



East Kingston Public Library
Treasurer's Report

September/October 2019

Banking Summary
9/1/2019 through 10/31/2019

Category	9/1/2019- 10/31/2019
INCOME	
BANK INTEREST	
Private Funds	0.46
Public Funds	0.31
TOTAL BANK INTEREST	0.77
TOWN SUPPORT	
Budget Assistance	7,587.50
TOTAL TOWN SUPPORT	7,587.50
TOTAL INCOME	7,588.27
 EXPENSES	
Uncategorized	98.00
BUILDING MAINTENANCE	
Alarm Service	466.25
Janitorial Services	304.85
Lawn Service	528.00
Water System	1,138.69
TOTAL BUILDING MAINTENANCE	4,614.29
MAJOR ITEMS	1,550.00
MEDIA	
Adult Audio	120.94
Adult Books	1,593.19
Children's Audio	99.82
Children's Books	1,362.70
Periodicals	257.49
TOTAL MEDIA	3,842.63
PAYROLL	
Director's Salary	9,650.32
Staff Salaries	5,573.96
Taxes and Benefits (Full Time)	3,779.04
Taxes and Benefits (Part-time)	426.40
TOTAL PAYROLL	19,429.72
PROGRAMS	
Adult Programs	65.00
Children's Programs	-46.24
TOTAL PROGRAMS	63.76

Banking Summary
9/1/2019 through 10/31/2019

Category	9/1/2019- 10/31/2019
STAFF EDUCATION	110.00
SUPPLIES and SERVICES	
Building Supplies	25.66
Office Supplies	462.50
Telephone	251.48
TOTAL SUPPLIES and SERVICES	739.64
UTILITIES	
Electricity	550.03
TOTAL UTILITIES	550.03
TOTAL EXPENSES	30,998.07
TRANSFERS	
FROM Public Funds	4,875.34
FROM Restricted	1,648.00
FROM Unrestricted	100.00
TO Checking	-6,523.34
TO Restricted	-100.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-23,409.80

Banking Summary
1/1/2019 through 10/31/2019

Category	1/1/2019- 10/31/2019
INCOME	
Uncategorized	23.00
BANK INTEREST	
Private Funds	2.90
Public Funds	1.40
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TOTAL BANK INTEREST	4.30
DONATIONS	
Conscience	168.99
Memorial	945.00
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TOTAL DONATIONS	1,313.99
FEES	
Copier and Fax	120.00
Out of Town Patron	50.00
Solar REC	27.00
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TOTAL FEES	247.00
TOWN SUPPORT	
Budget Assistance	30,350.00
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TOTAL TOWN SUPPORT	30,350.00
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TOTAL INCOME	31,938.29
EXPENSES	
Uncategorized	134.00
BUILDING MAINTENANCE	
Alarm Service	742.25
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Janitorial Services	1,757.94
Lawn Service	2,113.00
Snow Removal	225.00
Water System	1,526.64
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TOTAL BUILDING MAINTENANCE	8,647.68
MAJOR ITEMS	
7,250.00	
MEDIA	
1,361.35	
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Adult Audio	781.38
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Adult Books	8,234.83
Children's Audio	185.31
Children's Books	4,800.36
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Periodicals	744.61

Banking Summary

1/1/2019 through 10/31/2019

Category	1/1/2019- 10/31/2019
Video	686.08
TOTAL MEDIA	16,793.92
PAYROLL	
Director's Salary	53,076.76
Staff Salaries	32,145.29
Taxes and Benefits (Full Time)	18,903.28
Taxes and Benefits (Part-time)	2,458.42
TOTAL PAYROLL	106,583.75
PROGRAMS	
Adult Programs	774.00
Children's Programs	617.99
Family Programs	22.70
TOTAL PROGRAMS	1,809.97
STAFF EDUCATION	
	665.00
SUPPLIES and SERVICES	
Building Supplies	398.84
Library Supplies	2,143.47
Office Supplies	2,174.65
Telephone	1,056.15
TOTAL SUPPLIES and SERVICES	5,773.11
UTILITIES	
Electricity	2,228.74
Propane	4,597.03
TOTAL UTILITIES	6,825.77
TOTAL EXPENSES	154,483.20
TRANSFERS	
FROM Public Funds	25,876.70
FROM Restricted	8,717.00
FROM Unrestricted	3,900.00
TO Checking	-38,393.70
TO Restricted	-100.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-122,544.91

