



East Kingston Public Library
Treasurer's Report

December 2016

Account Balances - As of 12/31/2016:2

(Includes unrealized gains)

As of 12/31/2016

1/18/2017

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Account	12/31/2016 Balance
Bank Accounts	
Disbursements	1,005.70
Public Funds	31.68
Restricted Funds	4,918.81
Unrestricted Funds	4,141.43
TOTAL Bank Accounts	10,097.62
Cash Accounts	
Cash	0.00
TOTAL Cash Accounts	0.00
Asset Accounts	
Building Maintenance Fund	39,902.95
Capital Expansion Fund	595.88
Operating Reserve Fund	1,740.91
TOTAL Asset Accounts	42,239.74
OVERALL TOTAL	52,337.36

Banking Summary - Last month:3

12/1/2016 through 12/31/2016

1/18/2017

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Category Description	12/1/2016- 12/31/2016
INCOME	
BANK INTEREST	
Private Funds	0.16
TOTAL BANK INTEREST	0.16
DONATIONS	
Conscience-Lost,Damaged,Overdue	15.00
Memorials	305.00
TOTAL DONATIONS	320.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-8,823.72
Taxes & Benefits	-2,326.50
TOTAL PAYROLL	-11,150.22
TOTAL TOWN SUPPORT	-11,150.22
TOTAL INCOME	-10,830.06
EXPENSES	
BUILDING MAINTENANCE	
Alarm Service	63.00
Janitorial Services	283.65
Snow Removal	120.00
TOTAL BUILDING MAINTENANCE	466.65
MAJOR ITEMS	
Furniture & Fixtures	341.00
Office Equipment	69.95
TOTAL MAJOR ITEMS	410.95
MEDIA	
Adult Audio	0.00
Adult Books	572.61
Children Audio	0.00
Children Books	328.24
Video	333.85
TOTAL MEDIA	1,234.70
PROGRAMS	
Children	175.00
TOTAL PROGRAMS	175.00

Banking Summary - Last month:3

12/1/2016 through 12/31/2016

1/18/2017

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Category Description	12/1/2016- 12/31/2016
SUPPLIES & SERVICES	
Library Supplies	273.19
Office Supplies	287.66
Telephone	95.81
TOTAL SUPPLIES & SERVICES	656.66
UTILITIES	
Electricity	304.38
Propane	1,163.40
TOTAL UTILITIES	1,467.78
TOTAL EXPENSES	4,411.74
TRANSFERS	
FROM Public Funds	2,587.67
FROM Unrestricted Funds	21.00
TO Disbursements	-2,608.67
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-15,241.80

Monthly Transaction List - Last month:2

12/1/2016 through 12/31/2016

1/18/2017

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Date	Num	Description	Memo	Category	Amount
Disbursements					642.31
12/1/2016		TXFR		[Unrestricted Funds]	21.00
12/3/2016		TXFR		[Public Funds]	2,437.67
12/13/2016	3255	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-95.81
12/13/2016	3256	Diane Sheckells	stamps	SUPPLIES & SERVICES:Office Supplies	-28.20
12/13/2016	3257	Junior Library Guild	342110	MEDIA:Children Books	-272.85
12/13/2016	3258	S Baker & Taylor		MEDIA:Adult Books	-572.61
				MEDIA:Adult Audio	0.00
				MEDIA:Children Books	-55.39
				MEDIA:Children Audio	0.00
12/22/2016		TXFR		[Public Funds]	150.00
12/29/2016	3259	Staples		SUPPLIES & SERVICES:Office Supplies	-259.46
12/29/2016	3260	Janine Bibeau	yoga for kids	PROGRAMS:Children	-75.00
12/29/2016	Debit	National Audio Company	audio cases	SUPPLIES & SERVICES:Library Suppli...	-273.19
12/29/2016	Debit	Amazon.com		MEDIA:Video	-333.85
Public Funds					-2,587.67
12/3/2016		TXFR		[Disbursements]	-2,437.67
12/22/2016		TXFR		[Disbursements]	-150.00
Town Support Ledger					-13,084.65
12/2/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,074.26
12/2/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
12/7/2016		Janitorial Services	FICA and Medicare	BUILDING MAINTENANCE:Janitorial S...	-20.15
12/7/2016		Unitil		UTILITIES:Electricity	-304.38
12/14/2016		Hartmann Oil		UTILITIES:Propane	-1,163.40
12/14/2016		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-30.00
12/14/2016		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-63.00
12/14/2016		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-60.00
12/16/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,944.62
12/16/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-93.50
12/29/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,904.93
12/29/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-1,114.86
12/29/2016		Full Time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
12/29/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,899.91
12/29/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-221.84
12/29/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
12/31/2016		Keith Hurteau		BUILDING MAINTENANCE:Snow Rem...	-30.00
Unrestricted Funds					299.16

