



East Kingston Public Library
Treasurer's Report

September 2017

Account Balances - As of 9/30/2017:3

(Includes unrealized gains)

As of 9/30/2017

10/22/2017

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Account	9/30/2017 Balance
Bank Accounts	
Disbursements	1,221.57
Public Funds	683.23
Restricted Funds	4,920.87
Unrestricted Funds	6,516.76
TOTAL Bank Accounts	13,342.43
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	66,598.89

Banking Summary - Last month:3

9/1/2017 through 9/30/2017

Category Description	9/1/2017- 9/30/2017
INCOME	
BANK INTEREST	
Private Funds	0.45
Public Funds	0.04
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TOTAL BANK INTEREST	0.49
DONATIONS	
Conscience-Lost,Damaged,Overdue	35.00
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TOTAL DONATIONS	35.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-6,953.54
Taxes & Benefits	-2,028.22
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TOTAL PAYROLL	-8,981.76
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TOTAL TOWN SUPPORT	-8,981.76
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TOTAL INCOME	-8,946.27
EXPENSES	
Uncategorized	0.00
BUILDING MAINTENANCE	
Alarm Service	138.00
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General	1,260.00
Janitorial Services	188.39
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TOTAL BUILDING MAINTENANCE	1,586.39
EDUCATION	
Training	100.00
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TOTAL EDUCATION	100.00
MEDIA	
Adult Audio	68.74
Adult Books	1,076.75
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Children Audio	0.00
Children Books	501.16
Periodicals	50.99
Other MEDIA	261.38
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TOTAL MEDIA	1,959.02
PROGRAMS	
Adult	-250.00

Banking Summary - Last month:3

9/1/2017 through 9/30/2017

10/22/2017

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Category Description	9/1/2017- 9/30/2017
TOTAL PROGRAMS	-250.00
SUPPLIES & SERVICES	
Office Supplies	28.98
Telephone	96.24
TOTAL SUPPLIES & SERVICES	125.22
UTILITIES	
Electricity	341.26
TOTAL UTILITIES	341.26
TOTAL EXPENSES	3,861.89
TRANSFERS	
FROM Public Funds	2,437.67
FROM Unrestricted Funds	7.00
TO Disbursements	-2,444.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-12,808.16

Monthly Transaction List - Last month:2

9/1/2017 through 9/30/2017

10/22/2017

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Date	Num	Description	Memo	Category	Amount
Disbursements					405.43
9/5/2017	DEP	Monthly Expenses		[Public Funds]	2,437.67
9/6/2017	3313	S Baker & Taylor		MEDIA:Adult Books	-881.53
				MEDIA:Adult Audio	-68.74
				MEDIA:Children Books	-228.31
				MEDIA:Children Audio	0.00
9/6/2017	3315	Staples		SUPPLIES & SERVICES:Office Supplies	-28.98
9/6/2017	3314	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.24
9/6/2017	Debit	Daedalus Books		MEDIA:Adult Books	-195.22
9/6/2017	Debit	Amazon.com		MEDIA	-146.51
9/10/2017	Debit	Amazon.com	this old house/amazon	MEDIA:Periodicals	-16.00
9/10/2017	Debit	Amazon.com	Scientific American	MEDIA:Periodicals	-34.99
9/11/2017	Debit	Amazon.com		MEDIA	-12.99
9/14/2017	Debit	Amazon.com		MEDIA	-19.96
9/18/2017	Debit	Amazon.com		MEDIA	-52.94
9/21/2017	Debit	Amazon.com		MEDIA	-28.98
9/23/2017	3316	YALS	zoe tracy young adult	EDUCATION:Training	-100.00
9/23/2017	3317	Junior Library Guild		MEDIA:Children Books	-272.85
9/23/2017	3318	Void			0.00
9/23/2017	3319	Void			0.00
9/27/2017	3320	Treasurer State Of NH	water test	BUILDING MAINTENANCE:General	-105.00
9/27/2017		TXFR	book replacement	[Unrestricted Funds]	7.00
9/29/2017	DEP		NH Humanities program	PROGRAMS:Adult	250.00
Public Funds					-2,437.63
9/5/2017		TXFR		[Disbursements]	-2,437.67
9/29/2017		Interest Earned		BANK INTEREST:Public Funds	0.04
Restricted Funds					0.19
9/29/2017		Interest Earned		BANK INTEREST:Private Funds	0.19
Town Support Ledger					-10,804.41
9/6/2017		Unitil		UTILITIES:Electricity	-341.26
9/8/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,307.69
9/8/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-87.50
9/13/2017		Northeast Heating	Furnace maintenance	BUILDING MAINTENANCE:General	-780.00
9/20/2017		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-75.00
9/20/2017		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-63.00
9/22/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,142.85
9/22/2017		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-846.94

