



East Kingston Public Library
Treasurer's Report

March 2019

Account Balances - As of 3/31/2019

Account	3/31/2019 Balance
Bank Accounts	
Checking	246.42
Public Funds	511.19
Restricted	2,224.20
Town Support Ledger	-33,166.80
Unrestricted	4,163.03
TOTAL Bank Accounts	-26,021.96
OVERALL TOTAL	-26,021.96

Banking Summary - Last month

3/1/2019 through 3/31/2019

4/22/2019

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Category	3/1/2019- 3/31/2019
INCOME	
BANK INTEREST	
Private Funds	0.26
Public Funds	0.03
TOTAL BANK INTEREST	0.29
DONATIONS	
Conscience	39.99
Memorial	25.00
TOTAL DONATIONS	64.99
TOTAL INCOME	65.28
 EXPENSES	
BUILDING MAINTENANCE	
Alarm Service	15.00
Janitorial Services	138.00
Lawn Service	196.68
Snow Removal	265.00
TOTAL BUILDING MAINTENANCE	90.00
MEDIA	
Adult Audio	38.00
Adult Books	312.45
Children's Audio	1,803.54
Children's Books	33.00
Periodicals	648.14
Video	56.95
TOTAL MEDIA	192.97
PAYROLL	
Director's Salary	4,825.16
Staff Salaries	2,739.93
Taxes and Benefits (Full Time)	2,797.62
Taxes and Benefits (Part-time)	209.60
TOTAL PAYROLL	10,572.31
PROGRAMS	
Adult Programs	51.30
Children's Programs	79.38
TOTAL PROGRAMS	130.68

Banking Summary - Last month

3/1/2019 through 3/31/2019

4/22/2019

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Category	3/1/2019- 3/31/2019
STAFF EDUCATION	85.00
SUPPLIES and SERVICES	
Building Supplies	20.48
Library Supplies	254.97
Office Supplies	254.42
Telephone	100.35
TOTAL SUPPLIES and SERVICES	630.22
UTILITIES	
Electricity	136.54
TOTAL UTILITIES	136.54
TOTAL EXPENSES	15,344.48
TRANSFERS	
FROM Public Funds	2,437.67
TO Checking	-2,437.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-15,279.20

Income/Expense Comparison by Category - Q1 2019

1/1/2018 through 3/31/2019

4/22/2019

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Category	1/1/2018- 3/31/2018	1/1/2019- 3/31/2019	Amount Difference
INCOME			
BANK INTEREST			
Private Funds	0.00	0.76	0.76
Public Funds	0.00	0.34	0.34
TOTAL BANK INTEREST	0.00	1.10	1.10
DONATIONS			
Conscience	0.00	39.99	39.99
Memorial	0.00	200.00	200.00
TOTAL DONATIONS	0.00	239.99	239.99
FEES			
Out of Town Patron	0.00	50.00	50.00
TOTAL FEES	0.00	100.00	100.00
TOWN SUPPORT			
Budget Assistance	0.00	7,587.50	7,587.50
TOTAL TOWN SUPPORT	0.00	7,587.50	7,587.50
TOTAL INCOME	0.00	7,928.59	7,928.59
EXPENSES			
BUILDING MAINTENANCE			
Alarm Service	0.00	138.00	-138.00
Janitorial Services	0.00	610.22	-610.22
Lawn Service	0.00	265.00	-265.00
Snow Removal	0.00	225.00	-225.00
TOTAL BUILDING MAINTENANCE	0.00	1,253.22	-1,253.22
MAJOR ITEMS			
TOTAL MAJOR ITEMS	0.00	5,700.00	-5,700.00
MEDIA			
Adult Audio	0.00	405.10	-405.10
Adult Books	0.00	3,238.89	-3,238.89
Children's Audio	0.00	33.00	-33.00
Children's Books	0.00	1,129.20	-1,129.20
Periodicals	0.00	399.20	-399.20
Video	0.00	547.84	-547.84
TOTAL MEDIA	0.00	6,159.07	-6,159.07
PAYROLL			
Director's Salary	0.00	14,475.48	-14,475.48
Staff Salaries	0.00	8,254.32	-8,254.32

