

KATE SENDZIK HAINES

Board of Fire Commissioners
Fire District No. 1
Township of Lakewood
316 River Avenue
Lakewood, New Jersey 08701

January 4, 2017
Invoice No. 2016-5

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
11/14/2016	Entry of Payroll	.5	\$25.00
11/21/2016	Entry of Payroll	.5	\$25.00
11/28/2016	Entry of Payroll	.5	\$25.00
12/05/2016	Entry of Payroll	.5	\$25.00
12/09/2016	Preparation of Regular Meeting And Workshop Meeting Agendas And posting on District Webpage	1.5	\$75.00
12/12/2016	Entry of Payroll	.5	\$25.00
12/15/2016	Payment Pension Contribution Fourth Quarter	1.0	\$50.00
12/19/2016	Pension Contribution Reporting	1.0	\$50.00
12/19/2016	Entry of Payroll	.5	\$25.00
12/26/2016	Entry of Payroll	.5	\$25.00
12/30/2016	Preparation of Special Meeting And posting on District Webpage	1.0	\$50.00
01/02/2017	Entry of Payroll	1.0	\$50.00
	Totals	9.0	\$450.00

TOTAL AMOUNT DUE: \$450.00

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February 6, 2017
Invoice No. 2016-6

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
01/09/2017	Entry of Payroll	1.0	\$50.00
01/09/2017	Telephone conversation with District Auditor Re: Health Benefit Contribution	.5	\$25.00
01/16/2017	Entry of Payroll	.5	\$25.00
01/18/2017	Preparation of Special Meeting Agenda And posting on District Webpage	1.0	\$50.00
01/23/2017	Entry of Payroll	.5	\$25.00
01/30/2017	Entry of Payroll	.5	\$25.00
01/30/2017	Email to Division of Pensions and Benefits Re: Retired Personnel Pension Correction	.5	\$25.00
02/01/2017	Preparation of Special Meeting Agenda And posting on District Webpage	1.0	\$50.00
02/06/2017	Entry of Payroll	.5	\$25.00
02/06/2017	Payment Pension Contribution January	.5	\$25.00
	Totals	6.5	\$325.00

TOTAL AMOUNT DUE: \$325.00

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March 8, 2017
Invoice No. 2016-7

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
02/10/2017	Meeting with the Board of Election	1.5	\$75.00
02/13/2017	Entry of Payroll	.5	\$25.00
02/13/17	Telephone conversation with Audra Division of Pensions – Colangelo	.3	\$15.00
02/13/17	Correspondence to Division of Pensions – Colangelo	1.0	\$50.00
02/20/2017	Entry of Payroll	.5	\$25.00
02/27/2017	Meeting with the Board of Elections Review of Election Material	2.5	125.00
02/27/2017	Entry of Payroll	1.0	\$50.00
03/06/2017	Entry of Payroll	.5	\$25.00
03/07/17	Telephone conversation with Audra Division of Pensions – Colangelo	.3	\$15.00
03/08/2017	Payment Pension Contribution February	.5	\$25.00
	Totals	8.6	\$430.00

TOTAL AMOUNT DUE: \$430.00

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April 4, 2017
Invoice No. 2017-8

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
03/13/2017	Entry of Payroll	.5	\$25.00
03/14/2017	Preparation of Regular and Workshop Agenda	4.0	\$200.00
03/20/2017	Entry of Payroll	.5	\$25.00
03/27/2017	Entry of Payroll	.5	\$25.00
03/31/2017	Preparation of Regular and Workshop Agenda	3.0	\$150.00
04/03/2017	Entry of Payroll	.5	\$25.00
04/03/2017	Payment Pension Contribution March	.5	\$25.00
04/04/2017	Pension Quarterly Reporting	1.0	\$50.00
	Totals	10.50	\$525.00

TOTAL AMOUNT DUE: \$525.00

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May 5, 2017
Invoice No. 2017-9

