



East Kingston Public Library  
Treasurer's Report

February 2019

## Account Balances - As of 2/28/2019

Account	2/28/2019 Balance
<b>Bank Accounts</b>	
Checking	1,739.70
Public Funds	2,948.83
Restricted	2,224.11
Town Support Ledger	-22,661.37
Unrestricted	4,097.87
<b>TOTAL Bank Accounts</b>	<b>-11,650.86</b>
<b>OVERALL TOTAL</b>	<b>-11,650.86</b>

**Banking Summary**  
1/1/2019 through 2/28/2019

Category	1/1/2019- 2/28/2019
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.50
Public Funds	0.31
TOTAL BANK INTEREST	0.81
DONATIONS	
Memorial	175.00
TOTAL DONATIONS	175.00
FEES	
Out of Town Patron	50.00
TOTAL FEES	100.00
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
<b>TOTAL INCOME</b>	<b>7,863.31</b>
 <b>EXPENSES</b>	
BUILDING MAINTENANCE	
Janitorial Services	413.54
Snow Removal	135.00
TOTAL BUILDING MAINTENANCE	548.54
MAJOR ITEMS	5,700.00
MEDIA	
Adult Audio	92.65
Adult Books	1,435.35
Children's Books	481.06
Periodicals	342.25
Video	354.87
TOTAL MEDIA	3,074.02
PAYROLL	
Director's Salary	9,650.32
Staff Salaries	5,514.39
Taxes and Benefits (Full Time)	3,779.04
Taxes and Benefits (Part-time)	421.16
TOTAL PAYROLL	19,364.91
PROGRAMS	

## Banking Summary

1/1/2019 through 2/28/2019

Category	1/1/2019- 2/28/2019
Adult Programs	128.08
Children's Programs	101.59
TOTAL PROGRAMS	229.67
SUPPLIES and SERVICES	
Building Supplies	207.70
Library Supplies	194.18
Office Supplies	362.50
Telephone	200.64
TOTAL SUPPLIES and SERVICES	965.02
UTILITIES	
Electricity	383.95
Propane	2,408.25
TOTAL UTILITIES	2,792.20
<b>TOTAL EXPENSES</b>	<b>32,674.36</b>
<b>TRANSFERS</b>	
FROM Public Funds	6,375.34
TO Checking	-6,375.34
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
 <b>OVERALL TOTAL</b>	 <b>-24,811.05</b>

## Transaction - Year to Date

1/1/2019 through 3/25/2019

3/25/2019

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 12/31/2018</b>								<b>13,160.19</b>
1/2/2019	Checking		Amazon		MEDIA		R	-176.94
1/2/2019	Checking	3436	ReVision E... solar PPA		MAJOR IT...		R	-5,700.00
1/2/2019	Checking	TXFR			[Public Fun...		R	1,500.00
1/4/2019	Checking		Amazon		MEDIA		R	-19.90
1/6/2019	Checking	TXFR	Public Funds		[Public Fun...		R	2,437.67
1/9/2019	Checking	3437	Kanopy movie stre...		MEDIA		R	-52.00
1/9/2019	Checking	3438	Consolidat... phone		SUPPLIES ...		R	-100.67
1/9/2019	Checking	3439	Staples ink		SUPPLIES ...		R	-96.26
1/9/2019	Checking	debit	Michaels adult dyi		PROGRAM...		R	-31.44
1/9/2019	Checking	3440	... Baker & Ta... media	--Split--	--Split--		R	-1,622.70
1/9/2019	Checking	debit	Demco supplies		SUPPLIES ...		R	-103.53
1/9/2019	Checking	debit	Inkfarm.com ink		SUPPLIES ...		R	-106.15
1/9/2019	Checking	debit	Amazon		PROGRAM...		R	-12.48
1/9/2019	Checking	debit	Amazon scanner		SUPPLIES ...		R	-69.99
1/16/2019	Checking	3441	ReVision E... 584 Kw hrs		UTILITIES:...		R	-44.28
1/17/2019	Checking	debit	Escape Th...		PROGRAM...		R	-44.99
1/17/2019	Checking	debit	CP Building...ceiling tile		SUPPLIES ...		R	-116.54
1/17/2019	Checking	debit	Amazon		MEDIA		R	-119.00
1/22/2019	Checking	debit	Daedalus		SUPPLIES ...		R	-90.65
1/23/2019	Checking	debit	Exeter New...		MEDIA:Peri...		R	-196.84
1/23/2019	Checking	3442	Schwaab, Incrubber sta...		SUPPLIES ...		R	-32.50
1/23/2019	Checking	3443	Mother Eart...2 yrs		MEDIA:Peri...			-27.95
1/23/2019	Checking	3444	Zoe Sucu reimburse		PROGRAM...			-39.17
1/24/2019	Checking	debit	SKI Magazi...		MEDIA:Peri...		R	-10.00
1/28/2019	Checking	3445	Zoe Sucu reimburse		PROGRAM...		R	-48.45
1/28/2019	Checking	3446	Junior Libra...		MEDIA:Chil...		R	-272.85
1/30/2019	Checking	debit	Amazon dvd		MEDIA:Video		R	-105.72
1/30/2019	Checking	debit	Amazon dvd		MEDIA:Video		R	-31.77
2/4/2019	Checking	debit	Amazon		MEDIA:Video		R	-14.99
2/4/2019	Checking	debit	Oprah Mag...		MEDIA:Peri...		R	-34.97
2/5/2019	Checking	3447	Real Simple 1 yr		MEDIA:Peri...		R	-10.00
2/5/2019	Checking	3448	Smithsonian 1 yr		MEDIA:Peri...		R	-11.00
2/5/2019	Checking	3449	Wired 2 yr		MEDIA:Peri...		R	-20.00
2/5/2019	Checking	3450	Kanopy movie stre...		MEDIA:Video		R	-42.00
2/5/2019	Checking	3451	Brookline P... Why smar...		MEDIA:Chil...			-10.00
2/5/2019	Checking	3452	Staples supplies		SUPPLIES ...		R	-91.16

