



East Kingston Public Library
Treasurer's Report

February-April 2020

Banking Summary
2/1/2020 through 4/30/2020

Category	2/1/2020- 4/30/2020
INCOME	
BANK INTEREST	
Private Funds	0.75
Public Funds	0.43
TOTAL BANK INTEREST	1.18
DONATIONS	
Memorial	300.00
TOTAL DONATIONS	400.00
FEES	
Solar REC	93.00
TOTAL FEES	93.00
TOWN SUPPORT	
Budget Assistance	7,498.25
TOTAL TOWN SUPPORT	7,498.25
TOTAL INCOME	7,992.43
 EXPENSES	
Uncategorized	246.69
BUILDING MAINTENANCE	
Alarm Service	228.00
TOTAL BUILDING MAINTENANCE	228.00
MEDIA	
Adult Audio	115.47
Adult Books	2,575.10
Children's Audio	0.00
Children's Books	1,252.36
Periodicals	128.89
Video	556.65
TOTAL MEDIA	4,534.47
PAYROLL	
Director's Salary	14,547.86
Staff Salaries	9,364.54
Taxes and Benefits (Full Time)	5,676.06
Taxes and Benefits (Part-time)	716.37
TOTAL PAYROLL	30,304.83
PROGRAMS	

Banking Summary
2/1/2020 through 4/30/2020

Category	2/1/2020- 4/30/2020
Children's Programs	74.11
TOTAL PROGRAMS	74.11
STAFF EDUCATION	75.00
SUPPLIES and SERVICES	
Building Supplies	11.64
Library Supplies	995.00
Office Supplies	582.33
Telephone	292.34
TOTAL SUPPLIES and SERVICES	1,881.31
UTILITIES	
Electricity	260.52
TOTAL UTILITIES	260.52
TOTAL EXPENSES	37,604.93
TRANSFERS	
FROM Public Funds	7,313.01
FROM Unrestricted	1,550.00
TO Checking	-7,313.01
TO Restricted	-1,550.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-29,612.50

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			2,255.86
Checks and Payments	22	Items	-4,198.90
Deposits and Other Credits	4	Items	5,025.34
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			3,082.30

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			3,082.30
Checks and Payments	4	Items	-605.45
Deposits and Other Credits	1	Item	16.00
Register Balance as of 5/16/2020:			2,492.85
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			2,492.85

Uncleared Transaction Detail up to 5/16/2020

Date	Num	Payee	Memo	Category	Clr	Amount	
Uncleared Checks and Payments							
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00	
4/3/2020	3548	Academy Of American Poets		MEDIA:Periodicals		-25.00	
4/3/2020	3549	Mother Earth Gardener		MEDIA:Periodicals		-24.95	
4/28/2020	3551	Baker & Taylor		MEDIA:Adult Books		-435.50	
Total Uncleared Checks and Payments						4 Items	-605.45
Uncleared Deposits and Other Credits							
5/16/2020		Turning Point Stables	book replacement	MEDIA:Adult Books		16.00	
Total Uncleared Deposits and Other Credits						1 Item	16.00
Total Uncleared Transactions						5 Items	-589.45

