

## **Charlton Fire District Meeting Minutes**

### **April 7, 2020**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on April 7, 2020 at 7:43 p.m.

**PRESENT:** Jeff Voigt (Chairman), Bob LeGere, Steve Eichfeld, Leland Roden, Kevin Loukes  
Sharon Cronin (Secretary), Andy La Patra (Treasurer)

**ABSENT:**

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

Motion to approve the agenda was made by Jeff Voigt and seconded by Bob LeGere.  
Approved 5-0.

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

Motion to approve last month's meeting minutes made by Jeff Voigt and seconded by Kevin Loukes. Approved 5-0.

#### **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: \$114,838.42  
Payroll Account: \$29,195.75  
Apparatus Capital Reserve: \$157,107.59  
Equipment Capital Reserve: \$8,700.76  
Emergency Capital Reserve: \$25,092.63  
Capital Improvement Reserve: \$4,329.12  
Bond Account: \$1,707,884.82  
**Total ending on April 1, 2020: \$2,047,149.09**

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Steve Eichfeld.  
Approved 5-0.

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Bob LeGere.  
Approved 5-0.

Motion to approve construction bills pending review made by Jeff Voigt and seconded by Steve Eichfeld. Approved 5-0

Motion to approve the transfer of \$449,297.87 from the bond account to the operating account made by Jeff Voigt and seconded by Kevin Loukes. Approved 5-0.

#### **5. Chief's Report**

- a. Dean DeCapria presented Chief's Report. 11 calls for the month:  
3-EMS  
1-MVA

6-Brush fire  
1-Fire Alarm

- b. Car 18 mileage as of 4/7 is 52,200 and car 18-0 mileage as of 3/3 is 64,780.
- c. EMS supply reorder has been received.
- d. Three sets of gear have come in and are in service. Remaining three sets are on backorder.
- e. 18-0, 18-1 and 18-2 service at Vander Molen has been completed.

#### **6. Committee Reports**

- a. **Facilities Management (Kevin Loukes)**  
See Unfinished 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 (Steve Eichfeld)**  
There is nothing to report at this time.
- e. **Staff Relations/Code of Ethics Committee (Leland Roden)**  
There is nothing to report at this time.

#### **7. Unfinished Business**

- a. Sean Foran presented an update on construction of the new firehouse. Epoxy floor bids were discussed.
- b. The chief's FFE list was reviewed and approved.

Motion to approve epoxy floor bid made by Jeff Voigt and seconded by Bob LeGere.  
Approved 5-0.

Motion to approve ordering FFE items made by Jeff Voigt and seconded by Bob LeGere.  
Approved 5-0.

#### **8. New Business**

- a. The secretary requested approval to reorder checks from Deluxe for \$81.98 for the treasurer.

Motion to approve the reorder of payroll checks from Deluxe for \$81.98 made by Jeff Voigt and seconded by Leland Roden. Approved 5-0.

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

Nothing to report

#### **10. Adjournment**

Motion to adjourn made by Jeff Voigt and seconded by Bob LeGere 8:24 p.m.  
Approved 5-0

