



East Kingston Public Library
Treasurer's Report

April-May 2019

Account Balances - As of 5/31/2019

Account	5/31/2019 Balance
Bank Accounts	
Checking	359.73
Public Funds	3,223.66
Restricted	2,224.39
Town Support Ledger	-60,347.17
Unrestricted	4,813.42
TOTAL Bank Accounts	-49,725.97
OVERALL TOTAL	-49,725.97

Banking Summary

4/1/2019 through 5/31/2019

Category	4/1/2019- 5/31/2019
INCOME	
Uncategorized	23.00
BANK INTEREST	
Private Funds	0.58
Public Funds	0.31
TOTAL BANK INTEREST	0.89
DONATIONS	
Memorial	650.00
TOTAL DONATIONS	650.00
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
TOTAL INCOME	8,261.39
 EXPENSES	
Uncategorized	36.00
BUILDING MAINTENANCE	
Janitorial Services	341.35
Lawn Service	264.00
TOTAL BUILDING MAINTENANCE	696.70
MEDIA	
Adult Audio	106.89
Adult Books	1,069.57
Children's Audio	0.00
Children's Books	533.09
Periodicals	70.43
TOTAL MEDIA	1,929.54
PAYROLL	
Director's Salary	12,062.90
Staff Salaries	7,586.64
Taxes and Benefits (Full Time)	3,333.08
Taxes and Benefits (Part-time)	580.38
TOTAL PAYROLL	23,563.00
PROGRAMS	
Adult Programs	412.15
Children's Programs	49.70

Banking Summary
4/1/2019 through 5/31/2019

Category	4/1/2019- 5/31/2019
TOTAL PROGRAMS	682.35
STAFF EDUCATION	470.00
SUPPLIES and SERVICES	
Building Supplies	145.00
Library Supplies	1,174.32
Office Supplies	247.39
Telephone	100.43
TOTAL SUPPLIES and SERVICES	1,667.14
UTILITIES	
Electricity	731.89
Propane	2,188.78
TOTAL UTILITIES	2,920.67
TOTAL EXPENSES	31,965.40
 TRANSFERS	
FROM Public Funds	4,875.34
TO Checking	-4,875.34
TOTAL TRANSFERS	0.00
 OVERALL TOTAL	 <b style="color: red;">-23,704.01

Reconciliation Report

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			390.03
Checks and Payments	29	Items	<u>-4,928.64</u>
Deposits and Other Credits	4	Items	4,898.34
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>359.73</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>359.73</u>
Checks and Payments	11	Items	<u>-8,139.12</u>
Deposits and Other Credits	4	Items	<u>8,006.67</u>
Register Balance as of 6/20/2019:			227.28
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			<u>227.28</u>

Reconciliation Report

Checking
6/20/2019

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Uncleared Transaction Detail up to 6/20/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
6/5/2019	debit	Amazon	dvd	MEDIA		-301.46
6/5/2019	3478	Consolidated Communications	phone	SUPPLIES and SERVICES:Telephone		-100.21
6/5/2019	3479	Kanopy	movie streaming	MEDIA		-30.00
6/5/2019	3481	Zoe Sucu	reimburse	PROGRAMS:Adult Programs		-55.36
6/5/2019	3482	Yankee Mag	1 yr	MEDIA:Periodicals		-10.00
6/14/2019	3489	ReVision Energy	LED replacement project	MAJOR ITEMS		-5,569.00
6/15/2019	3483	Consolidated Communications	phone	SUPPLIES and SERVICES:Telephone		-99.61
6/15/2019	3484	Staples	ink	SUPPLIES and SERVICES:Office Su...		-80.97
6/15/2019	3485	Junior Library Guild	460632	MEDIA:Children's Books		-272.85
6/15/2019	3486	Kanopy	movie streaming	MEDIA		-45.00
6/15/2019	3487	Baker & Taylor	media	MEDIA:Adult Books		-1,574.66
Total Uncleared Checks and Payments						-8,139.12
Uncleared Deposits and Other Credits						
6/5/2019	TXFR	Public Funds		[Public Funds]		2,437.67
6/5/2019	3480	Void				0.00
6/10/2019				[Restricted]		1,769.00
6/10/2019			LED replacement project	[Unrestricted]		3,800.00
Total Uncleared Deposits and Other Credits						8,006.67
Total Uncleared Transactions						-132.45

