



East Kingston Public Library
Treasurer's Report

Nov. - Dec. 2022

Reconciliation Report

Checking
1/8/2023

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			3,699.42
Checks and Payments	27	Items	<u>-6,722.24</u>
Deposits and Other Credits	4	Items	8,000.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>4,977.18</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>4,977.18</u>
Checks and Payments	2	Items	<u>-875.63</u>
Deposits and Other Credits	1	Item	<u>39.00</u>
Register Balance as of 12/31/2022:			4,140.55
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Ending Balance:			4,140.55

Reconciliation Report

Checking
1/8/2023

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount
Cleared Checks and Payments						
10/17/2022	3679	Baker & Taylor	media	MEDIA:Adult Books	R	-2,230.79
10/17/2022	3680	Baker & Taylor	video	MEDIA:Adult Books	R	-176.04
10/22/2022	3681	Junior Library Guild	overage	MEDIA:Children's Books	R	-51.20
11/2/2022	debit	Market Basket		PROGRAMS:Adult Programs	R	-46.05
11/2/2022		Unknown--Amesbury #			R	-40.00
11/3/2022	3682	Alice Fogel	NH Humanities	PROGRAMS:Adult Programs	R	-250.00
11/6/2022	debit	Dunkin'	c3	PROGRAMS:Adult Programs	R	-19.99
11/6/2022	debit	Market Basket	c3	PROGRAMS:Adult Programs	R	-81.68
11/10/2022	debit	Consolidated Communications	november	SUPPLIES and SERVICES:Telephone	R	-103.74
11/10/2022	debit	Demco	invoices 7195382 & 7211126	SUPPLIES and SERVICES:Library S...	R	-625.02
11/12/2022	3683	Kanopy	movie streaming	MEDIA:Video	R	-23.00
11/12/2022	3684	Skeptical Inquirer	1yr	MEDIA:Periodicals	R	-19.95
11/12/2022	3685	Faces	1yr	MEDIA:Periodicals	R	-21.95
11/12/2022	3686	Zoobooks	1 yr 2 mags	MEDIA:Periodicals	R	-30.00
11/17/2022	3687	Baker & Taylor	books	MEDIA:Adult Books	R	-1,411.63
11/17/2022	3688	Baker & Taylor	dvds	MEDIA:Adult Books	R	-180.10
11/18/2022	debit	Ikea	organizers	SUPPLIES and SERVICES:Office Su...	R	-136.10
11/19/2022	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...	R	-99.00
11/20/2022	debit	Junior Library Guild	invoice 632785	MEDIA:Children's Books	R	-165.20
12/9/2022	debit	Ipswich River Watershed Assoc	gift for tracy	PROGRAMS:Adult Programs	R	-300.00
12/9/2022	debit	Tribute	tracys retirement party		R	-29.00
12/12/2022	debit	Hampstead Water	water	BUILDING MAINTENANCE:Water Sy...	R	-23.80
12/12/2022	debit	Consolidated Communications	nov	SUPPLIES and SERVICES:Telephone	R	-103.54
12/12/2022	debit	Staples	Business More Account	SUPPLIES and SERVICES:Office Su...	R	-250.01
12/12/2022	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...	R	-99.00
12/12/2022	debit	Junior Library Guild	invoice 626780	MEDIA:Children's Books	R	-165.20
12/28/2022	3689	Schwaab, Inc	new hours sign	SUPPLIES and SERVICES:Office Su...	R	-40.25
Total Cleared Checks and Payments						-6,722.24
Cleared Deposits and Other Credits						
11/4/2022			monthly expenses	[Public Funds]	R	2,500.00
12/5/2022				[Public Funds]	R	2,500.00
12/7/2022			retirement gift for Tracy	[Public Funds]	R	500.00
12/27/2022			monthly expenses	[Public Funds]	R	2,500.00
Total Cleared Deposits and Other Credits						8,000.00

Reconciliation Report

Checking
1/8/2023

Cleared Transaction Detail

Date	Num	Payee	Memo	Category	Clr	Amount
Total Cleared Transactions			31 Items			1,277.76

Reconciliation Report

Checking
1/8/2023

Uncleared Transaction Detail up to 12/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount	
Uncleared Checks and Payments							
12/28/2022	3691	Baker & Taylor	books	MEDIA:Adult Books		-841.64	
12/28/2022	3692	Baker & Taylor	video	MEDIA:Adult Books		-33.99	
Total Uncleared Checks and Payments					2	Items	-875.63
Uncleared Deposits and Other Credits							
12/28/2022	3690	Kanopy	325423	MEDIA:Video		39.00	
Total Uncleared Deposits and Other Credits					1	Item	39.00
Total Uncleared Transactions					3	Items	-836.63

