



East Kingston Public Library
Treasurer's Report

November-December 2018

Account Balances - As of 12/31/2018:3

(Includes unrealized gains)

As of 12/31/2018

1/15/2019

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Account	12/31/2018 Balance
Bank Accounts	
Disbursements	5,377.35
Public Funds	1,636.36
Restricted Funds	2,223.93
Unrestricted Funds	3,922.55
TOTAL Bank Accounts	13,160.19
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	66,107.37
Capital Expansion Fund	638.51
Operating Reserve Fund	0.00
TOTAL Asset Accounts	66,745.88
OVERALL TOTAL	79,906.07

Banking Summary

11/1/2018 through 12/31/2018

Category Description	11/1/2018- 12/31/2018
INCOME	
BANK INTEREST	
Private Funds	0.92
Public Funds	0.25
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TOTAL BANK INTEREST	1.17
DONATIONS	
Conscience-Lost,Damaged,Overdue	75.94
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TOTAL DONATIONS	75.94
FEES	
Copier	98.00
Solar REC	6.00
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TOTAL FEES	104.00
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TOTAL INCOME	181.11
EXPENSES	
Uncategorized	30.00
BUILDING MAINTENANCE	
General	659.70
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Janitorial Services	465.05
Snow Removal	40.00
Other BUILDING MAINTENANCE	275.00
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TOTAL BUILDING MAINTENANCE	1,439.75
EDUCATION	
Dues	50.00
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TOTAL EDUCATION	50.00
MAJOR ITEMS	
Furniture & Fixtures	119.99
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TOTAL MAJOR ITEMS	119.99
MEDIA	
Adult Audio	357.26
Adult Books	1,866.54
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Children Audio	45.00
Children Books	1,116.89
Electronic	878.00
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Periodicals	161.47
Video	120.89

Banking Summary
11/1/2018 through 12/31/2018

Category Description	11/1/2018- 12/31/2018
Other MEDIA	112.43
TOTAL MEDIA	4,658.48
PAYROLL	
Director Salary	11,748.78
Staff Salaries	6,441.93
Taxes & Benefits	4,577.26
TOTAL PAYROLL	22,767.97
PROGRAMS	
Adult	44.91
Children	241.67
TOTAL PROGRAMS	286.58
SUPPLIES & SERVICES	
Library Supplies	248.01
Office Supplies	298.62
Telephone	200.95
Other SUPPLIES & SERVICES	52.05
TOTAL SUPPLIES & SERVICES	799.63
UTILITIES	
Electricity	567.67
TOTAL UTILITIES	567.67
TOTAL EXPENSES	30,720.07
TRANSFERS	
FROM Public Funds	4,875.34
FROM Restricted Funds	2,700.00
FROM Unrestricted Funds	3,000.00
TO Disbursements	-10,575.34
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-30,538.96

Monthly Transaction List:2

11/1/2018 through 12/31/2018

1/15/2019

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Date	Num	Description	Memo	Category	Amount
Disbursements					4,660.66
11/1/2018	Debit	S Amazon		SUPPLIES & SERVICES	-24.50
				MEDIA:Video	-26.89
11/2/2018	3420	Staples	ink paper	SUPPLIES & SERVICES:Office Supplies	-107.93
11/2/2018	3421	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-100.45
11/2/2018	3422	Zoe Sucu	mth halloween party	PROGRAMS:Children	-184.77
11/2/2018	3423	Tracy Waldron	market basket	SUPPLIES & SERVICES	-27.55
11/2/2018	Debit	Amazon		MEDIA:Periodicals	-57.05
11/5/2018	Debit	Amazon		MAJOR ITEMS:Furniture & Fixtures	-119.99
11/8/2018	Debit	Amazon		MEDIA:Periodicals	-32.95
11/8/2018	Debit	Beekman 1802 Almanac		MEDIA:Periodicals	-7.49
11/13/2018	3424	Kanopy		MEDIA:Video	-40.00
11/13/2018	TXFR	Monthly Expenses		[Public Funds]	2,437.67
11/13/2018	3425	Seacoast Area Libraries	seacoast coop	EDUCATION:Dues	-50.00
11/13/2018	3426	S Baker & Taylor		MEDIA:Adult Books	-956.34
				MEDIA:Adult Audio	-134.74
				MEDIA:Children Books	-232.82
				MEDIA:Children Audio	0.00
11/16/2018	Debit	Amazon		MEDIA:Periodicals	-47.00
11/21/2018	Debit	Market Basket		PROGRAMS:Children	-28.94
11/21/2018	Debit	Michaels		PROGRAMS:Children	-12.96
11/21/2018	3427	Showcases	audio cases	SUPPLIES & SERVICES:Library Suppli...	-140.23
11/26/2018	Debit	Demco		SUPPLIES & SERVICES:Library Suppli...	-107.78
12/4/2018	Debit	Amazon.com		MEDIA	-112.43
12/4/2018	Debit	Amazon.com	2 yrs quicken	SUPPLIES & SERVICES:Office Supplies	-54.99
12/4/2018	Debit	Amazon		PROGRAMS:Adult	-11.99
12/7/2018	3428	Park Street Foundation	audio/ebook consortium	MEDIA:Electronic	-878.00
12/7/2018	3429	Kanopy		MEDIA:Video	-54.00
12/7/2018	3430	Junior Library Guild	442140	MEDIA:Children Books	-272.85
12/7/2018	3431	Consolidated Communications (fair...		SUPPLIES & SERVICES:Telephone	-100.50
12/7/2018	3432	Staples	new printer ink paper	SUPPLIES & SERVICES:Office Supplies	-135.70
12/7/2018	Debit	Market Basket		PROGRAMS:Adult	-32.92
12/7/2018	TXFR	Monthly Expenses		[Public Funds]	2,437.67
12/12/2018	Debit	Family Handyman		MEDIA:Periodicals	-16.98
12/19/2018	3433	S Baker & Taylor		MEDIA:Adult Books	-910.20
				MEDIA:Adult Audio	-222.52
				MEDIA:Children Books	-338.37

