



East Kingston Public Library  
Treasurer's Report

July 2020

## Banking Summary - Last month

7/1/2020 through 7/31/2020

8/23/2020

Page 1

Category	7/1/2020- 7/31/2020
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.15
Public Funds	0.12
TOTAL BANK INTEREST	0.27
TOWN SUPPORT	
Budget Assistance	7,498.25
TOTAL TOWN SUPPORT	7,498.25
<b>TOTAL INCOME</b>	<b>7,498.52</b>
 <b>EXPENSES</b>	
MEDIA	
Children's Books	160.95
Periodicals	28.60
Video	29.98
TOTAL MEDIA	270.05
PAYROLL	
Director's Salary	4,897.54
Staff Salaries	3,292.38
Taxes and Benefits (Full Time)	1,900.08
Taxes and Benefits (Part-time)	251.85
TOTAL PAYROLL	10,341.85
PROGRAMS	
Family Programs	14.99
TOTAL PROGRAMS	14.99
SUPPLIES and SERVICES	
Office Supplies	251.88
Telephone	97.26
TOTAL SUPPLIES and SERVICES	486.74
UTILITIES	
Electricity	883.32
TOTAL UTILITIES	883.32
<b>TOTAL EXPENSES</b>	<b>11,996.95</b>
 <b>TRANSFERS</b>	
FROM Public Funds	2,437.67

Banking Summary - Last month

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8/23/2020

Page 2

Category	7/1/2020- 7/31/2020
TO Checking	-2,437.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-4,498.43</b>

## Banking Summary

1/1/2020 through 7/31/2020

Category	1/1/2020- 7/31/2020
<b>INCOME</b>	
Uncategorized	0.12
<b>BANK INTEREST</b>	
Private Funds	1.41
Public Funds	0.83
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<b>TOTAL BANK INTEREST</b>	<b>2.24</b>
<b>DONATIONS</b>	
Conscience	29.98
Memorial	400.00
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<b>TOTAL DONATIONS</b>	<b>829.98</b>
<b>FEES</b>	
Out of Town Patron	50.00
Solar REC	113.00
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<b>TOTAL FEES</b>	<b>163.00</b>
<b>TOWN SUPPORT</b>	
Budget Assistance	22,584.00
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<b>TOTAL TOWN SUPPORT</b>	<b>22,584.00</b>
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<b>TOTAL INCOME</b>	<b>23,579.34</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	250.00
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<b>TOTAL BUILDING MAINTENANCE</b>	<b>720.51</b>
<b>MAJOR ITEMS</b>	<b>-1,550.00</b>
<b>MEDIA</b>	
Adult Audio	468.13
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Adult Books	5,693.64
Children's Audio	22.66
Children's Books	2,616.17
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Periodicals	285.43
Video	996.12
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<b>TOTAL MEDIA</b>	<b>10,179.64</b>

## Banking Summary

1/1/2020 through 7/31/2020

Category	1/1/2020- 7/31/2020
<b>PAYROLL</b>	
Director's Salary	34,536.11
Staff Salaries	21,672.89
Taxes and Benefits (Full Time)	13,354.36
Taxes and Benefits (Part-time)	1,657.94
<b>TOTAL PAYROLL</b>	<b>71,221.30</b>
<b>PROGRAMS</b>	
Adult Programs	30.00
Children's Programs	82.97
Family Programs	353.22
	29.98
<b>TOTAL PROGRAMS</b>	<b>496.17</b>
<b>STAFF EDUCATION</b>	
	255.00
<b>SUPPLIES and SERVICES</b>	
Building Supplies	436.29
Library Supplies	158.37
Office Supplies	1,105.99
Telephone	1,297.35
	859.90
<b>TOTAL SUPPLIES and SERVICES</b>	<b>3,857.90</b>
<b>UTILITIES</b>	
Electricity	1,738.02
Propane	3,998.58
<b>TOTAL UTILITIES</b>	<b>5,736.60</b>
<b>TOTAL EXPENSES</b>	<b>91,163.81</b>
<b>TRANSFERS</b>	
FROM Public Funds	18,563.69
FROM Restricted	100.00
FROM Unrestricted	1,550.00
TO Checking	-18,663.69
TO Restricted	-1,550.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-67,584.47</b>

