INTEREST & EARNINGS OTHER ACCTS	12.01	11.64	0.37
INTEREST & EARNINGS OPERATING	30.24	30.77	-0.53
Total A2401 INTEREST & EARNINGS	44.66	45.00	-0.34
A2701 REFUNDS OF PRIOR YEAR EXP			
REFUND PRIOR YEAR	96.00	0.00	96.00
Total A2701 REFUNDS OF PRIOR YEAR EXP	96.00	0.00	96.00
Total Income	140.66	45.00	95.66
Gross Profit	140.66	45.00	95.66
<b>Expense</b>			
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			
PERSONAL PROTECTIVE EQUIP	0.00	655.95	-655.95
FIREFIGHTER EQUIPMENT	537.14	0.00	537.14
Total EQUIPMENT	537.14	655.95	-118.81
Total A34102 FIRE, EQUIP & CAP OUTLAY	537.14	655.95	-118.81
A34101 FIRE PER SVC			
PERSONAL SERVICES			
NYS INCOME TAX	0.00	116.40	-116.40
MEDICARE EMPLOYEE	33.35	33.35	0.00
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	2,261.20	2,377.60	-116.40
Total A34101 FIRE PER SVC	2,261.20	2,377.60	-116.40
A34104 FIRE PROTECTION			
INSURANCE	-45.01	19,171.88	-19,216.89
SCBA PACK TESTING	0.00	453.94	-453.94
FOOD REIMBURSEMENTS	0.00	61.47	-61.47
INTERIOR FIREFIGHTING FIT TRAIN	0.00	27.00	-27.00
FOAM	0.00	1,430.00	-1,430.00
FUEL - BUILDING	0.00	726.17	-726.17
PUBLIC NOTICES	12.90	0.00	12.90
BANK FEES	29.50	29.50	0.00
WASTE DISPOSAL	62.02	61.90	0.12
TELEPHONE & CABLE	78.60	379.43	-300.83
PHYSICAL FITNESS	100.00	0.00	100.00
COMMISSIONER TRAINING	125.00	0.00	125.00
FUEL - TRUCKS	143.00	124.51	18.49
EQUIPMENT MAINT/REPAIR	192.62	4,233.00	-4,040.38
MISCELLANEOUS	199.95	34.05	165.90
ELECTRIC & GAS	244.03	283.82	-39.79
BUILDING & GROUNDS REPAIRS	250.00	9,795.82	-9,545.82



11:57 AM  
06/06/16  
Cash Basis

CHARLTON FIRE DISTRICT #1  
Profit & Loss  
May 2016

	May 16	Apr 16	\$ Change
FIREFIGHTER TRAINING	510.00	0.00	510.00
BUILDING & GROUNDS MAINTENANCE	2,040.00	1,390.00	650.00
Total A34104 FIRE PROTECTION	3,942.61	38,202.49	-34,259.88
Total Expense	6,916.90	41,411.99	-34,495.09
Net Income	-6,776.24	-41,366.99	34,590.75

## 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>
R8021 0712 OPERATING	xxxxxxxx0712	\$262,917.44	\$262,917.44
R8021 0720 PAYROLL	xxxxxxxx0720	\$20,795.48	\$18,898.23
R8021 2286 APPARATUS	xxxxxxxx2286	\$5,001.87	\$5,001.87
R8021 2294 EQUIPMENT	xxxxxxxx2294	\$101,113.77	\$101,113.77
R8021 2302 EMERGENCY	xxxxxxxx2302	\$25,034.91	\$25,034.91
R8021 2310 CAPITAL IMPROVEMENTS	xxxxxxxx2310	\$152,490.57	\$152,490.57
<b>Totals:</b>		<b>\$567,354.04</b>	<b>\$565,456.79</b>

statement delivery preferences.

