



East Kingston Public Library
Treasurer's Report

June/July 2017

Account Balances - As of 7/31/2017:3

(Includes unrealized gains)

As of 7/31/2017

8/28/2017

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Account	7/31/2017 Balance
Bank Accounts	
Disbursements	98.76
Public Funds	5,778.38
Restricted Funds	4,920.47
Unrestricted Funds	6,588.22
TOTAL Bank Accounts	17,385.83
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	50,902.95
Capital Expansion Fund	612.60
Operating Reserve Fund	1,740.91
TOTAL Asset Accounts	53,256.46
OVERALL TOTAL	70,642.29

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Monthly Transaction List:2

6/1/2017 through 7/31/2017

8/28/2017

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Date	Num	Description	Memo	Category	Amount
Disbursements					-203.37
6/5/2017	DEP	Monthly Expenses		[Public Funds]	2,437.67
6/5/2017	Debit	Nhla	zoe membership	EDUCATION:Meetings	-10.00
6/7/2017	Debit	National Audio Company	inner sleeves	SUPPLIES & SERVICES:Library Suppli...	-50.92
6/8/2017	3298	S Baker & Taylor		MEDIA:Adult Books	-769.23
				MEDIA:Adult Audio	-120.57
				MEDIA:Children Books	-336.66
				MEDIA:Children Audio	0.00
6/8/2017	3299	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.12
6/8/2017	3300	Junior Library Guild		MEDIA:Children Books	-272.85
6/8/2017	3301	Staples		SUPPLIES & SERVICES:Office Supplies	-156.07
6/13/2017	DEP		NHLTA conference refund	EDUCATION:Meetings	65.00
6/15/2017	Debit	Amazon.com			-53.94
6/16/2017	Debit	Amazon.com			-31.96
6/21/2017	Debit	Amazon.com			-99.63
6/21/2017	Debit	Amazon.com			-25.98
6/22/2017	Debit	Amazon.com			-8.58
6/28/2017	Debit	Postmaster - East Kingston	Stamp	SUPPLIES & SERVICES:Office Supplies	-35.28
6/28/2017	Debit	Ocean State Job Lots	summer reading	PROGRAMS:Children	-49.68
6/29/2017	Debit	Market Basket	summer reading	PROGRAMS:Children	-45.59
6/29/2017				[Unrestricted Funds]	88.88
7/5/2017	TXFR	Quarterly		[Public Funds]	2,437.67
7/13/2017	Debit	Ocean State Job Lots	summer reading	PROGRAMS:Children	-49.91
7/13/2017	Debit	Wellington Gardens		PROGRAMS:Children	-18.00
7/14/2017	Debit	Amazon.com		MEDIA:Video	-56.63
7/14/2017	Debit	Amazon.com		PROGRAMS:Children	-20.57
7/15/2017	Debit	Amazon.com		PROGRAMS:Children	-14.86
7/15/2017	3302	S Baker & Taylor		MEDIA:Adult Books	-1,107.92
				MEDIA:Adult Audio	-112.73
				MEDIA:Children Books	-205.28
				MEDIA:Children Audio	-19.25
7/15/2017	3303	Staples		SUPPLIES & SERVICES:Office Supplies	-252.15
7/15/2017	3304	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.02
7/15/2017	3305	Junior Library Guild		MEDIA:Children Books	-272.85
7/18/2017	Debit	Market Basket	summer reading	PROGRAMS:Children	-58.96
7/19/2017	Debit	National Audio Company	AUDIO BOXES	SUPPLIES & SERVICES:Library Suppli...	-77.43
7/20/2017	Debit	TJ Maxx	table cloths	PROGRAMS:Adult	-47.78

