



East Kingston Public Library
Treasurer's Report

January 2020

Banking Summary - Last month

1/1/2020 through 1/31/2020

2/23/2020

Page 1

Category	1/1/2020- 1/31/2020
INCOME	
Uncategorized	0.12
BANK INTEREST	
Private Funds	0.12
Public Funds	0.14
TOTAL BANK INTEREST	0.26
DONATIONS	
Conscience	200.00
Memorial	29.98
TOTAL DONATIONS	100.00
FEES	
Out of Town Patron	50.00
TOTAL FEES	50.00
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
TOTAL INCOME	7,967.86
EXPENSES	
BUILDING MAINTENANCE	
Janitorial Services	147.51
Snow Removal	95.00
Water System	200.00
TOTAL BUILDING MAINTENANCE	442.51
MAJOR ITEMS	-1,550.00
MEDIA	
Adult Audio	194.95
Adult Books	61.23
Children's Audio	904.47
Children's Books	22.66
Periodicals	449.47
TOTAL MEDIA	26.00
PAYROLL	
Director's Salary	4,825.16
Staff Salaries	2,587.21
Taxes and Benefits (Full Time)	1,889.52

Banking Summary - Last month

1/1/2020 through 1/31/2020

2/23/2020

Page 2

Category	1/1/2020- 1/31/2020
Taxes and Benefits (Part-time)	197.92
TOTAL PAYROLL	9,499.81
PROGRAMS	
Adult Programs	65.00
Children's Programs	183.15
TOTAL PROGRAMS	248.15
SUPPLIES and SERVICES	
Building Supplies	45.85
Library Supplies	110.99
Office Supplies	128.34
Telephone	275.68
TOTAL SUPPLIES and SERVICES	661.92
UTILITIES	
Electricity	450.82
Propane	2,276.22
TOTAL UTILITIES	2,727.04
TOTAL EXPENSES	13,688.21
TRANSFERS	
FROM Public Funds	3,937.67
TO Checking	-3,937.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-5,720.35

Transaction - Last month

1/1/2020 through 1/31/2020

2/23/2020

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 12/31/2019								-140,945.30
1/2/2020	Checking		Maintenenc...parking lot	[Public Fun...			R	1,500.00
1/2/2020	Checking		Shedd Free...		MEDIA:Adu...		R	10.00
1/3/2020	Checking	3532	Haley Gray adult fabri...		PROGRAM...		R	-65.00
1/5/2020	Checking	debit	Amazon video		MEDIA		R	-19.98
1/5/2020	Checking	debit	Amazon book		MEDIA:Adu...		R	-48.48
1/13/2020	Checking	debit	Demco library sup...		SUPPLIES ...		R	-101.06
1/13/2020	Checking	TXFR	Public Funds monthly		[Public Fun...		R	2,437.67
1/13/2020	Checking	debit	Staples office		SUPPLIES ...		R	-29.34
1/17/2020	Checking	debit	Amazon video		MEDIA		R	-119.00
1/20/2020	Checking	3533	Kanopy movie stre...		MEDIA		R	-36.00
1/20/2020	Checking	3534	Zoe Sucu reimburse		PROGRAM...			-98.80
1/20/2020	Checking	debit	Great Amer...copier		SUPPLIES ...		R	-99.00
1/20/2020	Checking	debit	Junior Libra...kids books		MEDIA:Chil...		R	-251.15
1/20/2020	Checking	debit	Consolidat... phone		SUPPLIES ...		R	-275.68
1/20/2020	Checking	3535	Country Ga... mag 2 yr		MEDIA		R	-19.97
1/20/2020	Checking	3536	Consumer ... 1 yr		MEDIA:Peri...		R	-26.00
1/20/2020	Checking	3537	... Baker & Ta... media		--Split--	--Split--	R	-1,148.20
1/22/2020	Checking	3538	Zoe Sucu reimburse		PROGRAM...			-84.35
1/22/2020	Checking	debit	Custom Sig...bathroom ...		SUPPLIES ...		R	-45.85
1/24/2020	Checking	debit	CCI Solutionsaudio cases		SUPPLIES ...		R	-110.99
1/2/2020	Public Funds		Maintenenc...parking lot		[Checking]		R	-1,500.00
1/10/2020	Public Funds				TOWN SU...		R	7,587.50
1/13/2020	Public Funds		Public Funds monthly		[Checking]		R	-2,437.67
1/23/2020	Public Funds		Nancy Reiss		FEES:Out ...		R	50.00
1/31/2020	Public Funds				BANK INT...		R	0.14
1/31/2020	Restricted						R	0.12
1/8/2020	Town Supp...		Unitil		UTILITIES:...			-12.73
1/8/2020	Town Supp...		Keith Hurte...		BUILDING ...			-60.00
1/10/2020	Town Supp...				PAYROLL:...			-2,412.58
1/16/2020	Town Supp...		Unitil		UTILITIES:...			-104.86
1/22/2020	Town Supp...		Keith Hurte...		BUILDING ...			-35.00
1/22/2020	Town Supp...		Epping Wel...		BUILDING ...			-50.00
1/23/2020	Town Supp...		Hartmann ...		UTILITIES:...			-2,276.22
1/24/2020	Town Supp...				PAYROLL:...			-2,412.58
1/24/2020	Town Supp...				PAYROLL:...			-908.10
1/24/2020	Town Supp...				PAYROLL:...			-981.42

