



East Kingston Public Library  
Treasurer's Report

March 2018

# Account Balances - As of 3/31/2018:3

(Includes unrealized gains)

As of 3/31/2018

4/20/2018

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Account	3/31/2018 Balance
<b>Bank Accounts</b>	
Disbursements	843.97
Public Funds	435.89
Restricted Funds	4,922.10
Unrestricted Funds	6,598.39
<b>TOTAL Bank Accounts</b>	<b>12,800.35</b>
<b>Cash Accounts</b>	
Cash	0.00
<b>TOTAL Cash Accounts</b>	<b>0.00</b>
<b>Asset Accounts</b>	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
<b>TOTAL Asset Accounts</b>	<b>66,745.88</b>
<b>OVERALL TOTAL</b>	<b>79,546.23</b>

## Banking Summary - Mar 2018

3/1/2018 through 3/31/2018

4/20/2018

Page 1

Category Description	3/1/2018- 3/31/2018
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.47
Public Funds	0.03
TOTAL BANK INTEREST	0.50
<b>TOTAL INCOME</b>	<b>0.50</b>
<b>EXPENSES</b>	
Uncategorized	
	321.81
BUILDING MAINTENANCE	
Alarm Service	138.00
Janitorial Services	222.84
Snow Removal	70.00
TOTAL BUILDING MAINTENANCE	430.84
MEDIA	
Adult Audio	115.37
Adult Books	754.13
Children Audio	0.00
Children Books	285.82
Periodicals	124.00
Video	53.37
TOTAL MEDIA	1,332.69
PAYROLL	
Director Salary	4,753.84
Staff Salaries	2,240.28
Taxes & Benefits	2,000.37
TOTAL PAYROLL	8,994.49
PROGRAMS	
Children	105.72
TOTAL PROGRAMS	105.72
SUPPLIES & SERVICES	
Library Supplies	128.25
Office Supplies	183.27
Telephone	97.31
TOTAL SUPPLIES & SERVICES	408.83
<b>TOTAL EXPENSES</b>	<b>11,594.38</b>

# Banking Summary - Mar 2018

3/1/2018 through 3/31/2018

4/20/2018

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Category Description	3/1/2018- 3/31/2018
<b>TRANSFERS</b>	
FROM Public Funds	2,467.67
TO Disbursements	-2,467.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-11,593.88</b>

Monthly Transaction List:2

3/1/2018 through 3/30/2018

4/20/2018

Page 1

Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>298.62</b>
3/2/2018	Debit	Amazon.com			-70.75
3/5/2018		TXFR		[Public Funds]	2,437.67
3/5/2018	Debit	Amazon.com			-12.99
3/5/2018	Debit	Amazon.com			-17.99
3/6/2018	Debit	Amazon.com			-14.96
3/7/2018	3364	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-97.31
3/7/2018	3365	S Baker & Taylor		MEDIA:Adult Books	-754.13
				MEDIA:Adult Audio	-115.37
				MEDIA:Children Books	-103.91
				MEDIA:Children Audio	0.00
3/7/2018	3366	Langdon Library	dvd	MEDIA:Video	-15.00
3/7/2018	3367	Zoe Sucu		PROGRAMS:Children	-46.41
3/7/2018	3368	Smart Apple		MEDIA:Children Books	-181.91
3/7/2018	Debit	Amazon.com			-58.78
3/12/2018	Debit	Amazon.com			-29.92
3/12/2018	Debit	Amazon.com			-49.88
3/15/2018	Debit	Amazon.com			-14.99
3/20/2018	3369	Boy's Life	1 yr	MEDIA:Periodicals	-15.00
3/20/2018	3370	Staples		SUPPLIES & SERVICES:Office Supplies	-183.27
3/20/2018	3371	Wall Street Journal		MEDIA:Periodicals	-99.00
3/20/2018	Debit	School Specialty	paper	PROGRAMS:Children	-26.67
3/20/2018	3372	Void			0.00
3/20/2018	3373	Zoe Sucu		PROGRAMS:Children	-32.64
3/22/2018		TXFR		[Public Funds]	30.00
3/24/2018	Debit	Amazon.com		SUPPLIES & SERVICES:Library Suppli...	-128.25
3/27/2018	Debit	Amazon.com			-51.55
3/29/2018	Debit	Amazon.com		MEDIA:Video	-38.37
3/29/2018	Debit	Sunset		MEDIA:Periodicals	-10.00
<b>Public Funds</b>					<b>-2,467.64</b>
3/5/2018		TXFR		[Disbursements]	-2,437.67
3/22/2018		TXFR		[Disbursements]	-30.00
3/30/2018		Interest Earned		BANK INTEREST:Public Funds	0.03
<b>Restricted Funds</b>					<b>0.20</b>
3/30/2018		Interest Earned		BANK INTEREST:Private Funds	0.20
<b>Town Support Ledger</b>					<b>-9,425.33</b>
3/9/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92

