



East Kingston Public Library  
Treasurer's Report

February 2018

## Account Balances - As of 2/28/2018:3

(Includes unrealized gains)

As of 2/28/2018

3/22/2018

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Account	2/28/2018 Balance
<b>Bank Accounts</b>	
Disbursements	545.35
Public Funds	2,903.53
Restricted Funds	4,921.90
Unrestricted Funds	6,598.12
<b>TOTAL Bank Accounts</b>	<b>14,968.90</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>81,714.78</b>

## Banking Summary - Feb 2018

2/1/2018 through 2/28/2018

3/22/2018

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Category Description	2/1/2018- 2/28/2018
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.44
Public Funds	0.12
TOTAL BANK INTEREST	0.56
DONATIONS	
Conscience-Lost,Damaged,Overdue	100.00
TOTAL DONATIONS	100.00
FEES	
Solar REC	30.00
TOTAL FEES	30.00
<b>TOTAL INCOME</b>	<b>130.56</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
Janitorial Services	213.15
Snow Removal	75.00
TOTAL BUILDING MAINTENANCE	288.15
EDUCATION	
Other EDUCATION	145.00
TOTAL EDUCATION	145.00
MEDIA	
Adult Audio	49.49
Adult Books	920.95
Children Books	482.55
Periodicals	76.46
Video	213.35
TOTAL MEDIA	1,742.80
PAYROLL	
Director Salary	4,753.84
Staff Salaries	2,509.63
Taxes & Benefits	1,096.65
TOTAL PAYROLL	8,360.12
PROGRAMS	
Children	217.54
TOTAL PROGRAMS	217.54

# Banking Summary - Feb 2018

2/1/2018 through 2/28/2018

3/22/2018

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Category Description	2/1/2018- 2/28/2018
<b>SUPPLIES &amp; SERVICES</b>	
Library Supplies	300.00
Office Supplies	55.98
Telephone	97.16
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>453.14</b>
<b>UTILITIES</b>	
Electricity	298.58
<b>TOTAL UTILITIES</b>	<b>298.58</b>
<b>TOTAL EXPENSES</b>	<b>11,505.33</b>
<b>TRANSFERS</b>	
FROM Public Funds	2,437.67
TO Disbursements	-2,437.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-11,374.77</b>

Monthly Transaction List - Last month:2

2/1/2018 through 2/28/2018

3/22/2018

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>-120.81</b>
2/5/2018		TXFR		[Public Funds]	2,437.67
2/5/2018	Debit	S Amazon.com		PROGRAMS:Children	-31.98
				MEDIA:Video	-138.68
2/5/2018	Debit	Oprah Magazine	1 yr	SUPPLIES & SERVICES:Office Supplies	-55.98
2/5/2018	Debit	Beekman 1802 Almanac		MEDIA:Periodicals	-34.97
2/5/2018	Debit	Amazon.com		MEDIA:Periodicals	-7.49
2/5/2018	Debit	Amazon.com		MEDIA:Video	-45.15
2/6/2018	Debit	OTC Brands		PROGRAMS:Children	-105.90
2/7/2018	Debit	Amazon.com		PROGRAMS:Children	-4.55
2/8/2018	Debit	Knitscene		MEDIA:Periodicals	-24.00
2/12/2018	Debit	S Amazon.com		PROGRAMS:Children	-21.98
				MEDIA:Video	-77.52
2/14/2018	Debit	NHLA	Advocacy bootcamp	EDUCATION	-25.00
2/14/2018	Debit	NHLA	Advocacy bootcamp	EDUCATION	-25.00
2/14/2018	Debit	Coastal Living		MEDIA:Periodicals	-10.00
2/16/2018	3358	NHLA	Zoe and Tracy membership	EDUCATION	-95.00
2/21/2018	3360	Broad Reach		MEDIA:Children Books	-140.70
2/21/2018	3361	S Baker And Taylor		MEDIA:Adult Books	-920.95
				MEDIA:Adult Audio	-49.49
				MEDIA:Children Books	-69.00
2/21/2018	3362	Junior Library Guild		MEDIA:Children Books	-272.85
2/22/2018	3353	Lynne Crocker	binding historical EK libra...	SUPPLIES & SERVICES:Library Suppli...	-300.00
2/26/2018	3363	Louise Sucu	summer reading	PROGRAMS:Children	-53.13
2/26/2018	DEP	Amazon.com	refund for wrong order	MEDIA:Video	9.00
2/26/2018	DEP	Amazon.com	refund for wrong order	MEDIA:Video	39.00
2/27/2018	3359	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-97.16
<b>Public Funds</b>					<b>-2,407.55</b>
2/5/2018		TXFR		[Disbursements]	-2,437.67
2/20/2018	DEP			FEES:Solar REC	30.00
2/28/2018		Interest Earned		BANK INTEREST:Public Funds	0.12
<b>Restricted Funds</b>					<b>0.19</b>
2/28/2018		Interest Earned		BANK INTEREST:Private Funds	0.19
<b>Town Support Ledger</b>					<b>-8,946.85</b>
2/7/2018		Unitil		UTILITIES:Electricity	-298.58
2/7/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-15.00
2/9/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92