Monthly Transaction List:2

6/1/2017 through 7/31/2017

8/28/2017

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Date	Num	Description	Memo	Category	Amount
7/21/2017	Debit	Market Basket	summer reading	PROGRAMS:Adult	-93.83
7/21/2017		Rite Aid Kingston		SUPPLIES & SERVICES:Office Supplies	-21.15
7/22/2017	3306	TJ Wheeler	FRIENDS REIUMBURSE	PROGRAMS:Adult	-350.00
7/25/2017	Debit	Market Basket	summer reading	PROGRAMS:Adult	-7.99
7/26/2017	Debit	Amazon.com		MEDIA:Video	-61.06
7/26/2017	Debit	Amazon.com		MEDIA:Video	-60.28
7/26/2017	Debit	Amazon.com		MEDIA:Video	-45.56
7/26/2017	Debit	Amazon.com		MEDIA:Video	-19.32
Public Funds					2,770.41
6/5/2017		TXFR		[Disbursements]	-2,437.67
6/7/2017				FEES:Copier	58.00
6/30/2017		Interest Earned		BANK INTEREST:Public Funds	0.04
7/3/2017	DEP	Quarterly		TOWN SUPPORT:Budget Assistance	7,587.50
7/5/2017		TXFR		[Disbursements]	-2,437.67
7/31/2017		Interest Earned		BANK INTEREST:Public Funds	0.21
Restricted Funds					0.41
6/30/2017		Interest Earned		BANK INTEREST:Private Funds	0.20
7/31/2017		Interest Earned		BANK INTEREST:Private Funds	0.21
Town Support Ledger					-23,522.35
6/2/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
6/2/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-87.50
6/7/2017		Unitil		UTILITIES:Electricity	-312.23
6/16/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
6/16/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-87.50
6/21/2017		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-75.00
6/21/2017		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-63.00
6/30/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,900.45
6/30/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-108.60
6/30/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-3,886.00
6/30/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-297.28
6/30/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-78.75
7/5/2017		Unitil		UTILITIES:Electricity	-329.74
7/5/2017		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
7/14/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,142.85
7/14/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-87.50
7/28/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,978.02
7/28/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-2,022.27
7/28/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,915.75

Monthly Transaction List:2

6/1/2017 through 7/31/2017

8/28/2017

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Date	Num	Description	Memo	Category	Amount
7/28/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-223.05
7/28/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-78.75
7/28/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-32.13
7/31/2017		Full Time Payroll	insurance	TOWN SUPPORT:PAYROLL:Salaries ...	-1,979.60
Unrestricted Funds					-51.33
6/7/2017				DONATIONS:Conscience-Lost,Damag...	37.00
6/29/2017	TXFR			[Disbursements]	-88.88
6/30/2017		Interest Earned		BANK INTEREST:Private Funds	0.27
7/31/2017		Interest Earned		BANK INTEREST:Private Funds	0.28
Friends Support Ledger					-1,367.48
6/7/2017		SS Worldwide Online	model building kit	PROGRAMS:Children	-39.99
6/13/2017		Seacoast Tree Care	late fee	BUILDING MAINTENANCE:Landscaping	-1.50
6/13/2017		Meandering Path	maintenance	BUILDING MAINTENANCE:Landscaping	-932.99
6/13/2017		Museum of Science	Reptiles program	PROGRAMS:Children	-165.00
6/13/2017		Children's Museum	program	PROGRAMS:Children	-228.00
OVERALL TOTAL					-22,373.71

YTD Income/Expense by Category:36

1/1/2017 through 7/31/2017

8/28/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 7/31/2017	OVERALL TOTAL
INCOME				
Uncategorized	0.36	0.00	0.00	0.36
BANK INTEREST				
Private Funds	1.33	1.42	0.49	3.24
Public Funds	0.28	0.38	0.21	0.87
TOTAL BANK INTEREST	1.61	1.80	0.70	4.11
DONATIONS				
Conscience-Lost,Damaged,Overdue	18.00	75.88	0.00	93.88
Memorials	1,845.00	50.00	0.00	1,895.00
Programs	600.00	0.00	0.00	600.00
TOTAL DONATIONS	2,463.00	125.88	0.00	2,588.88
FEES				
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
TOTAL FEES	187.00	58.00	0.00	245.00
FRIENDS SUPPORT				
Major Items	341.00	0.00	0.00	341.00
TOTAL FRIENDS SUPPORT	341.00	0.00	0.00	341.00
TOWN SUPPORT				
Budget Assistance	7,587.50	7,587.50	7,587.50	22,762.50
PAYROLL				
Salaries & Wages	-21,108.99	-23,501.11	-9,016.22	-53,626.32
Taxes & Benefits	-5,807.76	-4,372.35	-2,245.32	-12,425.43
TOTAL PAYROLL	-26,916.75	-27,873.46	-11,261.54	-66,051.75
TOTAL TOWN SUPPORT	-19,329.25	-20,285.96	-3,674.04	-43,289.25
TOTAL INCOME	-16,336.28	-20,100.28	-3,673.34	-40,109.90
EXPENSES				
Uncategorized	229.90	220.09	0.00	449.99
BANK CHARGES				
Other BANK CHARGES	15.00	0.00	0.00	15.00
TOTAL BANK CHARGES	15.00	0.00	0.00	15.00
BUILDING MAINTENANCE				
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 7/31/2017

