



East Kingston Public Library
Treasurer's Report

August 2018

Account Balances - As of 8/31/2018:3

(Includes unrealized gains)

As of 8/31/2018

9/23/2018

Page 1

Account	8/31/2018 Balance
Bank Accounts	
Disbursements	1,008.71
Public Funds	3,526.33
Restricted Funds	4,923.14
Unrestricted Funds	6,741.50
TOTAL Bank Accounts	16,199.68
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	82,945.56

Banking Summary - Last month:3

8/1/2018 through 8/31/2018

9/23/2018

Page 1

Category Description	8/1/2018- 8/31/2018
INCOME	
BANK INTEREST	
Private Funds	0.49
Public Funds	0.16
TOTAL BANK INTEREST	0.65
DONATIONS	
Conscience-Lost,Damaged,Overdue	14.71
Other DONATIONS	100.00
TOTAL DONATIONS	114.71
FEES	
Solar REC	12.00
TOTAL FEES	12.00
TOTAL INCOME	127.36
EXPENSES	
BUILDING MAINTENANCE	
Janitorial Services	213.15
Lawn Service	221.00
TOTAL BUILDING MAINTENANCE	434.15
EDUCATION	
Books-Periodicals	167.50
Meetings	45.00
TOTAL EDUCATION	212.50
MAJOR ITEMS	
Computer Software	520.00
TOTAL MAJOR ITEMS	520.00
MEDIA	
Adult Audio	189.35
Adult Books	1,065.83
Children Audio	112.24
Children Books	799.64
Periodicals	7.49
Video	455.36
TOTAL MEDIA	2,629.91
PAYROLL	
Director Salary	2,818.35

Banking Summary - Last month:3

8/1/2018 through 8/31/2018

9/23/2018

Page 2

Category Description	8/1/2018- 8/31/2018
Staff Salaries	2,911.50
Taxes & Benefits	1,683.39
TOTAL PAYROLL	7,413.24
PROGRAMS	
Children	127.58
TOTAL PROGRAMS	127.58
SUPPLIES & SERVICES	
Library Supplies	83.23
Telephone	98.99
TOTAL SUPPLIES & SERVICES	182.22
UTILITIES	
Electricity	347.08
TOTAL UTILITIES	347.08
TOTAL EXPENSES	11,866.68
TRANSFERS	
FROM Public Funds	2,437.67
TO Disbursements	-2,437.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-11,739.32

Monthly Transaction List - Last month:2

8/1/2018 through 8/31/2018

9/23/2018

Page 1

Date	Num	Description	Memo	Category	Amount
Disbursements					-1,234.54
8/3/2018	TXFR			[Public Funds]	2,437.67
8/6/2018	Debit	Amazon.com		MEDIA:Video	-259.76
8/7/2018	3400	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-98.99
8/7/2018	3401	Junior Library Guild	419597	MEDIA:Children Books	-272.85
8/7/2018	3402	Zoe Sucu		PROGRAMS:Children	-94.59
8/7/2018	3403	Book Systems	added features	MAJOR ITEMS:Computer Software	-520.00
8/7/2018	3404	S Baker & Taylor		MEDIA:Adult Books	-1,065.83
				MEDIA:Adult Audio	-189.35
				MEDIA:Children Books	-526.79
				MEDIA:Children Audio	-112.24
8/7/2018	3405	Booklist	1 year	EDUCATION:Books-Periodicals	-167.50
8/7/2018	Debit	Beekman 1802 Almanac		MEDIA:Periodicals	-7.49
8/7/2018	Debit	Amazon.com		MEDIA:Video	-29.92
8/7/2018	Debit	Amazon.com		MEDIA:Video	-34.99
8/15/2018	Debit	Demco	library	SUPPLIES & SERVICES:Library Suppli...	-83.23
8/17/2018	Debit	Amazon.com		MEDIA:Video	-74.83
8/27/2018	DEP	Ingalls Memorial Library	lost DVD replacement	MEDIA:Video	20.00
8/28/2018	Debit	Nhla-yals	zoe to YALS	EDUCATION:Meetings	-45.00
8/29/2018	Debit	Amazon.com		MEDIA:Video	-75.86
8/30/2018	3406	Zoe Sucu		PROGRAMS:Children	-32.99
Public Funds					-2,425.51
8/3/2018				[Disbursements]	-2,437.67
8/9/2018	DEP			FEES:Solar REC	12.00
8/31/2018				BANK INTEREST:Public Funds	0.16
Restricted Funds					0.21
8/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.21
Town Support Ledger					-8,194.47
8/1/2018		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
8/8/2018		Unitil		UTILITIES:Electricity	-347.08
8/10/2018		Full Time Payroll		PAYROLL:Director Salary	-441.43
8/10/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
8/24/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
8/24/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-536.33
8/24/2018		Full-time Payroll	insurance	PAYROLL:Taxes & Benefits	-924.33
8/24/2018		Part Time Payroll		PAYROLL:Staff Salaries	-2,911.50
8/24/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-222.73