Monthly Transaction List:2

3/1/2018 through 3/30/2018

4/20/2018

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Date	Num	Description	Memo	Category	Amount
3/9/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-108.00
3/14/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-30.00
3/14/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-30.00
3/21/2018		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-75.00
3/21/2018		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-63.00
3/23/2018		Full Time Payroll		PAYROLL:Director Salary	-2,376.92
3/23/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-904.66
3/23/2018		Part Time Payroll		PAYROLL:Staff Salaries	-2,240.28
3/23/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-171.38
3/23/2018		Full-time Payroll	insurance	PAYROLL:Taxes & Benefits	-924.33
3/23/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-99.00
3/23/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-15.84
3/28/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-10.00
<b>Unrestricted Funds</b>					<b>0.27</b>
3/30/2018		Interest Earned		BANK INTEREST:Private Funds	0.27
<b>OVERALL TOTAL</b>					<b>-11,593.88</b>

YTD Income/Expense by Category - Q1 2018:36

1/1/2018 through 3/31/2018

4/20/2018

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Category Description	1/1/2018- 3/31/2018	OVERALL TOTAL
<b>INCOME</b>		
BANK INTEREST		
Private Funds	1.43	1.43
Public Funds	0.31	0.31
TOTAL BANK INTEREST	1.74	1.74
DONATIONS		
Conscience-Lost,Damaged,Overdue	115.00	115.00
TOTAL DONATIONS	115.00	115.00
FEES		
Solar REC	30.00	30.00
TOTAL FEES	30.00	30.00
TOWN SUPPORT		
Budget Assistance	7,587.50	7,587.50
TOTAL TOWN SUPPORT	7,587.50	7,587.50
<b>TOTAL INCOME</b>	<b>7,734.24</b>	<b>7,734.24</b>
<b>EXPENSES</b>		
Uncategorized	321.81	321.81
BUILDING MAINTENANCE		
Alarm Service	276.00	276.00
Janitorial Services	658.83	658.83
Snow Removal	270.00	270.00
TOTAL BUILDING MAINTENANCE	1,204.83	1,204.83
EDUCATION		
Other EDUCATION	145.00	145.00
TOTAL EDUCATION	145.00	145.00
MEDIA		
Adult Audio	243.68	243.68
Adult Books	2,728.07	2,728.07
Children Audio	0.00	0.00
Children Books	1,429.31	1,429.31
Newspaper	176.84	176.84
Periodicals	315.39	315.39
Video	524.91	524.91
Other MEDIA	138.00	138.00
TOTAL MEDIA	5,556.20	5,556.20

YTD Income/Expense by Category - Q1 2018:36

1/1/2018 through 3/31/2018

4/20/2018

Page 2

Category Description	1/1/2018- 3/31/2018	OVERALL TOTAL
<b>PAYROLL</b>		
Director Salary	14,261.52	14,261.52
Staff Salaries	6,907.16	6,907.16
Taxes & Benefits	6,015.37	6,015.37
<b>TOTAL PAYROLL</b>	<b>27,184.05</b>	<b>27,184.05</b>
<b>PROGRAMS</b>		
Children	350.23	350.23
<b>TOTAL PROGRAMS</b>	<b>350.23</b>	<b>350.23</b>
<b>SUPPLIES &amp; SERVICES</b>		
Library Supplies	585.80	585.80
Office Supplies	504.77	504.77
Telephone	291.71	291.71
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>1,382.28</b>	<b>1,382.28</b>
<b>UTILITIES</b>		
Electricity	865.16	865.16
Propane	2,168.30	2,168.30
<b>TOTAL UTILITIES</b>	<b>3,033.46</b>	<b>3,033.46</b>
<b>TOTAL EXPENSES</b>	<b>39,177.86</b>	<b>39,177.86</b>
<b>OVERALL TOTAL</b>	<b>-31,443.62</b>	<b>-31,443.62</b>