



East Kingston Public Library  
Treasurer's Report

August 2017

# Account Balances - As of 8/31/2017:3

(Includes unrealized gains)

As of 8/31/2017

9/23/2017

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Account	8/31/2017 Balance
<b>Bank Accounts</b>	
Disbursements	816.14
Public Funds	3,120.86
Restricted Funds	4,920.68
Unrestricted Funds	6,488.50
<b>TOTAL Bank Accounts</b>	<b>15,346.18</b>
<b>Cash Accounts</b>	
Cash	0.00
<b>TOTAL Cash Accounts</b>	<b>0.00</b>
<b>Asset Accounts</b>	
Building Maintenance Fund	50,902.95
Capital Expansion Fund	612.60
Operating Reserve Fund	1,740.91
<b>TOTAL Asset Accounts</b>	<b>53,256.46</b>
<b>OVERALL TOTAL</b>	<b>68,602.64</b>

## Banking Summary - Last month:3

8/1/2017 through 8/31/2017

9/23/2017

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Category Description	8/1/2017- 8/31/2017
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.49
Public Funds	0.15
TOTAL BANK INTEREST	0.64
DONATIONS	
Conscience-Lost,Damaged,Overdue	7.00
Programs	600.00
TOTAL DONATIONS	607.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-6,224.45
Taxes & Benefits	-1,617.16
TOTAL PAYROLL	-7,841.61
TOTAL TOWN SUPPORT	-7,841.61
<b>TOTAL INCOME</b>	<b>-7,233.97</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
Janitorial Services	188.38
Lawn Service	442.00
TOTAL BUILDING MAINTENANCE	630.38
INFORMATION TECHNOLOGY	120.00
MAJOR ITEMS	
Computer Software	520.00
TOTAL MAJOR ITEMS	520.00
MEDIA	
Adult Audio	41.24
Adult Books	600.51
Children Audio	14.85
Children Books	544.76
Periodicals	7.49
Video	72.68
TOTAL MEDIA	1,281.53
PROGRAMS	
Adult	63.92

## Banking Summary - Last month:3

8/1/2017 through 8/31/2017

9/23/2017

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Category Description	8/1/2017- 8/31/2017
Children	136.48
<b>TOTAL PROGRAMS</b>	<b>200.40</b>
<b>SUPPLIES &amp; SERVICES</b>	
Bldg Supplies	144.80
Library Supplies	122.24
Office Supplies	162.19
Telephone	96.13
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>525.36</b>
<b>UTILITIES</b>	
Electricity	344.98
<b>TOTAL UTILITIES</b>	<b>344.98</b>
<b>TOTAL EXPENSES</b>	<b>3,622.65</b>
<b>TRANSFERS</b>	
FROM Public Funds	2,657.67
FROM Unrestricted Funds	357.00
TO Disbursements	-3,014.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-10,856.62</b>

## Monthly Transaction List - Last month:2

8/1/2017 through 8/31/2017

9/23/2017

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>717.38</b>
8/1/2017	Debit	Michaels	summer reading	PROGRAMS:Children	-94.71
8/1/2017	Debit	Weebly	website	INFORMATION TECHNOLOGY	-120.00
8/3/2017	TXFR	Quarterly		[Public Funds]	2,437.67
8/7/2017	DEP	Fekpl	reimburse for TJ Wheeler	DONATIONS:Programs	350.00
8/9/2017	3307	S Baker & Taylor		MEDIA:Adult Books	-600.51
				MEDIA:Adult Audio	-41.24
				MEDIA:Children Books	-271.91
				MEDIA:Children Audio	-14.85
8/9/2017	3308	Junior Library Guild		MEDIA:Children Books	-272.85
8/9/2017	3309	Staples		SUPPLIES & SERVICES:Office Supplies	-162.19
8/9/2017	3310	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.13
8/9/2017	3311	Book Systems	Surfit Snapshot	MAJOR ITEMS:Computer Software	-520.00
8/11/2017	Debit	Market Basket	summer reading	PROGRAMS:Children	-41.77
8/19/2017	Debit	Demco	library	SUPPLIES & SERVICES:Library Suppli...	-122.24
8/21/2017	Debit	Beekman 1802 Almanac		MEDIA:Periodicals	-7.49
8/21/2017	Debit	Amazon.com		MEDIA:Video	-72.68
8/21/2017	3312	Jeanne Furfari	eclipse glasses	PROGRAMS:Adult	-63.92
8/27/2017			Roberta Converse funds	[Unrestricted Funds]	320.00
8/27/2017		TXFR		[Public Funds]	220.00
8/29/2017	Debit	Lowes	paint for shed	SUPPLIES & SERVICES:Bldg Supplies	-144.80
8/30/2017				[Unrestricted Funds]	37.00
<b>Public Funds</b>					<b>-2,657.52</b>
8/3/2017		TXFR		[Disbursements]	-2,437.67
8/27/2017		TXFR	RECs and other fees	[Disbursements]	-220.00
8/31/2017		Interest Earned		BANK INTEREST:Public Funds	0.15
<b>Restricted Funds</b>					<b>0.21</b>
8/31/2017		Interest Earned		BANK INTEREST:Private Funds	0.21
<b>Town Support Ledger</b>					<b>-8,816.97</b>
8/2/2017		Unitil		UTILITIES:Electricity	-344.98
8/2/2017		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
8/11/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-87.50
8/11/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
8/11/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,927.75
8/25/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-87.50
8/25/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-13.38
8/25/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-989.01