4:50 PM

04/26/20

Cash Basis

## CHARLTON FIRE DISTRICT #1

## Profit &amp; Loss

March 2020

	Mar 20	Feb 20	\$ Change
<b>Income</b>			
A1001 REAL PROP TXS	0.00	482,581.23	-482,581.23
H2401 INTEREST & EARNINGS	0.00	152.57	-152.57
A2665 SALES OF PROPERTY			
SALE OF EQUIPMENT	0.00	103.28	-103.28
Total A2665 SALES OF PROPERTY	0.00	103.28	-103.28
A2680 INSURANCE RECOVERIES			
INSURANCE RECOVERIES	0.00	4,564.39	-4,564.39
Total A2680 INSURANCE RECOVERIES	0.00	4,564.39	-4,564.39
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS CHECKING	0.00	0.08	-0.08
INTEREST & EARNINGS OPERATING	0.00	12.71	-12.71
INTEREST & EARNINGS OTHER ACCTS	75.18	22.14	53.04
Total A2401 INTEREST & EARNINGS	75.18	34.93	40.25
Total Income	75.18	487,436.40	-487,361.22
Gross Profit	75.18	487,436.40	-487,361.22
<b>Expense</b>			
A90306 SOCIAL SECURITY			
FICA EMPLOYER	0.00	142.60	-142.60
MEDICARE EMPLOYER	0.00	33.35	-33.35
Total A90306 SOCIAL SECURITY	0.00	175.95	-175.95
A34101 FIRE PER SVC			
PERSONAL SERVICES			
FEDERAL INCOME TAX	0.00	188.00	-188.00
FICA EMPLOYEE	0.00	142.60	-142.60
MEDICARE EMPLOYEE	0.00	33.35	-33.35
SECRETARY WAGES	0.00	588.65	-588.65
TREASURER WAGES	0.00	1,308.60	-1,308.60
Total PERSONAL SERVICES	0.00	2,261.20	-2,261.20
Total A34101 FIRE PER SVC	0.00	2,261.20	-2,261.20
A34104 FIRE PROTECTION			
FIRE PREVENTION	0.00	1,717.94	-1,717.94
PHYSICAL FITNESS	0.00	125.00	-125.00
BANK FEES	22.00	0.00	22.00
PRINTING & SUPPLIES	25.00	0.00	25.00
WEBSITE ADMINISTRATION	40.00	40.00	0.00
WASTE DISPOSAL	59.00	59.00	0.00
MISCELLANEOUS	106.99	310.00	-203.01
ELECTRIC & GAS	208.84	226.83	-19.99
TELEPHONE & CABLE	252.05	339.51	-87.46
BUILDING & GROUNDS MAINTENANCE	282.99	299.59	-16.60
FUEL - TRUCKS	317.36	131.29	186.07
EMS SUPPLIES	367.47	113.85	253.62
FUEL - BUILDING	983.91	983.91	0.00
ANNUAL AUDIT	3,500.00	0.00	3,500.00
INSURANCE	19,801.05	0.00	19,801.05
Total A34104 FIRE PROTECTION	25,964.66	4,346.82	21,617.74
A34102 FIRE, EQUIP & CAP OUTLAY			
BUILDING IMPROVEMENTS	26,398.00	0.00	26,398.00
Total A34102 FIRE, EQUIP & CAP OUTLAY	26,398.00	0.00	26,398.00
A97107 DEBT INTEREST, SERIAL BO			
INTEREST ON BONDS	50,211.94	0.00	50,211.94
Total A97107 DEBT INTEREST, SERIAL BO	50,211.94	0.00	50,211.94
H34102 NEW FIREHOUSE			
400 PROFESSIONAL SERVICES			
404 FINANCES & LEGAL FEES	0.00	0.00	0.00
Total 400 PROFESSIONAL SERVICES	0.00	0.00	0.00

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04/26/20

Cash Basis

## CHARLTON FIRE DISTRICT #1

## Profit &amp; Loss

March 2020

	Mar 20	Feb 20	\$ Change
200 NEW BLDG CONSTRUCTION PHASE			
205 H2M - ARCHITECTURAL DESIGN	0.00	3,594.00	-3,594.00
207 INSPECTIONS	125.00	125.00	0.00
209 JOB SITE CONSUMABLES	1,832.00	1,082.00	750.00
208 UTILITIES COST	2,036.37	0.00	2,036.37
204.3 HB OVERHEAD & PROFIT	13,750.00	13,750.00	0.00
204.2 HB - FIELD STAFF EXPENSE	19,680.00	18,180.00	1,520.00
206.3 TRI-VALLEY P&L - PLUMBING	63,887.50	14,584.87	49,302.63
206.2 TRI-VALLEY P&L - HVAC	68,557.70	11,490.37	57,067.33
206.1 CKM ELECTRICAL	88,973.03	14,782.43	74,190.60
201.1 BAST HATFIELD	141,666.00	188,524.00	-46,858.00
Total 200 NEW BLDG CONSTRUCTION PHA...	400,507.60	286,092.67	134,414.93
Total H34102 NEW FIREHOUSE	400,507.60	286,092.67	134,414.93
Total Expense	503,082.20	272,876.74	230,205.46
Net Income	-503,007.02	214,559.68	-717,566.68

**CHARLTON FIRE DISTRICT #1**  
**BANK ACCOUNT BALANCES - 2 YEAR COMPARISON**

Cash Basis

	<u>Mar 20</u>	<u>Mar 19</u>
<b>A200 CASH</b>		
<b>0712 OPERATING</b>	-19,024.53	29,509.48
<b>0720 PAYROLL</b>	29,195.75	31,452.11
<b>Total A200 CASH</b>	10,171.22	60,961.59
<b>A230 CASH, SPECIAL RESERVES</b>		
<b>2286 APPARATUS</b>	157,107.59	56,998.27
<b>2294 EQUIPMENT</b>	8,700.76	3,363.11
<b>2302 EMERGENCY</b>	25,092.63	25,070.44
<b>2310 CAPITAL IMPROVEMENTS</b>	4,329.12	514,277.18
<b>Total A230 CASH, SPECIAL RESER...</b>	195,230.10	599,709.00
<b>TOTAL</b>	<u>205,401.32</u>	<u>660,670.59</u>



