



East Kingston Public Library
Treasurer's Report

January 2019

Account Balances - As of 1/31/2019

2/24/2019

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Account	1/31/2019 Balance
Bank Accounts	
Checking	-95.24
Public Funds	5,336.37
Restricted	2,224.03
Town Support Ledger	-12,238.57
Unrestricted	3,922.72
TOTAL Bank Accounts	-850.69
OVERALL TOTAL	-850.69

Banking Summary - Last month

1/1/2019 through 1/31/2019

2/24/2019

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Category	1/1/2019- 1/31/2019
INCOME	
BANK INTEREST	
Private Funds	0.27
Public Funds	0.18
TOTAL BANK INTEREST	0.45
FEES	
Out of Town Patron	50.00
TOTAL FEES	50.00
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
TOTAL INCOME	7,637.95
 EXPENSES	
BUILDING MAINTENANCE	
Janitorial Services	186.85
TOTAL BUILDING MAINTENANCE	186.85
MAJOR ITEMS	5,700.00
MEDIA	
Adult Audio	92.65
Adult Books	1,331.84
Children's Books	471.06
Periodicals	234.79
Video	137.49
TOTAL MEDIA	2,773.16
PAYROLL	
Director's Salary	4,825.16
Staff Salaries	2,508.18
Taxes and Benefits (Full Time)	1,889.52
Taxes and Benefits (Part-time)	191.88
TOTAL PAYROLL	9,414.74
PROGRAMS	
Adult Programs	128.08
Children's Programs	48.45
TOTAL PROGRAMS	176.53
SUPPLIES and SERVICES	

Banking Summary - Last month

1/1/2019 through 1/31/2019

2/24/2019

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Category	1/1/2019- 1/31/2019
Building Supplies	116.54
Library Supplies	194.18
Office Supplies	304.90
Telephone	100.67
TOTAL SUPPLIES and SERVICES	716.29
UTILITIES	
Electricity	273.01
Propane	2,408.25
TOTAL UTILITIES	2,681.26
TOTAL EXPENSES	21,648.83
TRANSFERS	
FROM Public Funds	3,937.67
TO Checking	-3,937.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-14,010.88

Transaction - Last month

1/1/2019 through 1/31/2019

2/24/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 12/31/2018								13,160.19
1/2/2019	Checking		Amazon		MEDIA		R	-176.94
1/2/2019	Checking	3436	ReVision E... solar PPA		MAJOR IT...		R	-5,700.00
1/2/2019	Checking	TXFR			[Public Fun...		R	1,500.00
1/4/2019	Checking		Amazon		MEDIA		R	-19.90
1/6/2019	Checking	TXFR	Public Funds		[Public Fun...		R	2,437.67
1/9/2019	Checking	3437	Kanopy movie stre...		MEDIA		R	-52.00
1/9/2019	Checking	3438	Consolidat... phone		SUPPLIES ...		R	-100.67
1/9/2019	Checking	3439	Staples ink		SUPPLIES ...		R	-96.26
1/9/2019	Checking	debit	Michaels adult dyi		PROGRAM...		R	-31.44
1/9/2019	Checking	3440	... Baker & Ta... media	--Split--	--Split--		R	-1,622.70
1/9/2019	Checking	debit	Demco supplies		SUPPLIES ...		R	-103.53
1/9/2019	Checking	debit	Inkfarm.com ink		SUPPLIES ...		R	-106.15
1/9/2019	Checking	debit	Amazon		PROGRAM...		R	-12.48
1/9/2019	Checking	debit	Amazon scanner		SUPPLIES ...		R	-69.99
1/16/2019	Checking	3441	ReVision E... 584 Kw hrs		UTILITIES:...		R	-44.28
1/17/2019	Checking	debit	Escape Th...		PROGRAM...		R	-44.99
1/17/2019	Checking	debit	CP Building...ceiling tile		SUPPLIES ...		R	-116.54
1/17/2019	Checking	debit	Amazon		MEDIA		R	-119.00
1/22/2019	Checking	debit	Daedalus		SUPPLIES ...		R	-90.65
1/23/2019	Checking	debit	Exeter New...		MEDIA:Peri...		R	-196.84
1/23/2019	Checking	3442	Schwaab, Incrubber sta...		SUPPLIES ...			-32.50
1/23/2019	Checking	3443	Mother Eart...2 yrs		MEDIA:Peri...			-27.95
1/23/2019	Checking	3444	Zoe Sucu reimburse		PROGRAM...			-39.17
1/24/2019	Checking	debit	SKI Magazi...		MEDIA:Peri...		R	-10.00
1/28/2019	Checking	3445	Zoe Sucu reimburse		PROGRAM...			-48.45
1/28/2019	Checking	3446	Junior Libra...		MEDIA:Chil...			-272.85
1/30/2019	Checking	debit	Amazon dvd		MEDIA:Video		R	-105.72
1/30/2019	Checking	debit	Amazon dvd		MEDIA:Video		R	-31.77
1/30/2019	Checking	debit	Amazon		MEDIA			-105.72
1/31/2019	Checking	debit	Amazon		MEDIA			-31.77
1/2/2019	Public Funds				[Checking]		R	-1,500.00
1/4/2019	Public Funds				TOWN SU...		R	7,587.50
1/6/2019	Public Funds		Monthly E...		[Checking]		R	-2,437.67
1/7/2019	Public Funds				FEES:Out ...		R	50.00
1/31/2019	Public Funds				BANK INT...		R	0.18
1/31/2019	Restricted				BANK INT...		R	0.10