Monthly Transaction List - Last month:2

9/1/2017 through 9/30/2017

10/22/2017

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Date	Num	Description	Memo	Category	Amount
9/22/2017		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
9/22/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,503.00
9/22/2017		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-191.48
9/22/2017		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-87.50
9/22/2017		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-13.39
9/27/2017		Apex Cleaning		BUILDING MAINTENANCE:General	-375.00
Unrestricted Funds					28.26
9/18/2017	DEP	Bauder/Miesfeldt		DONATIONS:Conscience-Lost,Damag...	35.00
9/27/2017		TXFR		[Disbursements]	-7.00
9/29/2017		Interest Earned		BANK INTEREST:Private Funds	0.26
Friends Support Ledger					-280.13
9/19/2017		Ted Lloyd	storage bins	MAJOR ITEMS:Furniture & Fixtures	-91.73
9/19/2017		Ted Lloyd	storage cart	MAJOR ITEMS:Furniture & Fixtures	-88.40
9/21/2017		Seacoast Tree Care	tree treatments	BUILDING MAINTENANCE:Landscaping	-100.00
OVERALL TOTAL					-13,088.29

YTD Income/Expense by Category:36

1/1/2017 through 9/30/2017

10/22/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	OVERALL TOTAL
INCOME				
Uncategorized	0.36	0.00	0.00	0.36
BANK INTEREST				
Private Funds	1.33	1.42	1.43	4.18
Public Funds	0.28	0.38	0.40	1.06
TOTAL BANK INTEREST	1.61	1.80	1.83	5.24
DONATIONS				
Conscience-Lost,Damaged,Overdue	18.00	75.88	42.00	135.88
Memorials	1,845.00	50.00	0.00	1,895.00
Programs	600.00	0.00	600.00	1,200.00
TOTAL DONATIONS	2,463.00	125.88	642.00	3,230.88
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	-22,194.21	-66,804.31
Taxes & Benefits	-5,807.76	-4,372.35	-6,113.75	-16,293.86
TOTAL PAYROLL	-26,916.75	-27,873.46	-28,307.96	-83,098.17
TOTAL TOWN SUPPORT	-19,329.25	-20,285.96	-20,720.46	-60,335.67
TOTAL INCOME	-16,336.28	-20,100.28	-20,076.63	-56,513.19
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	138.00	414.00
General	630.00	0.00	1,260.00	1,890.00

YTD Income/Expense by Category:36

1/1/2017 through 9/30/2017

10/22/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	OVERALL TOTAL
Janitorial Services	536.91	621.11	575.15	1,733.17
Landscaping	300.00	944.49	562.50	1,806.99
Lawn Service	0.00	663.00	663.00	1,326.00
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	3,198.65	7,682.76
EDUCATION				
Meetings	345.00	200.00	0.00	545.00
Training	0.00	0.00	100.00	100.00
TOTAL EDUCATION	345.00	200.00	100.00	645.00
INFORMATION TECHNOLOGY	0.00	0.00	120.00	120.00
MAJOR ITEMS				
Computer Software	0.00	995.00	520.00	1,515.00
Furniture & Fixtures	341.00	463.78	180.13	984.91
TOTAL MAJOR ITEMS	341.00	1,458.78	700.13	2,499.91
MEDIA				
Adult Audio	127.58	217.19	222.71	567.48
Adult Books	3,073.93	1,472.42	2,785.18	7,331.53
Children Audio	0.00	0.00	34.10	34.10
Children Books	1,344.63	1,441.60	1,524.05	4,310.28
Electronic	1.50	0.75	0.00	2.25
Newspaper	176.84	0.00	0.00	176.84
Periodicals	153.25	55.70	58.48	267.43
Video	906.26	368.65	315.53	1,590.44
Other MEDIA	24.95	-4.00	261.38	282.33
TOTAL MEDIA	5,808.94	3,552.31	5,201.43	14,562.68
PROGRAMS				
Adult	1,025.00	150.84	363.52	1,539.36
Children	54.33	1,297.92	398.78	1,751.03
Other	830.00	350.00	0.00	1,180.00
Other PROGRAMS	0.00	0.00	600.00	600.00
TOTAL PROGRAMS	1,909.33	1,798.76	1,362.30	5,070.39
SUPPLIES & SERVICES				
Bldg Supplies	0.00	0.00	144.80	144.80
Library Supplies	473.44	50.92	199.67	724.03
Office Supplies	299.77	537.75	464.47	1,301.99
Telephone	287.48	287.48	288.39	863.35

