



East Kingston Public Library  
Treasurer's Report

October 2021

## Banking Summary

1/1/2021 through 10/31/2021

Category	1/1/2021- 10/31/2021
<b>INCOME</b>	
Uncategorized	1,267.00
<b>BANK INTEREST</b>	
Private Funds	0.85
Public Funds	0.42
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<b>TOTAL BANK INTEREST</b>	<b>1.27</b>
<b>DONATIONS</b>	
Conscience	20.00
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<b>TOTAL DONATIONS</b>	<b>120.00</b>
<b>FEES</b>	
Out of Town Patron	200.00
Solar REC	74.00
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<b>TOTAL FEES</b>	<b>281.00</b>
<b>TOWN SUPPORT</b>	
Budget Assistance	30,350.50
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<b>TOTAL TOWN SUPPORT</b>	<b>30,350.50</b>
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<b>TOTAL INCOME</b>	<b>32,019.77</b>
<b>EXPENSES</b>	
Uncategorized	458.00
<b>BUILDING MAINTENANCE</b>	
Janitorial Services	360.00
Water System	518.49
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<b>TOTAL BUILDING MAINTENANCE</b>	<b>11,585.83</b>
<b>MEDIA</b>	
Adult Audio	1,519.05
Adult Books	9,350.37
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Children's Audio	24.73
Children's Books	4,148.04
Periodicals	442.11
Video	1,085.96
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<b>TOTAL MEDIA</b>	<b>17,186.45</b>
<b>PAYROLL</b>	
Director's Salary	54,592.40
Staff Salaries	36,555.42
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<b>TOTAL PAYROLL</b>	<b>91,147.82</b>

## Banking Summary

1/1/2021 through 10/31/2021

Category	1/1/2021- 10/31/2021
<b>PROGRAMS</b>	
Adult Programs	106.88
Children's Programs	851.96
Family Programs	231.29
<b>TOTAL PROGRAMS</b>	<b>1,190.13</b>
<b>STAFF EDUCATION</b>	<b>300.00</b>
<b>SUPPLIES and SERVICES</b>	
Building Supplies	166.97
IT	120.00
Library Supplies	2,152.46
Office Supplies	2,058.37
Telephone	1,084.12
<b>TOTAL SUPPLIES and SERVICES</b>	<b>5,581.92</b>
<b>UTILITIES</b>	
Electricity	-51.22
Propane	7,171.51
<b>TOTAL UTILITIES</b>	<b>7,120.29</b>
<b>TOTAL EXPENSES</b>	<b>134,570.44</b>
<b>TRANSFERS</b>	
FROM Public Funds	24,601.36
FROM Unrestricted	500.00
TO Checking	-25,101.36
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-102,550.67</b>

## Banking Summary - Last month

10/1/2021 through 10/31/2021

11/22/2021

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Category	10/1/2021- 10/31/2021
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.04
Public Funds	0.06
TOTAL BANK INTEREST	0.10
<b>TOTAL INCOME</b>	<b>0.10</b>
 <b>EXPENSES</b>	
BUILDING MAINTENANCE	
Water System	780.00
12.14	12.14
TOTAL BUILDING MAINTENANCE	792.14
MEDIA	
Adult Audio	82.49
Adult Books	804.37
Children's Books	459.75
Periodicals	132.40
Video	246.24
TOTAL MEDIA	1,725.25
PAYROLL	
Director's Salary	4,966.06
Staff Salaries	3,272.92
TOTAL PAYROLL	8,238.98
SUPPLIES and SERVICES	
Office Supplies	99.00
Telephone	107.84
TOTAL SUPPLIES and SERVICES	206.84
UTILITIES	
Electricity	802.27
TOTAL UTILITIES	802.27
<b>TOTAL EXPENSES</b>	<b>11,765.48</b>
 <b>TRANSFERS</b>	
FROM Public Funds	2,737.67
TO Checking	-2,737.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>

Banking Summary - Last month

10/1/2021 through 10/31/2021

11/22/2021

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Category	10/1/2021- 10/31/2021
<b>OVERALL TOTAL</b>	<b>-11,765.38</b>

# Reconciliation Report

Checking  
11/22/2021

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			3,095.24
Checks and Payments	12	Items	<u>-3,248.00</u>
Deposits and Other Credits	2	Items	2,737.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>2,584.91</u>

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>2,584.91</u>
Checks and Payments	1	Item	-58.00
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 10/30/2021:			2,526.91
Checks and Payments	11	Items	-2,045.65
Deposits and Other Credits	2	Items	<u>2,462.67</u>
Register Ending Balance:			2,943.93

## Reconciliation Report

Checking  
11/22/2021

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### Uncleared Transaction Detail up to 10/30/2021

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
10/20/2021	3615	Kanopy	movie streaming	MEDIA:Video		-58.00
Total Uncleared Checks and Payments			1	Item		-58.00
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits			0	Items		0.00
Total Uncleared Transactions			1	Item		-58.00

Transaction - Last month  
10/1/2021 through 10/31/2021

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
<b>BALANCE 9/30/2021</b>									<b>-362,412.57</b>
10/4/2021	Checking			Monthly E...	[Public Fun...			R	2,437.67
10/4/2021	Checking				[Public Fun...			R	300.00
10/6/2021	Checking	debit	Eating Well	1 yr	MEDIA:Peri...			R	-18.00
10/19/2021	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
10/19/2021	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
10/20/2021	Checking	3615	Kanopy	movie stre...	MEDIA:Video				-58.00
10/20/2021	Checking	debit	Hampstead...	water	BUILDING ...			R	-12.14
10/22/2021	Checking	debit	Consolidate...	phone	SUPPLIES ...			R	-107.84
10/23/2021	Checking	3616	Scholastic		MEDIA:Chil...			R	-35.00
10/23/2021	Checking	3617	...Baker & Ta...	media	--Split--	--Split--	--Split--	R	-1,150.66
10/23/2021	Checking	3618	...Baker & Ta...	media	--Split--	--Split--	--Split--	R	-188.24
10/25/2021	Checking	debit	Exeter New...	periodical	MEDIA:Peri...			R	-114.40
10/4/2021	Public Funds			Monthly E...	[Checking]			c	-2,437.67
10/4/2021	Public Funds				[Checking]			c	-300.00
10/29/2021	Public Funds				BANK INTE...			c	0.06
10/29/2021	Restricted				BANK INTE...			R	0.03
10/30/2021	Town Supp...				PAYROLL:...				-4,966.06
10/30/2021	Town Supp...				PAYROLL:...				-3,272.92
10/30/2021	Town Supp...		ReVision I...		UTILITIES:...				-802.27
10/30/2021	Town Supp...				BUILDING ...				-780.00
10/29/2021	Unrestricted				BANK INTE...			R	0.01
<b>10/1/2021 - 10/31/2021</b>									<b>-11,765.38</b>
<b>BALANCE 10/31/2021</b>									<b>-374,177.95</b>
<b>TOTAL INFLOWS</b>									<b>2,737.77</b>
<b>TOTAL OUTFLOWS</b>									<b>-14,503.15</b>
<b>NET TOTAL</b>									<b>-11,765.38</b>