



East Kingston Public Library
Treasurer's Report

January 2018

Account Balances - As of 1/31/2018:3

(Includes unrealized gains)

As of 1/31/2018

2/20/2018

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Account	1/31/2018 Balance
Bank Accounts	
Disbursements	666.16
Public Funds	5,311.08
Restricted Funds	4,921.71
Unrestricted Funds	6,497.87
TOTAL Bank Accounts	17,396.82
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
TOTAL Asset Accounts	66,745.88
OVERALL TOTAL	84,142.70

Banking Summary - Last month

1/1/2018 through 1/31/2018

2/20/2018

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Category Description	1/1/2018- 1/31/2018
INCOME	
BANK INTEREST	
Private Funds	0.52
Public Funds	0.16
TOTAL BANK INTEREST	0.68
DONATIONS	
Conscience-Lost,Damaged,Overdue	15.00
TOTAL DONATIONS	15.00
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
TOTAL INCOME	7,603.18
EXPENSES	
BUILDING MAINTENANCE	
Alarm Service	138.00
Janitorial Services	222.84
Snow Removal	125.00
TOTAL BUILDING MAINTENANCE	485.84
MEDIA	
Adult Audio	78.82
Adult Books	1,052.99
Children Audio	0.00
Children Books	660.94
Newspaper	176.84
Periodicals	114.93
Video	258.19
Other MEDIA	138.00
TOTAL MEDIA	2,480.71
PAYROLL	
Director Salary	4,753.84
Staff Salaries	2,157.25
Taxes & Benefits	1,994.02
TOTAL PAYROLL	8,905.11
PROGRAMS	
Children	26.97

Banking Summary - Last month

1/1/2018 through 1/31/2018

2/20/2018

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Category Description	1/1/2018- 1/31/2018
TOTAL PROGRAMS	26.97
SUPPLIES & SERVICES	
Library Supplies	157.55
Office Supplies	265.52
Telephone	97.24
TOTAL SUPPLIES & SERVICES	520.31
UTILITIES	
Electricity	279.49
TOTAL UTILITIES	279.49
TOTAL EXPENSES	12,698.43
TRANSFERS	
FROM Public Funds	2,437.67
FROM Unrestricted Funds	168.00
TO Disbursements	-2,605.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-5,095.25

Monthly Transaction List - Last month:2

1/1/2018 through 1/31/2018

2/20/2018

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Date	Num	Description	Memo	Category	Amount
Disbursements					-422.32
1/3/2018	TXFR			[Unrestricted Funds]	30.00
1/8/2018	Debit	Amazon	Kindle	MEDIA	-39.00
1/8/2018	Debit	Amazon	Kindle Lonelyplanet	MEDIA:Adult Books	-12.00
1/10/2018	3344	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-97.24
1/10/2018	3345	Staples		SUPPLIES & SERVICES:Office Supplies	-47.77
1/10/2018	3346	Junior Library Guild	375000	MEDIA:Children Books	-272.85
1/10/2018	3347	Consumer Report	1 year sub expire 2/2019	MEDIA:Periodicals	-26.00
1/10/2018	3348	Ask Magazine	kids mag	MEDIA:Periodicals	-21.95
1/10/2018	3349	Martha Stewart	1 yr	MEDIA:Periodicals	-18.00
1/10/2018	3350	S Baker & Taylor		MEDIA:Adult Books	-1,040.99
				MEDIA:Adult Audio	-78.82
				MEDIA:Children Books	-115.24
				MEDIA:Children Audio	0.00
1/10/2018				[Public Funds]	2,437.67
1/11/2018	Debit	Postmaster - East Kingston	Stamp	SUPPLIES & SERVICES:Office Supplies	-34.05
1/11/2018	3351	Creative Knitting		MEDIA:Periodicals	-19.98
1/12/2018	Debit	Amazon.com		MEDIA:Video	-258.19
1/17/2018	Debit	Amazon	Amazon Prime members...	MEDIA	-99.00
1/19/2018	Debit	CCI Solutions		SUPPLIES & SERVICES:Library Suppli...	-157.55
1/23/2018				[Unrestricted Funds]	138.00
1/24/2018	3352	Junior Library Guild	375006	MEDIA:Children Books	-272.85
1/28/2018	3354	Zoe Sucu		PROGRAMS:Children	-26.97
1/28/2018	3355	Staples		SUPPLIES & SERVICES:Office Supplies	-183.70
1/28/2018	3356	Consumer Report	1 year sub expire 2/2019	MEDIA:Periodicals	-29.00
1/28/2018	3357	Exeter Newsletter	1 yr	MEDIA:Newspaper	-176.84
Public Funds					5,149.99
1/10/2018		Quarterly		TOWN SUPPORT:Budget Assistance	7,587.50
1/10/2018	TXFR			[Disbursements]	-2,437.67
1/31/2018		Interest Earned		BANK INTEREST:Public Funds	0.16
Restricted Funds					0.22
1/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.22
Town Support Ledger					-9,670.44
1/3/2018		Unitil		UTILITIES:Electricity	-279.49
1/3/2018		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-75.00
1/3/2018		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-63.00
1/12/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-108.00

