



East Kingston Public Library
Treasurer's Report

November 2016

Account Balances - As of 11/30/2016:2

(Includes unrealized gains)

As of 11/30/2016

12/22/2016

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Account	11/30/2016 Balance
Bank Accounts	
Disbursements	363.39
Public Funds	2,619.35
Restricted Funds	4,918.81
Unrestricted Funds	3,842.27
TOTAL Bank Accounts	11,743.82
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	53,983.56

Banking Summary - Last month:3

11/1/2016 through 11/30/2016

12/22/2016

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Category Description	11/1/2016- 11/30/2016
INCOME	
BANK INTEREST	
Private Funds	0.37
Public Funds	0.11
TOTAL BANK INTEREST	0.48
DONATIONS	
Conscience-Lost,Damaged,Overdue	27.99
TOTAL DONATIONS	27.99
FEES	
Solar REC	147.00
TOTAL FEES	147.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-6,282.04
Taxes & Benefits	-1,966.87
TOTAL PAYROLL	-8,248.91
TOTAL TOWN SUPPORT	-8,248.91
TOTAL INCOME	-8,073.44
EXPENSES	
Uncategorized	0.00
BUILDING MAINTENANCE	
Janitorial Services	183.00
Lawn Service	221.00
TOTAL BUILDING MAINTENANCE	404.00
MEDIA	
Adult Audio	167.99
Adult Books	705.83
Children Audio	16.50
Children Books	626.36
Electronic	687.00
Other MEDIA	9.99
TOTAL MEDIA	2,213.67
PROGRAMS	
Adult	72.94
TOTAL PROGRAMS	72.94

Banking Summary - Last month:3

11/1/2016 through 11/30/2016

Category Description	11/1/2016- 11/30/2016
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SUPPLIES & SERVICES	
Library Supplies	81.93
Telephone	95.79
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TOTAL SUPPLIES & SERVICES	177.72
UTILITIES	
Electricity	363.80
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TOTAL UTILITIES	363.80
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TOTAL EXPENSES	3,232.13
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TRANSFERS	
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FROM Public Funds	2,458.67
TO Disbursements	-2,458.67
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TOTAL TRANSFERS	0.00
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OVERALL TOTAL	-11,305.57

Monthly Transaction List - Last month:2

11/1/2016 through 11/30/2016

12/22/2016

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Date	Num	Description	Memo	Category	Amount
Disbursements					-5.66
11/3/2016		TXFR		[Public Funds]	2,437.67
11/9/2016	3247	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-95.79
11/9/2016	3248	Junior Library Guild		MEDIA:Children Books	-272.85
11/9/2016	3249	Park Street Foundation	audio/ebook consortium	MEDIA:Electronic	-687.00
11/15/2016	3250	Void			0.00
11/15/2016	3251	Diane Sheckells	furniture ikea, fabric	PROGRAMS:Adult	-72.94
11/15/2016	3252	S Baker And Taylor		MEDIA:Adult Books	-705.83
				MEDIA:Adult Audio	-167.99
				MEDIA:Children Books	-353.51
				MEDIA:Children Audio	-16.50
11/15/2016	3253	The Hill Library	book replacement	MEDIA	-9.99
11/27/2016		TXFR		[Public Funds]	21.00
11/30/2016	3254	Demco	book cover	SUPPLIES & SERVICES:Library Suppli...	-81.93
Public Funds					-2,311.56
11/3/2016		TXFR		[Disbursements]	-2,437.67
11/27/2016		TXFR		[Disbursements]	-21.00
11/28/2016		Deposit		FEES:Solar REC	147.00
11/28/2016		Interest Earned		BANK INTEREST:Public Funds	0.11
Restricted Funds					0.21
11/30/2016		Interest Earned		BANK INTEREST:Private Funds	0.21
Town Support Ledger					-9,016.71
11/2/2016		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
11/4/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
11/4/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,222.42
11/9/2016		Unitil		UTILITIES:Electricity	-363.80
11/18/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
11/18/2016		Janitorial Services	FICA and Medicare	BUILDING MAINTENANCE:Janitorial S...	-13.00
11/18/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,222.42
11/18/2016		Full-time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-836.52
11/18/2016		Full Time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
11/18/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,837.20
11/18/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-140.55
Unrestricted Funds					28.15
11/28/2016	DEP	Deposit		DONATIONS:Conscience-Lost,Damag...	27.99
11/30/2016		Interest Earned		BANK INTEREST:Private Funds	0.16
OVERALL TOTAL					-11,305.57