## Monthly Transaction List - Last month:2

8/1/2017 through 8/31/2017

9/23/2017

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Date	Num	Description	Memo	Category	Amount
8/30/2017		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
8/30/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-627.36
8/30/2017		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
<b>Unrestricted Funds</b>					<b>-99.72</b>
8/11/2017	DEP			DONATIONS:Conscience-Lost,Damag...	7.00
8/27/2017	DEP	FEKPL	for summer reading	DONATIONS:Programs	250.00
8/27/2017	TXFR		Roberta Converse funds	[Disbursements]	-320.00
8/30/2017	TXFR			[Disbursements]	-37.00
8/31/2017		Interest Earned		BANK INTEREST:Private Funds	0.28
<b>OVERALL TOTAL</b>					<b>-10,856.62</b>

YTD Income/Expense by Category:36

1/1/2017 through 8/31/2017

9/23/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 8/31/2017	OVERALL TOTAL
<b>INCOME</b>				
Uncategorized	0.36	0.00	0.00	0.36
<b>BANK INTEREST</b>				
Private Funds	1.33	1.42	0.98	3.73
Public Funds	0.28	0.38	0.36	1.02
<b>TOTAL BANK INTEREST</b>	<b>1.61</b>	<b>1.80</b>	<b>1.34</b>	<b>4.75</b>
<b>DONATIONS</b>				
Conscience-Lost,Damaged,Overdue	18.00	75.88	7.00	100.88
Memorials	1,845.00	50.00	0.00	1,895.00
Programs	600.00	0.00	600.00	1,200.00
<b>TOTAL DONATIONS</b>	<b>2,463.00</b>	<b>125.88</b>	<b>607.00</b>	<b>3,195.88</b>
<b>FEES</b>				
Copier	45.00	58.00	0.00	103.00
Out Of Town Patron	50.00	0.00	0.00	50.00
Solar REC	92.00	0.00	0.00	92.00
<b>TOTAL FEES</b>	<b>187.00</b>	<b>58.00</b>	<b>0.00</b>	<b>245.00</b>
<b>FRIENDS SUPPORT</b>				
Major Items	341.00	0.00	0.00	341.00
<b>TOTAL FRIENDS SUPPORT</b>	<b>341.00</b>	<b>0.00</b>	<b>0.00</b>	<b>341.00</b>
<b>TOWN SUPPORT</b>				
Budget Assistance	7,587.50	7,587.50	7,587.50	22,762.50
<b>PAYROLL</b>				
Salaries & Wages	-21,108.99	-23,501.11	-15,240.67	-59,850.77
Taxes & Benefits	-5,807.76	-4,372.35	-3,862.48	-14,042.59
<b>TOTAL PAYROLL</b>	<b>-26,916.75</b>	<b>-27,873.46</b>	<b>-19,103.15</b>	<b>-73,893.36</b>
<b>TOTAL TOWN SUPPORT</b>	<b>-19,329.25</b>	<b>-20,285.96</b>	<b>-11,515.65</b>	<b>-51,130.86</b>
<b>TOTAL INCOME</b>	<b>-16,336.28</b>	<b>-20,100.28</b>	<b>-10,907.31</b>	<b>-47,343.87</b>
<b>EXPENSES</b>				
Uncategorized	229.90	220.09	0.00	449.99
<b>BANK CHARGES</b>				
Other BANK CHARGES	15.00	0.00	0.00	15.00
<b>TOTAL BANK CHARGES</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>
<b>BUILDING MAINTENANCE</b>				
Alarm Service	138.00	138.00	0.00	276.00
General	630.00	0.00	0.00	630.00

