



East Kingston Public Library  
Treasurer's Report

November-December 2020

## Account Balances - As of 12/31/2020

Account	12/31/2020 Balance
<b>Bank Accounts</b>	
Checking	2,545.54
Public Funds	251.50
Restricted	4,425.98
Town Support Ledger	-281,201.91
Unrestricted	2,231.61
<b>TOTAL Bank Accounts</b>	<b>-271,747.28</b>
<b>OVERALL TOTAL</b>	<b>-271,747.28</b>

Banking Summary  
11/1/2020 through 12/31/2020

Category	11/1/2020- 12/31/2020
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.34
Public Funds	0.09
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TOTAL BANK INTEREST	0.43
DONATIONS	
Conscience	55.00
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TOTAL DONATIONS	55.00
FEES	
Copier and Fax	87.00
Solar REC	37.00
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TOTAL FEES	119.00
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<b>TOTAL INCOME</b>	<b>174.43</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
	807.01
MEDIA	
Adult Audio	107.41
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Adult Books	2,137.49
Children's Books	1,036.01
Periodicals	24.98
Video	173.46
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TOTAL MEDIA	3,625.07
PAYROLL	
Director's Salary	9,795.08
Staff Salaries	6,533.44
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Taxes and Benefits (Full Time)	3,800.16
Taxes and Benefits (Part-time)	578.41
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TOTAL PAYROLL	20,707.09
PROGRAMS	
Children's Programs	78.44
Family Programs	29.98
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TOTAL PROGRAMS	108.42
STAFF EDUCATION	1,250.00
SUPPLIES and SERVICES	
Library Supplies	163.44
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1/24/2021

**Banking Summary**  
11/1/2020 through 12/31/2020

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Category	11/1/2020- 12/31/2020
Office Supplies	384.34
Telephone	207.04
TOTAL SUPPLIES and SERVICES	754.82
<b>TOTAL EXPENSES</b>	<b>27,252.41</b>
<b>TRANSFERS</b>	
FROM Public Funds	5,775.34
TO Checking	-5,775.34
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-27,077.98</b>

## Transaction

11/1/2020 through 12/31/2020

1/24/2021

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
<b>BALANCE 10/31/2020</b>									<b>-244,669.30</b>
11/5/2020	Checking	3572	Zoe Sucu	education	STAFF ED...			R	-1,250.00
11/5/2020	Checking	3573	Kanopy	movie stre...	MEDIA			R	-33.00
11/5/2020	Checking	debit	Lowes	gutter disp...	PROGRAM...			R	-62.52
11/5/2020	Checking		Public Funds	Monthly E...	[Public Fun...			R	2,437.67
11/7/2020	Checking				[Public Fun...			R	900.00
11/12/2020	Checking	debit	Lowes	storywalk	PROGRAM...			R	-15.92
11/12/2020	Checking	debit	National Au...	audio cases	SUPPLIES ...			R	-163.44
11/12/2020	Checking	debit	Zoom Vide...	programm...	PROGRAM...			R	-14.99
11/12/2020	Checking	debit	Staples	supplies	SUPPLIES ...			R	-110.30
11/17/2020	Checking	debit	Amazon	dvd	MEDIA:Video			R	-133.36
11/17/2020	Checking	debit	Amazon	dvd	MEDIA:Video			R	-12.96
11/19/2020	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
11/19/2020	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
11/19/2020	Checking	3574	...Baker & Ta...	books	--Split--	--Split--	--Split--	R	-1,375.91
11/19/2020	Checking	debit	Consolidate...		SUPPLIES ...			R	-103.26
12/3/2020	Checking			Monthly E...	[Public Fun...			R	2,437.67
12/7/2020	Checking	debit	Quicken	yearly ren...	SUPPLIES ...			R	-51.99
12/7/2020	Checking	3575	Kanopy	movie stre...	MEDIA				-21.00
12/9/2020	Checking	debit	Consolidate...		SUPPLIES ...			R	-103.78
12/10/2020	Checking		Family Han...		MEDIA:Peri...			R	-24.98
12/11/2020	Checking	debit	Staples	supplies	SUPPLIES ...			R	-24.05
12/14/2020	Checking	debit	Zoom Vide...	programm...	PROGRAM...			R	-14.99
12/17/2020	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
12/17/2020	Checking	debit	Amazon		MEDIA:Video			R	-13.04
12/17/2020	Checking	debit	Amazon		MEDIA:Video			R	-78.68
12/18/2020	Checking	debit	Amazon	refund	MEDIA:Video			R	13.04
12/18/2020	Checking	debit	Amazon	refund	MEDIA:Video			R	78.68
12/18/2020	Checking	debit	Amazon		MEDIA:Video			R	-27.14
12/18/2020	Checking	debit	Amazon		MEDIA			R	-78.68
12/18/2020	Checking	debit	Amazon		MEDIA			R	-13.04
12/19/2020	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
12/19/2020	Checking	3576	...Baker & Ta...	books	--Split--	--Split--	--Split--	R	-1,583.10
11/5/2020	Public Funds		Public Funds	Monthly E...	[Checking]			R	-2,437.67
11/7/2020	Public Funds				[Checking]			R	-900.00
11/30/2020	Public Funds				FEES:Solar...			R	37.00
11/30/2020	Public Funds				BANK INTE...			R	0.09