## Transaction - Last month

7/1/2020 through 7/31/2020

8/23/2020

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 6/30/2020</b>								<b>-204,031.34</b>
7/5/2020	Checking	debit	Amazon	book	MEDIA		R	-4.65
7/5/2020	Checking	debit	Exeter New...	periodical	MEDIA:Peri...		R	-28.60
7/5/2020	Checking	debit	Amazon	book	MEDIA		R	-27.34
7/5/2020	Checking	debit	Amazon	book	MEDIA		R	-18.53
7/8/2020	Checking	debit	Demco	library sup...	SUPPLIES ...		R	-137.60
7/9/2020	Checking	TXFR	Public Funds	Monthly E...	[Public Fun...		R	2,437.67
7/11/2020	Checking	debit	Zoom Vide...	summer r...	PROGRAM...		R	-14.99
7/13/2020	Checking	debit	Staples		SUPPLIES ...		R	-119.94
7/16/2020	Checking	debit	Consolidate...		SUPPLIES ...		R	-97.26
7/19/2020	Checking	debit	Junior Libra...		MEDIA:Chil...		R	-160.95
7/19/2020	Checking	debit	Great Amer...	copier	SUPPLIES ...		R	-99.00
7/20/2020	Checking	debit	Amazon		MEDIA:Video		R	-29.98
7/20/2020	Checking	debit	Amazon		SUPPLIES ...		R	-32.94
7/8/2020	Public Funds				TOWN SU...		R	7,498.25
7/9/2020	Public Funds		Public Funds	Monthly E...	[Checking]		R	-2,437.67
7/31/2020	Public Funds				BANK INTE...		R	0.12
7/31/2020	Restricted				BANK INTE...		R	0.11
7/4/2020	Town Supp...				PAYROLL:...			-2,448.77
7/4/2020	Town Supp...				PAYROLL:...			-459.33
7/4/2020	Town Supp...				PAYROLL:...			-1,659.69
7/4/2020	Town Supp...				PAYROLL:...			-126.96
7/14/2020	Town Supp...		Unitil		UTILITIES:...			-70.10
7/20/2020	Town Supp...		ReVision E...		UTILITIES:...			-813.22
7/24/2020	Town Supp...				PAYROLL:...			-2,448.77
7/24/2020	Town Supp...				PAYROLL:...			-459.33
7/24/2020	Town Supp...				PAYROLL:...			-1,632.69
7/24/2020	Town Supp...				PAYROLL:...			-124.89
7/31/2020	Town Supp...				PAYROLL:...			-981.42
7/31/2020	Unrestricted				BANK INTE...		R	0.04
<b>7/1/2020 - 7/31/2020</b>								<b>-4,498.43</b>
<b>BALANCE 7/31/2020</b>								<b>-208,529.77</b>
<b>TOTAL INFLOWS</b>								<b>9,936.19</b>
<b>TOTAL OUTFLOWS</b>								<b>-14,434.62</b>

Transaction - Last month

7/1/2020 through 7/31/2020

8/23/2020

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
					<b>NET TOTAL</b>			<b>-4,498.43</b>

# Reconciliation Report

## Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			2,974.99
Checks and Payments	15	Items	<u>-1,043.78</u>
Deposits and Other Credits	1	Item	2,437.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>4,368.88</u>

### YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			4,368.88
Checks and Payments	3	Items	<u>-148.98</u>
Deposits and Other Credits	0	Items	0.00
Register Balance as of 7/31/2020:			4,219.90
Checks and Payments	7	Items	<u>-2,529.64</u>
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			<u>1,690.26</u>



## Reconciliation Report

Checking  
8/23/2020

### Uncleared Transaction Detail up to 7/31/2020

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
6/17/2020	3558	Yankee Mag	1 yr	MEDIA:Periodicals		-13.99
7/1/2020	debit	Amazon		MEDIA:Video		-14.99
<b>Total Uncleared Checks and Payments</b>						<b>-148.98</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>-148.98</b>