



East Kingston Public Library
Treasurer's Report

August 2020

Banking Summary - Last month

8/1/2020 through 8/31/2020

9/26/2020

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Category	8/1/2020- 8/31/2020
INCOME	
BANK INTEREST	
Private Funds	0.16
Public Funds	0.08
TOTAL BANK INTEREST	0.24
DONATIONS	250.00
FEES	
Solar REC	35.00
TOTAL FEES	35.00
TOTAL INCOME	285.24
 EXPENSES	
MEDIA	
Adult Audio	30.00
Adult Books	1,174.22
Adult Books	1,018.70
Children's Audio	0.00
Children's Books	441.35
Periodicals	74.85
TOTAL MEDIA	2,739.12
PAYROLL	
Director's Salary	4,897.54
Staff Salaries	3,180.21
Taxes and Benefits (Full Time)	1,714.28
Taxes and Benefits (Part-time)	334.28
TOTAL PAYROLL	10,126.31
PROGRAMS	
Children's Programs	41.16
Family Programs	14.99
TOTAL PROGRAMS	56.15
SUPPLIES and SERVICES	
Building Supplies	-57.66
Library Supplies	520.00
Office Supplies	397.38
TOTAL SUPPLIES and SERVICES	859.72
UTILITIES	
Electricity	-1,139.90

Banking Summary - Last month

8/1/2020 through 8/31/2020

9/26/2020

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Category	8/1/2020- 8/31/2020
TOTAL UTILITIES	-1,139.90
TOTAL EXPENSES	12,641.40
TRANSFERS	
FROM Public Funds	2,437.67
TO Checking	-2,437.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-12,356.16

Banking Summary
1/1/2020 through 8/31/2020

Category	1/1/2020- 8/31/2020
INCOME	
Uncategorized	0.12
BANK INTEREST	
Private Funds	1.57
Public Funds	0.91
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TOTAL BANK INTEREST	2.48
DONATIONS	
Conscience	29.98
Memorial	400.00
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TOTAL DONATIONS	1,079.98
FEES	
Out of Town Patron	50.00
Solar REC	148.00
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TOTAL FEES	198.00
TOWN SUPPORT	
Budget Assistance	22,584.00
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TOTAL TOWN SUPPORT	22,584.00
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TOTAL INCOME	23,864.58
EXPENSES	
Uncategorized	246.69
BUILDING MAINTENANCE	
Alarm Service	228.00
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Janitorial Services	147.51
Snow Removal	95.00
Water System	250.00
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TOTAL BUILDING MAINTENANCE	720.51
MAJOR ITEMS	-1,550.00
MEDIA	
Adult Audio	1,642.35
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Adult Books	6,712.34
Children's Audio	22.66
Children's Books	3,057.52
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Periodicals	360.28
Video	996.12
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TOTAL MEDIA	12,918.76

Banking Summary
1/1/2020 through 8/31/2020

Category	1/1/2020- 8/31/2020
PAYROLL	
Director's Salary	39,433.65
Staff Salaries	24,853.10
Taxes and Benefits (Full Time)	15,068.64
Taxes and Benefits (Part-time)	1,992.22
TOTAL PAYROLL	81,347.61
PROGRAMS	
Adult Programs	30.00
Children's Programs	82.97
Family Programs	394.38
	44.97
TOTAL PROGRAMS	552.32
STAFF EDUCATION	
	255.00
SUPPLIES and SERVICES	
Building Supplies	436.29
Library Supplies	100.71
Office Supplies	1,625.99
Telephone	1,694.73
	859.90
TOTAL SUPPLIES and SERVICES	4,717.62
UTILITIES	
Electricity	598.12
Propane	3,998.58
TOTAL UTILITIES	4,596.70
TOTAL EXPENSES	103,805.21
TRANSFERS	
FROM Public Funds	21,001.36
FROM Restricted	100.00
FROM Unrestricted	1,550.00
TO Checking	-21,101.36
TO Restricted	-1,550.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-79,940.63

Reconciliation Report

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			4,368.88
Checks and Payments	8	Items	<u>-2,615.65</u>
Deposits and Other Credits	2	Items	2,495.33
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>4,248.56</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			4,248.56
Checks and Payments	14	Items	<u>-3,459.85</u>
Deposits and Other Credits	3	Items	<u>2,453.67</u>
Register Balance as of 9/26/2020:			3,242.38
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			<u>3,242.38</u>

Reconciliation Report

Checking
9/26/2020

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Uncleared Transaction Detail up to 9/26/2020