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Cleveland, OH 44101-5885

**Public Sector Statement**  
**March 31, 2020**  
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320811000712

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CHARLTON FIRE DISTRICT #1  
OPERATING ACCOUNT  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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1-888-KEY4BIZ (1-888-539-4249)

Public Transaction Basic 320811000712  
CHARLTON FIRE DISTRICT #1  
OPERATING ACCOUNT

Beginning balance 2-29-20	\$484,057.67
21 Subtractions	-369,197.25
Net fees and charges	-22.00
<b>Ending balance 3-31-20</b>	<b>\$114,838.42</b>

**Subtractions**

*Paper Checks*

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
7914	3-6	\$19,801.05	*7922	3-6	52.05	7929	3-5	100.00
7915	3-9	106.99	7923	3-13	206.84	7930	3-16	26,398.00
7916	3-9	182.47	7924	3-13	40.00	7931	3-30	35,262.00
7917	3-6	185.00	7925	3-11	317.36	7932	3-30	141,666.00
7918	3-6	22.99	7926	3-9	983.91	*7934	3-30	88,973.03
7919	3-9	3,500.00	7927	3-10	260.00	*7937	3-30	802.62
7920	3-6	25.00	7928	3-30	100.00			

**Paper Checks Paid \$318,985.31**

Withdrawals Date	Serial #	Location	
3-16	7883	Wire Withdrawal For The Account 6776	\$50,211.94
<b>Total subtractions</b>			<b>\$369,197.25</b>

**Interest earned**

Number of days this statement period	31
Interest paid year-to-date	\$15.20
Interest earned (2019)	\$77.98

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**Fees and  
charges**

Date		Quantity	Unit Charge	
3-16-20	Fedwire Service Charge	1	22.00	-\$22.00
Fees and charges assessed this period				-\$22.00

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04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
0712 OPERATING, Period Ending 03/31/2020

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	Mar 31, 20
Beginning Balance	509,057.67
Cleared Transactions	
Checks and Payments - 23 items	-394,219.25
Total Cleared Transactions	-394,219.25
Cleared Balance	114,838.42
Uncleared Transactions	
Checks and Payments - 5 items	-133,862.95
Total Uncleared Transactions	-133,862.95
Register Balance as of 03/31/2020	-19,024.53
New Transactions	
Checks and Payments - 32 items	-465,175.90
Deposits and Credits - 2 items	426,905.60
Total New Transactions	-38,270.30
Ending Balance	-57,294.83