Income/Expense Comparison by Category - Q1 2019

1/1/2018 through 3/31/2019

4/22/2019

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Category	1/1/2018- 3/31/2018	1/1/2019- 3/31/2019	Amount Difference
Taxes and Benefits (Full Time)	0.00	5,668.56	-5,668.56
Taxes and Benefits (Part-time)	0.00	630.76	-630.76
TOTAL PAYROLL	0.00	29,029.12	-29,029.12
PROGRAMS			
Adult Programs	0.00	179.38	-179.38
Children's Programs	0.00	180.97	-180.97
TOTAL PROGRAMS	0.00	360.35	-360.35
STAFF EDUCATION	0.00	85.00	-85.00
SUPPLIES and SERVICES			
Building Supplies	0.00	228.18	-228.18
Library Supplies	0.00	449.15	-449.15
Office Supplies	0.00	616.92	-616.92
Telephone	0.00	300.99	-300.99
TOTAL SUPPLIES and SERVICES	0.00	1,595.24	-1,595.24
UTILITIES			
Electricity	0.00	520.49	-520.49
Propane	0.00	2,408.25	-2,408.25
TOTAL UTILITIES	0.00	2,928.74	-2,928.74
TOTAL EXPENSES	0.00	47,110.74	-47,110.74
OVERALL TOTAL	0.00	-39,182.15	-39,182.15

CheckingRecon

Checking
4/22/2019

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Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,869.96
Checks and Payments	20	Items	<u>-3,917.60</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>390.03</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>390.03</u>
Checks and Payments	3	Items	-143.61
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 3/31/2019:			246.42
Checks and Payments	0	Items	0.00
Deposits and Other Credits	3	Items	<u>2,460.67</u>
Register Ending Balance:			2,707.09

CheckingRecon

Checking
4/22/2019

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount	
Cleared Checks and Payments							
1/23/2019	3443	Mother Earth Living	2 yrs	MEDIA:Periodicals	R	-27.95	
2/5/2019	3451	Brookline Public Library	Why smart kids worru	MEDIA:Children's Books	R	-10.00	
3/5/2019	debit	Demco	supplies	SUPPLIES and SERVICES:Library Su...	R	-254.97	
3/5/2019	3455	Baker & Taylor	media	MEDIA:Adult Books	R	-1,587.92	
3/5/2019	3456	Real Simple	1 yr	MEDIA:Periodicals	R	-20.00	
3/5/2019	3457	Staples	ink	SUPPLIES and SERVICES:Office Su...	R	-254.42	
3/5/2019	3458	Consolidated Communications	phone	SUPPLIES and SERVICES:Telephone	R	-100.35	
3/5/2019	3459	Kanopy	movie streaming	MEDIA	R	-38.00	
3/5/2019	3460	Smithsonian	1 yr	MEDIA:Periodicals	R	-11.00	
3/5/2019	3461	Junior Library Guild		MEDIA:Children's Books	R	-272.85	
3/6/2019	debit	Oriental Trading	summer reading	PROGRAMS:Children's Programs	R	-79.38	
3/6/2019	debit	Amazon	dvd	MEDIA:Video	R	-49.97	
3/6/2019	debit	Amazon		MEDIA:Video	R	-53.14	
3/11/2019	debit	Amazon		MEDIA:Video	R	-71.90	
3/12/2019	debit	Amazon		MEDIA:Adult Books	R	-11.52	
3/13/2019	3462	Baker & Taylor	media	MEDIA:Adult Books	R	-924.84	
3/18/2019	debit	Amazon		MEDIA:Video	R	-17.96	
3/25/2019	debit	AMZ Magazine		MEDIA:Periodicals	R	-25.95	
3/28/2019	debit	Lowes	moving kit	SUPPLIES and SERVICES:Building S...	R	-20.48	
3/28/2019	debit	NHLA	membership renewal	STAFF EDUCATION	R	-85.00	
Total Cleared Checks and Payments						20 Items	-3,917.60
Cleared Deposits and Other Credits							
3/5/2019	TXFR	Public Funds		[Public Funds]	R	2,437.67	
Total Cleared Deposits and Other Credits						1 Item	2,437.67
Total Cleared Transactions						21 Items	-1,479.93

CheckingRecon

Checking
4/22/2019

Uncleared Transaction Detail up to 3/31/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
1/23/2019	3444	Zoe Sucu	reimburse	PROGRAMS:Adult Programs		-39.17
2/25/2019	3454	Zoe Sucu	reimburse	PROGRAMS:Children's Programs		-53.14
3/24/2019	3463	Zoe Sucu	program	PROGRAMS:Adult Programs		-51.30
Total Uncleared Checks and Payments					3 Items	-143.61
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions					3 Items	-143.61