11:56 AM

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

**Cash Basis**

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	<u>May 16</u>	<u>May 15</u>
<b>R8021 0712 OPERATING</b>	262,917.44	313,283.58
<b>R8021 0720 PAYROLL</b>	20,795.48	21,154.97
<b>R8021 2286 APPARATUS</b>	5,001.87	370,390.88
<b>R8021 2294 EQUIPMENT</b>	101,113.77	77,069.19
<b>R8021 2302 EMERGENCY</b>	25,034.91	25,022.38
<b>R8021 2310 CAPITAL IMPROVEME...</b>	152,490.57	123,771.44
<b>TOTAL</b>	<u><u>567,354.04</u></u>	<u><u>930,692.44</u></u>



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

**Business Banking Statement**  
**May 31, 2016**  
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0712

10 X 81 00010 R EM T1  
CHARLTON FIRE DISTRICT #1  
OPERATING ACCOUNT  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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KeyBank Business Interest Checking  
CHARLTON FIRE DISTRICT #1  
OPERATING ACCOUNT

0712

Beginning balance 4-30-16	\$268,224.76
3 Additions	+396.01
18 Subtractions	-5,712.07
Interest paid	+30.24
Net fees and charges	-21.50
<b>Ending balance 5-31-16</b>	<b>\$262,917.44</b>

**Additions**

Deposits	Date	Serial #	Source	
	5-3		Direct Deposit, Dept Fin Svcs 2% Fire TX	\$0.01
	5-17	28129598	Billpay Rej:Aaron D Dyer 2/2	300.00
	5-23		Deposit Branch 0081 New York	96.00
<b>Total additions</b>				<b>\$396.01</b>

**Subtractions**

Paper Checks \* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
7519	5-12	\$631.80	7525	5-12	100.00	7528	5-16	285.00
*7522	5-9	729.76	7526	5-16	125.00	7529	5-12	2,040.00
7523	5-9	510.00	7527	5-9	12.90	7530	5-11	199.95
7524	5-24	250.00						

**Paper Checks Paid \$4,884.41**

Withdrawals	Date	Serial #	Location	
	5-3		Dept Fin Svcs 2% Fire TX04204	\$0.01
	5-3		Bill Pay:County Waste & Rec 6910-1 Db79Hz5Y	62.02

0712 - 03290

2686



**Business Banking Statement**  
**May 31, 2016**  
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0712

**Subtractions**

(con't)

<i>Withdrawals</i>	<i>Date</i>	<i>Serial #</i>	<i>Location</i>	
	5-3		Bill Pay:Time Warner Cable 106007 2B39Gz5Y	87.05
	5-3		Bill Pay:Verizon 518399 Nby94Z5Y	91.55
	5-3		Bill Pay:Dean DE Capria N/A Wba9Ez5Y	100.00
	5-3		Bill Pay:Kevin G Riehl N/A 8B993Z5Y	100.00
	5-3		Bill Pay:Town of Charlton N/A Cbr9Xz5Y	143.00
	5-3		Bill Pay:National Grid-Niag 51564- Obo9Fz5Y	244.03
<b>Total subtractions</b>				<b>\$5,712.07</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.13%
Number of days this statement period	31
Interest paid 5-31-16	\$30.24
Interest earned this statement period	\$30.24
Interest paid year-to-date	\$139.35

**Fees and  
charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
5-9-16	Apr Kbo Manage Access (Monthly)	1	10.00	-\$10.00
5-31-16	Imaged Items With Statement Charge	1	3.50	-3.50
5-31-16	Duplicate Statement Service Charge	1	5.00	-5.00
5-31-16	Paper Statement Fee	1	3.00	-3.00
<b>Fees and charges assessed this period</b>				<b>-\$21.50</b>



9:48 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 0712 OPERATING, Period Ending 05/31/2016**

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	<u>May 31, 16</u>
Beginning Balance	268,224.76
Cleared Transactions	
Checks and Payments - 23 items	-6,063.58
Deposits and Credits - 6 items	756.26
Total Cleared Transactions	<u>-5,307.32</u>
Cleared Balance	<u>262,917.44</u>
Register Balance as of 05/31/2016	262,917.44
Ending Balance	262,917.44



