



East Kingston Public Library  
Treasurer's Report

August 2016

## Account Balances - As of 8/31/2016:2

(Includes unrealized gains)

As of 8/31/2016

9/25/2016

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Account	8/31/2016 Balance
<b>Bank Accounts</b>	
Disbursements	555.31
Public Funds	2,605.97
Restricted Funds	4,918.19
Unrestricted Funds	3,333.84
<b>TOTAL Bank Accounts</b>	<b>11,413.31</b>
<b>Cash Accounts</b>	
Cash	0.00
<b>TOTAL Cash Accounts</b>	<b>0.00</b>
<b>Asset Accounts</b>	
Building Maintenance Fund	39,902.95
Capital Expansion Fund	595.88
Operating Reserve Fund	1,740.91
<b>TOTAL Asset Accounts</b>	<b>42,239.74</b>
<b>OVERALL TOTAL</b>	<b>53,653.05</b>

## Banking Summary - Last month:3

8/1/2016 through 8/31/2016

9/25/2016

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Category Description	8/1/2016- 8/31/2016
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.38
Public Funds	0.13
TOTAL BANK INTEREST	0.51
DONATIONS	
Conscience-Lost,Damaged,Overdue	58.50
TOTAL DONATIONS	58.50
FEES	
Copier	132.00
TOTAL FEES	132.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-6,429.94
Taxes & Benefits	-1,978.18
TOTAL PAYROLL	-8,408.12
TOTAL TOWN SUPPORT	-8,408.12
<b>TOTAL INCOME</b>	<b>-8,217.11</b>
<b>EXPENSES</b>	
BUILDING MAINTENANCE	
Janitorial Services	183.00
Lawn Service	221.00
TOTAL BUILDING MAINTENANCE	404.00
EDUCATION	
Books-Periodicals	159.50
TOTAL EDUCATION	159.50
MEDIA	
Adult Audio	27.80
Adult Books	938.70
Children Audio	86.25
Children Books	610.53
Periodicals	29.97
Video	146.86
TOTAL MEDIA	1,840.11
SUPPLIES & SERVICES	

### Banking Summary - Last month:3

8/1/2016 through 8/31/2016

9/25/2016

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Category Description	8/1/2016- 8/31/2016
Office Supplies	125.86
Telephone	96.03
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>221.89</b>
UTILITIES	
Electricity	251.21
<b>TOTAL UTILITIES</b>	<b>251.21</b>
<b>TOTAL EXPENSES</b>	<b>2,876.71</b>
<b>TRANSFERS</b>	
FROM Public Funds	2,437.67
TO Disbursements	-2,437.67
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-11,093.82</b>

## Monthly Transaction List - Last month:2

8/1/2016 through 8/31/2016

9/25/2016

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>216.17</b>
8/3/2016	TXFR	Quarterly		[Public Funds]	2,437.67
8/10/2016	3224	Yankee	2 yrs	MEDIA:Periodicals	-29.97
8/10/2016	3225	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.03
8/10/2016	3226	Staples		SUPPLIES & SERVICES:Office Supplies	-125.86
8/10/2016	3227	Booklist	1 year	EDUCATION:Books-Periodicals	-159.50
8/10/2016	3228	S Baker & Taylor		MEDIA:Adult Books	-923.70
				MEDIA:Adult Audio	-27.80
				MEDIA:Children Books	-154.47
				MEDIA:Children Audio	-86.25
8/10/2016	3229	Smyth Public Library		MEDIA:Adult Books	-15.00
8/10/2016	3230	Junior Library Guild		MEDIA:Children Books	-272.85
8/24/2016	Debit	Daedalus Books		MEDIA:Children Books	-183.21
8/24/2016	Debit	Amazon.com	dvds	MEDIA:Video	-111.13
8/25/2016	Debit	Amazon.com		MEDIA:Video	-12.96
8/25/2016	Debit	Amazon.com		MEDIA:Video	-2.78
8/29/2016	Debit	Amazon.com		MEDIA:Video	-19.99
<b>Public Funds</b>					<b>-2,305.54</b>
8/3/2016		Quarterly		[Disbursements]	-2,437.67
8/25/2016		Deposit		FEES:Copier	132.00
8/31/2016		Interest Earned		BANK INTEREST:Public Funds	0.13
<b>Restricted Funds</b>					<b>0.23</b>
8/31/2016		Interest Earned		BANK INTEREST:Private Funds	0.23
<b>Town Support Ledger</b>					<b>-9,063.33</b>
8/3/2016		Unitil		UTILITIES:Electricity	-251.21
8/10/2016		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
8/12/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,904.93
8/12/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-317.49
8/12/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
8/26/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,587.44
8/26/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-634.98
8/26/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-836.52
8/26/2016		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
8/26/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,985.10
8/26/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-151.86
8/26/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
8/26/2016		Janitorial Services	FICA and Medicare	BUILDING MAINTENANCE:Janitorial S...	-13.00