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04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Detail**  
**0712 OPERATING, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						509,057.87
<b>Cleared Transactions</b>						
<b>Checks and Payments - 23 Items</b>						
Transfer	02/12/2020			X	-25,000.00	-25,000.00
Check	03/03/2020	7914	AMSURE	X	-19,801.05	-44,801.05
Check	03/03/2020	7919	RICHARD H. DINOL...	X	-3,500.00	-48,301.05
Check	03/03/2020	7926	FERRELLGAS	X	-983.91	-49,284.96
Check	03/03/2020	7925	TOWN OF CHARLT...	X	-317.36	-49,602.32
Check	03/03/2020	7927	TRI CITY JANITORI...	X	-260.00	-49,862.32
Check	03/03/2020	7923	NATIONAL GRID	X	-206.84	-50,069.16
Check	03/03/2020	7917	UNITED WELDING ...	X	-185.00	-50,254.16
Check	03/03/2020	7916	MCKESSON MEDIC...	X	-182.47	-50,436.63
Check	03/03/2020	7915	FASNY FCU CARD...	X	-106.99	-50,543.62
Check	03/03/2020	7928	DEAN DECAPRIA	X	-100.00	-50,643.62
Check	03/03/2020	7929	KEVIN RIEHL	X	-100.00	-50,743.62
Check	03/03/2020	7922	VERIZON	X	-52.05	-50,795.67
Check	03/03/2020	7924	Atypica Inc.	X	-40.00	-50,835.67
Check	03/03/2020	7920	MAIL 'N' MORE	X	-25.00	-50,860.67
Check	03/03/2020	7918	WB Mason Co Inc	X	-22.99	-50,883.66
Check	03/07/2020	7930	CUMMINS SALES A...	X	-26,398.00	-77,281.66
Check	03/16/2020		CHASE NYC	X	-50,211.94	-127,493.60
Check	03/16/2020		KEYBANK	X	-22.00	-127,515.60
Check	03/22/2020	7932	BAST HATFIELD C...	X	-141,666.00	-269,181.60
Check	03/22/2020	7934	CKM ELECTRICAL ...	X	-88,973.03	-358,154.63
Check	03/22/2020	7931	HUEBER-BREUER ...	X	-35,262.00	-393,416.63
Check	03/22/2020	7937	G.A. BOVE FUELS	X	-802.62	-394,219.25
<b>Total Checks and Payments</b>					-394,219.25	-394,219.25
<b>Total Cleared Transactions</b>					-394,219.25	-394,219.25
<b>Cleared Balance</b>					-394,219.25	114,838.42
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 Items</b>						
Check	03/03/2020	7921	COUNTY WASTE		-59.00	-59.00
Check	03/22/2020	7933	TRI-VALLEY PLUM...		-68,557.70	-68,616.70
Check	03/22/2020	7935	TRI-VALLEY PLUM...		-63,887.50	-132,504.20
Check	03/22/2020	7938	NATIONAL GRID		-1,233.75	-133,737.95
Check	03/22/2020	7936	ENPRO		-125.00	-133,862.95
<b>Total Checks and Payments</b>					-133,862.95	-133,862.95
<b>Total Uncleared Transactions</b>					-133,862.95	-133,862.95
<b>Register Balance as of 03/31/2020</b>					-528,082.20	-19,024.53
<b>New Transactions</b>						
<b>Checks and Payments - 32 Items</b>						
Check	04/06/2020	7941	BAST HATFIELD C...		-264,625.00	-264,625.00
Check	04/06/2020	7942	TRI-VALLEY PLUM...		-65,485.88	-330,110.88
Check	04/06/2020	7943	CKM ELECTRICAL ...		-48,044.05	-378,154.93
Check	04/06/2020	7939	HUEBER-BREUER ...		-38,984.00	-417,138.93
Check	04/06/2020	7944	TRI-VALLEY PLUM...		-21,075.75	-438,214.68
Check	04/06/2020	7962	VANDER MOLEN FI...		-8,709.72	-446,924.40
Check	04/06/2020	7940	H2M ARCHITECTS ...		-8,386.00	-455,310.40
Check	04/06/2020	7961	MORRIS FORD-ME...		-2,668.02	-457,978.42
Check	04/06/2020	7946	G.A. BOVE FUELS		-879.20	-458,857.62
Check	04/06/2020	7953	FERRELLGAS		-857.12	-459,714.74
Check	04/06/2020	7947	Dente Group		-779.40	-460,494.14
Check	04/06/2020	7958	MCKESSON MEDIC...		-734.73	-461,228.87
Check	04/06/2020	7963	MICHAEL EVANS		-600.00	-461,828.87
Check	04/06/2020	7948	NATIONAL GRID		-538.59	-462,367.46
Check	04/06/2020	7945	ENPRO		-500.00	-462,867.46
Check	04/06/2020	7968	Gibby's Professional...		-420.00	-463,287.46
Check	04/06/2020	7967	FASNY FCU CARD...		-300.50	-463,587.96
Check	04/06/2020	7951	TRI CITY JANITORI...		-260.00	-463,847.96
Check	04/06/2020	7954	KEVIN RIEHL		-200.00	-464,047.96
Check	04/06/2020	7957	NATIONAL GRID		-184.02	-464,231.98
Check	04/06/2020	7956	TIME WARNER CA...		-177.14	-464,409.12