Reconciliation Report

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			736.24
Checks and Payments	21	Items	-2,491.64
Deposits and Other Credits	5	Items	4,155.67
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			2,400.27

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			2,400.27
Checks and Payments	3	Items	-295.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 10/31/2019:			2,105.27
Checks and Payments	12	Items	-3,130.15
Deposits and Other Credits	1	Item	2,437.67
Register Ending Balance:			1,412.79

Reconciliation Report

Checking
11/24/2019

Uncleared Transaction Detail up to 10/31/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00
9/18/2019	3511	NHLA	conference tracy zoe	STAFF EDUCATION		-110.00
9/26/2019	3512	Haley Gray	adult fabric printing	PROGRAMS:Adult Programs		-65.00
Total Uncleared Checks and Payments						-295.00
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-295.00

Reconciliation Report

Checking
11/24/2019

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			1,603.66
Checks and Payments	14	Items	<u>-3,305.09</u>
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:			<u>736.24</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			<u>736.24</u>
Checks and Payments	26	Items	<u>-5,898.44</u>
Deposits and Other Credits	6	Items	<u>8,023.34</u>
Register Balance as of 11/24/2019:			2,861.14
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			<u>2,861.14</u>

Reconciliation Report

Checking
11/24/2019

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Uncleared Transaction Detail up to 11/24/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
8/2/2019	debit	Weebly	website	SUPPLIES and SERVICES:Office Su...		-120.00
9/18/2019	3511	NHLA	conference tracy zoe	STAFF EDUCATION		-110.00
9/26/2019	3512	Haley Gray	adult fabric printing	PROGRAMS:Adult Programs		-65.00
9/30/2019	3514	Kanopy	movie streaming	MEDIA		-45.00
10/2/2019	debit	HGTV/Food Network	2yr sub	MEDIA:Periodicals		-22.00
10/3/2019	3513	Junior Library Guild		MEDIA:Children's Books		-179.62
10/5/2019	3516	Chase Sealcoating	driveway	MAJOR ITEMS		-1,550.00
10/7/2019	debit	Eating Well/Amazon	1 yr	MEDIA:Periodicals		-12.00
10/15/2019	3517	Lew's Appliances	fireplace			-98.00
10/16/2019	debit	Consolidated Communications	phone	SUPPLIES and SERVICES:Telephone		-94.84
10/19/2019	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...		-99.00
10/19/2019	debit	Junior Library Guild		MEDIA:Children's Books		-251.14
10/23/2019	debit	Daedalus		MEDIA:Adult Books		-76.69
10/25/2019	debit	Water Street Books	halloween prizes	PROGRAMS		-45.00
11/6/2019	debit	Market Basket	prog	PROGRAMS:Children's Programs		-16.34
11/6/2019	debit	Demco	library supplies	SUPPLIES and SERVICES		-159.72
11/7/2019	3518	Park Street Foundation	audio/ebook downloads	MEDIA:Adult Audio		-922.00
11/7/2019	3519	Kanopy	movie streaming	MEDIA		-18.00
11/7/2019	3520	Baker & Taylor	media	MEDIA:Adult Books		-1,299.50
11/7/2019	3521	Zoe Sucu	reimburse	PROGRAMS:Children's Programs		-25.08
11/7/2019	3522	Tracy Waldron	halloween party	PROGRAMS:Children's Programs		-72.65
11/13/2019	debit	Consolidated Communications	phone	SUPPLIES and SERVICES:Telephone		-97.48
11/17/2019	debit	Great America	copier	SUPPLIES and SERVICES:Office Su...		-99.00
11/18/2019	debit	Beekmans	mag	MEDIA:Periodicals		-7.49
11/18/2019	debit	Junior Library Guild		MEDIA:Children's Books		-251.14
11/21/2019	debit	Amazon	videos	MEDIA:Video		-161.75
Total Uncleared Checks and Payments						-5,898.44
Uncleared Deposits and Other Credits						
10/15/2019	DEPsit	Driveway Sealcoat \$	driveway sealcoat			1,500.00
10/15/2019				[Restricted]		1,550.00
10/16/2019	TXFR	Public Funds		[Public Funds]		2,437.67
10/16/2019	3515	Void				0.00
10/22/2019			for fireplace repair	[Restricted]		98.00
11/7/2019	TXFR	Public Funds	quarterly	[Public Funds]		2,437.67
Total Uncleared Deposits and Other Credits						8,023.34