YTD Income/Expense by Category:36

1/1/2017 through 8/31/2017

9/23/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 8/31/2017	OVERALL TOTAL
Janitorial Services	536.91	621.11	386.76	1,544.78
Landscaping	300.00	944.49	0.00	1,244.49
Lawn Service	0.00	663.00	663.00	1,326.00
Snow Removal	410.00	45.00	0.00	455.00
Other BUILDING MAINTENANCE	57.60	0.00	0.00	57.60
<b>TOTAL BUILDING MAINTENANCE</b>	<b>2,072.51</b>	<b>2,411.60</b>	<b>1,049.76</b>	<b>5,533.87</b>
<b>EDUCATION</b>				
Meetings	345.00	200.00	0.00	545.00
<b>TOTAL EDUCATION</b>	<b>345.00</b>	<b>200.00</b>	<b>0.00</b>	<b>545.00</b>
<b>INFORMATION TECHNOLOGY</b>	<b>0.00</b>	<b>0.00</b>	<b>120.00</b>	<b>120.00</b>
<b>MAJOR ITEMS</b>				
Computer Software	0.00	995.00	520.00	1,515.00
Furniture & Fixtures	341.00	463.78	0.00	804.78
<b>TOTAL MAJOR ITEMS</b>	<b>341.00</b>	<b>1,458.78</b>	<b>520.00</b>	<b>2,319.78</b>
<b>MEDIA</b>				
Adult Audio	127.58	217.19	153.97	498.74
Adult Books	3,073.93	1,472.42	1,708.43	6,254.78
Children Audio	0.00	0.00	34.10	34.10
Children Books	1,344.63	1,441.60	1,022.89	3,809.12
Electronic	1.50	0.75	0.00	2.25
Newspaper	176.84	0.00	0.00	176.84
Periodicals	153.25	55.70	7.49	216.44
Video	906.26	368.65	315.53	1,590.44
Other MEDIA	24.95	-4.00	0.00	20.95
<b>TOTAL MEDIA</b>	<b>5,808.94</b>	<b>3,552.31</b>	<b>3,242.41</b>	<b>12,603.66</b>
<b>PROGRAMS</b>				
Adult	1,025.00	150.84	563.52	1,739.36
Children	54.33	1,297.92	298.78	1,651.03
Other	830.00	350.00	0.00	1,180.00
<b>TOTAL PROGRAMS</b>	<b>1,909.33</b>	<b>1,798.76</b>	<b>862.30</b>	<b>4,570.39</b>
<b>SUPPLIES &amp; SERVICES</b>				
Bldg Supplies	0.00	0.00	144.80	144.80
Library Supplies	473.44	50.92	199.67	724.03
Office Supplies	299.77	537.75	435.49	1,273.01
Telephone	287.48	287.48	192.15	767.11
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>1,060.69</b>	<b>876.15</b>	<b>972.11</b>	<b>2,908.95</b>
<b>UTILITIES</b>				



### YTD Income/Expense by Category:36

1/1/2017 through 8/31/2017

9/23/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 8/31/2017	OVERALL TOTAL
Electricity	889.00	849.05	674.72	2,412.77
<b>TOTAL UTILITIES</b>	<b>889.00</b>	<b>849.05</b>	<b>674.72</b>	<b>2,412.77</b>
<b>TOTAL EXPENSES</b>	<b>12,671.37</b>	<b>11,366.74</b>	<b>7,441.30</b>	<b>31,479.41</b>
<b>OVERALL TOTAL</b>	<b>-29,007.65</b>	<b>-31,467.02</b>	<b>-18,348.61</b>	<b>-78,823.28</b>