Monthly Transaction List - Last month:2

8/1/2018 through 8/31/2018

9/23/2018

Page 2

Date	Num	Description	Memo	Category	Amount
8/24/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
8/24/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-15.15
Unrestricted Funds					114.99
8/9/2018				DONATIONS:Conscience-Lost,Damag...	14.71
8/27/2018	DEP	Ginieres Family		DONATIONS	100.00
8/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.28
OVERALL TOTAL					-11,739.32

YTD Income/Expense by Category:36

1/1/2018 through 8/31/2018

9/23/2018

Page 1

Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 8/31/2018	OVERALL TOTAL
INCOME				
BANK INTEREST				
Private Funds	1.43	1.44	1.00	3.87
Public Funds	0.31	0.36	0.43	1.10
TOTAL BANK INTEREST	1.74	1.80	1.43	4.97
DONATIONS				
Conscience-Lost,Damaged,Overdue	115.00	27.00	14.71	156.71
Other DONATIONS	0.00	0.00	100.00	100.00
TOTAL DONATIONS	115.00	27.00	114.71	256.71
FEES				
Copier	0.00	65.00	0.00	65.00
Solar REC	30.00	26.00	12.00	68.00
TOTAL FEES	30.00	91.00	12.00	133.00
TOWN SUPPORT				
Budget Assistance	7,587.50	15,175.00	0.00	22,762.50
TOTAL TOWN SUPPORT	7,587.50	15,175.00	0.00	22,762.50
TOTAL INCOME	7,734.24	15,294.80	128.14	23,157.18
EXPENSES				
Uncategorized	321.81	0.00	0.00	321.81
BUILDING MAINTENANCE				
Alarm Service	276.00	138.00	0.00	414.00
Janitorial Services	658.83	755.70	416.61	1,831.14
Lawn Service	0.00	663.00	442.00	1,105.00
Snow Removal	270.00	0.00	0.00	270.00
TOTAL BUILDING MAINTENANCE	1,204.83	1,556.70	858.61	3,620.14
EDUCATION				
Books-Periodicals	0.00	0.00	167.50	167.50
Meetings	0.00	423.00	45.00	468.00
Other EDUCATION	145.00	26.00	0.00	171.00
TOTAL EDUCATION	145.00	449.00	212.50	806.50
LEGAL	0.00	102.50	0.00	102.50
MAJOR ITEMS				
Computer Software	0.00	995.00	520.00	1,515.00
TOTAL MAJOR ITEMS	0.00	995.00	520.00	1,515.00
MEDIA				