Transaction
2/1/2020 through 4/30/2020

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 1/31/2020								-146,665.65
2/3/2020	Checking	TXFR	Public Funds Monthly E...	[Public Fun...			R	2,437.67
2/3/2020	Checking	debit	Oprah Mag...		MEDIA:Peri...		R	-34.97
2/6/2020	Checking	debit	Knitscene ...		MEDIA:Peri...		R	-24.00
2/10/2020	Checking	debit	Amazon		MEDIA:Video		R	-15.91
2/10/2020	Checking	debit	Amazon		MEDIA:Video		R	-194.70
2/11/2020	Checking	debit	Amazon		MEDIA:Video		R	-17.09
2/18/2020	Checking	DEP	Orford Soci...		MEDIA:Adu...		R	16.00
2/19/2020	Checking	debit	Great Amer... copier		SUPPLIES ...		R	-99.00
2/19/2020	Checking	debit	Junior Libra...		MEDIA:Chil...		R	-251.15
2/22/2020	Checking	debit	Consolidate...phone		SUPPLIES ...		R	-95.94
2/22/2020	Checking	3540	Kanopy movie stre...		MEDIA		R	-22.00
2/22/2020	Checking	3541	The Herb Q...mag 1 yr		MEDIA:Peri...		R	-19.97
2/22/2020	Checking	3542	...Baker & Ta...		--Split--	--Split--	R	-1,485.47
2/28/2020	Checking	3543	State Of Nh...zoe notary		STAFF ED...		R	-75.00
3/2/2020	Checking	debit	Walmart		PROGRAM...		R	-74.11
3/3/2020	Checking			Monthly E...	[Public Fun...		R	2,437.67
3/10/2020	Checking	3544	Kanopy movie stre...		MEDIA		R	-11.00
3/10/2020	Checking	3545	Void				R	0.00
3/10/2020	Checking	debit	Staples		SUPPLIES ...		R	-285.33
3/10/2020	Checking	debit	Consolidate...		SUPPLIES ...		R	-98.20
3/11/2020	Checking	debit	Amazon		MEDIA:Video		R	-167.72
3/16/2020	Checking	debit	Daedalus		MEDIA:Adu...		R	-71.71
3/19/2020	Checking	debit	Junior Libra...		MEDIA:Chil...		R	-251.15
3/19/2020	Checking	debit	Great Amer... copier		SUPPLIES ...		R	-99.00
3/20/2020	Checking	3546	...Baker & Ta...		--Split--	--Split--	R	-1,238.78
3/31/2020	Checking	debit	S Amazon		--Split--	--Split--	R	-68.87
3/31/2020	Checking	debit	Amazon		MEDIA:Video		R	-18.47
4/1/2020	Checking	debit	Amazon		MEDIA:Video		R	-29.59
4/3/2020	Checking	3547	Kanopy movie stre...		MEDIA		R	-23.00
4/3/2020	Checking	3548	Academy O...		MEDIA:Peri...			-25.00
4/3/2020	Checking	3549	Mother Eart...		MEDIA:Peri...			-24.95
4/3/2020	Checking	TXFR	Public Funds Monthly E...	[Public Fun...			R	2,437.67
4/3/2020	Checking	3550	Book Syste...		SUPPLIES ...		R	-995.00
4/17/2020	Checking	debit	Great Amer... copier		SUPPLIES ...		R	-99.00
4/17/2020	Checking	debit	Junior Libra...		MEDIA:Chil...		R	-251.15
4/17/2020	Checking	debit	Amazon		MEDIA:Video		R	-55.94

Transaction
2/1/2020 through 4/30/2020

5/16/2020

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
4/17/2020	Checking	debit	Daedalus		MEDIA:Adu...		R	-59.76
4/23/2020	Checking	debit	Book Expo ...		MEDIA		R	150.00
4/28/2020	Checking	debit	Consolidate...		SUPPLIES ...		R	-98.20
4/28/2020	Checking	3551	...Baker & Ta...		--Split--	--Split--		-435.50
4/28/2020	Checking	debit	Junior Libra...		MEDIA:Chil...		R	-160.95
2/3/2020	Public Funds		Public Funds Monthly E...	[Checking]			R	-2,437.67
2/24/2020	Public Funds				FEES:Solar...		R	93.00
2/28/2020	Public Funds				BANK INTE...		R	0.11
3/3/2020	Public Funds			Monthly E...	[Checking]		R	-2,437.67
3/26/2020	Public Funds				TOWN SU...		R	7,498.25
3/31/2020	Public Funds				BANK INTE...		R	0.08
4/3/2020	Public Funds		Public Funds Monthly E...	[Checking]			R	-2,437.67
4/30/2020	Public Funds				BANK INTE...		R	0.24
2/22/2020	Restricted				[Unrestricted]		R	1,550.00
2/28/2020	Restricted				BANK INTE...		R	0.12
3/24/2020	Restricted		Staves Fa... for audiob...	DONATIONS			R	100.00
3/31/2020	Restricted				BANK INTE...		R	0.19
4/30/2020	Restricted				BANK INTE...		R	0.18
2/2/2020	Town Supp...				PAYROLL:...			-1,405.83
2/2/2020	Town Supp...				PAYROLL:...			-107.54
2/4/2020	Town Supp...		Unitil		UTILITIES:...			-181.12
2/7/2020	Town Supp...				PAYROLL:...			-2,412.58
2/16/2020	Town Supp...				PAYROLL:...			-1,673.75
2/16/2020	Town Supp...				PAYROLL:...			-128.04
2/21/2020	Town Supp...				PAYROLL:...			-2,412.58
2/29/2020	Town Supp...				PAYROLL:...			-908.10
2/29/2020	Town Supp...				PAYROLL:...			-981.42
3/2/2020	Town Supp...		Unitil		UTILITIES:...			-79.40
3/6/2020	Town Supp...				PAYROLL:...			-2,412.58
3/6/2020	Town Supp...				PAYROLL:...			-452.52
3/6/2020	Town Supp...				PAYROLL:...			-1,526.83
3/6/2020	Town Supp...				PAYROLL:...			-116.80
3/10/2020	Town Supp...				BUILDING ...			-228.00
3/20/2020	Town Supp...				PAYROLL:...			-981.42
3/20/2020	Town Supp...				PAYROLL:...			-2,412.58
3/20/2020	Town Supp...				PAYROLL:...			-452.52
3/20/2020	Town Supp...				PAYROLL:...			-1,698.75
3/20/2020	Town Supp...				PAYROLL:...			-129.95