## Transaction - Year to Date

1/1/2019 through 3/25/2019

3/25/2019

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
2/5/2019	Checking	3453	Consolidat... phone		SUPPLIES ...		R	-99.97
2/5/2019	Checking	debit	Daedalus books		MEDIA:Adu...		R	-103.51
2/6/2019	Checking	debit	Postmaster... stamps		SUPPLIES ...		R	-28.60
2/6/2019	Checking	TXFR	Public Funds		[Public Fun...		R	2,437.67
2/7/2019	Checking	debit	Beekmans mag		MEDIA:Peri...		R	-7.49
2/7/2019	Checking	debit	Techsoup virus prot...		SUPPLIES ...		R	-29.00
2/8/2019	Checking	debit	KnitScene ...		MEDIA:Peri...		R	-24.00
2/22/2019	Checking	debit	Amazon		MEDIA:Video		R	-141.50
2/25/2019	Checking	3454	Zoe Sucu reimburse		PROGRAM...			-53.14
2/25/2019	Checking	debit	Amazon		MEDIA:Video		R	-18.89
3/5/2019	Checking	debit	Demco supplies		SUPPLIES ...			-254.97
3/5/2019	Checking	TXFR	Public Funds		[Public Fun...			2,437.67
3/5/2019	Checking	3455	... Baker & Ta... media		--Split--	--Split--		-1,587.92
3/5/2019	Checking	3456	Real Simple 1 yr		MEDIA:Peri...			-20.00
3/5/2019	Checking	3457	Staples ink		SUPPLIES ...			-254.42
3/5/2019	Checking	3458	Consolidat... phone		SUPPLIES ...			-100.35
3/5/2019	Checking	3460	Smithsonian 1 yr		MEDIA:Peri...			-11.00
3/5/2019	Checking	3459	Kanopy movie stre...		MEDIA			-38.00
3/5/2019	Checking	3461	Junior Libra...		MEDIA:Chil...			-272.85
3/6/2019	Checking	debit	Oriental Tr... summer r...		PROGRAM...			-79.38
3/6/2019	Checking	debit	Amazon dvd		MEDIA:Video			-204.49
3/13/2019	Checking	3462	... Baker & Ta... media		--Split--	--Split--		-924.84
3/24/2019	Checking							0.00
1/2/2019	Public Funds				[Checking]		R	-1,500.00
1/4/2019	Public Funds				TOWN SU...		R	7,587.50
1/6/2019	Public Funds			Monthly E...	[Checking]		R	-2,437.67
1/7/2019	Public Funds				FEES:Out ...		R	50.00
1/31/2019	Public Funds				BANK INT...		R	0.18
2/6/2019	Public Funds		Public Funds		[Checking]		R	-2,437.67
2/19/2019	Public Funds				FEES		R	50.00
2/28/2019	Public Funds				BANK INT...		R	0.13
3/5/2019	Public Funds		Public Funds		[Checking]			-2,437.67
1/31/2019	Restricted				BANK INT...		R	0.10
2/28/2019	Restricted				BANK INT...		R	0.08
1/9/2019	Town Supp...				UTILITIES:...			-228.73
1/11/2019	Town Supp...				PAYROLL:...			-2,412.58
1/11/2019	Town Supp...				BUILDING ...			-91.35
1/16/2019	Town Supp...				UTILITIES:...			-2,408.25