Transaction - Last month

1/1/2020 through 1/31/2020

2/23/2020

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
1/24/2020	Town Supp...				PAYROLL:...			-2,587.21
1/24/2020	Town Supp...				PAYROLL:...			-197.92
1/24/2020	Town Supp...				BUILDING ...			-137.03
1/24/2020	Town Supp...				BUILDING ...			-10.48
1/29/2020	Town Supp...		ReVision I...		UTILITIES:...			-333.23
1/29/2020	Town Supp...		Epping Wel...		BUILDING ...			-150.00
1/2/2020	Unrestricted		Ginieres Fa...		DONATIONS		R	100.00
1/2/2020	Unrestricted		Mollie Allen...		DONATIONS		R	100.00
1/2/2020	Unrestricted		Maintenenc...parking lot		MAJOR IT...		R	1,550.00
1/23/2020	Unrestricted		Rioux/Stev...		DONATION...		R	15.00
1/26/2020	Unrestricted		Jamie Jami...		DONATION...		R	14.98
1/27/2020	Unrestricted		Fusco Family in memory...		DONATION...		R	100.00
1/31/2020	Unrestricted				BANK INT...		R	0.12
1/1/2020 - 1/31/2020								-5,720.35

BALANCE 1/31/2020

-146,665.65

TOTAL INFLOWS 13,465.53

TOTAL OUTFLOWS -19,185.88

NET TOTAL -5,720.35

Reconciliation Report

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,007.35
Checks and Payments	20	Items	<u>-2,676.45</u>
Deposits and Other Credits	4	Items	3,947.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>2,278.57</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>2,278.57</u>
Checks and Payments	3	Items	-303.15
Deposits and Other Credits	0	Items	<u>0.00</u>
Register Balance as of 1/31/2020:			1,975.42
Checks and Payments	8	Items	-722.67
Deposits and Other Credits	1	Item	<u>2,437.67</u>
Register Ending Balance:			3,690.42

Reconciliation Report

Checking
2/22/2020

Uncleared Transaction Detail up to 1/31/2020

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00
1/20/2020	3534	Zoe Sucu	reimburse	PROGRAMS:Children's Programs		-98.80
1/22/2020	3538	Zoe Sucu	reimburse	PROGRAMS:Children's Programs		-84.35
Total Uncleared Checks and Payments						-303.15
 Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
 Total Uncleared Transactions						-303.15