



East Kingston Public Library
Treasurer's Report

September-October 2018

Account Balances - As of 10/31/2018:2

(Includes unrealized gains)

As of 10/31/2018

11/25/2018

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Account	10/31/2018 Balance
Bank Accounts	
Disbursements	716.69
Public Funds	6,407.45
Restricted Funds	4,923.55
Unrestricted Funds	6,846.07
TOTAL Bank Accounts	18,893.76
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
TOTAL Asset Accounts	66,745.88
OVERALL TOTAL	85,639.64

Banking Summary
9/1/2018 through 10/31/2018

Category Description	9/1/2018- 10/31/2018
INCOME	
BANK INTEREST	
Private Funds	0.98
Public Funds	0.46
TOTAL BANK INTEREST	1.44
DONATIONS	
Conscience-Lost,Damaged,Overdue	104.00
TOTAL DONATIONS	104.00
FEES	
Copier	68.50
Out Of Town Patron	100.00
TOTAL FEES	168.50
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
TOTAL INCOME	7,861.44
EXPENSES	
Uncategorized	172.18
BUILDING MAINTENANCE	
Alarm Service	138.00
General	2,537.96
Janitorial Services	406.92
Lawn Service	663.00
Other BUILDING MAINTENANCE	42.00
TOTAL BUILDING MAINTENANCE	3,787.88
EDUCATION	
Training	61.09
TOTAL EDUCATION	61.09
MEDIA	
Adult Audio	115.44
Adult Books	1,556.48
Children Audio	0.00
Children Books	1,766.12
Periodicals	30.00
Video	224.82

Banking Summary
9/1/2018 through 10/31/2018

Category Description	9/1/2018- 10/31/2018
Other MEDIA	61.89
TOTAL MEDIA	3,754.75
PAYROLL	
Director Salary	9,507.68
Staff Salaries	4,796.56
Taxes & Benefits	4,024.91
TOTAL PAYROLL	18,329.15
PROGRAMS	
Adult	73.75
Children	57.52
TOTAL PROGRAMS	131.27
SUPPLIES & SERVICES	
Bldg Supplies	180.37
Library Supplies	133.64
Office Supplies	493.13
Telephone	198.93
TOTAL SUPPLIES & SERVICES	1,006.07
UTILITIES	
Electricity	715.21
TOTAL UTILITIES	715.21
TOTAL EXPENSES	27,957.60
TRANSFERS	
FROM Public Funds	4,875.34
TO Disbursements	-4,875.34
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-20,096.16

YTD Income/Expense by Category:36

1/1/2018 through 10/31/2018

11/25/2018

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 9/30/2018	10/1/2018- 10/31/2018	OVERALL TOTAL
INCOME					
BANK INTEREST					
Private Funds	1.43	1.44	1.45	0.53	4.85
Public Funds	0.31	0.36	0.59	0.30	1.56
TOTAL BANK INTEREST	1.74	1.80	2.04	0.83	6.41
DONATIONS					
Conscience-Lost,Damaged,Overdue	115.00	27.00	106.71	12.00	260.71
Other DONATIONS	0.00	0.00	100.00	0.00	100.00
TOTAL DONATIONS	115.00	27.00	206.71	12.00	360.71
FEES					
Copier	0.00	65.00	68.50	0.00	133.50
Out Of Town Patron	0.00	0.00	50.00	50.00	100.00
Solar REC	30.00	26.00	12.00	0.00	68.00
TOTAL FEES	30.00	91.00	130.50	50.00	301.50
TOWN SUPPORT					
Budget Assistance	7,587.50	15,175.00	7,587.50	0.00	30,350.00
TOTAL TOWN SUPPORT	7,587.50	15,175.00	7,587.50	0.00	30,350.00
TOTAL INCOME	7,734.24	15,294.80	7,926.75	62.83	31,018.62
EXPENSES					
Uncategorized	321.81	0.00	157.22	14.96	493.99
BUILDING MAINTENANCE					
Alarm Service	276.00	138.00	138.00	0.00	552.00
General	0.00	0.00	1,402.69	1,135.27	2,537.96
Janitorial Services	658.83	755.70	620.07	203.46	2,238.06
Lawn Service	0.00	663.00	663.00	442.00	1,768.00
Snow Removal	270.00	0.00	0.00	0.00	270.00
Other BUILDING MAINTENANCE	0.00	0.00	42.00	0.00	42.00
TOTAL BUILDING MAINTENANCE	1,204.83	1,556.70	2,865.76	1,780.73	7,408.02
EDUCATION					
Books-Periodicals	0.00	0.00	167.50	0.00	167.50
Meetings	0.00	423.00	45.00	0.00	468.00
Training	0.00	0.00	0.00	61.09	61.09
Other EDUCATION	145.00	26.00	0.00	0.00	171.00
TOTAL EDUCATION	145.00	449.00	212.50	61.09	867.59
LEGAL	0.00	102.50	0.00	0.00	102.50

