



East Kingston Public Library  
Treasurer's Report

April-May 2021

## Banking Summary

4/1/2021 through 5/31/2021

Category	4/1/2021- 5/31/2021
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.10
Public Funds	0.08
TOTAL BANK INTEREST	0.18
<b>TOTAL INCOME</b>	<b>0.18</b>
 <b>EXPENSES</b>	
Uncategorized	458.00
BUILDING MAINTENANCE	2,750.04
MEDIA	48.00
Adult Audio	77.18
Adult Books	1,697.62
Children's Audio	10.98
Children's Books	895.61
Periodicals	123.92
Video	50.91
TOTAL MEDIA	2,904.22
PAYROLL	
Director's Salary	12,243.85
Staff Salaries	9,499.95
TOTAL PAYROLL	21,743.80
PROGRAMS	
Adult Programs	42.98
Children's Programs	243.24
Family Programs	49.96
TOTAL PROGRAMS	336.18
STAFF EDUCATION	250.00
SUPPLIES and SERVICES	
Building Supplies	156.97
Library Supplies	1,244.87
Office Supplies	209.94
Telephone	218.90
TOTAL SUPPLIES and SERVICES	1,830.68
UTILITIES	
Electricity	-210.96

6/28/2021

Banking Summary  
4/1/2021 through 5/31/2021

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Category	4/1/2021- 5/31/2021
Propane	4,794.17
TOTAL UTILITIES	4,583.21
<b>TOTAL EXPENSES</b>	<b>34,856.13</b>
<b>TRANSFERS</b>	
FROM Public Funds	4,875.34
TO Checking	-4,875.34
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-34,855.95</b>

## Banking Summary

1/1/2021 through 5/31/2021

Category	1/1/2021- 5/31/2021
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.59
Public Funds	0.17
TOTAL BANK INTEREST	0.76
DONATIONS	100.00
FEES	7.00
Solar REC	74.00
TOTAL FEES	81.00
TOWN SUPPORT	
Budget Assistance	14,996.50
TOTAL TOWN SUPPORT	14,996.50
<b>TOTAL INCOME</b>	<b>15,178.26</b>
 <b>EXPENSES</b>	
Uncategorized	458.00
BUILDING MAINTENANCE	
Janitorial Services	360.00
TOTAL BUILDING MAINTENANCE	4,461.51
MEDIA	
Adult Audio	143.17
Adult Books	4,386.76
Children's Audio	10.98
Children's Books	2,079.42
Periodicals	263.83
Video	436.75
TOTAL MEDIA	7,724.11
PAYROLL	
Director's Salary	26,936.47
Staff Salaries	18,208.62
TOTAL PAYROLL	45,145.09
PROGRAMS	
Adult Programs	58.43
Children's Programs	564.82
Family Programs	94.93
TOTAL PROGRAMS	718.18

## Banking Summary

1/1/2021 through 5/31/2021

Category	1/1/2021- 5/31/2021
STAFF EDUCATION	250.00
SUPPLIES and SERVICES	
Building Supplies	166.97
Library Supplies	1,404.87
Office Supplies	1,034.60
Telephone	540.56
TOTAL SUPPLIES and SERVICES	3,147.00
UTILITIES	
Electricity	-1,085.19
Propane	7,171.51
TOTAL UTILITIES	6,086.32
<b>TOTAL EXPENSES</b>	<b>67,990.21</b>
 <b>TRANSFERS</b>	
FROM Public Funds	12,113.01
FROM Unrestricted	500.00
TO Checking	-12,613.01
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
 <b>OVERALL TOTAL</b>	 <b style="color: red;">-52,811.95</b>

# Reconciliation Report

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			5,250.33
Checks and Payments	17	Items	<u>-3,050.86</u>
Deposits and Other Credits	1	Item	2,437.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>4,637.14</u>

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>4,637.14</u>
Checks and Payments	6	Items	-1,775.88
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 5/30/2021:			2,861.26
Checks and Payments	8	Items	-1,967.01
Deposits and Other Credits	1	Item	<u>2,437.67</u>
Register Ending Balance:			3,331.92

# Reconciliation Report

Checking  
6/26/2021

## Uncleared Transaction Detail up to 5/30/2021

Date	Num	Payee	Memo	Category	Clr	Amount	
<b>Uncleared Checks and Payments</b>							
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00	
5/3/2021	3591	Imagarina		PROGRAMS:Children's Programs		-150.00	
5/13/2021	3592	Nhlta	dues	STAFF EDUCATION		-150.00	
5/19/2021	3593	Kanopy		MEDIA		-42.00	
5/19/2021	3594	Baker & Taylor		MEDIA:Adult Books		-1,293.91	
5/25/2021	debit	Popular Mechanics	1 yr	MEDIA:Periodicals		-19.97	
<b>Total Uncleared Checks and Payments</b>					6	Items	-1,775.88
<b>Uncleared Deposits and Other Credits</b>							
<b>Total Uncleared Deposits and Other Credits</b>					0	Items	0.00
<b>Total Uncleared Transactions</b>					6	Items	-1,775.88