CheckingRecon

Checking
4/22/2019

Uncleared Transaction Detail after 3/31/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
Total Uncleared Checks and Payments			0	Items		0.00
Uncleared Deposits and Other Credits						
4/11/2019				[Public Funds]		2,437.67
4/22/2019	DEP	City Of Keene	book replace	MEDIA:Adult Books		18.00
4/22/2019	DEP	Smyth Public Library	book replace			5.00
Total Uncleared Deposits and Other Credits			3	Items		2,460.67
Total Uncleared Transactions			3	Items		2,460.67

Transaction - Last month

3/1/2019 through 3/31/2019

4/22/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 2/28/2019								-10,742.76
3/5/2019	Checking	debit	Demco	supplies	SUPPLIES ...		R	-254.97
3/5/2019	Checking	TXFR	Public Funds		[Public Fun...		R	2,437.67
3/5/2019	Checking	3455	... Baker & Ta...	media	--Split--	--Split--	R	-1,587.92
3/5/2019	Checking	3456	Real Simple	1 yr	MEDIA:Peri...		R	-20.00
3/5/2019	Checking	3457	Staples	ink	SUPPLIES ...		R	-254.42
3/5/2019	Checking	3458	Consolidat...	phone	SUPPLIES ...		R	-100.35
3/5/2019	Checking	3460	Smithsonian	1 yr	MEDIA:Peri...		R	-11.00
3/5/2019	Checking	3459	Kanopy	movie stre...	MEDIA		R	-38.00
3/5/2019	Checking	3461	Junior Libra...		MEDIA:Chil...		R	-272.85
3/6/2019	Checking	debit	Oriental Tr...	summer r...	PROGRAM...		R	-79.38
3/6/2019	Checking	debit	Amazon	dvd	MEDIA:Video		R	-49.97
3/6/2019	Checking	debit	Amazon		MEDIA:Video		R	-53.14
3/11/2019	Checking	debit	Amazon		MEDIA:Video		R	-71.90
3/12/2019	Checking	debit	Amazon		MEDIA:Adu...		R	-11.52
3/13/2019	Checking	3462	... Baker & Ta...	media	--Split--	--Split--	R	-924.84
3/18/2019	Checking	debit	Amazon		MEDIA:Video		R	-17.96
3/24/2019	Checking	3463	Zoe Sucu	program	PROGRAM...			-51.30
3/25/2019	Checking	debit	AMZ Maga...		MEDIA:Peri...		R	-25.95
3/28/2019	Checking	debit	Lowe's	moving kit	SUPPLIES ...		R	-20.48
3/28/2019	Checking	debit	NHLA	members...	STAFF ED...		R	-85.00
3/5/2019	Public Funds		Public Funds		[Checking]		R	-2,437.67
3/29/2019	Public Funds				BANK INT...		R	0.03
3/29/2019	Restricted				BANK INT...		R	0.09
3/6/2019	Town Supp...		Unitil		UTILITIES:...			-136.54
3/6/2019	Town Supp...				BUILDING ...			-60.00
3/8/2019	Town Supp...				PAYROLL:...			-2,136.86
3/8/2019	Town Supp...				PAYROLL:...			-275.72
3/8/2019	Town Supp...				BUILDING ...			-91.35
3/13/2019	Town Supp...				BUILDING ...			-30.00
3/13/2019	Town Supp...				BUILDING ...			-138.00
3/22/2019	Town Supp...				PAYROLL:...			-908.10
3/22/2019	Town Supp...				PAYROLL:...			-2,274.72
3/22/2019	Town Supp...				PAYROLL:...			-137.86
3/22/2019	Town Supp...				PAYROLL:...			-908.10
3/22/2019	Town Supp...				PAYROLL:...			-981.42
3/22/2019	Town Supp...				PAYROLL:...			-2,739.93

Transaction - Last month

3/1/2019 through 3/31/2019

4/22/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
3/22/2019	Town Supp...				PAYROLL:...			-209.60
3/22/2019	Town Supp...				BUILDING ...			-91.35
3/22/2019	Town Supp...				BUILDING ...			-13.98
3/27/2019	Town Supp...		Cheryll Hurt...		BUILDING ...			-15.00
3/27/2019	Town Supp...		The Yanke...		BUILDING ...			-265.00
3/6/2019	Unrestricted				DONATION...		R	12.99
3/11/2019	Unrestricted				DONATION...		R	27.00
3/11/2019	Unrestricted		In Memory ...		DONATION...		R	25.00
3/29/2019	Unrestricted				BANK INT...		R	0.17
3/1/2019 - 3/31/2019								-15,279.20
BALANCE 3/31/2019								-26,021.96
TOTAL INFLOWS								2,502.95
TOTAL OUTFLOWS								-17,782.15
NET TOTAL								-15,279.20