8/28/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 7/31/2017	OVERALL TOTAL
Janitorial Services	536.91	621.11	198.38	1,356.40
Landscaping	300.00	944.49	0.00	1,244.49
Lawn Service	0.00	663.00	221.00	884.00
Snow Removal	410.00	45.00	0.00	455.00
Other BUILDING MAINTENANCE	57.60	0.00	0.00	57.60
TOTAL BUILDING MAINTENANCE	2,072.51	2,411.60	419.38	4,903.49
EDUCATION				
Meetings	345.00	200.00	0.00	545.00
TOTAL EDUCATION	345.00	200.00	0.00	545.00
MAJOR ITEMS				
Computer Software	0.00	995.00	0.00	995.00
Furniture & Fixtures	341.00	463.78	0.00	804.78
TOTAL MAJOR ITEMS	341.00	1,458.78	0.00	1,799.78
MEDIA				
Adult Audio	127.58	217.19	112.73	457.50
Adult Books	3,073.93	1,472.42	1,107.92	5,654.27
Children Audio	0.00	0.00	19.25	19.25
Children Books	1,344.63	1,441.60	478.13	3,264.36
Electronic	1.50	0.75	0.00	2.25
Newspaper	176.84	0.00	0.00	176.84
Periodicals	153.25	55.70	0.00	208.95
Video	906.26	368.65	242.85	1,517.76
Other MEDIA	24.95	-4.00	0.00	20.95
TOTAL MEDIA	5,808.94	3,552.31	1,960.88	11,322.13
PROGRAMS				
Adult	1,025.00	150.84	499.60	1,675.44
Children	54.33	1,297.92	162.30	1,514.55
Other	830.00	350.00	0.00	1,180.00
TOTAL PROGRAMS	1,909.33	1,798.76	661.90	4,369.99
SUPPLIES & SERVICES				
Library Supplies	473.44	50.92	77.43	601.79
Office Supplies	299.77	537.75	273.30	1,110.82
Telephone	287.48	287.48	96.02	670.98
TOTAL SUPPLIES & SERVICES	1,060.69	876.15	446.75	2,383.59
UTILITIES				
Electricity	889.00	849.05	329.74	2,067.79
TOTAL UTILITIES	889.00	849.05	329.74	2,067.79

YTD Income/Expense by Category:36

1/1/2017 through 7/31/2017

8/28/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 7/31/2017	OVERALL TOTAL
TOTAL EXPENSES	12,671.37	11,366.74	3,818.65	27,856.76
OVERALL TOTAL	-29,007.65	-31,467.02	-7,491.99	-67,966.66

Friends Support:2
1/1/2017 through 6/30/2017

Date	Account	Description	Memo	Category	Amount
1/3/2017	Unrestricted Funds		in memory of Ali...	DONATIONS:Memorials	225.00
1/3/2017	Unrestricted Funds	Edmund Peters	in memory of Ro...	DONATIONS:Memorials	250.00
1/3/2017	Unrestricted Funds	James Batchelder	in memory of Ro...	DONATIONS:Memorials	25.00
1/3/2017	Unrestricted Funds	Claire Converse	in memory of Ro...	DONATIONS:Memorials	75.00
1/3/2017	Unrestricted Funds	Murray Family	in memory of Ro...	DONATIONS:Memorials	100.00
1/3/2017	Unrestricted Funds	Karen Patnaude	in memory of Ro...	DONATIONS:Memorials	20.00
1/13/2017	Unrestricted Funds	Marine Family	in memory of Ro...	DONATIONS:Memorials	25.00
2/1/2017	Unrestricted Funds		in memory of Ro...	DONATIONS:Memorials	50.00
2/1/2017	Unrestricted Funds			DONATIONS:Conscience-Lo...	18.00
2/15/2017	Unrestricted Funds	McCarthy Family	in memory of Ro...	DONATIONS:Memorials	25.00
2/16/2017	Unrestricted Funds		in memory of Ali...	DONATIONS:Memorials	50.00
2/28/2017	Restricted Funds	Leach Family	Science Museu...	DONATIONS:Programs	600.00
2/28/2017	Unrestricted Funds	Roberta Conver...		DONATIONS:Memorials	1,000.00
4/22/2017	Unrestricted Funds	Carol Strempek		DONATIONS:Conscience-Lo...	15.00
5/15/2017	Unrestricted Funds			DONATIONS:Conscience-Lo...	23.88
5/15/2017	Unrestricted Funds	Maxim Family	in memory of Ro...	DONATIONS:Memorials	50.00
6/7/2017	Unrestricted Funds			DONATIONS:Conscience-Lo...	37.00
1/1/2017 - 6/30/2017					2,588.88
TOTAL INFLOWS					2,588.88
TOTAL OUTFLOWS					0.00
NET TOTAL					2,588.88