Transaction
2/1/2020 through 4/30/2020

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
4/12/2020	Town Supp...				PAYROLL:...			-2,448.77
4/12/2020	Town Supp...				PAYROLL:...			-1,529.69
4/12/2020	Town Supp...				PAYROLL:...			-459.33
4/12/2020	Town Supp...				PAYROLL:...			-117.02
4/26/2020	Town Supp...				PAYROLL:...			-2,448.77
4/26/2020	Town Supp...				PAYROLL:...			-459.33
4/26/2020	Town Supp...				PAYROLL:...			-1,529.69
4/26/2020	Town Supp...				PAYROLL:...			-117.02
4/26/2020	Town Supp...				PAYROLL:...			-981.42
2/9/2020	Unrestricted		McGrath Fa...in memory...		DONATION...		R	100.00
2/22/2020	Unrestricted				[Restricted]		R	-1,550.00
2/28/2020	Unrestricted				BANK INTE...		R	0.11
3/24/2020	Unrestricted		Mastro Fa... in memory...		DONATION...		R	100.00
3/24/2020	Unrestricted		Prosaic Pre... in memory...		DONATION...		R	100.00
3/31/2020	Unrestricted				BANK INTE...		R	0.07
4/30/2020	Unrestricted				BANK INTE...		R	0.08
2/1/2020 - 4/30/2020								-29,612.50
BALANCE 4/30/2020								-176,278.15
TOTAL INFLOWS								17,021.44
TOTAL OUTFLOWS								-46,633.94
NET TOTAL								-29,612.50

Banking Summary

1/1/2020 through 4/30/2020

Category	1/1/2020- 4/30/2020
INCOME	
Uncategorized	0.12
BANK INTEREST	
Private Funds	0.87
Public Funds	0.57
<hr/>	
TOTAL BANK INTEREST	1.44
DONATIONS	
Conscience	29.98
Memorial	400.00
<hr/>	
TOTAL DONATIONS	729.98
FEES	
Out of Town Patron	50.00
Solar REC	93.00
<hr/>	
TOTAL FEES	143.00
TOWN SUPPORT	
Budget Assistance	15,085.75
<hr/>	
TOTAL TOWN SUPPORT	15,085.75
<hr/>	
TOTAL INCOME	15,960.29
EXPENSES	
Uncategorized	246.69
BUILDING MAINTENANCE	
Alarm Service	228.00
<hr/>	
Janitorial Services	147.51
Snow Removal	95.00
Water System	200.00
<hr/>	
TOTAL BUILDING MAINTENANCE	670.51
MAJOR ITEMS	-1,550.00
MEDIA	
Adult Audio	176.70
<hr/>	
Adult Books	3,479.57
Children's Audio	22.66
Children's Books	1,701.83
<hr/>	
Periodicals	154.89
Video	695.63
<hr/>	
TOTAL MEDIA	6,193.25

Banking Summary

1/1/2020 through 4/30/2020

Category	1/1/2020- 4/30/2020
PAYROLL	
Director's Salary	19,373.02
Staff Salaries	11,951.75
Taxes and Benefits (Full Time)	7,565.58
Taxes and Benefits (Part-time)	914.29
TOTAL PAYROLL	39,804.64
PROGRAMS	
Adult Programs	65.00
Children's Programs	257.26
TOTAL PROGRAMS	322.26
STAFF EDUCATION	75.00
SUPPLIES and SERVICES	101.06
Building Supplies	57.49
Library Supplies	1,105.99
Office Supplies	710.67
Telephone	568.02
TOTAL SUPPLIES and SERVICES	2,543.23
UTILITIES	
Electricity	711.34
Propane	2,276.22
TOTAL UTILITIES	2,987.56
TOTAL EXPENSES	51,293.14
TRANSFERS	
FROM Public Funds	11,250.68
FROM Unrestricted	1,550.00
TO Checking	-11,250.68
TO Restricted	-1,550.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-35,332.85