Monthly Transaction List - Last month:2

12/1/2016 through 12/31/2016

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Date	Num	Description	Memo	Category	Amount
12/1/2016		TXFR		[Disbursements]	-21.00
12/16/2016	DEP	Deposit	in memory of Roberta Co...	DONATIONS:Memorials	75.00
12/16/2016	DEP	Deposit		DONATIONS:Conscience-Lost,Damag...	15.00
12/22/2016	DEP	Deposit	in memory of Roberta Co...	DONATIONS:Memorials	100.00
12/22/2016	DEP	Deposit	in memory of Roberta Co...	DONATIONS:Memorials	30.00
12/22/2016	DEP	Deposit	in memory of Roberta Co...	DONATIONS:Memorials	100.00
12/30/2016		Interest Earned		BANK INTEREST:Private Funds	0.16
Friends Support Ledger					-510.95
12/8/2016		Apple Online Store	iPad cover	MAJOR ITEMS:Office Equipment	-69.95
12/19/2016		Seacoast Science Center	museum passes	PROGRAMS:Children	-100.00
12/30/2016		Land Of Nod	children's rockers	MAJOR ITEMS:Furniture & Fixtures	-341.00
OVERALL TOTAL					-15,241.80

YTD Income/Expense by Category - 2016:36

1/1/2016 through 12/31/2016

1/18/2017

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Category Description	1/1/2016- 3/31/2016	4/1/2016- 6/30/2016	7/1/2016- 9/30/2016	10/1/2016- 12/31/2016	OVERALL TOTAL
INCOME					
Uncategorized	0.01	0.00	2.78	0.00	2.79
BANK INTEREST					
Private Funds	1.02	1.03	1.04	0.89	3.98
Public Funds	0.42	0.45	0.40	0.33	1.60
TOTAL BANK INTEREST	1.44	1.48	1.44	1.22	5.58
DONATIONS					
Conscience-Lost,Damaged,Overdue	220.17	225.00	68.50	63.99	577.66
Memorials	0.00	0.00	0.00	305.00	305.00
Restricted	0.00	1,080.00	0.00	3,037.50	4,117.50
TOTAL DONATIONS	220.17	1,305.00	68.50	3,406.49	5,000.16
FEES					
Copier	82.00	92.00	132.00	21.00	327.00
Solar REC	0.00	0.00	0.00	147.00	147.00
TOTAL FEES	82.00	92.00	132.00	168.00	474.00
TOWN SUPPORT					
Budget Assistance	14,626.00	7,313.00	7,311.00	0.00	29,250.00
PAYROLL					
Salaries & Wages	-22,287.29	-19,164.90	-20,130.15	-21,591.75	-83,174.09
Taxes & Benefits	-6,412.10	-5,924.98	-6,106.40	-5,243.48	-23,686.96
TOTAL PAYROLL	-28,699.39	-25,089.88	-26,236.55	-26,835.23	-106,861.05
TOTAL TOWN SUPPORT	-14,073.39	-17,776.88	-18,925.55	-26,835.23	-77,611.05
TOTAL INCOME	-13,769.77	-16,378.40	-18,720.83	-23,259.52	-72,128.52
EXPENSES					
Uncategorized	0.00	110.70	0.43	2,520.00	2,631.13
BANK CHARGES					
Other BANK CHARGES	20.00	10.00	0.00	0.00	30.00
TOTAL BANK CHARGES	20.00	10.00	0.00	0.00	30.00
BUILDING MAINTENANCE					
Alarm Service	276.00	138.00	138.00	63.00	615.00
General	0.00	91.81	780.00	72.75	944.56
Janitorial Services	738.33	547.70	640.50	631.35	2,557.88
Landscaping	236.00	764.33	100.00	210.00	1,310.33
Lawn Service	0.00	663.00	663.00	442.00	1,768.00
Snow Removal	230.00	20.00	0.00	120.00	370.00