## Transaction

4/1/2021 through 5/31/2021

6/28/2021

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
<b>BALANCE 3/31/2021</b>									<b>-289,703.28</b>
4/3/2021	Checking	debit	Daedalus	summer r...	PROGRAM...			R	-93.24
4/4/2021	Checking	debit	Polywood	memorial ...				R	-458.00
4/5/2021	Checking	TXFR		Monthly E...	[Public Fun...			R	2,437.67
4/10/2021	Checking	debit	Market Bas...	supplies	SUPPLIES ...			R	-11.94
4/11/2021	Checking	debit	Zoom Vide...		PROGRAM...			R	-14.99
4/13/2021	Checking	debit	The Magazi...	1 yr	MEDIA:Peri...			R	-17.00
4/15/2021	Checking	3586	Book Syste...		SUPPLIES ...			R	-995.00
4/17/2021	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
4/17/2021	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
4/17/2021	Checking	3588	...Baker & Ta...		--Split--	--Split--	--Split--	R	-1,018.40
4/17/2021	Checking	3589	Nhlta	conference	STAFF ED...			R	-100.00
4/21/2021	Checking	debit	Ocean Stat...	foam squa...	PROGRAM...			R	-19.98
4/21/2021	Checking	debit	Amazon	audio	PROGRAM...			R	-42.98
4/22/2021	Checking	debit	Amazon		MEDIA:Adu...			R	-33.18
4/26/2021	Checking	debit	Consolidate...	phone	SUPPLIES ...			R	-109.08
4/26/2021	Checking	3587	Kanopy		MEDIA			R	-6.00
4/28/2021	Checking	3590	Poetry	1 yr	MEDIA:Peri...			R	-20.00
4/28/2021	Checking	debit	Horticulture	2 yrs	MEDIA:Peri...			R	-22.95
4/28/2021	Checking	debit	Mother Eart...		MEDIA:Peri...			R	-12.00
4/30/2021	Checking	debit	Amazon		MEDIA:Adu...			R	-14.00
5/1/2021	Checking	debit	Amazon		MEDIA:Video			R	-32.95
5/3/2021	Checking	3591	Imagarina		PROGRAM...				-150.00
5/3/2021	Checking	debit	Amazon	video	MEDIA:Video			R	-17.96
5/5/2021	Checking	TXFR		Monthly Ex...	[Public Fun...			R	2,437.67
5/10/2021	Checking	debit	Mystery Sc...	1 yr	MEDIA:Peri...			R	-32.00
5/11/2021	Checking	debit	Zoom Vide...		PROGRAM...			R	-14.99
5/13/2021	Checking	debit	Saymore Tr...	plaques	SUPPLIES ...			R	-94.50
5/13/2021	Checking	3592	Nhlta	dues	STAFF ED...				-150.00
5/17/2021	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
5/17/2021	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
5/19/2021	Checking	debit	Consolidate...	phone	SUPPLIES ...			R	-109.82
5/19/2021	Checking	3593	Kanopy		MEDIA				-42.00
5/19/2021	Checking	3594	...Baker & Ta...		--Split--	--Split--	--Split--		-1,293.91
5/21/2021	Checking	debit	Amazon	hoses	SUPPLIES ...			R	-156.97
5/22/2021	Checking	debit	Demco	library	SUPPLIES ...			R	-155.37
5/25/2021	Checking	debit	Popular Me...	1 yr	MEDIA:Peri...				-19.97



**Transaction**  
4/1/2021 through 5/31/2021

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
4/5/2021	Public Funds			Monthly E...	[Checking]			R	-2,437.67
4/30/2021	Public Funds				BANK INTE...			R	0.05
5/5/2021	Public Funds			Monthly E...	[Checking]			R	-2,437.67
5/28/2021	Public Funds				BANK INTE...			R	0.03
4/30/2021	Restricted				BANK INTE...			R	0.04
5/28/2021	Restricted				BANK INTE...			R	0.03
4/30/2021	Town Supp...				PAYROLL:...				-7,346.31
4/30/2021	Town Supp...				PAYROLL:...				-4,392.39
4/30/2021	Town Supp...				UTILITIES:...				-2,377.34
4/30/2021	Town Supp...				BUILDING ...				-1,661.47
5/28/2021	Town Supp...		Unitil		UTILITIES:...				210.96
5/30/2021	Town Supp...				PAYROLL:...				-4,897.54
5/30/2021	Town Supp...				PAYROLL:...				-5,107.56
5/30/2021	Town Supp...				UTILITIES:...				-2,416.83
5/30/2021	Town Supp...				BUILDING ...				-1,088.57
4/30/2021	Unrestricted				BANK INTE...			R	0.01
5/28/2021	Unrestricted				BANK INTE...			R	0.02
<b>4/1/2021 - 5/31/2021</b>									<b>-34,855.95</b>

**BALANCE 5/31/2021** **-324,559.23**

<b>TOTAL INFLOWS</b>	<b>5,086.48</b>
<b>TOTAL OUTFLOWS</b>	<b>-39,942.43</b>
<b>NET TOTAL</b>	<b>-34,855.95</b>