



East Kingston Public Library  
Treasurer's Report

July 2018

# Account Balances - As of 7/31/2018:3

(Includes unrealized gains)

As of 7/31/2018

8/27/2018

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Account	7/31/2018 Balance
<b>Bank Accounts</b>	
Disbursements	2,243.25
Public Funds	5,951.84
Restricted Funds	4,922.93
Unrestricted Funds	6,626.51
<b>TOTAL Bank Accounts</b>	<b>19,744.53</b>
<b>Cash Accounts</b>	
Cash	0.00
<b>TOTAL Cash Accounts</b>	<b>0.00</b>
<b>Asset Accounts</b>	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
<b>TOTAL Asset Accounts</b>	<b>66,745.88</b>
<b>OVERALL TOTAL</b>	<b>86,490.41</b>

## Banking Summary - Last month:3

7/1/2018 through 7/31/2018

8/27/2018

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Category Description	7/1/2018- 7/31/2018
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.51
Public Funds	0.27
TOTAL BANK INTEREST	0.78
<b>TOTAL INCOME</b>	<b>0.78</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
Janitorial Services	203.46
TOTAL BUILDING MAINTENANCE	203.46
MEDIA	
Video	27.41
TOTAL MEDIA	27.41
PAYROLL	
Director Salary	2,648.57
Staff Salaries	2,659.51
Taxes & Benefits	1,631.80
TOTAL PAYROLL	6,939.88
PROGRAMS	
Adult	14.99
Children	14.99
TOTAL PROGRAMS	29.98
SUPPLIES & SERVICES	
Postage	50.00
Telephone	96.80
TOTAL SUPPLIES & SERVICES	146.80
UTILITIES	
Electricity	323.50
TOTAL UTILITIES	323.50
<b>TOTAL EXPENSES</b>	<b>7,671.03</b>
<b>TRANSFERS</b>	
FROM Public Funds	2,437.67
TO Disbursements	-2,437.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>

Banking Summary - Last month:3

7/1/2018 through 7/31/2018

8/27/2018

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Category Description	7/1/2018- 7/31/2018
<b>OVERALL TOTAL</b>	<b>-7,670.25</b>

## Monthly Transaction List - Last month:2

7/1/2018 through 7/31/2018

8/27/2018

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>2,233.48</b>
7/2/2018	Debit	Amazon.com		MEDIA:Video	-27.41
7/3/2018	3397	Diane Sheckells	sewing	PROGRAMS:Adult	-14.99
7/3/2018	3398	Heather Lindsey	summer programs	PROGRAMS:Children	-14.99
7/3/2018	3399	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-96.80
7/3/2018	TXFR			[Public Funds]	2,437.67
7/5/2018	Debit	U.S. Postal Service		SUPPLIES & SERVICES:Postage	-50.00
<b>Public Funds</b>					<b>-2,437.40</b>
7/3/2018	TXFR			[Disbursements]	-2,437.67
7/31/2018		Interest Earned		BANK INTEREST:Public Funds	0.27
<b>Restricted Funds</b>					<b>0.22</b>
7/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.22
<b>Town Support Ledger</b>					<b>-7,466.84</b>
7/11/2018		Unitil		UTILITIES:Electricity	-323.50
7/13/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
7/13/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
7/27/2018		Full Time Payroll		PAYROLL:Director Salary	-271.65
7/27/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-504.02
7/27/2018		Full-time Payroll	insurance	PAYROLL:Taxes & Benefits	-924.33
7/27/2018		Part Time Payroll		PAYROLL:Staff Salaries	-2,659.51
7/27/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-203.45
7/27/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-90.00
7/27/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-14.46
<b>Unrestricted Funds</b>					<b>0.29</b>
7/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.29
<b>OVERALL TOTAL</b>					<b>-7,670.25</b>

YTD Income/Expense by Category:36

1/1/2018 through 7/31/2018

8/27/2018

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 7/31/2018	OVERALL TOTAL
<b>INCOME</b>				
BANK INTEREST				
Private Funds	1.43	1.44	0.51	3.38
Public Funds	0.31	0.36	0.27	0.94
TOTAL BANK INTEREST	1.74	1.80	0.78	4.32
DONATIONS				
Conscience-Lost,Damaged,Overdue	115.00	27.00	0.00	142.00
TOTAL DONATIONS	115.00	27.00	0.00	142.00
FEES				
Copier	0.00	65.00	0.00	65.00
Solar REC	30.00	26.00	0.00	56.00
TOTAL FEES	30.00	91.00	0.00	121.00
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
<b>TOTAL INCOME</b>	<b>7,734.24</b>	<b>15,294.80</b>	<b>0.78</b>	<b>23,029.82</b>
<b>EXPENSES</b>				
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	203.46	1,617.99
Lawn Service	0.00	663.00	0.00	663.00
Snow Removal	270.00	0.00	0.00	270.00
TOTAL BUILDING MAINTENANCE	1,204.83	1,556.70	203.46	2,964.99
EDUCATION				
Meetings	0.00	423.00	0.00	423.00
Other EDUCATION	145.00	26.00	0.00	171.00
TOTAL EDUCATION	145.00	449.00	0.00	594.00
MAJOR ITEMS				
Computer Software	0.00	995.00	0.00	995.00
TOTAL MAJOR ITEMS	0.00	995.00	0.00	995.00
MEDIA				
Adult Audio	243.68	369.17	0.00	612.85
Adult Books	2,728.07	1,902.42	0.00	4,630.49
Children Audio	0.00	5.49	0.00	5.49