Spending by Category

1/1/2019 through 5/31/2019

6/20/2019

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Category	1/1/2019- 5/31/2019
Uncategorized	13.00
BUILDING MAINTENANCE	1,949.92
Alarm Service	138.00
Janitorial Services	951.57
Lawn Service	529.00
Snow Removal	225.00
Other BUILDING MAINTENANCE	106.35
MAJOR ITEMS	5,700.00
MEDIA	8,088.61
Adult Audio	511.99
Adult Books	4,308.46
Children's Audio	33.00
Children's Books	1,662.29
Periodicals	469.63
Video	547.84
Other MEDIA	555.40
PAYROLL	52,592.12
Director's Salary	26,538.38
Staff Salaries	15,840.96
Taxes and Benefits (Full Time)	9,001.64
Taxes and Benefits (Part-time)	1,211.14
PROGRAMS	1,042.70
Adult Programs	591.53
Children's Programs	230.67
Other PROGRAMS	220.50
STAFF EDUCATION	555.00
SUPPLIES and SERVICES	3,262.38
Building Supplies	373.18
Library Supplies	1,623.47
Office Supplies	864.31
Telephone	401.42
UTILITIES	5,849.41
Electricity	1,252.38
Propane	4,597.03
OVERALL TOTAL	79,053.14

Transaction
4/1/2019 through 5/31/2019

6/20/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 3/31/2019								-26,021.96
4/9/2019	Checking	debit	NHLA	members...	STAFF ED...		R	-20.00
4/9/2019	Checking	debit	The Farm ...	program/...	PROGRAM...		R	-100.00
4/9/2019	Checking	3464	Seacoast A...	water test	SUPPLIES ...		R	-145.00
4/10/2019	Checking	debit	NHLA	conferenc...	STAFF ED...		R	-85.00
4/10/2019	Checking	debit	NHLA	confernce...	STAFF ED...		R	-85.00
4/11/2019	Checking				[Public Fun...		R	2,437.67
4/12/2019	Checking	deb	Amazon	dvd	MEDIA		R	-133.56
4/15/2019	Checking	3465	Consolidat...	phone	SUPPLIES ...		R	-100.43
4/15/2019	Checking	3466	Staples	ink	SUPPLIES ...		R	-49.61
4/15/2019	Checking	debit	Amazon	adult prog	PROGRAM...		R	-62.15
4/22/2019	Checking	DEP	City Of Kee...	book repla...			R	18.00
4/22/2019	Checking	DEP	Smyth Publ...	book repla...			R	5.00
4/23/2019	Checking	3467	Nhlta	conference	STAFF ED...		R	-130.00
5/1/2019	Checking	3468	Stephanie ...	quilt progr...	PROGRAM...		R	-100.00
5/1/2019	Checking	3469	Staples	ink	SUPPLIES ...		R	-112.00
5/1/2019	Checking	3470	Junior Libra...	457913	MEDIA:Chil...		R	-272.85
5/1/2019	Checking	3471	Kanopy	movie stre...	MEDIA		R	-16.00
5/1/2019	Checking	3472	... Baker & Ta...	media	--Split--	--Split--	R	-1,436.70
5/1/2019	Checking	3473	Zoe Sucu	reimburse	PROGRAM...		R	-49.70
5/1/2019	Checking	debit	Demco	summer r...	PROGRAMS		R	-220.50
5/3/2019	Checking	debit	CCI Solutions	audio cases	SUPPLIES ...		R	-179.32
5/3/2019	Checking				[Public Fun...		R	2,437.67
5/6/2019	Checking	3474	Robert Azzi	ask a mus...	PROGRAM...		R	-150.00
5/6/2019	Checking	3475	Book Syste...	support	SUPPLIES ...		R	-995.00
5/6/2019	Checking	3476	Boy's Life	kids mag	MEDIA:Peri...		R	-15.00
5/6/2019	Checking	debit	Beekmans	mag	MEDIA:Peri...		R	-7.49
5/6/2019	Checking	3477	Nhlta	dues	STAFF ED...		R	-150.00
5/15/2019	Checking	debit	Inkfarm.com	ink	SUPPLIES ...		R	-85.78
5/22/2019	Checking	debit	Jansport	backpack ...			R	-36.00
5/29/2019	Checking		Missouri Quilt	BLOCK m...	MEDIA:Peri...		R	-47.94
4/10/2019	Public Funds				TOWN SU...		R	7,587.50
4/11/2019	Public Funds			Monthly E...	[Checking]		R	-2,437.67
4/30/2019	Public Funds				BANK INT...		R	0.17
5/3/2019	Public Funds			Monthly E...	[Checking]		R	-2,437.67
5/31/2019	Public Funds				BANK INT...		R	0.14
4/30/2019	Restricted				BANK INT...		R	0.10