Transaction - Last month

1/1/2019 through 1/31/2019

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
1/9/2019	Town Supp...				UTILITIES:...			-228.73
1/11/2019	Town Supp...				PAYROLL:...			-2,412.58
1/11/2019	Town Supp...				BUILDING ...			-91.35
1/16/2019	Town Supp...				UTILITIES:...			-2,408.25
1/25/2019	Town Supp...				PAYROLL:...			-2,412.58
1/25/2019	Town Supp...				PAYROLL:...			-908.10
1/25/2019	Town Supp...				PAYROLL:...			-981.42
1/25/2019	Town Supp...				PAYROLL:...			-2,508.18
1/25/2019	Town Supp...				PAYROLL:...			-191.88
1/25/2019	Town Supp...				BUILDING ...			-82.22
1/25/2019	Town Supp...				BUILDING ...			-13.28
1/31/2019	Unrestricted				BANK INT...		R	0.17
1/1/2019 - 1/31/2019								-14,010.88

BALANCE 1/31/2019 **-850.69**

TOTAL INFLOWS **11,575.62**

TOTAL OUTFLOWS **-25,586.50**

NET TOTAL **-14,010.88**

Reconciliation Report

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			7,454.14
Checks and Payments	24	Items	<u>-10,913.64</u>
Deposits and Other Credits	2	Items	3,937.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>478.17</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>478.17</u>
Checks and Payments	8	Items	-573.41
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 1/31/2019:			-95.24
Checks and Payments	11	Items	-452.73
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Ending Balance:			<u>-547.97</u>

Reconciliation Report

Checking
2/24/2019

Uncleared Transaction Detail up to 1/31/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
12/27/2018	3434	Dollar Tree		PROGRAMS:Children's Programs		-15.00
1/23/2019	3442	Schwaab, Inc	rubber stamps	SUPPLIES and SERVICES:Office Su...		-32.50
1/23/2019	3443	Mother Earth Living	2 yrs	MEDIA:Periodicals		-27.95
1/23/2019	3444	Zoe Sucu	reimburse	PROGRAMS:Adult Programs		-39.17
1/28/2019	3445	Zoe Sucu	reimburse	PROGRAMS:Children's Programs		-48.45
1/28/2019	3446	Junior Library Guild		MEDIA:Children's Books		-272.85
1/30/2019	debit	Amazon		MEDIA		-105.72
1/31/2019	debit	Amazon		MEDIA		-31.77
Total Uncleared Checks and Payments						-573.41
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-573.41