



# East Kingston Public Library Treasurer's Report

March 2023

# Reconciliation Report

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,394.24
Checks and Payments	10	Items	<u>-1,712.54</u>
Deposits and Other Credits	2	Items	5,000.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>4,681.70</u>

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>4,681.70</u>
Checks and Payments	11	Items	<u>-2,397.87</u>
Deposits and Other Credits	1	Item	<u>300.00</u>
Register Balance as of 4/24/2023:			2,583.83
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			<u>2,583.83</u>

## Reconciliation Report

Checking  
4/24/2023

### Uncleared Transaction Detail up to 4/24/2023

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
3/27/2023	3705	Book Systems	annual subscription	SUPPLIES and SERVICES:Library S...		-995.00
3/27/2023	3706	Jeff Warner	Humanities program	PROGRAMS:Adult Programs		-323.00
4/3/2023	debit	Staples	Business More Account	SUPPLIES and SERVICES:Office Su...		-165.82
4/3/2023	debit	Hampstead Water	Feb and March water	BUILDING MAINTENANCE:Water Sy...		-60.77
4/3/2023	debit	Amazon	trustee folders	SUPPLIES and SERVICES:Office Su...		-42.72
4/7/2023	debit	Kearney HVAC	furnace yearly cleaning	BUILDING MAINTENANCE		-320.00
4/11/2023	debit	Consolidated Communications	march	SUPPLIES and SERVICES:Telephone		-105.36
4/12/2023	3708	Consumer Reports	1 year mag	MEDIA:Periodicals		-29.00
4/17/2023	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...		-99.00
4/19/2023	debit	Junior Library Guild	invoice 648367	MEDIA:Children's Books		-165.20
4/20/2023	3707	Kanopy	343362	MEDIA:Video		-92.00
<b>Total Uncleared Checks and Payments</b>					11 Items	<b>-2,397.87</b>
<b>Uncleared Deposits and Other Credits</b>						
4/19/2023	DEP	NH Humanities Council	Jeff Warner	PROGRAMS:Adult Programs		300.00
<b>Total Uncleared Deposits and Other Credits</b>					1 Item	<b>300.00</b>
<b>Total Uncleared Transactions</b>					12 Items	<b>-2,097.87</b>

## Banking Summary - Last month

3/1/2023 through 3/31/2023

4/24/2023

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Category	3/1/2023- 3/31/2023
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.78
Public Funds	0.11
TOTAL BANK INTEREST	0.89
DONATIONS	25.00
FEES	10.00
Solar REC	59.00
TOTAL FEES	69.00
TOWN SUPPORT	
Budget Assistance	8,457.00
TOTAL TOWN SUPPORT	8,457.00
<b>TOTAL INCOME</b>	<b>8,551.89</b>
 <b>EXPENSES</b>	
BUILDING MAINTENANCE	
	228.00
MEDIA	
Adult Audio	21.99
Adult Books	734.46
Adult Video	75.45
Children's Books	422.10
Children's Video	0.00
Periodicals	38.00
Video	41.00
TOTAL MEDIA	1,333.00
PAYROLL	
Full Time	10,265.96
Part Time	1,168.26
TOTAL PAYROLL	11,434.22
PROGRAMS	
Adult Programs	323.00
TOTAL PROGRAMS	323.00
STAFF EDUCATION	15.00
SUPPLIES and SERVICES	
Library Supplies	1,115.18
Office Supplies	99.00

## Banking Summary - Last month

3/1/2023 through 3/31/2023

4/24/2023

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Category	3/1/2023- 3/31/2023
Telephone	105.36
<b>TOTAL SUPPLIES and SERVICES</b>	<b>1,319.54</b>
<b>UTILITIES</b>	
Electricity	232.85
<b>TOTAL UTILITIES</b>	<b>232.85</b>
<b>TOTAL EXPENSES</b>	<b>14,885.61</b>
<b>TRANSFERS</b>	
FROM Public Funds	5,000.00
TO Checking	-5,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-6,333.72</b>