9:48 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Detail**  
**R8021 0712 OPERATING, Period Ending 05/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						268,224.76
<b>Cleared Transactions</b>						
<b>Checks and Payments - 23 items</b>						
Check	04/04/2016	7519	LITTLE FALLS LUM...	X	-631.80	-631.80
General Journal	04/04/2016	11	NYSIF WORKERS ...	X	-330.01	-961.81
Check	05/01/2016	7522	ABC FIRE EQUIPM...	X	-729.76	-1,691.57
Check	05/03/2016	7529	MOD SPACE	X	-2,040.00	-3,731.57
Check	05/03/2016	7523	JEFFREY ALONZO	X	-510.00	-4,241.57
Check	05/03/2016	7528	ADIRONDACK TRU...	X	-285.00	-4,526.57
Check	05/03/2016	7524	DAVE BUTHFER	X	-250.00	-4,776.57
Check	05/03/2016		NATIONAL GRID	X	-244.03	-5,020.60
Check	05/03/2016	7530	FASNY FCU CARD...	X	-199.95	-5,220.55
Check	05/03/2016		TOWN OF CHARLT...	X	-143.00	-5,363.55
Check	05/03/2016	7526	BOB LEGERE	X	-125.00	-5,488.55
Check	05/03/2016		KEVIN RIEHL	X	-100.00	-5,588.55
Check	05/03/2016	7525	TRENT MITCHELL	X	-100.00	-5,688.55
Check	05/03/2016		DEAN DECAPRIA	X	-100.00	-5,788.55
Check	05/03/2016		VERIZON	X	-91.55	-5,880.10
Check	05/03/2016		TIME WARNER CA...	X	-87.05	-5,967.15
Check	05/03/2016		COUNTY WASTE	X	-62.02	-6,029.17
Check	05/03/2016	7527	THE GAZETTE	X	-12.90	-6,042.07
Check	05/03/2016		DEPT FIN SVCS 2...	X	-0.01	-6,042.08
Check	05/09/2016		KEYBANK	X	-10.00	-6,052.08
Check	05/31/2016		DUPLICATE STMT ...	X	-5.00	-6,057.08
Check	05/31/2016		IMAGED ITEMS WI...	X	-3.50	-6,060.58
Check	05/31/2016		PAPER STATEMEN...	X	-3.00	-6,063.58
<b>Total Checks and Payments</b>					<b>-6,063.58</b>	<b>-6,063.58</b>
<b>Deposits and Credits - 6 items</b>						
Check	04/04/2016	7521	NYSIF WORKERS ...	X	0.00	0.00
Deposit	05/03/2016		DEPT FIN SVCS 2...	X	0.01	0.01
General Journal	05/03/2016	11R	NYSIF WORKERS ...	X	330.01	330.02
Deposit	05/17/2016		AARON DYER	X	300.00	630.02
Deposit	05/23/2016		Deposit	X	96.00	726.02
Deposit	05/31/2016		INTEREST PAYME...	X	30.24	756.26
<b>Total Deposits and Credits</b>					<b>756.26</b>	<b>756.26</b>
<b>Total Cleared Transactions</b>					<b>-5,307.32</b>	<b>-5,307.32</b>
<b>Cleared Balance</b>					<b>-5,307.32</b>	<b>262,917.44</b>
<b>Register Balance as of 05/31/2016</b>					<b>-5,307.32</b>	<b>262,917.44</b>
<b>Ending Balance</b>					<b>-5,307.32</b>	<b>262,917.44</b>





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

**Business Banking Statement**  
**May 31, 2016**  
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.0720

X 81 00000 R EM T1  
CHARLTON FIRE DISTRICT #1  
PAYROLL ACCOUNT  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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KeyBank Business Interest Checking  
CHARLTON FIRE DISTRICT #1  
PAYROLL ACCOUNT