Monthly Transaction List:2

11/1/2018 through 12/31/2018

1/15/2019

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Date	Num	Description	Memo	Category	Amount
				MEDIA:Children Audio	-45.00
12/24/2018				[Unrestricted Funds]	3,000.00
12/24/2018				[Restricted Funds]	2,700.00
12/27/2018	3434	Zoe Sucu		PROGRAMS:Children	-15.00
12/27/2018	3435	Junior Library Guild	444565	MEDIA:Children Books	-272.85
Public Funds					-4,771.09
11/13/2018		Monthly Expenses		[Disbursements]	-2,437.67
11/26/2018	DEP			FEES:Solar REC	6.00
11/30/2018		Interest Earned		BANK INTEREST:Public Funds	0.18
12/7/2018		Monthly Expenses		[Disbursements]	-2,437.67
12/27/2018	DEP			FEES:Copier	98.00
12/31/2018		Interest Earned		BANK INTEREST:Public Funds	0.07
Restricted Funds					-2,699.62
11/30/2018		Interest Earned		BANK INTEREST:Private Funds	0.20
12/24/2018	TXFR			[Disbursements]	-2,700.00
12/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.18
Town Support Ledger					-24,805.39
11/2/2018		Full Time Payroll		PAYROLL:Director Salary	-2,079.80
11/2/2018		Full Time Payroll		PAYROLL:Director Salary	-297.12
11/2/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-90.00
11/7/2018		Unitil		UTILITIES:Electricity	-295.07
11/7/2018		Northeast Heating		BUILDING MAINTENANCE:General	-659.70
11/16/2018		Full Time Payroll		PAYROLL:Director Salary	-2,139.23
11/16/2018		Full Time Payroll		PAYROLL:Director Salary	-237.69
11/16/2018		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-54.00
11/28/2018		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-40.00
11/30/2018		Full Time Payroll		PAYROLL:Director Salary	-2,037.36
11/30/2018		Full Time Payroll		PAYROLL:Director Salary	-339.56
11/30/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-1,356.98
11/30/2018		Full-time Payroll		PAYROLL:Taxes & Benefits	-924.33
11/30/2018		Part Time Payroll		PAYROLL:Staff Salaries	-3,603.25
11/30/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-275.65
11/30/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-108.00
11/30/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-19.28
12/5/2018		Unitil		UTILITIES:Electricity	-272.60
12/14/2018		Full Time Payroll		PAYROLL:Director Salary	-1,460.11
12/14/2018		Full Time Payroll		PAYROLL:Director Salary	-916.81
12/14/2018		Janitorial Service		BUILDING MAINTENANCE:Janitorial S...	-90.00