2:01 PM

04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Detail**  
**0712 OPERATING, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Check	04/06/2020	7960	GIL'S GARAGE		-143.85	-464,552.97
Check	04/06/2020	7952	TOWN OF CHARLT...		-132.15	-464,685.12
Check	04/06/2020	7955	DEAN DECAPRIA		-100.00	-464,785.12
Check	04/06/2020	7969	SARATOGA AUTO ...		-84.09	-464,869.21
Check	04/06/2020	7964	Sharon B Cronin		-78.10	-464,947.31
Check	04/06/2020	7949	COUNTY WASTE		-59.00	-465,006.31
Check	04/06/2020	7950	VERIZON		-51.02	-465,057.33
Check	04/06/2020	7959	SCOTIA LINEN		-35.00	-465,092.33
Check	04/06/2020	7966	CHRISTIAN DE CA...		-31.00	-465,123.33
Check	04/06/2020	7965	LISA DECAPRIA		-30.00	-465,153.33
Check	04/06/2020	7970	LOWE'S		-22.57	-465,175.90
Total Checks and Payments					-465,175.90	-465,175.90
<b>Deposits and Credits - 2 Items</b>						
Transfer	04/02/2020				26,398.00	26,398.00
Transfer	04/02/2020				400,507.60	426,905.60
Total Deposits and Credits					426,905.60	426,905.60
Total New Transactions					-38,270.30	-38,270.30
Ending Balance					<u>-566,352.50</u>	<u>-57,294.83</u>



KeyBank  
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Cleveland, OH 44101-5885

**Public Sector Statement**  
**March 31, 2020**  
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320811000720

X 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1  
PAYROLL ACCOUNT  
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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Public Transaction Basic 320811000720

CHARLTON FIRE DISTRICT #1  
PAYROLL ACCOUNT

<u>Beginning balance 2-29-20</u>	<u>\$29,195.75</u>
<b>Ending balance 3-31-20</b>	<b>\$29,195.75</b>

**Interest  
earned**

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Number of days this statement period	31
Interest paid year-to-date	\$0.38
Interest earned (2019)	\$25.20

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2:02 PM

04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
0720 PAYROLL, Period Ending 03/31/2020

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	<u>Mar 31, 20</u>
Beginning Balance	29,195.75
Cleared Balance	29,195.75
Register Balance as of 03/31/2020	29,195.75
New Transactions	
Checks and Payments - 2 Items	<u>-3,794.50</u>
Total New Transactions	<u>-3,794.50</u>
Ending Balance	<u><u>25,401.25</u></u>

2:02 PM

04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Detail**  
**0720 PAYROLL, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,195.75
Cleared Balance						29,195.75
Register Balance as of 03/31/2020						29,195.75
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	04/06/2020	1001	ANDREW G. LA PA...		-2,617.20	-2,617.20
Check	04/06/2020	1002	Sharon B Cronin		-1,177.30	-3,794.50
Total Checks and Payments					-3,794.50	-3,794.50
Total New Transactions					-3,794.50	-3,794.50
Ending Balance					-3,794.50	25,401.25



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Cleveland, OH 44101-5885

**Public Sector Statement**  
**March 31, 2020**  
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320813002286

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CHARLTON FIRE DISTRICT #1  
APPARATUS CAPITAL RESERVE  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

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Public Savings 320813002286  
CHARLTON FIRE DISTRICT #1  
APPARATUS CAPITAL RESERVE

Beginning balance 2-29-20	\$157,094.03
Interest paid	+13.56
<b>Ending balance 3-31-20</b>	<b>\$157,107.59</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.10%
Number of days this statement period	31
Interest paid 3-31-20	\$13.56
Interest earned this statement period	\$13.56
Interest paid year-to-date	\$38.03
Interest earned (2019)	\$78.47



320813002286 - 03290

1:54 PM

04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
2286 APPARATUS, Period Ending 02/29/2020

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	<b>Feb 29, 20</b>
Beginning Balance	157,094.03
Cleared Transactions	
Deposits and Credits - 1 Item	13.56
Total Cleared Transactions	13.56
Cleared Balance	<u>157,107.59</u>
Register Balance as of 02/29/2020	157,107.59
Ending Balance	157,107.59



KeyBank  
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Cleveland, OH 44101-5885

**Public Sector Statement**  
**March 31, 2020**  
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320813002310

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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Public Savings 320813002310

CHARLTON FIRE DISTRICT #1  
CAPITAL IMPROVEMENTS RESERVES

Beginning balance 2-29-20	\$4,328.75
Interest paid	+0.37
<b>Ending balance 3-31-20</b>	<b>\$4,329.12</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.10%
Number of days this statement period	31
Interest paid 3-31-20	\$0.37
Interest earned this statement period	\$0.37
Interest paid year-to-date	\$1.05
Interest earned (2019)	\$214.58

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04/11/20

# CHARLTON FIRE DISTRICT #1

## Reconciliation Summary

2310 CAPITAL IMPROVEMENTS, Period Ending 03/31/2020

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	<b>Mar 31, 20</b>
Beginning Balance	4,328.75
Cleared Transactions	
Deposits and Credits - 1 item	0.37
Total Cleared Transactions	0.37
Cleared Balance	<u>4,329.12</u>
Register Balance as of 03/31/2020	4,329.12
Ending Balance	4,329.12