.0720

Beginning balance 4-30-16	\$23,238.22
3 Subtractions	-2,437.15
Interest paid	+2.41
Net fees and charges	-8.00
<b>Ending balance 5-31-16</b>	<b>\$20,795.48</b>

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**Subtractions**

Withdrawals Date	Serial #	Location	
5-2		Bill Pay:First New York Fcu 108600 6Bw99Zfc	\$588.65
5-2		Bill Pay:Sunmark Federal Cr 124890 Gbw99Zfc	1,308.60
5-11		Direct Withdrawal, lrs Usataxpyrmt	539.90
<b>Total subtractions</b>			<b>\$2,437.15</b>

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**Interest earned**

Annual percentage yield (APY) earned	0.13%
Number of days this statement period	31
Interest paid 5-31-16	\$2.41
Interest earned this statement period	\$2.40
Interest paid year-to-date	\$11.01

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**Fees and charges**

Date		Quantity	Unit Charge	
5-31-16	Duplicate Statement Service Charge	1	5.00	-\$5.00

.0720 - 03290

2687

**Business Banking Statement**  
**May 31, 2016**  
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0720

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

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
5-31-16	Paper Statement Fee	1	3.00	-3.00
<b>Fees and charges assessed this period</b>				<b>-\$8.00</b>



9:50 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 0720 PAYROLL, Period Ending 05/31/2016**

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	<u>May 31, 16</u>
Beginning Balance	23,238.22
Cleared Transactions	
Checks and Payments - 5 items	-2,445.15
Deposits and Credits - 1 item	2.41
Total Cleared Transactions	<u>-2,442.74</u>
Cleared Balance	<u><u>20,795.48</u></u>
Register Balance as of 05/31/2016	20,795.48
Ending Balance	20,795.48



9:50 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Detail**  
**R8021 0720 PAYROLL, Period Ending 05/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						23,238.22
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	05/02/2016		ANDREW G. LA PA...	X	-1,308.60	-1,308.60
Check	05/02/2016		Sharon B Cronin	X	-588.65	-1,897.25
Check	05/11/2016		DIRECT WITHDRA...	X	-539.90	-2,437.15
Check	05/31/2016		DUPLICATE STMT ...	X	-5.00	-2,442.15
Check	05/31/2016		PAPER STATEMEN...	X	-3.00	-2,445.15
<b>Total Checks and Payments</b>					-2,445.15	-2,445.15
<b>Deposits and Credits - 1 item</b>						
Deposit	05/31/2016		INTEREST PAYME...	X	2.41	2.41
<b>Total Deposits and Credits</b>					2.41	2.41
<b>Total Cleared Transactions</b>					-2,442.74	-2,442.74
<b>Cleared Balance</b>					-2,442.74	20,795.48
<b>Register Balance as of 05/31/2016</b>					-2,442.74	20,795.48
<b>Ending Balance</b>					<b>-2,442.74</b>	<b>20,795.48</b>



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**Business Banking Statement**  
**May 31, 2016**  
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12286

T 81 00000 R EM T1  
CHARLTON FIRE DISTRICT #1  
APPARATUS CAPITAL RESERVE  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
APPARATUS CAPITAL RESERVE

12286

Beginning balance 4-30-16	\$5,001.66
Interest paid	+0.21
<b>Ending balance 5-31-16</b>	<b>\$5,001.87</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 5-31-16	\$0.21
Interest earned this statement period	\$0.21
Interest paid year-to-date	\$1.04

**IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:**

\* 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.

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

### IMPORTANT LINE OF CREDIT INFORMATION

**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.

**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.

**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

## BALANCING YOUR ACCOUNT

Please examine your statement and paid check information upon receipt. Erasures, alterations or irregularities should be reported promptly in accordance with your account agreement. The suggested steps below will help you balance your account.

## INSTRUCTIONS

- Enter into your check register and SUBTRACT:**

- Checks or other deductions shown on our statement that you have *not* already entered.
- The "Service charges", if any, shown on your statement.