Monthly Transaction List:2

11/1/2018 through 12/31/2018

1/15/2019

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Date	Num	Description	Memo	Category	Amount
12/19/2018		Pulsar Alarm Systems		BUILDING MAINTENANCE	-275.00
12/28/2018		Full Time Payroll		PAYROLL:Director Salary	-2,037.36
12/28/2018		Full Time Payroll		PAYROLL:Director Salary	-203.74
12/28/2018		Full Time Payroll		PAYROLL:Taxes & Benefits	-878.81
12/28/2018		Full-time Payroll		PAYROLL:Taxes & Benefits	-924.33
12/28/2018		Part Time Payroll		PAYROLL:Staff Salaries	-2,838.68
12/28/2018		Part Time Payroll		PAYROLL:Taxes & Benefits	-217.16
12/28/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-90.00
12/28/2018		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-13.77
12/31/2018		Cheryll Hurteau			-30.00
Unrestricted Funds					-2,923.52
11/26/2018	DEP			DONATIONS:Conscience-Lost,Damag...	15.00
11/26/2018	DEP			DONATIONS:Conscience-Lost,Damag...	24.99
11/30/2018		Interest Earned		BANK INTEREST:Private Funds	0.28
12/10/2018	DEP			DONATIONS:Conscience-Lost,Damag...	15.95
12/24/2018	TXFR			[Disbursements]	-3,000.00
12/27/2018	DEP			DONATIONS:Conscience-Lost,Damag...	20.00
12/31/2018		Interest Earned		BANK INTEREST:Private Funds	0.26
OVERALL TOTAL					-30,538.96

YTD Income/Expense by Category - 2018

1/1/2018 through 12/31/2018

1/15/2019

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 9/30/2018	10/1/2018- 12/31/2018	OVERALL TOTAL
INCOME					
BANK INTEREST					
Private Funds	1.43	1.44	1.45	1.45	5.77
Public Funds	0.31	0.36	0.59	0.55	1.81
TOTAL BANK INTEREST	1.74	1.80	2.04	2.00	7.58
DONATIONS					
Conscience-Lost,Damaged,Overdue	115.00	27.00	106.71	87.94	336.65
Other DONATIONS	0.00	0.00	100.00	0.00	100.00
TOTAL DONATIONS	115.00	27.00	206.71	87.94	436.65
FEES					
Copier	0.00	65.00	68.50	98.00	231.50
Out Of Town Patron	0.00	0.00	50.00	50.00	100.00
Solar REC	30.00	26.00	12.00	6.00	74.00
TOTAL FEES	30.00	91.00	130.50	154.00	405.50
TOWN SUPPORT					
Budget Assistance	7,587.50	15,175.00	7,587.50	0.00	30,350.00
TOTAL TOWN SUPPORT	7,587.50	15,175.00	7,587.50	0.00	30,350.00
TOTAL INCOME	7,734.24	15,294.80	7,926.75	243.94	31,199.73
EXPENSES					
Uncategorized	321.81	0.00	157.22	44.96	523.99
BUILDING MAINTENANCE					
Alarm Service	276.00	138.00	138.00	0.00	552.00
General	0.00	0.00	1,402.69	1,794.97	3,197.66
Janitorial Services	658.83	755.70	620.07	668.51	2,703.11
Lawn Service	0.00	663.00	663.00	442.00	1,768.00
Snow Removal	270.00	0.00	0.00	40.00	310.00
Other BUILDING MAINTENANCE	0.00	0.00	42.00	275.00	317.00
TOTAL BUILDING MAINTENANCE	1,204.83	1,556.70	2,865.76	3,220.48	8,847.77
EDUCATION					
Books-Periodicals	0.00	0.00	167.50	0.00	167.50
Dues	0.00	0.00	0.00	50.00	50.00
Meetings	0.00	423.00	45.00	0.00	468.00
Training	0.00	0.00	0.00	61.09	61.09
Other EDUCATION	145.00	26.00	0.00	0.00	171.00
TOTAL EDUCATION	145.00	449.00	212.50	111.09	917.59

