



East Kingston Public Library
Treasurer's Report

September 2020

Banking Summary - Last month

9/1/2020 through 9/30/2020

10/25/2020

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Category	9/1/2020- 9/30/2020
INCOME	
BANK INTEREST	
Private Funds	0.16
Public Funds	0.03
TOTAL BANK INTEREST	0.19
DONATIONS	
Conscience	39.00
TOTAL DONATIONS	39.00
FEES	
Out of Town Patron	100.00
TOTAL FEES	100.00
TOTAL INCOME	139.19
 EXPENSES	
MEDIA	
Adult Audio	42.00
Adult Books	21.99
Children's Audio	1,121.16
Children's Books	0.00
Periodicals	444.33
Video	184.50
TOTAL MEDIA	353.12
PAYROLL	
Director's Salary	7,805.64
Staff Salaries	3,166.96
Taxes and Benefits (Full Time)	3,421.52
Taxes and Benefits (Part-time)	358.65
TOTAL PAYROLL	14,752.77
PROGRAMS	
Family Programs	82.79
TOTAL PROGRAMS	14.99
SUPPLIES and SERVICES	
Office Supplies	145.95
Telephone	99.00
TOTAL SUPPLIES and SERVICES	199.62
TOTAL EXPENSES	17,462.22

Banking Summary - Last month

9/1/2020 through 9/30/2020

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Category	9/1/2020- 9/30/2020
TRANSFERS	
FROM Public Funds	2,437.67
TO Checking	-2,437.67
TOTAL TRANSFERS	0.00
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OVERALL TOTAL	-17,323.03

Banking Summary

1/1/2020 through 9/30/2020

Category	1/1/2020- 9/30/2020
INCOME	
Uncategorized	0.12
BANK INTEREST	
Private Funds	1.73
Public Funds	0.94
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TOTAL BANK INTEREST	2.67
DONATIONS	
Conscience	68.98
Memorial	400.00
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TOTAL DONATIONS	1,118.98
FEES	
Out of Town Patron	150.00
Solar REC	148.00
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TOTAL FEES	298.00
TOWN SUPPORT	
Budget Assistance	22,584.00
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TOTAL TOWN SUPPORT	22,584.00
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TOTAL INCOME	24,003.77
 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	1,664.34
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Adult Books	7,833.50
Children's Audio	22.66
Children's Books	3,501.85
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Periodicals	544.78
Video	1,349.24
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TOTAL MEDIA	15,085.86

Banking Summary

1/1/2020 through 9/30/2020

Category	1/1/2020- 9/30/2020
PAYROLL	
Director's Salary	47,239.29
Staff Salaries	28,020.06
Taxes and Benefits (Full Time)	18,490.16
Taxes and Benefits (Part-time)	2,350.87
TOTAL PAYROLL	96,100.38
PROGRAMS	
Adult Programs	112.79
Children's Programs	82.97
Family Programs	394.38
TOTAL PROGRAMS	59.96
STAFF EDUCATION	
	255.00
SUPPLIES and SERVICES	
Building Supplies	582.24
Library Supplies	100.71
Office Supplies	1,625.99
Telephone	1,793.73
TOTAL SUPPLIES and SERVICES	1,059.52
UTILITIES	
Electricity	598.12
Propane	3,998.58
TOTAL UTILITIES	4,596.70
TOTAL EXPENSES	121,267.43
TRANSFERS	
FROM Public Funds	23,439.03
FROM Restricted	100.00
FROM Unrestricted	1,550.00
TO Checking	-23,539.03
TO Restricted	-1,550.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-97,263.66

Recon

Checking
10/25/2020

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Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			4,248.56
Checks and Payments	21	Items	<u>-3,836.44</u>
Deposits and Other Credits	2	Items	2,453.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>2,865.79</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			2,865.79
Checks and Payments	15	Items	<u>-2,957.27</u>
Deposits and Other Credits	1	Item	<u>2,437.67</u>
Register Balance as of 10/25/2020:			2,346.19
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Ending Balance:			2,346.19