Transaction
4/1/2019 through 5/31/2019

6/20/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
5/31/2019	Restricted				BANK INT...		R	0.09
4/3/2019	Town Supp...		Unitil		UTILITIES:...			-110.94
4/5/2019	Town Supp...				PAYROLL:...			-2,412.58
4/5/2019	Town Supp...				BUILDING ...			-91.35
4/19/2019	Town Supp...				PAYROLL:...			-2,412.58
4/19/2019	Town Supp...				BUILDING ...			-91.35
4/24/2019	Town Supp...		ReVision E...		UTILITIES:...			-517.17
4/24/2019	Town Supp...		Hartmann ...		UTILITIES:...			-2,188.78
4/24/2019	Town Supp...		The Yanke...		BUILDING ...			-264.00
4/30/2019	Town Supp...				PAYROLL:...			-81.42
4/30/2019	Town Supp...				PAYROLL:...			-4,591.65
4/30/2019	Town Supp...				PAYROLL:...			-351.26
4/30/2019	Town Supp...				BUILDING ...			-13.98
5/3/2019	Town Supp...				PAYROLL:...			-1,723.27
5/3/2019	Town Supp...				PAYROLL:...			-689.31
5/3/2019	Town Supp...				BUILDING ...			-63.95
5/8/2019	Town Supp...		Unitil		UTILITIES:...			-103.78
5/17/2019	Town Supp...				PAYROLL:...			-2,412.58
5/17/2019	Town Supp...				BUILDING ...			-73.08
5/31/2019	Town Supp...				PAYROLL:...			-2,067.93
5/31/2019	Town Supp...				PAYROLL:...			-344.65
5/31/2019	Town Supp...				PAYROLL:...			-2,270.24
5/31/2019	Town Supp...				PAYROLL:...			-981.42
5/31/2019	Town Supp...				PAYROLL:...			-2,994.99
5/31/2019	Town Supp...				PAYROLL:...			-229.12
5/31/2019	Town Supp...				BUILDING ...			-82.22
5/31/2019	Town Supp...				BUILDING ...			-16.77
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	50.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	100.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	100.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	100.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	100.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	50.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	50.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	50.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	25.00
4/21/2019	Unrestricted		In Memory ...		DONATION...		R	25.00
4/30/2019	Unrestricted				BANK INT...		R	0.19

Transaction

4/1/2019 through 5/31/2019

6/20/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
5/31/2019	Unrestricted				BANK INT...		R	0.20
4/1/2019 - 5/31/2019								-23,704.01
BALANCE 5/31/2019								-49,725.97
TOTAL INFLOWS								13,136.73
TOTAL OUTFLOWS								-36,840.74
NET TOTAL								-23,704.01