YTD Income/Expense by Category - 2018

1/1/2018 through 12/31/2018

1/15/2019

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 9/30/2018	10/1/2018- 12/31/2018	OVERALL TOTAL
LEGAL	0.00	102.50	0.00	0.00	102.50
MAJOR ITEMS					
Computer Software	0.00	995.00	520.00	0.00	1,515.00
Furniture & Fixtures	0.00	0.00	0.00	119.99	119.99
TOTAL MAJOR ITEMS	0.00	995.00	520.00	119.99	1,634.99
MEDIA					
Adult Audio	243.68	369.17	266.31	395.74	1,274.90
Adult Books	2,728.07	1,902.42	1,714.90	2,773.95	9,119.34
Children Audio	0.00	5.49	112.24	45.00	162.73
Children Books	1,429.31	1,893.00	1,017.14	2,665.51	7,004.96
Electronic	0.00	1.50	0.00	878.00	879.50
Newspaper	176.84	0.00	0.00	0.00	176.84
Periodicals	315.39	70.46	25.49	173.47	584.81
Video	524.91	763.08	643.12	185.36	2,116.47
Other MEDIA	138.00	34.95	-16.00	190.32	347.27
TOTAL MEDIA	5,556.20	5,040.07	3,763.20	7,307.35	21,666.82
PAYROLL					
Director Salary	14,261.52	16,908.77	10,220.76	16,502.62	57,893.67
Staff Salaries	6,907.16	8,276.12	7,522.66	9,286.84	31,992.78
Taxes & Benefits	6,015.37	8,421.06	4,388.82	7,528.54	26,353.79
TOTAL PAYROLL	27,184.05	33,605.95	22,132.24	33,318.00	116,240.24
PROGRAMS					
Adult	0.00	36.78	14.99	118.66	170.43
Children	350.23	487.08	200.09	241.67	1,279.07
TOTAL PROGRAMS	350.23	523.86	215.08	360.33	1,449.50
SUPPLIES & SERVICES					
Bldg Supplies	0.00	0.00	100.91	79.46	180.37
Library Supplies	585.80	332.55	216.87	248.01	1,383.23
Office Supplies	504.77	515.24	493.13	298.62	1,811.76
Postage	0.00	0.00	50.00	0.00	50.00
Telephone	291.71	291.49	295.43	300.24	1,178.87
Other SUPPLIES & SERVICES	0.00	0.00	0.00	52.05	52.05
TOTAL SUPPLIES & SERVICES	1,382.28	1,139.28	1,156.34	978.38	4,656.28
UTILITIES					
Electricity	865.16	894.83	1,035.72	917.74	3,713.45
Propane	2,168.30	0.00	0.00	0.00	2,168.30
TOTAL UTILITIES	3,033.46	894.83	1,035.72	917.74	5,881.75

YTD Income/Expense by Category - 2018

1/1/2018 through 12/31/2018

1/15/2019

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Category Description	1/1/2018- 3/31/2018	4/1/2018- 6/30/2018	7/1/2018- 9/30/2018	10/1/2018- 12/31/2018	OVERALL TOTAL
TOTAL EXPENSES	39,177.86	44,307.19	32,058.06	46,378.32	161,921.43
OVERALL TOTAL	-31,443.62	-29,012.39	-24,131.31	-46,134.38	-130,721.70

Reconciliation Report

Disbursements
1/6/2019

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,339.38
Checks and Payments	13	Items	-2,022.91
Deposits and Other Credits	3	Items	8,137.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			7,454.14

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			7,454.14
Checks and Payments	4	Items	-2,076.79
Deposits and Other Credits	0	Items	0.00
Register Balance as of 12/31/2018:			5,377.35
Checks and Payments	1	Item	-5,700.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			-322.65

Reconciliation Report

Disbursements
1/6/2019

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Uncleared Transaction Detail up to 12/31/2018

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
10/25/2018	3419	Junior Library Guild	435655	MEDIA:Children Books		-272.85
12/19/2018	3433	Baker & Taylor		MEDIA:Adult Books		-1,516.09
12/27/2018	3434	Zoe Sucu		PROGRAMS:Children		-15.00
12/27/2018	3435	Junior Library Guild	444565	MEDIA:Children Books		-272.85
Total Uncleared Checks and Payments						-2,076.79
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-2,076.79

Reconciliation Report

Disbursements
1/6/2019

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,050.63
Checks and Payments	15	Items	-2,148.92
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:			1,339.38

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			1,339.38
Checks and Payments	4	Items	-625.40
Deposits and Other Credits	0	Items	0.00
Register Balance as of 11/30/2018:			713.98
Checks and Payments	12	Items	-9,145.33
Deposits and Other Credits	1	Item	2,437.67
Register Ending Balance:			-5,993.68

Reconciliation Report

Disbursements
1/6/2019

Uncleared Transaction Detail up to 11/30/2018

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
10/25/2018	3419	Junior Library Guild	435655	MEDIA:Children Books		-272.85
11/2/2018	3422	Zoe Sucu	mth halloween party	PROGRAMS:Children		-184.77
11/2/2018	3423	Tracy Waldron	market basket	SUPPLIES & SERVICES		-27.55
11/21/2018	3427	Showcases	audio cases	SUPPLIES & SERVICES:Library Sup...		-140.23
Total Uncleared Checks and Payments						-625.40
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-625.40