Reconciliation Report

Checking
11/24/2019

Uncleared Transaction Detail up to 11/24/2019

Date	Num	Payee	Memo	Category	Clr	Amount
Total Uncleared Transactions					32 Items	2,124.90

Transaction
9/1/2019 through 10/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 8/31/2019								-85,974.92
9/5/2019	Checking	debit	Consolidat... phone		SUPPLIES ...		R	-156.64
9/5/2019	Checking	3504	... Baker & Ta... media		--Split--	--Split--	R	-1,028.69
9/5/2019	Checking	3505	Smithsonian 1 yr		MEDIA:Peri...		R	-19.00
9/5/2019	Checking	3506	Booklist review mag		MEDIA:Peri...		R	-169.50
9/5/2019	Checking	3507	Smart Apple kids non fi...		MEDIA:Chil...		R	-89.85
9/5/2019	Checking	3508	Kanopy movie stre...		MEDIA		R	-94.00
9/5/2019	Checking	3509	Schwaab, Incrubber sta...		SUPPLIES ...		R	-38.24
9/5/2019	Checking	TXFR	Public Funds monthly		[Public Fun...		R	2,437.67
9/18/2019	Checking	debit	Great Amer...copier		SUPPLIES ...		R	-99.00
9/18/2019	Checking	3510	... Baker & Ta... media		--Split--	--Split--	R	-1,299.50
9/18/2019	Checking	debit	Walmart kids progr...		PROGRAM...		R	-23.76
9/18/2019	Checking	3511	NHLA conferenc...		STAFF ED...			-110.00
9/19/2019	Checking	debit	Amazon scientific ...		MEDIA:Peri...		R	-34.99
9/23/2019	Checking	debit	Energy Aud...solar REC...		SUPPLIES ...		R	-10.00
9/26/2019	Checking	3512	Haley Gray adult fabri...		PROGRAM...			-65.00
9/29/2019	Checking	debit	Lowe's vct adhesi...		SUPPLIES ...		R	-15.66
9/30/2019	Checking	3514	Kanopy movie stre...		MEDIA		R	-45.00
9/30/2019	Checking	debit	Staples office		SUPPLIES ...		R	-226.26
10/2/2019	Checking	debit	HGTV/Foo... 2yr sub		MEDIA:Peri...		R	-22.00
10/3/2019	Checking	TXFR	monthly e...		[Public Fun...		R	2,437.67
10/3/2019	Checking	3513	Junior Libra...		MEDIA:Chil...		R	-179.62
10/3/2019	Checking	debit	Amazon		MEDIA		R	-24.00
10/3/2019	Checking	debit	Amazon		MEDIA		R	-139.46
10/3/2019	Checking	debit	Amazon		MEDIA		R	-4.00
10/4/2019	Checking		Cricket Media		MEDIA		R	-21.95
10/4/2019	Checking	debit	Amazon		MEDIA		R	-32.99
10/5/2019	Checking	3516	Chase Seal...driveway		MAJOR IT...		R	-1,550.00
10/7/2019	Checking	debit	Eating Well... 1 yr		MEDIA:Peri...		R	-12.00
10/15/2019	Checking	3517	Lew's Appli... fireplace				R	-98.00
10/15/2019	Checking	TXFR			[Restricted]		R	1,550.00
10/16/2019	Checking	3515	Void				R	0.00
10/16/2019	Checking	debit	Consolidat... phone		SUPPLIES ...		R	-94.84
10/17/2019	Checking	debit	Amazon		MEDIA		R	-5.39
10/17/2019	Checking	debit	Amazon		MEDIA		R	-5.95
10/17/2019	Checking	debit	Amazon		MEDIA		R	-5.47
10/18/2019	Checking	debit	Amazon		MEDIA		R	-5.10