Reconciliation Report

Checking
1/8/2023

Uncleared Transaction Detail after 12/31/2022

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							
Total Uncleared Deposits and Other Credits						0 Items	0.00
Total Uncleared Transactions						0 Items	0.00

Transaction

11/1/2022 through 12/31/2022

1/11/2023

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
BALANCE 10/31/2022									-462,761.96
11/2/2022	Checking	debit	Market Bas...		PROGRAM...			R	-46.05
11/2/2022	Checking		Unknown--...					R	-40.00
11/3/2022	Checking	3682	Alice Fogel	NH Huma...	PROGRAM...			R	-250.00
11/4/2022	Checking			monthly e...	[Public Fun...			R	2,500.00
11/6/2022	Checking	debit	Dunkin'	c3	PROGRAM...			R	-19.99
11/6/2022	Checking	debit	Market Bas...	c3	PROGRAM...			R	-81.68
11/10/2022	Checking	debit	Consolidate...	november	SUPPLIES ...			R	-103.74
11/10/2022	Checking	debit	Demco	invoices 7...	SUPPLIES ...			R	-625.02
11/12/2022	Checking	3683	Kanopy	movie stre...	MEDIA:Video			R	-23.00
11/12/2022	Checking	3684	Skeptical In...	1yr	MEDIA:Peri...			R	-19.95
11/12/2022	Checking	3685	Faces	1yr	MEDIA:Peri...			R	-21.95
11/12/2022	Checking	3686	Zoobooks	1 yr 2 mags	MEDIA:Peri...			R	-30.00
11/17/2022	Checking	3687	...Baker & Ta...	books	--Split--	--Split--	--Split--	R	-1,411.63
11/17/2022	Checking	3688	...Baker & Ta...	dvds	--Split--	--Split--	--Split--	R	-180.10
11/18/2022	Checking	debit	Ikea	organizers	SUPPLIES ...			R	-136.10
11/19/2022	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
11/20/2022	Checking	debit	Junior Libra...	invoice 63...	MEDIA:Chil...			R	-165.20
12/5/2022	Checking				[Public Fun...			R	2,500.00
12/7/2022	Checking			retirement...	[Public Fun...			R	500.00
12/9/2022	Checking	debit	Ipswich Riv...	gift for tracy	PROGRAM...			R	-300.00
12/9/2022	Checking	debit	Tribute	tracys retir...				R	-29.00
12/12/2022	Checking	debit	Hampstead...	water	BUILDING ...			R	-23.80
12/12/2022	Checking	debit	Consolidate...	nov	SUPPLIES ...			R	-103.54
12/12/2022	Checking	debit	Staples	Business ...	SUPPLIES ...			R	-250.01
12/12/2022	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
12/12/2022	Checking	debit	Junior Libra...	invoice 62...	MEDIA:Chil...			R	-165.20
12/27/2022	Checking			monthly e...	[Public Fun...			R	2,500.00
12/28/2022	Checking	3689	Schwaab, Inc	new hours...	SUPPLIES ...			R	-40.25
12/28/2022	Checking	3690	Kanopy	325423	MEDIA:Video				39.00
12/28/2022	Checking	3691	...Baker & Ta...	books	--Split--	--Split--	--Split--		-841.64
12/28/2022	Checking	3692	...Baker & Ta...	video	--Split--	--Split--	--Split--		-33.99
11/4/2022	Public Funds			monthly e...	[Checking]			R	-2,500.00
11/24/2022	Public Funds		Knollwood ...		FEES:Solar...			R	30.25
11/30/2022	Public Funds				BANK INTE...			R	0.09
12/5/2022	Public Funds			monthly e...	[Checking]			R	-2,500.00
12/7/2022	Public Funds			retirement...	[Checking]			R	-500.00