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

**Public Sector Statement**  
**March 31, 2020**  
**page 1 of 2**

320813002302

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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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Public Savings 320813002302  
CHARLTON FIRE DISTRICT #1  
EMERGENCY REPAIR RESERVES

Beginning balance 2-29-20	\$25,090.46
Interest paid	+2.17
<b>Ending balance 3-31-20</b>	<b>\$25,092.63</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.10%
Number of days this statement period	31
Interest paid 3-31-20	\$2.17
Interest earned this statement period	\$2.16
Interest paid year-to-date	\$6.07
Interest earned (2019)	\$19.28

**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

**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.

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- We cannot try to collect the amount in question, or report you as delinquent on that amount.
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- 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

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**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.

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04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**2302 EMERGENCY, Period Ending 03/31/2020**

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	<u>Mar 31, 20</u>
Beginning Balance	25,090.46
Cleared Transactions	
Deposits and Credits - 1 item	<u>2.17</u>
Total Cleared Transactions	<u>2.17</u>
Cleared Balance	<u><b>25,092.63</b></u>
Register Balance as of 03/31/2020	25,092.63
Ending Balance	25,092.63





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

**Public Sector Statement**  
**March 31, 2020**  
**page 1 of 2**

320813002294

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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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Public Savings 320813002294  
CHARLTON FIRE DISTRICT #1  
EQUIPMENT CAPITAL RESERVES

Beginning balance 2-29-20	\$8,700.01
Interest paid	+0.75
<b>Ending balance 3-31-20</b>	<b>\$8,700.76</b>

**Interest  
earned**

---

Annual percentage yield (APY) earned	0.10%
Number of days this statement period	31
Interest paid 3-31-20	\$0.75
Interest earned this statement period	\$0.75
Interest paid year-to-date	\$2.11
Interest earned (2019)	\$5.95

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

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

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**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.

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## BALANCING YOUR ACCOUNT

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04/11/20

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**2294 EQUIPMENT, Period Ending 04/01/2020**

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	<u>Apr 1, 20</u>
Beginning Balance	8,700.01
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.75</u>
Total Cleared Transactions	<u>0.75</u>
Cleared Balance	<u>8,700.76</u>
Register Balance as of 04/01/2020	8,700.76
Ending Balance	8,700.76



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

**Business Banking Statement**  
**March 31, 2020**  
page 1 of 2

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CHARLTON FIRE DISTRICT #1  
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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*Access your available accounts, transfer funds and view your transactions right from your PC.*

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KeyBank Business Interest Checking 320811002528  
CHARLTON FIRE DISTRICT #1

Beginning balance 2-29-20	\$1,707,826.49
Interest paid	+58.33
<b>Ending balance 3-31-20</b>	<b>\$1,707,884.82</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.04%
Number of days this statement period	31
Interest paid 3-31-20	\$58.33
Interest earned this statement period	\$58.32
Interest paid year-to-date	\$396.04
Interest earned (2019)	\$810.86

**Fees and  
charges**

Date		Quantity	Unit Charge	
3-31-20	Paper Statement Fee	1	3.00	-\$3.00
3-31-20	Service Charge Waive To Relationship Pricing	1	3.00	+3.00
	<b>Fees and charges this period</b>			<b>\$0.00</b>

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Customer Disputes  
NY-31-17-0128  
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**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.

<p><b>4</b> List from your check register any checks or other deductions that are <i>not</i> shown on your statement.</p>	Check # or Date	Amount	
	TOTAL →		\$
	<p><b>5</b> List any deposits from your check register that are <i>not</i> shown on your statement.</p>		
Date	Amount		
TOTAL →		\$	
<p><b>6</b> Enter ending balance shown on your statement.</p>			
\$			
<p><b>7</b> Add 5 and 6 and enter total here.</p>			
\$			
<p><b>8</b> Enter total from 4.</p>			
\$			
<p><b>9</b> Subtract 8 from 7 and enter difference here.</p>			
\$			
<p>This amount should agree with your check register balance.</p>			
TOTAL →		\$	