# Banking Summary - Q1 2023

1/1/2023 through 3/31/2023

4/24/2023

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Category	1/1/2023- 3/31/2023
<b>INCOME</b>	
BANK INTEREST	
Private Funds	2.26
Public Funds	0.17
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TOTAL BANK INTEREST	2.43
DONATIONS	
Conscience	27.00
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TOTAL DONATIONS	52.00
FEES	
Out of Town Patron	50.00
Solar REC	59.00
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TOTAL FEES	109.00
TOWN SUPPORT	
Budget Assistance	16,437.00
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TOTAL TOWN SUPPORT	16,437.00
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<b>TOTAL INCOME</b>	<b>16,600.43</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
Water System	48.56
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TOTAL BUILDING MAINTENANCE	1,266.56
MEDIA	
Adult Audio	43.99
Adult Books	1,562.62
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Adult Video	329.62
Children's Books	1,071.23
Children's Video	55.73
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Periodicals	38.00
Video	77.00
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TOTAL MEDIA	3,178.19
PAYROLL	
Full Time	22,043.92
Part Time	3,099.15
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TOTAL PAYROLL	25,143.07
PROGRAMS	
Adult Programs	342.99

## Banking Summary - Q1 2023

1/1/2023 through 3/31/2023

4/24/2023

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Category	1/1/2023- 3/31/2023
Children's Programs	92.76
<b>TOTAL PROGRAMS</b>	<b>692.10</b>
STAFF EDUCATION	15.00
SUPPLIES and SERVICES	
Library Supplies	1,141.90
Office Supplies	297.00
Telephone	314.10
<b>TOTAL SUPPLIES and SERVICES</b>	<b>1,753.00</b>
UTILITIES	
Electricity	1,196.41
Propane	2,375.80
<b>TOTAL UTILITIES</b>	<b>3,572.21</b>
<b>TOTAL EXPENSES</b>	<b>35,620.13</b>
<b>TRANSFERS</b>	
FROM Public Funds	5,000.00
TO Checking	-5,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-19,019.70</b>

## Transaction - Last month

3/1/2023 through 3/31/2023

4/24/2023

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
<b>BALANCE 2/28/2023</b>									<b>-510,318.51</b>
3/4/2023	Checking			monthly e... [Public Fun...				R	2,500.00
3/13/2023	Checking	debit	Consolidate...February 23	SUPPLIES ...				R	-105.36
3/13/2023	Checking	debit	Junior Libra...	MEDIA:Chil...				R	-165.20
3/15/2023	Checking	debit	NHLA	Membersh...STAFF ED...				R	-15.00
3/17/2023	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
3/21/2023	Checking	3701	Kanopy	movie stre...	MEDIA:Video			R	-41.00
3/21/2023	Checking	3702	Garden Gat...2 yrs		MEDIA:Peri...			R	-38.00
3/22/2023	Checking	debit	Demco	invoice 72...	SUPPLIES ...			R	-120.18
3/27/2023	Checking	3703	...Baker & Ta...	books	--Split--	--Split--	--Split--	R	-1,013.35
3/27/2023	Checking	3704	...Baker & Ta...	dvd	--Split--	--Split--	--Split--	R	-75.45
3/27/2023	Checking	3705	Book Syste...	annual su...	SUPPLIES ...				-995.00
3/27/2023	Checking			monthly e... [Public Fun...				R	2,500.00
3/27/2023	Checking	3706	Jeff Warner	Humanitie...	PROGRAM...				-323.00
3/6/2023	Public Funds			monthly e... [Checking]				R	-2,500.00
3/9/2023	Public Funds			reverse m... FEES				R	5.00
3/9/2023	Public Funds			reverse m... FEES				R	5.00
3/27/2023	Public Funds			monthly e... [Checking]				R	-2,500.00
3/27/2023	Public Funds				FEES:Solar...			R	59.00
3/27/2023	Public Funds				TOWN SU...			R	8,457.00
3/31/2023	Public Funds				BANK INTE...			R	0.11
3/31/2023	Restricted				BANK INTE...			R	0.76
3/31/2023	Town Supp...				PAYROLL:...				-10,265.96
3/31/2023	Town Supp...				PAYROLL:...				-1,168.26
3/31/2023	Town Supp...				UTILITIES:...				-232.85
3/31/2023	Town Supp...				BUILDING ...				-228.00
3/27/2023	Unrestricted		Scott Craig ...		DONATIONS			R	25.00
3/31/2023	Unrestricted				BANK INTE...			R	0.02
<b>3/1/2023 - 3/31/2023</b>									<b>-6,333.72</b>
<b>BALANCE 3/31/2023</b>									<b>-516,652.23</b>
<b>TOTAL INFLOWS</b>									<b>13,551.89</b>
<b>TOTAL OUTFLOWS</b>									<b>-19,885.61</b>
<b>NET TOTAL</b>									<b>-6,333.72</b>