## YTD Income/Expense by Category:36

1/1/2018 through 7/31/2018

8/27/2018

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 7/31/2018	OVERALL TOTAL
Children Books	1,429.31	1,893.00	0.00	3,322.31
Electronic	0.00	1.50	0.00	1.50
Newspaper	176.84	0.00	0.00	176.84
Periodicals	315.39	70.46	0.00	385.85
Video	524.91	763.08	27.41	1,315.40
Other MEDIA	138.00	34.95	0.00	172.95
<b>TOTAL MEDIA</b>	<b>5,556.20</b>	<b>5,040.07</b>	<b>27.41</b>	<b>10,623.68</b>
<b>PAYROLL</b>				
Director Salary	14,261.52	16,908.77	2,648.57	33,818.86
Staff Salaries	6,907.16	8,276.12	2,659.51	17,842.79
Taxes & Benefits	6,015.37	8,421.06	1,631.80	16,068.23
<b>TOTAL PAYROLL</b>	<b>27,184.05</b>	<b>33,605.95</b>	<b>6,939.88</b>	<b>67,729.88</b>
<b>PROGRAMS</b>				
Adult	0.00	36.78	14.99	51.77
Children	350.23	487.08	14.99	852.30
<b>TOTAL PROGRAMS</b>	<b>350.23</b>	<b>523.86</b>	<b>29.98</b>	<b>904.07</b>
<b>SUPPLIES &amp; SERVICES</b>				
Library Supplies	585.80	332.55	0.00	918.35
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	96.80	680.00
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>1,382.28</b>	<b>1,139.28</b>	<b>146.80</b>	<b>2,668.36</b>
<b>UTILITIES</b>				
Electricity	865.16	894.83	323.50	2,083.49
Propane	2,168.30	0.00	0.00	2,168.30
<b>TOTAL UTILITIES</b>	<b>3,033.46</b>	<b>894.83</b>	<b>323.50</b>	<b>4,251.79</b>
<b>TOTAL EXPENSES</b>	<b>39,177.86</b>	<b>44,204.69</b>	<b>7,671.03</b>	<b>91,053.58</b>
<b>OVERALL TOTAL</b>	<b>-31,443.62</b>	<b>-28,909.89</b>	<b>-7,670.25</b>	<b>-68,023.76</b>

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			3,174.34
Checks and Payments	2	Items	-4,875.34
Deposits and Other Credits	4	Items	7,652.84
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			5,951.84

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			5,951.84
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2018:			5,951.84
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			5,951.84



Uncleared Transaction Detail up to 7/31/2018

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:			4,922.52
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:			4,922.93

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			4,922.93
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2018:			4,922.93
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			4,922.93

RestrictedJuly

Restricted Funds  
8/27/2018

Uncleared Transaction Detail up to 7/31/2018

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

DisburseJuly

Disbursements  
8/27/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,694.43
Checks and Payments	13	Items	-1,851.10
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:			2,281.00

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			2,281.00
Checks and Payments	1	Item	-37.75
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2018:			2,243.25
Checks and Payments	7	Items	-3,055.63
Deposits and Other Credits	2	Items	2,457.67
Register Ending Balance:			1,645.29

DisburseJuly

Disbursements  
8/27/2018

Uncleared Transaction Detail up to 7/31/2018

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
6/28/2018	3393	Zoe Sucu		PROGRAMS:Children		-37.75
Total Uncleared Checks and Payments			1	Item		-37.75
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits			0	Items		0.00
Total Uncleared Transactions			1	Item		-37.75

Unrestricted\_July

Unrestricted Funds  
8/27/2018

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			6,626.22
Checks and Payments	0	Items	0.00
Deposits and Other Credits	1	Item	0.29
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			6,626.51

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			6,626.51
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2018:			6,626.51
Checks and Payments	0	Items	0.00
Deposits and Other Credits	1	Item	100.00
Register Ending Balance:			6,726.51

Unrestricted\_July

Unrestricted Funds  
8/27/2018

Uncleared Transaction Detail up to 7/31/2018

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