# CHARLTON FIRE DISTRICT #1

## YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through March 2020

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
A1001 REAL PROP TXS	482,581.23			
A1001 REAL PROPERTY TAXES				
REAL PROPERTY TAXES	0.00	482,581.00	-482,581.00	0.0%
Total A1001 REAL PROPERTY TAXES	0.00	482,581.00	-482,581.00	0.0%
A2401 INTEREST & EARNINGS				
INTEREST & EARNINGS CHECKING	0.38			
INTEREST & EARNINGS OPERATING	15.20			
INTEREST & EARNINGS OTHER ACCTS	105.59			
A2401 INTEREST & EARNINGS - Other	0.00	500.00	-500.00	0.0%
Total A2401 INTEREST & EARNINGS	121.17	500.00	-378.83	24.2%
A2665 SALES OF PROPERTY				
SALE OF EQUIPMENT	103.28			
Total A2665 SALES OF PROPERTY	103.28			
A2680 INSURANCE RECOVERIES				
INSURANCE RECOVERIES	4,564.39			
Total A2680 INSURANCE RECOVERIES	4,564.39			
A2690 OTHER COMPENSATION	95.00			
H2401 INTEREST & EARNINGS	152.57			
Total Income	487,617.64	483,081.00	4,536.64	100.9%
Gross Profit	487,617.64	483,081.00	4,536.64	100.9%
<b>Expense</b>				
A34101 FIRE PER SVC				
PERSONAL SERVICES				
FEDERAL INCOME TAX	376.00			
FICA EMPLOYEE	285.20			
MEDICARE EMPLOYEE	66.70			
NYS INCOME TAX	116.40			
SECRETARY WAGES	1,177.30	8,400.00	-7,222.70	14.0%
TREASURER WAGES	2,617.20	19,200.00	-16,582.80	13.6%
Total PERSONAL SERVICES	4,838.80	27,600.00	-22,961.20	16.8%
Total A34101 FIRE PER SVC	4,838.80	27,600.00	-22,961.20	16.8%
A34102 FIRE, EQUIP & CAP OUTLAY				
BUILDING IMPROVEMENTS	26,398.00			
EQUIPMENT				
APPARATUS EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
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	0.00	3,000.00	-3,000.00	0.0%
HOSE REPLACEMENT	0.00	800.00	-800.00	0.0%
PERSONAL PROTECTIVE EQUIP	0.00	6,000.00	-6,000.00	0.0%
Total EQUIPMENT	0.00	12,800.00	-12,800.00	0.0%
Total A34102 FIRE, EQUIP & CAP OUTLAY	26,398.00	12,800.00	13,598.00	206.2%
A34104 FIRE PROTECTION				
ANNUAL AUDIT	3,500.00	4,000.00	-500.00	87.5%
APPARATUS MAINT/REPAIR	0.00	15,000.00	-15,000.00	0.0%
ASSOCIATION DUES	0.00	200.00	-200.00	0.0%
BANK FEES	25.50	300.00	-274.50	8.5%
BUILDING & GROUNDS MAINTENANCE	842.58	4,800.00	-3,957.42	17.6%
BUILDING & GROUNDS REPAIRS	0.00	4,300.00	-4,300.00	0.0%
COMMISSIONER TRAINING	0.00	300.00	-300.00	0.0%
DATA ENTRY-INCIDENT REPORTING	0.00	2,500.00	-2,500.00	0.0%
ELECTRIC & GAS	674.07	4,000.00	-3,325.93	16.9%
EMS SUPPLIES	481.32	2,000.00	-1,518.68	24.1%
EMS TRAINING	0.00	500.00	-500.00	0.0%
EQUIPMENT MAINT/REPAIR	34.28	1,000.00	-965.72	3.4%
FIRE PREVENTION	1,717.94	3,000.00	-1,282.06	57.3%
FIREFIGHTER PHYSICAL EXAMS	0.00	7,000.00	-7,000.00	0.0%
FIREFIGHTER TRAINING	614.80	1,000.00	-385.20	61.5%
FIREMATIC & REHAB SUPPLIES	0.00	600.00	-600.00	0.0%
FOAM	1,550.00	50.00	1,500.00	3,100.0%
FOOD REIMBURSEMENTS	0.00	300.00	-300.00	0.0%
FUEL - BUILDING	2,505.80	4,000.00	-1,494.40	62.6%
FUEL - TRUCKS	753.05	3,500.00	-2,746.95	21.5%