Transaction

11/1/2022 through 12/31/2022

1/11/2023

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
12/27/2022	Public Funds			monthly e...	[Checking]			R	-2,500.00
12/30/2022	Public Funds				BANK INTE...			R	0.05
11/30/2022	Restricted				BANK INTE...				0.74
11/30/2022	Town Supp...				PAYROLL:...				-5,332.52
11/30/2022	Town Supp...				PAYROLL:...				-4,660.02
11/30/2022	Town Supp...				UTILITIES:...				-690.44
11/30/2022	Town Supp...				BUILDING ...				-360.00
12/31/2022	Town Supp...				PAYROLL:...				-15,842.65
12/31/2022	Town Supp...				PAYROLL:...				-2,396.71
12/31/2022	Town Supp...				UTILITIES:...				-223.32
12/31/2022	Town Supp...				BUILDING ...				-228.00
11/25/2022	Unrestricted		The Cabba...		DONATIONS			R	10.00
11/30/2022	Unrestricted				BANK INTE...			R	0.02
12/30/2022	Unrestricted				BANK INTE...			R	0.02
11/1/2022 - 12/31/2022									-34,793.33
BALANCE 12/31/2022									-497,555.29
TOTAL INFLOWS									8,080.17
TOTAL OUTFLOWS									-42,873.50
NET TOTAL									-34,793.33

Banking Summary - 2022

1/1/2022 through 12/31/2022

1/11/2023

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Category	1/1/2022- 12/31/2022
INCOME	
Uncategorized	300.00
BANK INTEREST	
Private Funds	2.90
Public Funds	1.22
TOTAL BANK INTEREST	4.12
DONATIONS	
Conscience	160.98
TOTAL DONATIONS	40,518.98
FEES	
Solar REC	154.75
TOTAL FEES	130.75
TOWN SUPPORT	
Budget Assistance	31,617.00
TOTAL TOWN SUPPORT	31,617.00
TOTAL INCOME	72,570.85
EXPENSES	
Uncategorized	366.43
BUILDING MAINTENANCE	
Janitorial Services	728.57
Water System	208.18
TOTAL BUILDING MAINTENANCE	8,498.32
MAJOR ITEMS	
MEDIA	
Adult Audio	492.87
Adult Books	10,864.17
Adult Video	1,577.30
Children's Audio	0.00
Children's Books	6,383.59
Periodicals	286.37
Video	270.00
TOTAL MEDIA	21,435.85
PAYROLL	
Director's Salary	65,328.58
Full Time	10,858.52

Banking Summary - 2022

1/1/2022 through 12/31/2022

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Category	1/1/2022- 12/31/2022
Staff Salaries	48,026.71
TOTAL PAYROLL	124,213.81
PROGRAMS	14.85
Adult Programs	1,265.17
Children's Programs	491.51
Family Programs	149.90
TOTAL PROGRAMS	1,921.43
STAFF EDUCATION	615.00
SUPPLIES and SERVICES	
Building Supplies	200.97
Library Supplies	2,682.52
Office Supplies	2,636.15
Telephone	1,246.46
TOTAL SUPPLIES and SERVICES	6,766.10
UTILITIES	
Electricity	3,518.52
Propane	3,504.49
TOTAL UTILITIES	7,023.01
TOTAL EXPENSES	170,839.95
TRANSFERS	
FROM Public Funds	74,995.34
FROM Unrestricted	8,945.94
TO Checking	-78,361.28
TO Public Funds	-5,580.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-98,269.10

Banking Summary

11/1/2022 through 12/31/2022

Category	11/1/2022- 12/31/2022
INCOME	
BANK INTEREST	
Private Funds	0.78
Public Funds	0.14
TOTAL BANK INTEREST	0.92
DONATIONS	10.00
FEES	
Solar REC	30.25
TOTAL FEES	30.25
TOTAL INCOME	41.17
 EXPENSES	
Uncategorized	69.00
BUILDING MAINTENANCE	
Water System	23.80
TOTAL BUILDING MAINTENANCE	611.80
MEDIA	
Adult Audio	151.46
Adult Books	1,591.24
Adult Video	214.09
Children's Books	840.97
Periodicals	71.90
Video	-16.00
TOTAL MEDIA	2,853.66
PAYROLL	
Director's Salary	21,175.17
Staff Salaries	7,056.73
TOTAL PAYROLL	28,231.90
PROGRAMS	
Adult Programs	697.72
TOTAL PROGRAMS	697.72
SUPPLIES and SERVICES	
Library Supplies	625.02
Office Supplies	624.36
Telephone	207.28
TOTAL SUPPLIES and SERVICES	1,456.66

1/11/2023

Banking Summary
11/1/2022 through 12/31/2022

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Category	11/1/2022- 12/31/2022
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UTILITIES	
Electricity	913.76
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TOTAL UTILITIES	913.76
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TOTAL EXPENSES	34,834.50
TRANSFERS	
FROM Public Funds	8,000.00
TO Checking	-8,000.00
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TOTAL TRANSFERS	0.00
OVERALL TOTAL	-34,793.33