



East Kingston Public Library
Treasurer's Report

September 2021

Banking Summary - Year to Date

1/1/2021 through 10/25/2021

10/25/2021

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Category	1/1/2021- 10/25/2021
INCOME	
Uncategorized	1,267.00
BANK INTEREST	
Private Funds	0.81
Public Funds	0.36
TOTAL BANK INTEREST	1.17
DONATIONS	
Conscience	20.00
TOTAL DONATIONS	120.00
FEES	
Out of Town Patron	200.00
Solar REC	74.00
TOTAL FEES	281.00
TOWN SUPPORT	
Budget Assistance	30,350.50
TOTAL TOWN SUPPORT	30,350.50
TOTAL INCOME	32,019.67
EXPENSES	
Uncategorized	458.00
BUILDING MAINTENANCE	
Janitorial Services	360.00
Water System	518.49
TOTAL BUILDING MAINTENANCE	10,805.83
MEDIA	
Adult Audio	1,436.56
Adult Books	8,546.00
Children's Audio	24.73
Children's Books	3,849.23
Periodicals	327.71
Video	897.72
TOTAL MEDIA	15,698.14
PAYROLL	
Director's Salary	49,626.34
Staff Salaries	33,282.50
TOTAL PAYROLL	82,908.84

Banking Summary - Year to Date

1/1/2021 through 10/25/2021

Category	1/1/2021- 10/25/2021
PROGRAMS	
Adult Programs	106.88
Children's Programs	851.96
Family Programs	231.29
TOTAL PROGRAMS	1,190.13
STAFF EDUCATION	300.00
SUPPLIES and SERVICES	
Building Supplies	166.97
IT	120.00
Library Supplies	2,152.46
Office Supplies	2,058.37
Telephone	1,084.12
TOTAL SUPPLIES and SERVICES	5,581.92
UTILITIES	
Electricity	-853.49
Propane	7,171.51
TOTAL UTILITIES	6,318.02
TOTAL EXPENSES	123,260.88
TRANSFERS	
FROM Public Funds	21,863.69
FROM Town Support Ledger	2,437.67
FROM Unrestricted	500.00
TO Checking	-24,801.36
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-91,241.21

Banking Summary - Last month

9/1/2021 through 9/30/2021

10/25/2021

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Category	9/1/2021- 9/30/2021
INCOME	
BANK INTEREST	
Private Funds	0.06
Public Funds	0.04
TOTAL BANK INTEREST	0.10
DONATIONS	
Conscience	20.00
TOTAL DONATIONS	20.00
FEES	
Out of Town Patron	200.00
TOTAL FEES	200.00
TOWN SUPPORT	
Budget Assistance	7,677.00
TOTAL TOWN SUPPORT	7,677.00
TOTAL INCOME	7,897.10
 EXPENSES	
BUILDING MAINTENANCE	
Water System	131.95
TOTAL BUILDING MAINTENANCE	1,448.52
MEDIA	
Adult Audio	1,234.00
Adult Books	775.24
Children's Audio	0.00
Children's Books	520.56
Video	88.33
TOTAL MEDIA	2,667.12
PAYROLL	
Director's Salary	7,449.09
Staff Salaries	4,689.57
TOTAL PAYROLL	12,138.66
PROGRAMS	
Adult Programs	48.45
Children's Programs	116.59
TOTAL PROGRAMS	165.04
STAFF EDUCATION	50.00

Banking Summary - Last month

9/1/2021 through 9/30/2021

10/25/2021

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Category	9/1/2021- 9/30/2021
SUPPLIES and SERVICES	
Library Supplies	227.59
Office Supplies	325.24
Telephone	107.84
TOTAL SUPPLIES and SERVICES	660.67
UTILITIES	
Electricity	155.21
TOTAL UTILITIES	155.21
TOTAL EXPENSES	17,285.22
TRANSFERS	
FROM Public Funds	2,437.67
TO Checking	-2,437.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-9,388.12

Reconciliation Report

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			3,314.10
Checks and Payments	16	Items	<u>-2,656.53</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>3,095.24</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			3,095.24
Checks and Payments	3	Items	<u>-1,361.77</u>
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/30/2021:			1,733.47
Checks and Payments	6	Items	<u>-455.92</u>
Deposits and Other Credits	1	Item	2,437.67
Register Ending Balance:			<u>3,715.22</u>

Reconciliation Report

Checking
10/24/2021

Uncleared Transaction Detail up to 9/30/2021

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
9/4/2021	3611	Cslp	summer reading	PROGRAMS:Children's Programs		-116.59
9/23/2021	3613	Baker & Taylor	media	MEDIA:Adult Audio		-1,125.88
9/23/2021	3614	Scholastic	media	MEDIA:Children's Books		-119.30
Total Uncleared Checks and Payments						-1,361.77
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits						0.00
Total Uncleared Transactions						-1,361.77

Transaction - Last month

9/1/2021 through 9/30/2021

10/24/2021

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
BALANCE 8/31/2021									-353,024.45
9/3/2021	Checking			Monthly E... [Public Fun...				R	2,437.67
9/4/2021	Checking	3609	Kanopy	video stre...	MEDIA			R	-14.00
9/4/2021	Checking	3610	Treasurer S...	water test	BUILDING ...			R	-102.00
9/4/2021	Checking	3611	Cslp	summer r...	PROGRAM...				-116.59
9/4/2021	Checking	3612	Park Street ...	audio/ebo...	MEDIA:Adu...			R	-1,212.00
9/9/2021	Checking	debit	Amazon		MEDIA			R	-34.99
9/15/2021	Checking	DEbit	On The Vine	condolanc...	PROGRAM...			R	-48.45
9/17/2021	Checking	debit	Great Amer...	copier	SUPPLIES ...			R	-99.00
9/17/2021	Checking	debit	Junior Libra...		MEDIA:Chil...			R	-160.95
9/22/2021	Checking	debit	Staples	Business ...	SUPPLIES ...			R	-226.24
9/22/2021	Checking	debit	Hampstead...	water bill	BUILDING ...			R	-29.95
9/22/2021	Checking	debit	Demco	library	SUPPLIES ...			R	-227.59
9/22/2021	Checking	debit	Consolidate...	phone	SUPPLIES ...			R	-107.84
9/23/2021	Checking	3613	...Baker & Ta...	media	--Split--	--Split--	--Split--		-1,125.88
9/23/2021	Checking	3614	Scholastic	media	MEDIA:Chil...				-119.30
9/27/2021	Checking	debit	Cymbidium	plant for c...	STAFF ED...			R	-50.00
9/3/2021	Public Funds			Monthly E... [Checking]				R	-2,437.67
9/20/2021	Public Funds				TOWN SU...			R	7,677.00
9/27/2021	Public Funds		Building Blo...		FEES:Out ...			R	200.00
9/30/2021	Public Funds				BANK INTE...			R	0.04
9/30/2021	Restricted				BANK INTE...			R	0.04
9/27/2021	Unrestricted				DONATION...			R	10.00
9/27/2021	Unrestricted				DONATION...			R	10.00
9/30/2021	Unrestricted				BANK INTE...			R	0.02
9/1/2021 - 9/30/2021									4,222.32
BALANCE 9/30/2021									-348,802.13
TOTAL INFLOWS									10,334.77
TOTAL OUTFLOWS									-6,112.45
NET TOTAL									4,222.32