# CHARLTON FIRE DISTRICT #1

## YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through March 2020

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
HOSE/LADDER TESTING	0.00	1,000.00	-1,000.00	0.0%
INSPECTION OF DEPARTMENT	0.00	7,000.00	-7,000.00	0.0%
INSURANCE	22,878.05	30,000.00	-7,321.95	75.6%
INTERIOR FIREFIGHTING FIT TRAIN	0.00	800.00	-800.00	0.0%
LEGAL SERVICES	0.00	3,000.00	-3,000.00	0.0%
MISCELLANEOUS	581.99	500.00	61.99	112.4%
PAGER REPAIR BATTERIES	0.00	1,200.00	-1,200.00	0.0%
PHYSICAL FITNESS	125.00	800.00	-675.00	15.6%
POSTAGE	0.00	400.00	-400.00	0.0%
PRINTING & SUPPLIES	25.00	800.00	-775.00	3.1%
PUBLIC NOTICES	0.00	200.00	-200.00	0.0%
SCBA PACK TESTING	0.00	1,000.00	-1,000.00	0.0%
TELEPHONE & CABLE	932.53	2,500.00	-1,567.47	37.3%
WASTE DISPOSAL	118.00	800.00	-682.00	14.8%
WATER	210.48	500.00	-289.52	42.1%
WEBSITE ADMINISTRATION	80.00	200.00	-120.00	40.0%
<b>Total A34104 FIRE PROTECTION</b>	<b>37,430.19</b>	<b>109,050.00</b>	<b>-71,619.81</b>	<b>34.3%</b>
<b>A90308 SOCIAL SECURITY</b>				
FICA EMPLOYER	285.20	1,800.00	-1,514.80	15.8%
MEDICARE EMPLOYER	66.70	400.00	-333.30	16.7%
<b>Total A90308 SOCIAL SECURITY</b>	<b>351.90</b>	<b>2,200.00</b>	<b>-1,848.10</b>	<b>16.0%</b>
<b>A97106 DEBT PRINCIPAL, SERIAL B</b>				
PRINCIPAL ON BONDS	0.00	75,000.00	-75,000.00	0.0%
<b>Total A97106 DEBT PRINCIPAL, SERIAL B</b>	<b>0.00</b>	<b>75,000.00</b>	<b>-75,000.00</b>	<b>0.0%</b>
<b>A97107 DEBT INTEREST, SERIAL BO</b>				
INTEREST ON BONDS	50,211.94	101,565.00	-51,353.06	49.4%
<b>Total A97107 DEBT INTEREST, SERIAL BO</b>	<b>50,211.94</b>	<b>101,565.00</b>	<b>-51,353.06</b>	<b>49.4%</b>
<b>A99019 INTERFUND TRANSFERS</b>				
TO APPARATUS CAPITAL RESERVES	0.00	50,000.00	-50,000.00	0.0%
TO CAPITAL IMPROVEMENT RESERVES	0.00	48,866.00	-48,866.00	0.0%
TO EQUIPMENT CAPITAL RESERVES	0.00	56,000.00	-56,000.00	0.0%
<b>Total A99019 INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>154,866.00</b>	<b>-154,866.00</b>	<b>0.0%</b>
<b>H34102 NEW FIREHOUSE</b>				
200 NEW BLDG CONSTRUCTION PHASE				
201.1 BAST HATFIELD	330,190.00			
204.2 HB - FIELD STAFF EXPENSE	37,840.00			
204.3 HB OVERHEAD & PROFIT	27,500.00			
205 H2M - ARCHITECTURAL DESIGN	3,594.00			
206.1 CKM ELECTRICAL	103,755.46			
206.2 TRI-VALLEY P&L - HVAC	80,048.07			
206.3 TRI-VALLEY P&L - PLUMBING	78,472.37			
207 INSPECTIONS	250.00			
208 UTILITIES COST	2,036.37			
209 JOB SITE CONSUMABLES	2,914.00			
<b>Total 200 NEW BLDG CONSTRUCTION PHA...</b>	<b>666,600.27</b>			
<b>400 PROFESSIONAL SERVICES</b>				
404 FINANCES & LEGAL FEES	0.00			
<b>Total 400 PROFESSIONAL SERVICES</b>	<b>0.00</b>			
<b>Total H34102 NEW FIREHOUSE</b>	<b>666,600.27</b>			
<b>Total Expense</b>	<b>785,631.10</b>	<b>483,081.00</b>	<b>302,550.10</b>	<b>162.6%</b>
<b>Net Income</b>	<b>-298,013.46</b>	<b>0.00</b>	<b>-298,013.46</b>	<b>100.0%</b>