YTD Income/Expense by Category - 2016:36

1/1/2016 through 12/31/2016

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Category Description	1/1/2016- 3/31/2016	4/1/2016- 6/30/2016	7/1/2016- 9/30/2016	10/1/2016- 12/31/2016	OVERALL TOTAL
Other BUILDING MAINTENANCE	296.50	0.00	0.00	0.00	296.50
TOTAL BUILDING MAINTENANCE	1,776.83	2,224.84	2,321.50	1,539.10	7,862.27
EDUCATION					
Books-Periodicals	0.00	0.00	159.50	0.00	159.50
Dues	0.00	50.00	0.00	0.00	50.00
Meetings	240.00	572.50	45.00	0.00	857.50
TOTAL EDUCATION	240.00	622.50	204.50	0.00	1,067.00
MAJOR ITEMS					
Computer Software	0.00	0.00	39.95	0.00	39.95
Furniture & Fixtures	0.00	500.18	0.00	341.00	841.18
Office Equipment	0.00	0.00	0.00	468.95	468.95
TOTAL MAJOR ITEMS	0.00	500.18	39.95	809.95	1,350.08
MEDIA					
Adult Audio	351.91	247.45	109.03	355.93	1,064.32
Adult Books	2,881.70	2,510.01	2,391.30	2,309.40	10,092.41
Children Audio	40.12	100.12	121.99	16.50	278.73
Children Books	1,639.73	1,618.28	1,761.63	1,870.36	6,890.00
Electronic	0.00	0.00	0.00	687.00	687.00
Newspaper	176.84	0.00	0.00	0.00	176.84
Periodicals	134.90	104.80	605.97	19.97	865.64
Video	872.58	702.06	626.69	333.85	2,535.18
Other MEDIA	106.94	189.37	0.00	9.99	306.30
TOTAL MEDIA	6,204.72	5,472.09	5,616.61	5,603.00	22,896.42
OFFICE EQUIPMENT					
Support	0.00	995.00	0.00	0.00	995.00
TOTAL OFFICE EQUIPMENT	0.00	995.00	0.00	0.00	995.00
PROGRAMS					
Adult	306.41	1,546.49	0.00	222.94	2,075.84
Children	400.61	1,483.65	609.74	175.00	2,669.00
Other	1,230.00	250.00	306.25	1,072.13	2,858.38
Other PROGRAMS	885.54	0.00	0.00	0.00	885.54
TOTAL PROGRAMS	2,822.56	3,280.14	915.99	1,470.07	8,488.76
SUPPLIES & SERVICES					
Library Supplies	0.00	199.13	156.53	355.12	710.78
Office Supplies	280.25	265.29	755.18	494.53	1,795.25
Telephone	286.48	287.17	287.79	287.67	1,149.11
TOTAL SUPPLIES & SERVICES	566.73	751.59	1,199.50	1,137.32	3,655.14

YTD Income/Expense by Category - 2016:36

1/1/2016 through 12/31/2016

1/18/2017

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Category Description	1/1/2016- 3/31/2016	4/1/2016- 6/30/2016	7/1/2016- 9/30/2016	10/1/2016- 12/31/2016	OVERALL TOTAL
UTILITIES					
Electricity	833.17	717.80	1,348.22	1,059.02	3,958.21
Propane	1,216.70	0.00	0.00	1,163.40	2,380.10
TOTAL UTILITIES	2,049.87	717.80	1,348.22	2,222.42	6,338.31
TOTAL EXPENSES	13,680.71	14,684.84	11,646.70	15,301.86	55,314.11
OVERALL TOTAL	-27,450.48	-31,063.24	-30,367.53	-38,561.38	-127,442.63