Transaction - Year to Date

1/1/2019 through 3/25/2019

3/25/2019

Page 3

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
1/24/2019	Town Supp...				BUILDING ...			-60.00
1/25/2019	Town Supp...				PAYROLL:...			-2,412.58
1/25/2019	Town Supp...				PAYROLL:...			-908.10
1/25/2019	Town Supp...				PAYROLL:...			-981.42
1/25/2019	Town Supp...				PAYROLL:...			-2,508.18
1/25/2019	Town Supp...				PAYROLL:...			-191.88
1/25/2019	Town Supp...				BUILDING ...			-82.22
1/25/2019	Town Supp...				BUILDING ...			-13.28
2/6/2019	Town Supp...				BUILDING ...			-30.00
2/6/2019	Town Supp...				UTILITIES:...			-110.94
2/8/2019	Town Supp...				BUILDING ...			-82.22
2/8/2019	Town Supp...				PAYROLL:...			-2,412.58
2/13/2019	Town Supp...				BUILDING ...			-30.00
2/20/2019	Town Supp...				BUILDING ...			-15.00
2/22/2019	Town Supp...				BUILDING ...			-13.98
2/22/2019	Town Supp...				BUILDING ...			-100.49
2/22/2019	Town Supp...				PAYROLL:...			-229.28
2/22/2019	Town Supp...				PAYROLL:...			-3,006.21
2/22/2019	Town Supp...				PAYROLL:...			-981.42
2/22/2019	Town Supp...				PAYROLL:...			-908.10
2/22/2019	Town Supp...				PAYROLL:...			-2,412.58
2/27/2019	Town Supp...				BUILDING ...			-30.00
1/31/2019	Unrestricted				BANK INT...		R	0.17
2/19/2019	Unrestricted		in memory ...		DONATION...		R	100.00
2/19/2019	Unrestricted		in memory ...		DONATION...		R	50.00
2/19/2019	Unrestricted		in memory ...		DONATION...		R	25.00
2/28/2019	Unrestricted				BANK INT...		R	0.15
<b>1/1/2019 - 3/25/2019</b>								<b>-28,559.27</b>

**BALANCE 3/25/2019**

**-15,399.08**

**TOTAL INFLOWS 16,676.32**

**TOTAL OUTFLOWS -45,235.59**

**NET TOTAL -28,559.27**

## Spending by Category

1/1/2019 through 2/28/2019

Category	1/1/2019- 2/28/2019
BUILDING MAINTENANCE	<b>548.54</b>
Janitorial Services	413.54
Snow Removal	135.00
MAJOR ITEMS	5,700.00
MEDIA	<b>3,074.02</b>
Adult Audio	92.65
Adult Books	1,435.35
Children's Books	481.06
Periodicals	342.25
Video	354.87
Other MEDIA	367.84
PAYROLL	<b>19,364.91</b>
Director's Salary	9,650.32
Staff Salaries	5,514.39
Taxes and Benefits (Full Time)	3,779.04
Taxes and Benefits (Part-time)	421.16
PROGRAMS	<b>229.67</b>
Adult Programs	128.08
Children's Programs	101.59
SUPPLIES and SERVICES	<b>965.02</b>
Building Supplies	207.70
Library Supplies	194.18
Office Supplies	362.50
Telephone	200.64
UTILITIES	<b>2,792.20</b>
Electricity	383.95
Propane	2,408.25
<b>OVERALL TOTAL</b>	<b>32,674.36</b>



# Reconciliation

Checking  
3/25/2019

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			8,845.93
Checks and Payments	24	Items	<u>-10,913.64</u>
Deposits and Other Credits	2	Items	3,937.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>1,869.96</u>

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>1,869.96</u>
Checks and Payments	4	Items	-130.26
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 2/28/2019:			1,739.70
Checks and Payments	11	Items	-3,748.22
Deposits and Other Credits	2	Items	<u>2,437.67</u>
Register Ending Balance:			429.15

## Reconciliation

Checking  
3/25/2019

Page 2

### Uncleared Transaction Detail up to 2/28/2019

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
1/23/2019	3443	Mother Earth Living	2 yrs	MEDIA:Periodicals		-27.95
1/23/2019	3444	Zoe Sucu	reimburse	PROGRAMS:Adult Programs		-39.17
2/5/2019	3451	Brookline Public Library	Why smart kids worru	MEDIA:Children's Books		-10.00
2/25/2019	3454	Zoe Sucu	reimburse	PROGRAMS:Children's Programs		-53.14
<b>Total Uncleared Checks and Payments</b>						<b>-130.26</b>
<b>Uncleared Deposits and Other Credits</b>						
<b>Total Uncleared Deposits and Other Credits</b>						<b>0.00</b>
<b>Total Uncleared Transactions</b>						<b>-130.26</b>