## Transaction

11/1/2020 through 12/31/2020

1/24/2021

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
12/3/2020	Public Funds			Monthly E...	[Checking]			R	-2,437.67
12/22/2020	Public Funds				FEES:Copi...			R	87.00
12/31/2020	Public Funds			Bank Serv...	FEES			R	-5.00
11/30/2020	Restricted				BANK INTE...			R	0.11
12/31/2020	Restricted				BANK INTE...			R	0.12
11/3/2020	Town Supp...		Northeast ...		BUILDING ...				-807.01
11/7/2020	Town Supp...				PAYROLL:...				-2,448.77
11/7/2020	Town Supp...				PAYROLL:...				-459.33
11/13/2020	Town Supp...				PAYROLL:...				-1,752.56
11/13/2020	Town Supp...				PAYROLL:...				-212.08
11/21/2020	Town Supp...				PAYROLL:...				-2,448.77
11/21/2020	Town Supp...				PAYROLL:...				-459.33
11/21/2020	Town Supp...				PAYROLL:...				-1,608.44
11/21/2020	Town Supp...				PAYROLL:...				-123.05
11/30/2020	Town Supp...				PAYROLL:...				-981.42
12/5/2020	Town Supp...				PAYROLL:...				-2,448.77
12/5/2020	Town Supp...				PAYROLL:...				-459.33
12/5/2020	Town Supp...				PAYROLL:...				-1,572.44
12/5/2020	Town Supp...				PAYROLL:...				-120.28
12/20/2020	Town Supp...				PAYROLL:...				-2,448.77
12/20/2020	Town Supp...				PAYROLL:...				-459.33
12/20/2020	Town Supp...				PAYROLL:...				-1,600.00
12/20/2020	Town Supp...				PAYROLL:...				-123.00
12/31/2020	Town Supp...				PAYROLL:...				-981.42
11/30/2020	Unrestricted				BANK INTE...			R	0.05
12/22/2020	Unrestricted				DONATION...			R	55.00
12/31/2020	Unrestricted				BANK INTE...			R	0.06
<b>11/1/2020 - 12/31/2020</b>									<b>-27,077.98</b>