Transaction
9/1/2019 through 10/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
10/18/2019	Checking		Amazon		MEDIA		R	-10.19
10/18/2019	Checking		Amazon		MEDIA		R	-14.99
10/19/2019	Checking	debit	Great Amer...copier		SUPPLIES ...		R	-99.00
10/22/2019	Checking			for firepla...	[Restricted]		R	98.00
10/22/2019	Checking	DEP		from Frien...	PROGRAM...		R	70.00
10/23/2019	Checking	debit	Daedalus		MEDIA:Adu...		R	-76.69
10/25/2019	Checking	debit	Water Stre...	halloween...	PROGRAMS		R	-45.00
9/5/2019	Public Funds			Monthly E...	[Checking]		R	-2,437.67
9/30/2019	Public Funds				BANK INT...		R	0.06
10/2/2019	Public Funds				TOWN SU...		R	7,587.50
10/3/2019	Public Funds			Monthly E...	[Checking]		R	-2,437.67
10/31/2019	Public Funds				BANK INT...		R	0.25
9/1/2019	Restricted		In Memory ...	for repair/r...	[Unrestricted]		R	100.00
9/17/2019	Restricted		Junior Libra...		MEDIA:Chil...		R	-251.15
9/30/2019	Restricted				BANK INT...		R	0.20
10/15/2019	Restricted			for parkin...	[Checking]		R	-1,550.00
10/17/2019	Restricted		Junior Libra...		MEDIA:Chil...		R	-251.15
10/22/2019	Restricted			for firepla...	[Checking]		R	-98.00
10/31/2019	Restricted				BANK INT...		R	0.16
9/4/2019	Town Supp...		Unitil		UTILITIES:...			-55.42
9/6/2019	Town Supp...				PAYROLL:...			-2,412.58
9/6/2019	Town Supp...				PAYROLL:...			-1,419.67
9/6/2019	Town Supp...				BUILDING ...			-73.08
9/20/2019	Town Supp...				PAYROLL:...			-2,412.58
9/20/2019	Town Supp...				PAYROLL:...			-908.10
9/20/2019	Town Supp...				PAYROLL:...			-981.42
9/20/2019	Town Supp...				PAYROLL:...			-1,303.51
9/20/2019	Town Supp...				PAYROLL:...			-208.32
9/20/2019	Town Supp...				BUILDING ...			-73.08
9/20/2019	Town Supp...				BUILDING ...			-11.18
9/24/2019	Town Supp...		Unitil		UTILITIES:...			-181.83
9/24/2019	Town Supp...		Pulsar		BUILDING ...			-138.00
9/24/2019	Town Supp...		Northeast ...		BUILDING ...			-780.00
9/24/2019	Town Supp...		Epping Wel...		BUILDING ...			-150.00
9/24/2019	Town Supp...		Epping Wel...		BUILDING ...			-223.69
9/24/2019	Town Supp...		Epping Wel...		BUILDING ...			-265.00
10/1/2019	Town Supp...		The Yanke...		BUILDING ...			-264.00
10/4/2019	Town Supp...				PAYROLL:...			-2,412.58

Transaction
9/1/2019 through 10/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
10/4/2019	Town Supp...				PAYROLL:...			-1,681.33
10/4/2019	Town Supp...				BUILDING ...			-63.95
10/9/2019	Town Supp...		Unitil		UTILITIES:...			-312.78
10/9/2019	Town Supp...		Keane Fire		BUILDING ...			-60.00
10/15/2019	Town Supp...		A Very Goo...		BUILDING ...			-1,336.50
10/18/2019	Town Supp...				PAYROLL:...			-2,412.58
10/18/2019	Town Supp...				PAYROLL:...			-908.10
10/18/2019	Town Supp...				PAYROLL:...			-981.42
10/18/2019	Town Supp...				PAYROLL:...			-1,169.45
10/18/2019	Town Supp...				PAYROLL:...			-218.08
10/18/2019	Town Supp...				BUILDING ...			-73.08
10/18/2019	Town Supp...				BUILDING ...			-10.48
10/23/2019	Town Supp...		Pulsar		BUILDING ...			-148.75
10/23/2019	Town Supp...		Pulsar		BUILDING ...			-179.50
10/23/2019	Town Supp...		The Yanke...		BUILDING ...			-264.00
10/23/2019	Town Supp...		Epping Wel...		BUILDING ...			-500.00
9/1/2019	Unrestricted		In Memory ... for repair/r...	[Restricted]			R	-100.00
9/30/2019	Unrestricted				BANK INT...		R	0.05
10/31/2019	Unrestricted				BANK INT...		R	0.05
9/1/2019 - 10/31/2019								-23,409.80
BALANCE 10/31/2019								-109,384.72
TOTAL INFLOWS								14,281.61
TOTAL OUTFLOWS								-37,691.41
NET TOTAL								-23,409.80