Monthly Transaction List - Last month:2

1/1/2018 through 1/31/2018

2/20/2018

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Date	Num	Description	Memo	Category	Amount
1/12/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
1/17/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-75.00
1/24/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-50.00
1/26/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
1/26/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-15.84
1/26/2018		Full Time Payroll		PAYROLL:Director Salary	-2,207.14
1/26/2018		Full Time Payroll		PAYROLL:Director Salary	-169.78
1/26/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-904.66
1/26/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-924.33
1/26/2018		Part Time Payroll		PAYROLL:Staff Salaries	-2,157.25
1/26/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-165.03
Unrestricted Funds					-152.70
1/3/2018	TXFR			[Disbursements]	-30.00
1/12/2018	DEP			DONATIONS:Conscience-Lost,Damag...	15.00
1/23/2018	TXFR			[Disbursements]	-138.00
1/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.30
OVERALL TOTAL					-5,095.25

YTD Income/Expense by Category - Last month:36

1/1/2018 through 1/31/2018

2/20/2018

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Category Description	1/1/2018- 1/31/2018	OVERALL TOTAL
INCOME		
BANK INTEREST		
Private Funds	0.52	0.52
Public Funds	0.16	0.16
TOTAL BANK INTEREST	0.68	0.68
DONATIONS		
Conscience-Lost,Damaged,Overdue	15.00	15.00
TOTAL DONATIONS	15.00	15.00
TOWN SUPPORT		
Budget Assistance	7,587.50	7,587.50
TOTAL TOWN SUPPORT	7,587.50	7,587.50
TOTAL INCOME	7,603.18	7,603.18
EXPENSES		
BUILDING MAINTENANCE		
Alarm Service	138.00	138.00
Janitorial Services	222.84	222.84
Snow Removal	125.00	125.00
TOTAL BUILDING MAINTENANCE	485.84	485.84
MEDIA		
Adult Audio	78.82	78.82
Adult Books	1,052.99	1,052.99
Children Audio	0.00	0.00
Children Books	660.94	660.94
Newspaper	176.84	176.84
Periodicals	114.93	114.93
Video	258.19	258.19
Other MEDIA	138.00	138.00
TOTAL MEDIA	2,480.71	2,480.71
PAYROLL		
Director Salary	4,753.84	4,753.84
Staff Salaries	2,157.25	2,157.25
Taxes & Benefits	1,994.02	1,994.02
TOTAL PAYROLL	8,905.11	8,905.11
PROGRAMS		
Children	26.97	26.97

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2/20/2018

Page 2

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TOTAL PROGRAMS	26.97	26.97
SUPPLIES & SERVICES		
Library Supplies	157.55	157.55
Office Supplies	265.52	265.52
Telephone	97.24	97.24
TOTAL SUPPLIES & SERVICES	520.31	520.31
UTILITIES		
Electricity	279.49	279.49
TOTAL UTILITIES	279.49	279.49
TOTAL EXPENSES	12,698.43	12,698.43
OVERALL TOTAL	-5,095.25	-5,095.25