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00
6/17/2020	3558	Yankee Mag	1 yr	MEDIA:Periodicals		-13.99
8/11/2020	3559	Kanopy	movie streaming	MEDIA		-30.00
8/31/2020	3562	Park Street Foundation	audio/ebook downloads	MEDIA:Adult Audio		-1,067.00
9/1/2020	3563	Kanopy	movie streaming	MEDIA		-42.00
9/3/2020	3564	Booklist	review mag	MEDIA:Periodicals		-169.50
9/3/2020	3565	Yankee Mag	1 yr	MEDIA:Periodicals		-13.99
9/3/2020	3566	Boy's Life	1	MEDIA:Periodicals		-15.00
9/9/2020	debit	Amazon		MEDIA:Video		-124.95
9/11/2020	debit	Zoom Video Communications	summer reading chats	PROGRAMS:Family Programs		-14.99
9/17/2020	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...		-99.00
9/17/2020	debit	Junior Library Guild		MEDIA:Children's Books		-160.95
9/17/2020	debit	Demco	library supplies	SUPPLIES and SERVICES		-145.95
9/18/2020	3567	Baker & Taylor	books	MEDIA:Adult Books		-1,442.53
Total Uncleared Checks and Payments						-3,459.85
Uncleared Deposits and Other Credits						
9/1/2020	debit	Consolidated Communications		SUPPLIES and SERVICES:Telephone		0.00
9/2/2020	TXFR	Public Funds	Monthly Expenses	[Public Funds]		2,437.67
9/26/2020		Rioux/Stevenson		MEDIA:Adult Books		16.00
Total Uncleared Deposits and Other Credits						2,453.67
Total Uncleared Transactions						-1,006.18

Transaction - Last month

8/1/2020 through 8/31/2020

9/26/2020

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
BALANCE 7/31/2020									-208,529.77
8/3/2020	Checking	debit	Summit Su... hands free...	SUPPLIES ...				R	-298.38
8/3/2020	Checking			Monthly E... [Public Fun...				R	2,437.67
8/11/2020	Checking	3559	Kanopy	movie stre...	MEDIA				-30.00
8/11/2020	Checking	3560	Book Syste...		SUPPLIES ...			R	-520.00
8/11/2020	Checking	3561	...Baker & Ta...	books	--Split--	--Split--	--Split--	R	-1,406.32
8/11/2020	Checking	debit	Zoom Vide...	summer r...	PROGRAM...			R	-14.99
8/14/2020	Checking	debit	Market Bas...	prog	PROGRAM...			R	-41.16
8/17/2020	Checking	debit	Lowe's	refund	SUPPLIES ...			R	57.66
8/19/2020	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
8/19/2020	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
8/25/2020	Checking	debit	Cricket Media		MEDIA:Peri...			R	-74.85
8/31/2020	Checking	3562	Park Street ...	audio/ebo...	MEDIA:Adu...				-1,067.00
8/3/2020	Public Funds			Monthly E... [Checking]				R	-2,437.67
8/24/2020	Public Funds				FEES:Solar...			R	35.00
8/31/2020	Public Funds				BANK INTE...			R	0.08
8/31/2020	Restricted				BANK INTE...			R	0.11
8/1/2020	Town Supp...				PAYROLL:...				-2,448.77
8/1/2020	Town Supp...				PAYROLL:...				-459.33
8/1/2020	Town Supp...				PAYROLL:...				-1,621.69
8/1/2020	Town Supp...				PAYROLL:...				-215.06
8/13/2020	Town Supp...		Unitil		UTILITIES:...				1,139.90
8/29/2020	Town Supp...				PAYROLL:...				-2,448.77
8/29/2020	Town Supp...				PAYROLL:...				-273.53
8/29/2020	Town Supp...				PAYROLL:...				-1,558.52
8/29/2020	Town Supp...				PAYROLL:...				-119.22
8/29/2020	Town Supp...				PAYROLL:...				-981.42
8/19/2020	Unrestricted		ReVision E...	referral bo...	DONATIONS			R	250.00
8/31/2020	Unrestricted				BANK INTE...			R	0.05
8/1/2020 - 8/31/2020									-12,356.16
BALANCE 8/31/2020									-220,885.93
TOTAL INFLOWS									3,920.47
TOTAL OUTFLOWS									-16,276.63

Transaction - Last month

8/1/2020 through 8/31/2020

9/26/2020

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
NET TOTAL									-12,356.16