Monthly Transaction List - Last month:2

8/1/2016 through 8/31/2016

9/25/2016

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Date	Num	Description	Memo	Category	Amount
<b>Unrestricted Funds</b>					<b>58.65</b>
8/25/2016	DEP	Deposit		DONATIONS:Conscience-Lost,Damag...	58.50
8/31/2016		Interest Earned		BANK INTEREST:Private Funds	0.15
<b>OVERALL TOTAL</b>					<b>-11,093.82</b>

**Banking Summary**  
1/1/2016 through 8/31/2016

Category Description	1/1/2016- 8/31/2016
<b>INCOME</b>	
Uncategorized	0.01
<b>BANK INTEREST</b>	
Private Funds	2.76
Public Funds	1.21
<b>TOTAL BANK INTEREST</b>	<b>3.97</b>
<b>DONATIONS</b>	
Conscience-Lost,Damaged,Overdue	513.67
Restricted	1,080.00
<b>TOTAL DONATIONS</b>	<b>1,593.67</b>
<b>FEES</b>	
Copier	306.00
<b>TOTAL FEES</b>	<b>306.00</b>
<b>TOWN SUPPORT</b>	
Budget Assistance	21,939.00
<b>PAYROLL</b>	
Salaries & Wages	-55,669.48
Taxes & Benefits	-16,521.40
<b>TOTAL PAYROLL</b>	<b>-72,190.88</b>
<b>TOTAL TOWN SUPPORT</b>	<b>-50,251.88</b>
<b>TOTAL INCOME</b>	<b>-48,348.23</b>
<b>EXPENSES</b>	
Uncategorized	111.13
<b>BANK CHARGES</b>	
Other BANK CHARGES	30.00
<b>TOTAL BANK CHARGES</b>	<b>30.00</b>
<b>BUILDING MAINTENANCE</b>	
Alarm Service	414.00
General	91.81
Janitorial Services	1,743.53
Landscaping	1,000.33
Lawn Service	1,105.00
Snow Removal	250.00
Other BUILDING MAINTENANCE	296.50
<b>TOTAL BUILDING MAINTENANCE</b>	<b>4,901.17</b>

**Banking Summary**  
1/1/2016 through 8/31/2016

Category Description	1/1/2016- 8/31/2016
<b>EDUCATION</b>	
Books-Periodicals	159.50
Dues	50.00
Meetings	812.50
<b>TOTAL EDUCATION</b>	<b>1,022.00</b>
<b>MAJOR ITEMS</b>	
Computer Software	39.95
Furniture & Fixtures	500.18
<b>TOTAL MAJOR ITEMS</b>	<b>540.13</b>
<b>MEDIA</b>	
Adult Audio	645.16
Adult Books	6,963.64
Children Audio	262.23
Children Books	4,410.93
Newspaper	176.84
Periodicals	829.67
Video	1,929.19
Other MEDIA	296.31
<b>TOTAL MEDIA</b>	<b>15,513.97</b>
<b>OFFICE EQUIPMENT</b>	
Support	995.00
<b>TOTAL OFFICE EQUIPMENT</b>	<b>995.00</b>
<b>PROGRAMS</b>	
Adult	1,852.90
Children	1,926.26
Other	1,480.00
Other PROGRAMS	885.54
<b>TOTAL PROGRAMS</b>	<b>6,144.70</b>
<b>SUPPLIES &amp; SERVICES</b>	
Library Supplies	199.13
Office Supplies	1,013.30
Telephone	765.27
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>1,977.70</b>
<b>UTILITIES</b>	
Electricity	2,009.83
Propane	1,216.70
<b>TOTAL UTILITIES</b>	<b>3,226.53</b>



**Banking Summary**  
1/1/2016 through 8/31/2016

Category Description	1/1/2016- 8/31/2016
<b>TOTAL EXPENSES</b>	<b>34,462.33</b>
<b>TRANSFERS</b>	
FROM Public Funds	19,703.36
FROM Restricted Funds	646.67
FROM Unrestricted Funds	771.14
FROM Building Maintenance Fund	1,183.00
TO Disbursements	-21,121.17
TO Building Maintenance Fund	-1,183.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-82,810.56</b>