**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.	
--	--



9:51 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2286 APPARATUS, Period Ending 05/31/2016**

---

	<u>May 31, 16</u>
Beginning Balance	5,001.66
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.21</u>
Total Cleared Transactions	<u>0.21</u>
Cleared Balance	<u><u>5,001.87</u></u>
Register Balance as of 05/31/2016	5,001.87
Ending Balance	5,001.87





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

**Business Banking Statement**  
**May 31, 2016**  
page 1 of 2

12294

T 81 00000 R EM T1  
CHARLTON FIRE DISTRICT #1  
EQUIPMENT CAPITAL RESERVES  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

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Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
EQUIPMENT CAPITAL RESERVES

2294

Beginning balance 4-30-16	\$101,109.49
Interest paid	+4.28
<b>Ending balance 5-31-16</b>	<b>\$101,113.77</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 5-31-16	\$4.28
Interest earned this statement period	\$4.28
Interest paid year-to-date	\$21.00



9:52 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2294 EQUIPMENT, Period Ending 06/01/2016**

---

	<u>Jun 1, 16</u>
Beginning Balance	101,109.49
Cleared Transactions	
Deposits and Credits - 1 item	<u>4.28</u>
Total Cleared Transactions	<u>4.28</u>
Cleared Balance	<u><u>101,113.77</u></u>
Register Balance as of 06/01/2016	101,113.77
Ending Balance	101,113.77





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

**Business Banking Statement**  
**May 31, 2016**  
page 1 of 2

2302

T 81 00000 R EM T1  
CHARLTON FIRE DISTRICT #1  
EMERGENCY REPAIR RESERVES  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

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Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
EMERGENCY REPAIR RESERVES

2302

Beginning balance 4-30-16	\$25,033.85
Interest paid	+1.06
<b>Ending balance 5-31-16</b>	<b>\$25,034.91</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 5-31-16	\$1.06
Interest earned this statement period	\$1.06
Interest paid year-to-date	\$5.20





9:53 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2302 EMERGENCY, Period Ending 05/31/2016**

---

	<u>May 31, 16</u>
Beginning Balance	25,033.85
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.06</u>
Total Cleared Transactions	<u>1.06</u>
Cleared Balance	<u><u>25,034.91</u></u>
Register Balance as of 05/31/2016	25,034.91
Ending Balance	25,034.91



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

**Business Banking Statement**  
**May 31, 2016**  
**page 1 of 2**

12310

T 81 00000 R EM T1  
CHARLTON FIRE DISTRICT #1  
CAPITAL IMPROVEMENTS RESERVES  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

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*Enroll in Online Banking today at Key.com.*  
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Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
CAPITAL IMPROVEMENTS RESERVES

2310

Beginning balance 4-30-16	\$152,484.11
Interest paid	+6.46
<b>Ending balance 5-31-16</b>	<b>\$152,490.57</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	31
Interest paid 5-31-16	\$6.46
Interest earned this statement period	\$6.45
Interest paid year-to-date	\$31.66



**IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:**

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

- 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.

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.**

Please examine your statement and paid check information upon receipt. Erasures, alterations or irregularities should be reported promptly in accordance with your account agreement. The suggested steps below will help you balance your account.

## INSTRUCTIONS

- Enter into your check register and SUBTRACT:**

- Checks or other deductions shown on our statement that you have *not* already entered.
- The "Service charges", if any, shown on your statement.