YTD Income/Expense by Category:36

1/1/2017 through 9/30/2017

10/22/2017

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Category Description	1/1/2017- 3/31/2017	4/1/2017- 6/30/2017	7/1/2017- 9/30/2017	OVERALL TOTAL
TOTAL SUPPLIES & SERVICES	1,060.69	876.15	1,097.33	3,034.17
UTILITIES				
Electricity	889.00	849.05	1,015.98	2,754.03
TOTAL UTILITIES	889.00	849.05	1,015.98	2,754.03
TOTAL EXPENSES	12,671.37	11,366.74	12,795.82	36,833.93
OVERALL TOTAL	-29,007.65	-31,467.02	-32,872.45	-93,347.12

Register Report - YTD

1/1/2017 through 10/22/2017

10/22/2017

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
EXPENSES								-5,548.05
BUILDING MAINTENANCE								-1,806.99
Landscaping								-1,806.99
2/16/2017	Friends Suppor...		The Meanderin...		BUILDING MAI...			-300.00
5/30/2017	Friends Suppor...		Seacoast Tree ... tree treatments		BUILDING MAI...			-10.00
6/13/2017	Friends Suppor...		Seacoast Tree ... late fee		BUILDING MAI...			-1.50
6/13/2017	Friends Suppor...		Meandering Path maintenance		BUILDING MAI...			-932.99
7/19/2017	Friends Suppor...		Seacoast Tree ... tree treatments		BUILDING MAI...			-100.00
8/22/2017	Friends Suppor...		Meandering Path 2017 Mainten...		BUILDING MAI...			-362.50
9/21/2017	Friends Suppor...		Seacoast Tree ... tree treatments		BUILDING MAI...			-100.00
MAJOR ITEMS								-643.91
Furniture & Fixtures								-643.91
4/18/2017	Friends Suppor...		Ted Lloyd	book displays,...	MAJOR ITEMS...			-463.78
9/19/2017	Friends Suppor...		Ted Lloyd	storage bins	MAJOR ITEMS...			-91.73
9/19/2017	Friends Suppor...		Ted Lloyd	storage cart	MAJOR ITEMS...			-88.40
PROGRAMS								-3,012.99
Adult								-400.00
1/9/2017	Friends Suppor...		Shelly Hersey	storytelling	PROGRAMS:A...			-200.00
3/8/2017	Friends Suppor...		American Inde...	2017 passes	PROGRAMS:A...			-50.00
4/18/2017	Friends Suppor...		The Fells	2017 passes	PROGRAMS:A...			-100.00
7/17/2017	Friends Suppor... DEP		NH Humanities...	Sherlock Hol...	PROGRAMS:A...			-50.00
Children								-832.99
4/18/2017	Friends Suppor...		Children's Mus...	2017 passes	PROGRAMS:C...			-300.00
6/7/2017	Friends Suppor...		SS Worldwide ...	model buildin...	PROGRAMS:C...			-39.99
6/13/2017	Friends Suppor...		Museum of Sci...	Reptiles progr...	PROGRAMS:C...			-165.00
6/13/2017	Friends Suppor...		Children's Mus...	program	PROGRAMS:C...			-228.00
7/17/2017	Friends Suppor...		Heather Lindsey	summer progr...	PROGRAMS:C...			-100.00
Other								-1,180.00
2/16/2017	Friends Suppor...		Museum Of Fin...	2017 passes	PROGRAMS:O...			-200.00
3/8/2017	Friends Suppor...		Currier Museum	2017 passes	PROGRAMS:O...			-80.00
3/21/2017	Friends Suppor...		Kevin Farley	Irish music	PROGRAMS:O...			-300.00
3/29/2017	Friends Suppor...		Strawberry Ban...	2017 passes	PROGRAMS:O...			-250.00
5/15/2017	Friends Suppor...		Peabody Essex...	2017 passes	PROGRAMS:O...			-350.00
Other PROGRAMS								-600.00
7/18/2017	Friends Suppor...		EKPL	TJ Wheeler	PROGRAMS			-250.00
8/2/2017	Friends Suppor...		EKPL	TJ Wheeler	PROGRAMS			-350.00
SUPPLIES & SERVICES								-84.16

Register Report - YTD

1/1/2017 through 10/22/2017

10/22/2017

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
Office Supplies								-84.16
5/10/2017	Friends Suppor...		SS Worldwide ... wall calendar		SUPPLIES & S...			-84.16
OVERALL TOTAL								-5,548.05