Monthly Transaction List - Last month:2

2/1/2018 through 2/28/2018

3/22/2018

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Date	Num	Description	Memo	Category	Amount
2/9/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
2/14/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-30.00
2/21/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-30.00
2/23/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
2/23/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-904.66
2/23/2018		Part Time Payroll		PAYROLL:Staff Salaries	-2,509.63
2/23/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-191.99
2/23/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
2/23/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-15.15
<b>Unrestricted Funds</b>					<b>100.25</b>
2/3/2018	DEP	Staves Family		DONATIONS:Conscience-Lost,Damag...	100.00
2/28/2018		Interest Earned		BANK INTEREST:Private Funds	0.25
<b>OVERALL TOTAL</b>					<b>-11,374.77</b>

YTD Income/Expense by Category:36

1/1/2018 through 2/28/2018

3/22/2018

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Category Description	1/1/2018- 2/28/2018	OVERALL TOTAL
<b>INCOME</b>		
BANK INTEREST		
Private Funds	0.96	0.96
Public Funds	0.28	0.28
TOTAL BANK INTEREST	1.24	1.24
DONATIONS		
Conscience-Lost,Damaged,Overdue	115.00	115.00
TOTAL DONATIONS	115.00	115.00
FEES		
Solar REC	30.00	30.00
TOTAL FEES	30.00	30.00
TOWN SUPPORT		
Budget Assistance	7,587.50	7,587.50
TOTAL TOWN SUPPORT	7,587.50	7,587.50
<b>TOTAL INCOME</b>	<b>7,733.74</b>	<b>7,733.74</b>
<b>EXPENSES</b>		
BUILDING MAINTENANCE		
Alarm Service	138.00	138.00
Janitorial Services	435.99	435.99
Snow Removal	200.00	200.00
TOTAL BUILDING MAINTENANCE	773.99	773.99
EDUCATION		
Other EDUCATION	145.00	145.00
TOTAL EDUCATION	145.00	145.00
MEDIA		
Adult Audio	128.31	128.31
Adult Books	1,973.94	1,973.94
Children Audio	0.00	0.00
Children Books	1,143.49	1,143.49
Newspaper	176.84	176.84
Periodicals	191.39	191.39
Video	471.54	471.54
Other MEDIA	138.00	138.00
TOTAL MEDIA	4,223.51	4,223.51
PAYROLL		

YTD Income/Expense by Category:36

1/1/2018 through 2/28/2018

3/22/2018

Page 2

Category Description	1/1/2018- 2/28/2018	OVERALL TOTAL
Director Salary	9,507.68	9,507.68
Staff Salaries	4,666.88	4,666.88
Taxes & Benefits	3,090.67	3,090.67
<b>TOTAL PAYROLL</b>	<b>17,265.23</b>	<b>17,265.23</b>
PROGRAMS		
Children	244.51	244.51
<b>TOTAL PROGRAMS</b>	<b>244.51</b>	<b>244.51</b>
SUPPLIES & SERVICES		
Library Supplies	457.55	457.55
Office Supplies	321.50	321.50
Telephone	194.40	194.40
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>973.45</b>	<b>973.45</b>
UTILITIES		
Electricity	578.07	578.07
<b>TOTAL UTILITIES</b>	<b>578.07</b>	<b>578.07</b>
<b>TOTAL EXPENSES</b>	<b>24,203.76</b>	<b>24,203.76</b>
<b>OVERALL TOTAL</b>	<b>-16,470.02</b>	<b>-16,470.02</b>