**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]



9:53 PM

06/05/16

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2310 CAPITAL IMPROVEMENTS, Period Ending 05/31/2016**

---

	<u>May 31, 16</u>
Beginning Balance	152,484.11
Cleared Transactions	
Deposits and Credits - 1 item	<u>6.46</u>
Total Cleared Transactions	<u>6.46</u>
Cleared Balance	<u><u>152,490.57</u></u>
Register Balance as of 05/31/2016	152,490.57
Ending Balance	152,490.57

11:58 AM

06/06/16

Cash Basis

# CHARLTON FIRE DISTRICT #1 YTD P & L BUDGET vs. ACTUAL January through May 2016

	Jan - May 16	Budget	\$ Over Budget	% of Budget
Income				
A1001 REAL PROPERTY TAXES	294,600.03	294,600.00	0.03	100.0%
REAL PROPERTY TAXES				
Total A1001 REAL PROPERTY TAXES	294,600.03	294,600.00	0.03	100.0%
A2401 INTEREST & EARNINGS				
INTEREST & EARNINGS CHECKING	11.01	20.00	-8.99	55.1%
INTEREST & EARNINGS OPERATING	139.35	230.00	-90.65	60.6%
INTEREST & EARNINGS OTHER ACCTS	58.90	250.00	-191.10	23.6%
Total A2401 INTEREST & EARNINGS	209.26	500.00	-290.74	41.9%
A2665 SALES OF PROPERTY				
SALE OF EQUIPMENT	16,000.00			
Total A2665 SALES OF PROPERTY	16,000.00			
A2701 REFUNDS OF PRIOR YEAR EXP				
REFUND PRIOR YEAR	96.00			
Total A2701 REFUNDS OF PRIOR YEAR EXP	96.00			
A5031 INTERFUND TRANSFERS				
INTERFUND TRANSFERS	0.00			
Total A5031 INTERFUND TRANSFERS	0.00			
Total Income	310,905.29	295,100.00	15,805.29	105.4%
Gross Profit	310,905.29	295,100.00	15,805.29	105.4%
Expense				
A34101 FIRE PER SVC				
PERSONAL SERVICES				
FEDERAL INCOME TAX	940.00			
FICA EMPLOYEE	713.00			
MEDICARE EMPLOYEE	166.75			
NYS INCOME TAX	116.40			
SECRETARY WAGES	2,943.25	8,400.00	-5,456.75	35.0%
TREASURER WAGES	6,543.00	19,200.00	-12,657.00	34.1%
Total PERSONAL SERVICES	11,422.40	27,600.00	-16,177.60	41.4%
Total A34101 FIRE PER SVC	11,422.40	27,600.00	-16,177.60	41.4%