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
04/10/2017	Entry of Payroll	.5	\$25.00
04/17/2017	Entry of Payroll	.5	\$25.00
04/17/2017	Telephone conversation with State of New Jersey Division of Pensions	.5	\$25.00
04/24/2017	Entry of Payroll	.5	\$25.00
04/24/2017	Telephone conversation with Skip Bauer RE: W-2's	.5	\$25.00
04/24/2017	Telephone conversation with ADP RE: W-2 corrections	.5	\$25.00
05/01/2017	Entry of Payroll	1.0	\$50.00
05/01/2017	Correspondence to State of New Jersey Division of Pensions	.5	\$25.00
05/03/2017	Payroll corrections with ADP	.5	\$25.00
05/05/2017	Payment Pension Contribution April	.5	\$25.00
	Totals	5.50	\$275.00

TOTAL AMOUNT DUE: \$275.00

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June 6, 2017
Invoice No. 2017-10

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
05/05/2017	Preparation of Agendas	1.5	\$75.00
05/08/2017	Entry of Payroll	.5	\$25.00
05/15/2017	Entry of Payroll	.5	\$25.00
05/22/2017	Entry of Payroll	.5	\$25.00
05/29/2017	Entry of Payroll	.5	\$25.00
06/05/2017	Entry of Payroll	.5	\$25.00
06/05/2017	Payment Pension Contribution May	.5	\$25.00
06/08/2017	Preparation of Agendas	1.5	\$75.00
Totals		6.0	\$300.00

TOTAL AMOUNT DUE: \$300.00

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July 5, 2017
Invoice No. 2017-11

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
06/12/2017	Entry of Payroll	.5	\$25.00
06/19/2017	Entry of Payroll	.5	\$25.00
06/26/2017	Entry of Payroll	.5	\$25.00
07/03/2017	Entry of Payroll	.5	\$25.00
07/03/2017	Payment Pension Contribution June	.5	\$25.00
07/03/2017	PERS Adjustment	.5	\$25.00
07/05/2017	Pension Contribution Report	1.0	\$50.00
07/05/2017	Preparation of Agendas	2.0	\$100.00
	Totals	6.0	\$300.00

TOTAL AMOUNT DUE: \$300.00

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September 6, 2017
Invoice No. 2017-12

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
07/10/2017	Entry of Payroll	.5	\$25.00
07/17/2017	Entry of Payroll	.5	\$25.00
07/24/2017	Entry of Payroll	.5	\$25.00
07/31/2017	Entry of Payroll	.7	\$25.00
08/03/2017	Payment Pension Contribution July	.5	\$25.00
08/07/2017	Entry of Payroll	.5	\$25.00
08/14/2017	Entry of Payroll	.5	\$25.00
08/21/2017	Entry of Payroll	.5	\$25.00
08/28/2017	Entry of Payroll	.5	\$25.00
09/05/2017	Entry of Payroll	.7	\$25.00
09/06/2017	Payment Pension Contribution August	.5	\$25.00
09/06/2017	Preparation of Agendas	2.0	\$100.00
	Totals	7.90	\$395.00

TOTAL AMOUNT DUE: \$395.00

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October 23, 2017
Invoice No. 2017-13

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>AMOUNT</u>
09/11/2017	Entry of Payroll	.7	\$35.00
09/18/2017	Entry of Payroll	.5	\$25.00
09/25/2017	Entry of Payroll	.5	\$25.00
10/02/2017	Entry of Payroll	.5	\$25.00
10/09/2017	Payment Pension Contribution September	.5	\$25.00
10/09/2017	Entry of Payroll	.5	\$25.00
10/16/2017	Entry of Payroll	.7	\$35.00
10/17/2017	Report of 3 rd Quarter Contributions	1.0	\$50.00
10/23/2017	Entry of Payroll	.7	\$35.00
10/23/2017	Preparation of Agendas	2.0	\$100.00
	Totals	7.60	\$380.00

TOTAL AMOUNT DUE: \$380.00