YTD Income/Expense by Category:36

1/1/2016 through 11/30/2016

12/22/2016

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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- 11/30/2016	OVERALL TOTAL
INCOME					
Uncategorized	0.01	0.00	2.78	0.00	2.79
BANK INTEREST					
Private Funds	1.02	1.03	1.04	0.73	3.82
Public Funds	0.42	0.45	0.40	0.33	1.60
TOTAL BANK INTEREST	1.44	1.48	1.44	1.06	5.42
DONATIONS					
Conscience-Lost,Damaged,Overdue	220.17	225.00	68.50	48.99	562.66
Restricted	0.00	1,080.00	0.00	3,037.50	4,117.50
TOTAL DONATIONS	220.17	1,305.00	68.50	3,086.49	4,680.16
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	-12,768.03	-74,350.37
Taxes & Benefits	-6,412.10	-5,924.98	-6,106.40	-2,916.98	-21,360.46
TOTAL PAYROLL	-28,699.39	-25,089.88	-26,236.55	-15,685.01	-95,710.83
TOTAL TOWN SUPPORT	-14,073.39	-17,776.88	-18,925.55	-15,685.01	-66,460.83
TOTAL INCOME	-13,769.77	-16,378.40	-18,720.83	-12,429.46	-61,298.46
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	0.00	552.00
General	0.00	91.81	780.00	72.75	944.56
Janitorial Services	738.33	547.70	640.50	347.70	2,274.23
Landscaping	236.00	764.33	100.00	0.00	1,100.33
Lawn Service	0.00	663.00	663.00	442.00	1,768.00
Snow Removal	230.00	20.00	0.00	0.00	250.00
Other BUILDING MAINTENANCE	296.50	0.00	0.00	0.00	296.50

YTD Income/Expense by Category:36

1/1/2016 through 11/30/2016

12/22/2016

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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- 11/30/2016	OVERALL TOTAL
TOTAL BUILDING MAINTENANCE	1,776.83	2,224.84	2,321.50	862.45	7,185.62
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	0.00	500.18
TOTAL MAJOR ITEMS	0.00	500.18	39.95	0.00	540.13
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	1,736.79	9,519.80
Children Audio	40.12	100.12	121.99	16.50	278.73
Children Books	1,639.73	1,618.28	1,761.63	1,542.12	6,561.76
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	0.00	2,201.33
Other MEDIA	106.94	189.37	0.00	9.99	306.30
TOTAL MEDIA	6,204.72	5,472.09	5,616.61	4,368.30	21,661.72
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	0.00	2,494.00
Other	1,230.00	250.00	306.25	0.00	1,786.25
Other PROGRAMS	885.54	0.00	0.00	0.00	885.54
TOTAL PROGRAMS	2,822.56	3,280.14	915.99	222.94	7,241.63
SUPPLIES & SERVICES					
Library Supplies	0.00	199.13	156.53	81.93	437.59
Office Supplies	280.25	265.29	755.18	206.87	1,507.59
Telephone	286.48	287.17	287.79	191.86	1,053.30
TOTAL SUPPLIES & SERVICES	566.73	751.59	1,199.50	480.66	2,998.48
UTILITIES					
Electricity	833.17	717.80	1,348.22	754.64	3,653.83

YTD Income/Expense by Category:36

1/1/2016 through 11/30/2016

12/22/2016

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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- 11/30/2016	OVERALL TOTAL
Propane	1,216.70	0.00	0.00	0.00	1,216.70
TOTAL UTILITIES	2,049.87	717.80	1,348.22	754.64	4,870.53
TOTAL EXPENSES	13,680.71	14,684.84	11,646.70	9,208.99	49,221.24
OVERALL TOTAL	-27,450.48	-31,063.24	-30,367.53	-21,638.45	-110,519.70