11:58 AM

06/06/16

Cash Basis

# CHARLTON FIRE DISTRICT #1

## YTD P & L BUDGET VS. ACTUAL

January through May 2016

	Jan - May 16	Budget	\$ Over Budget	% of Budget
<b>A34102 FIRE, EQUIP &amp; CAP OUTLAY</b>				
<b>EQUIPMENT</b>				
APPARATUS EQUIPMENT	2,844.26	1,000.00	1,844.26	284.4%
BUILDING EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
EMS EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
FIREFIGHTER EQUIPMENT	731.64	3,000.00	-2,268.36	24.4%
HOSE REPLACEMENT	1,352.50	1,000.00	352.50	135.3%
PERSONAL PROTECTIVE EQUIP	567.95	15,000.00	-14,432.05	3.8%
<b>Total EQUIPMENT</b>	<b>5,496.35</b>	<b>22,000.00</b>	<b>-16,503.65</b>	<b>25.0%</b>
<b>Total A34102 FIRE, EQUIP &amp; CAP OUTLAY</b>	<b>5,496.35</b>	<b>22,000.00</b>	<b>-16,503.65</b>	<b>25.0%</b>
<b>A34104 FIRE PROTECTION</b>				
ANNUAL AUDIT	0.00	4,000.00	-4,000.00	0.0%
APPARATUS MAINT/REPAIR	966.89	15,000.00	-14,033.11	6.4%
ASSOCIATION DUES	225.00	300.00	-75.00	75.0%
BANK FEES	162.50	300.00	-137.50	54.2%
BUILDING & GROUNDS MAINTENANCE	3,985.50	4,800.00	-814.50	83.0%
BUILDING & GROUNDS REPAIRS	10,731.85	4,300.00	6,431.85	249.6%
COMMISSIONER TRAINING	125.00	500.00	-375.00	25.0%
DATA ENTRY-INCIDENT REPORTING	0.00	1,800.00	-1,800.00	0.0%
ELECTRIC & GAS	1,534.56	6,000.00	-4,465.44	25.6%
EMS SUPPLIES	172.00	4,000.00	-3,828.00	4.3%
EMS TRAINING	230.00	1,000.00	-770.00	23.0%
EQUIPMENT MAINT/REPAIR	4,832.62	1,000.00	3,832.62	483.3%
FIRE PREVENTION	0.00	3,000.00	-3,000.00	0.0%
FIREFIGHTER PHYSICAL EXAMS	5,880.00	7,000.00	-1,120.00	84.0%
FIREFIGHTER TRAINING	510.00	3,000.00	-2,490.00	17.0%
FIREMATIC & REHAB SUPPLIES	0.00	1,200.00	-1,200.00	0.0%
FOAM	1,430.00	250.00	1,180.00	572.0%
FOOD REIMBURSEMENTS	140.65	500.00	-359.35	28.1%
FUEL - BUILDING	1,969.05	5,000.00	-3,030.95	39.4%
FUEL - TRUCKS	708.23	6,000.00	-5,291.77	11.8%
HOSE/LADDER TESTING	463.70	1,200.00	-736.30	38.6%
INSPECTION OF DEPARTMENT	0.00	6,500.00	-6,500.00	0.0%
INSURANCE	19,126.87	20,000.00	-873.13	95.6%
INTERIOR FIREFIGHTING FIT TRAIN	432.00	900.00	-468.00	48.0%
LEGAL SERVICES	0.00	5,000.00	-5,000.00	0.0%
MISCELLANEOUS	2,175.99	500.00	1,675.99	435.2%
PAGER REPAIR BATTERIES	0.00	1,000.00	-1,000.00	0.0%
PHYSICAL FITNESS	500.00	1,500.00	-1,000.00	33.3%
POSTAGE	319.63	400.00	-80.37	79.9%
PRINTING & SUPPLIES	465.44	1,000.00	-534.56	46.5%
PUBLIC NOTICES	18.06	200.00	-181.94	9.0%
SCBA PACK TESTING	453.94	1,000.00	-546.06	45.4%
TELEPHONE & CABLE	1,698.62	4,000.00	-2,301.38	42.5%
WASTE DISPOSAL	309.62	800.00	-490.38	38.7%

11:58 AM

06/06/16

Cash Basis

**CHARLTON FIRE DISTRICT #1**  
**YTD P & L BUDGET vs. ACTUAL**  
 January through May 2016

	Jan - May 16	Budget	\$ Over Budget	% of Budget
WATER	463.24	600.00	-136.76	77.2%
WEBSITE ADMINISTRATION	60.00	400.00	-340.00	15.0%
Total A34104 FIRE PROTECTION	60,090.96	113,950.00	-53,859.04	52.7%
A9030.8 SOCIAL SECURITY				
FICA EMPLOYER	713.00	1,800.00	-1,087.00	39.6%
MEDICARE EMPLOYER	166.75	400.00	-233.25	41.7%
Total A9030.8 SOCIAL SECURITY	879.75	2,200.00	-1,320.25	40.0%
A9901.9 INTERFUND TRANSFERS				
TO APPARATUS CAPITAL RESERVES	0.00	50,000.00	-50,000.00	0.0%
TO CAPITAL IMPROVEMENT RESERVES	0.00	55,350.00	-55,350.00	0.0%
TO EQUIPMENT CAPITAL RESERVES	0.00	24,000.00	-24,000.00	0.0%
TO PAYROLL ACCOUNT	0.00			
Total A9901.9 INTERFUND TRANSFERS	0.00	129,350.00	-129,350.00	0.0%
Total Expense	77,889.46	295,100.00	-217,210.54	26.4%
Net Income	233,015.83	0.00	233,015.83	100.0%