YTD Income/Expense by Category:36

1/1/2018 through 8/31/2018

9/23/2018

Page 2

Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 8/31/2018	OVERALL TOTAL
Adult Audio	243.68	369.17	189.35	802.20
Adult Books	2,728.07	1,902.42	1,065.83	5,696.32
Children Audio	0.00	5.49	112.24	117.73
Children Books	1,429.31	1,893.00	799.64	4,121.95
Electronic	0.00	1.50	0.00	1.50
Newspaper	176.84	0.00	0.00	176.84
Periodicals	315.39	70.46	7.49	393.34
Video	524.91	763.08	482.77	1,770.76
Other MEDIA	138.00	34.95	0.00	172.95
TOTAL MEDIA	5,556.20	5,040.07	2,657.32	13,253.59
PAYROLL				
Director Salary	14,261.52	16,908.77	5,466.92	36,637.21
Staff Salaries	6,907.16	8,276.12	5,571.01	20,754.29
Taxes & Benefits	6,015.37	8,421.06	3,315.19	17,751.62
TOTAL PAYROLL	27,184.05	33,605.95	14,353.12	75,143.12
PROGRAMS				
Adult	0.00	36.78	14.99	51.77
Children	350.23	487.08	142.57	979.88
TOTAL PROGRAMS	350.23	523.86	157.56	1,031.65
SUPPLIES & SERVICES				
Library Supplies	585.80	332.55	83.23	1,001.58
Office Supplies	504.77	515.24	0.00	1,020.01
Postage	0.00	0.00	50.00	50.00
Telephone	291.71	291.49	195.79	778.99
TOTAL SUPPLIES & SERVICES	1,382.28	1,139.28	329.02	2,850.58
UTILITIES				
Electricity	865.16	894.83	670.58	2,430.57
Propane	2,168.30	0.00	0.00	2,168.30
TOTAL UTILITIES	3,033.46	894.83	670.58	4,598.87
TOTAL EXPENSES	39,177.86	44,307.19	19,758.71	103,243.76
OVERALL TOTAL	-31,443.62	-29,012.39	-19,630.57	-80,086.58

Reconciliation Report

Disbursements
9/22/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			2,281.00
Checks and Payments	15	Items	-3,696.97
Deposits and Other Credits	2	Items	2,457.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			1,041.70

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			1,041.70
Checks and Payments	1	Item	-32.99
Deposits and Other Credits	1	Item	2,437.67
Register Balance as of 9/22/2018:			3,446.38
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			3,446.38

Reconciliation Report

Disbursements
9/22/2018

Uncleared Transaction Detail up to 9/22/2018

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
8/30/2018	3406	Zoe Sucu		PROGRAMS:Children		-32.99
Total Uncleared Checks and Payments			1	Item		-32.99
Uncleared Deposits and Other Credits						
9/3/2018	TXFR			[Public Funds]		2,437.67
Total Uncleared Deposits and Other Credits			1	Item		2,437.67
Total Uncleared Transactions			2	Items		2,404.68

Reconciliation Report

Restricted Funds
9/22/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			4,922.93
Checks and Payments	0	Items	0.00
Deposits and Other Credits	1	Item	0.21
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			4,923.14

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			4,923.14
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/22/2018:			4,923.14
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			4,923.14

Reconciliation Report

Restricted Funds
9/22/2018

Uncleared Transaction Detail up to 9/22/2018

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 Report

Public Funds
9/22/2018

Page 1

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			5,951.84
Checks and Payments	1	Item	-2,437.67
Deposits and Other Credits	2	Items	12.16
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			3,526.33

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			3,526.33
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/22/2018:			3,526.33
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			3,526.33

Reconciliation Report

Public Funds
9/22/2018

Page 2

Uncleared Transaction Detail up to 9/22/2018

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 Report

Unrestricted Funds
9/22/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			6,626.51
Checks and Payments	0	Items	0.00
Deposits and Other Credits	3	Items	114.99
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			6,741.50

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			6,741.50
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/22/2018:			6,741.50
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			6,741.50

Reconciliation Report

Unrestricted Funds
9/22/2018

Uncleared Transaction Detail up to 9/22/2018

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