YTD Income/Expense by Category:36

1/1/2018 through 10/31/2018

11/25/2018

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 9/30/2018	10/1/2018- 10/31/2018	OVERALL TOTAL
MAJOR ITEMS					
Computer Software	0.00	995.00	520.00	0.00	1,515.00
TOTAL MAJOR ITEMS	0.00	995.00	520.00	0.00	1,515.00
MEDIA					
Adult Audio	243.68	369.17	266.31	38.48	917.64
Adult Books	2,728.07	1,902.42	1,714.90	907.41	7,252.80
Children Audio	0.00	5.49	112.24	0.00	117.73
Children Books	1,429.31	1,893.00	1,017.14	1,548.62	5,888.07
Electronic	0.00	1.50	0.00	0.00	1.50
Newspaper	176.84	0.00	0.00	0.00	176.84
Periodicals	315.39	70.46	25.49	12.00	423.34
Video	524.91	763.08	643.12	64.47	1,995.58
Other MEDIA	138.00	34.95	-16.00	77.89	234.84
TOTAL MEDIA	5,556.20	5,040.07	3,763.20	2,648.87	17,008.34
PAYROLL					
Director Salary	14,261.52	16,908.77	10,220.76	4,753.84	46,144.89
Staff Salaries	6,907.16	8,276.12	7,522.66	2,844.91	25,550.85
Taxes & Benefits	6,015.37	8,421.06	4,388.82	2,951.28	21,776.53
TOTAL PAYROLL	27,184.05	33,605.95	22,132.24	10,550.03	93,472.27
PROGRAMS					
Adult	0.00	36.78	14.99	73.75	125.52
Children	350.23	487.08	200.09	0.00	1,037.40
TOTAL PROGRAMS	350.23	523.86	215.08	73.75	1,162.92
SUPPLIES & SERVICES					
Bldg Supplies	0.00	0.00	100.91	79.46	180.37
Library Supplies	585.80	332.55	216.87	0.00	1,135.22
Office Supplies	504.77	515.24	493.13	0.00	1,513.14
Postage	0.00	0.00	50.00	0.00	50.00
Telephone	291.71	291.49	295.43	99.29	977.92
TOTAL SUPPLIES & SERVICES	1,382.28	1,139.28	1,156.34	178.75	3,856.65
UTILITIES					
Electricity	865.16	894.83	1,035.72	350.07	3,145.78
Propane	2,168.30	0.00	0.00	0.00	2,168.30
TOTAL UTILITIES	3,033.46	894.83	1,035.72	350.07	5,314.08
TOTAL EXPENSES	39,177.86	44,307.19	32,058.06	15,658.25	131,201.36
OVERALL TOTAL	-31,443.62	-29,012.39	-24,131.31	-15,595.42	-100,182.74

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,390.08
Checks and Payments	16	Items	-2,777.12
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:			1,050.63

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			1,050.63
Checks and Payments	2	Items	-333.94
Deposits and Other Credits	0	Items	0.00
Register Balance as of 10/31/2018:			716.69
Checks and Payments	10	Items	-2,016.73
Deposits and Other Credits	1	Item	2,437.67
Register Ending Balance:			1,137.63

DisburseOct

Disbursements
11/25/2018

Uncleared Transaction Detail up to 10/31/2018

Date	Num	Payee	Memo	Category	Clr	Amount	
Uncleared Checks and Payments							
10/4/2018	3413	Zoe Sucu	milage and book purchase	EDUCATION:Training		-61.09	
10/25/2018	3419	Junior Library Guild	435655	MEDIA:Children Books		-272.85	
Total Uncleared Checks and Payments					2	Items	-333.94
Uncleared Deposits and Other Credits							
Total Uncleared Deposits and Other Credits					0	Items	0.00
Total Uncleared Transactions					2	Items	-333.94

RestrictedRecon

Public Funds
11/25/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			5,964.00
Checks and Payments	3	Items	-7,313.01
Deposits and Other Credits	5	Items	7,756.46
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			6,407.45

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			6,407.45
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 10/31/2018:			6,407.45
Checks and Payments	1	Item	-2,437.67
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			3,969.78

RestrictedRecon

Public Funds
11/25/2018

Uncleared Transaction Detail up to 10/31/2018

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

RestrictedRecon

Restricted Funds
11/25/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			4,923.14
Checks and Payments	0	Items	0.00
Deposits and Other Credits	2	Items	0.41
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			4,923.55

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			4,923.55
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 10/31/2018:			4,923.55
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			4,923.55

RestrictedRecon

Restricted Funds
11/25/2018

Uncleared Transaction Detail up to 10/31/2018

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

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,041.70
Checks and Payments	26	Items	-2,105.29
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:			1,390.08

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			1,390.08
Checks and Payments	1	Item	-133.64
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/30/2018:			1,256.44
Checks and Payments	26	Items	-4,977.20
Deposits and Other Credits	2	Items	4,875.34
Register Ending Balance:			1,154.58

DisburseSept

Disbursements
11/25/2018

Uncleared Transaction Detail up to 9/30/2018

Date	Num	Payee	Memo	Category	Clr	Amount	
Uncleared Checks and Payments							
9/29/2018	Debit	Demco	library	SUPPLIES & SERVICES:Library Sup...		-133.64	
Total Uncleared Checks and Payments					1	Item	-133.64
Uncleared Deposits and Other Credits							
Total Uncleared Deposits and Other Credits					0	Items	0.00
Total Uncleared Transactions					1	Item	-133.64

UnrestrictedReport

Unrestricted Funds
11/25/2018

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Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			6,741.50
Checks and Payments	0	Items	0.00
Deposits and Other Credits	4	Items	104.57
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			6,846.07

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			6,846.07
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 10/31/2018:			6,846.07
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			6,846.07

UnrestrictedReport

Unrestricted Funds
11/25/2018

Uncleared Transaction Detail up to 10/31/2018

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