**BALANCE 12/31/2020**

**-271,747.28**

**TOTAL INFLOWS 6,046.49**

**TOTAL OUTFLOWS -33,124.47**

**NET TOTAL -27,077.98**

## Banking Summary - Last year

1/1/2020 through 12/31/2020

1/24/2021

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Category	1/1/2020- 12/31/2020
<b>INCOME</b>	
Uncategorized	0.12
<b>BANK INTEREST</b>	
Private Funds	2.24
Public Funds	1.15
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<b>TOTAL BANK INTEREST</b>	<b>3.39</b>
<b>DONATIONS</b>	
Conscience	149.98
Memorial	400.00
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<b>TOTAL DONATIONS</b>	<b>1,199.98</b>
<b>FEES</b>	
Copier and Fax	87.00
Out of Town Patron	150.00
Solar REC	185.00
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<b>TOTAL FEES</b>	<b>417.00</b>
<b>TOWN SUPPORT</b>	
Budget Assistance	30,082.25
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<b>TOTAL TOWN SUPPORT</b>	<b>30,082.25</b>
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<b>TOTAL INCOME</b>	<b>31,702.74</b>
<b>EXPENSES</b>	
Uncategorized	246.69
<b>BUILDING MAINTENANCE</b>	
Alarm Service	228.00
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Janitorial Services	147.51
Snow Removal	95.00
Water System	300.00
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<b>TOTAL BUILDING MAINTENANCE</b>	<b>1,577.52</b>
<b>MAJOR ITEMS</b>	<b>-1,550.00</b>
<b>MEDIA</b>	
Adult Audio	1,771.75
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Adult Books	11,993.04
Children's Audio	22.66
Children's Books	4,698.81
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Periodicals	725.11
Video	1,522.70

## Banking Summary - Last year

1/1/2020 through 12/31/2020

1/24/2021

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Category	1/1/2020- 12/31/2020
TOTAL MEDIA	21,088.28
<b>PAYROLL</b>	
Director's Salary	61,931.91
Staff Salaries	37,701.38
Taxes and Benefits (Full Time)	24,190.40
Taxes and Benefits (Part-time)	3,247.10
<b>TOTAL PAYROLL</b>	<b>127,070.79</b>
<b>PROGRAMS</b>	
Adult Programs	82.97
Children's Programs	579.57
Family Programs	135.90
<b>TOTAL PROGRAMS</b>	<b>911.23</b>
STAFF EDUCATION	1,534.00
<b>SUPPLIES and SERVICES</b>	
Building Supplies	100.71
Library Supplies	1,789.43
Office Supplies	2,277.07
Telephone	1,366.46
<b>TOTAL SUPPLIES and SERVICES</b>	<b>6,195.23</b>
<b>UTILITIES</b>	
Electricity	1,332.40
Propane	3,998.58
<b>TOTAL UTILITIES</b>	<b>5,330.98</b>
<b>TOTAL EXPENSES</b>	<b>162,404.72</b>
 <b>TRANSFERS</b>	
FROM Public Funds	31,814.37
FROM Restricted	100.00
FROM Unrestricted	1,550.00
TO Checking	-31,914.37
TO Restricted	-1,550.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
 <b>OVERALL TOTAL</b>	 <b>-130,701.98</b>



# Reconciliation Report

Checking  
1/24/2021

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			2,687.47
Checks and Payments	28	Items	<u>-5,867.99</u>
Deposits and Other Credits	5	Items	5,867.06
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>2,686.54</u>

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>2,686.54</u>
Checks and Payments	2	Items	-141.00
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 12/31/2020:			2,545.54
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Ending Balance:			2,545.54

## Reconciliation Report

Checking  
1/24/2021

### Uncleared Transaction Detail up to 12/31/2020

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00
12/7/2020	3575	Kanopy	movie streaming	MEDIA		-21.00
<b>Total Uncleared Checks and Payments</b>						<b>-141.00</b>
<b>Uncleared Deposits and Other Credits</b>						
<b>Total Uncleared Deposits and Other Credits</b>						<b>0.00</b>
<b>Total Uncleared Transactions</b>						<b>-141.00</b>