Recon

Checking
10/25/2020

Uncleared Transaction Detail up to 10/25/2020

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00
10/7/2020	debit	Amazon/eating Well	subscription	MEDIA:Periodicals		-9.99
10/11/2020	debit	Zoom Video Communications	summer reading chats	PROGRAMS:Family Programs		-14.99
10/14/2020	debit	Consolidated Communications		SUPPLIES and SERVICES:Telephone		-99.90
10/14/2020	debit	Demco	library supplies	SUPPLIES and SERVICES		-79.32
10/14/2020	debit	Association For Rural And Small Libraries	membership	STAFF EDUCATION		-29.00
10/14/2020	3568	Kanopy	movie streaming	MEDIA		-39.00
10/14/2020	3569	Exeter Newsletter	periodical	MEDIA:Periodicals		-125.40
10/15/2020	3570	Do It Yourself	2 yr sub	MEDIA:Periodicals		-19.96
10/15/2020	3571	Baker & Taylor	books	MEDIA:Adult Books		-2,022.05
10/19/2020	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...		-99.00
10/19/2020	debit	Junior Library Guild		MEDIA:Children's Books		-160.94
10/20/2020	debit	Ocean State Job Lot	fall decoration	PROGRAMS:Family Programs		-30.97
10/20/2020	debit	Market Basket	prog	PROGRAMS:Children's Programs		-18.87
10/20/2020	debit	Lowe's	storywalk	PROGRAMS:Children's Programs		-87.88
Total Uncleared Checks and Payments					15 Items	-2,957.27
Uncleared Deposits and Other Credits						
10/15/2020	TXFR	Public Funds	Monthly Expenses	[Public Funds]		2,437.67
Total Uncleared Deposits and Other Credits					1 Item	2,437.67
Total Uncleared Transactions					16 Items	-519.60

Transaction - Last month

9/1/2020 through 9/30/2020

10/25/2020

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
BALANCE 8/31/2020									-220,885.93
9/1/2020	Checking	debit	Consolidate...		SUPPLIES ...			R	-99.72
9/1/2020	Checking	3563	Kanopy	movie stre...	MEDIA			R	-42.00
9/2/2020	Checking	TXFR	Public Funds	Monthly E...	[Public Fun...			R	2,437.67
9/3/2020	Checking	3564	Booklist	review mag	MEDIA:Peri...			R	-169.50
9/3/2020	Checking	3566	Boy's Life	1	MEDIA:Peri...			R	-15.00
9/8/2020	Checking	debit	Amazon		MEDIA:Video			R	-14.99
9/9/2020	Checking	debit	Amazon		MEDIA:Video			R	-124.95
9/9/2020	Checking	debit	Amazon		MEDIA:Video			R	-34.99
9/9/2020	Checking	debit	Amazon		MEDIA:Video			R	-24.96
9/11/2020	Checking	debit	Zoom Vide...	summer r...	PROGRAM...			R	-14.99
9/14/2020	Checking	debit	Amazon		MEDIA:Video			R	-42.95
9/15/2020	Checking	debit	Amazon		MEDIA:Video			R	-9.99
9/17/2020	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
9/17/2020	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
9/17/2020	Checking	debit	Demco	library sup...	SUPPLIES ...			R	-145.95
9/18/2020	Checking	3567	...Baker & Ta...	books	--Split--	--Split--	--Split--	R	-1,442.53
9/18/2020	Checking		Consolidate...		SUPPLIES ...			R	-99.90
9/22/2020	Checking	debit	Amazon		MEDIA:Video			R	-100.29
9/25/2020	Checking	debit	Michaels Ar...		PROGRAMS			R	-82.79
9/26/2020	Checking		Rioux/Stev...		MEDIA:Adu...			R	16.00
9/2/2020	Public Funds		Public Funds	Monthly E...	[Checking]			R	-2,437.67
9/26/2020	Public Funds		Lynn Austin		FEES:Out ...			R	50.00
9/26/2020	Public Funds		Frederick F...		FEES:Out ...			R	50.00
9/30/2020	Public Funds				BANK INTE...			R	0.03
9/30/2020	Restricted				BANK INTE...			R	0.11
9/2/2020	Town Supp...				PAYROLL:...				-2,448.77
9/2/2020	Town Supp...				PAYROLL:...				-459.33
9/2/2020	Town Supp...				PAYROLL:...				-1,558.52
9/2/2020	Town Supp...				PAYROLL:...				-119.22
9/18/2020	Town Supp...				PAYROLL:...				-2,448.77
9/18/2020	Town Supp...				PAYROLL:...				-459.33
9/18/2020	Town Supp...				PAYROLL:...				-1,521.44
9/18/2020	Town Supp...				PAYROLL:...				-116.38
9/26/2020	Town Supp...				PAYROLL:...				-2,448.77
9/26/2020	Town Supp...				PAYROLL:...				-459.33
9/26/2020	Town Supp...				PAYROLL:...				-1,608.44

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
9/26/2020	Town Supp...				PAYROLL:...				-123.05
9/30/2020	Town Supp...				PAYROLL:...				-981.42
9/26/2020	Unrestricted		LaBroad Fa...		DONATION...			R	39.00
9/30/2020	Unrestricted				BANK INTE...			R	0.05
9/1/2020 - 9/30/2020									-17,323.03
BALANCE 9/30/2020									-238,208.96
TOTAL INFLOWS									2,592.86
TOTAL OUTFLOWS									-19,915.89
NET TOTAL									-17,323.03