



East Kingston Public Library  
Treasurer's Report

October 2016

## Account Balances - As of 10/31/2016:2

(Includes unrealized gains)

As of 10/31/2016

11/27/2016

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Account	10/31/2016 Balance
<b>Bank Accounts</b>	
Disbursements	369.05
Public Funds	4,930.91
Restricted Funds	4,918.60
Unrestricted Funds	3,814.12
<b>TOTAL Bank Accounts</b>	<b>14,032.68</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>56,272.42</b>

### Banking Summary - Last month:3

10/1/2016 through 10/31/2016

Category Description	10/1/2016- 10/31/2016
<b>INCOME</b>	
BANK INTEREST	
Private Funds	0.36
Public Funds	0.22
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TOTAL BANK INTEREST	0.58
DONATIONS	
Conscience-Lost,Damaged,Overdue	21.00
Restricted	3,037.50
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TOTAL DONATIONS	3,058.50
FEES	
Copier	21.00
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TOTAL FEES	21.00
TOWN SUPPORT	
PAYROLL	
Salaries & Wages	-6,485.99
Taxes & Benefits	-950.11
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TOTAL PAYROLL	-7,436.10
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TOTAL TOWN SUPPORT	-7,436.10
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<b>TOTAL INCOME</b>	<b>-4,356.02</b>
<b>EXPENSES</b>	
Uncategorized	2,520.00
BUILDING MAINTENANCE	
General	72.75
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Janitorial Services	164.70
Lawn Service	221.00
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TOTAL BUILDING MAINTENANCE	458.45
MEDIA	
Adult Audio	187.94
Adult Books	1,030.96
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Children Audio	0.00
Children Books	915.76
Periodicals	19.97
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TOTAL MEDIA	2,154.63
PROGRAMS	
Adult	150.00

## Banking Summary - Last month:3

10/1/2016 through 10/31/2016

11/27/2016

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Category Description	10/1/2016- 10/31/2016
TOTAL PROGRAMS	150.00
SUPPLIES & SERVICES	
Office Supplies	206.87
Telephone	96.07
TOTAL SUPPLIES & SERVICES	302.94
UTILITIES	
Electricity	390.84
TOTAL UTILITIES	390.84
<b>TOTAL EXPENSES</b>	<b>5,976.86</b>
<b>TRANSFERS</b>	
FROM Public Funds	2,437.67
FROM Restricted Funds	3,037.50
TO Disbursements	-4,957.67
TO Unrestricted Funds	-517.50
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-10,332.88</b>

## Monthly Transaction List - Last month:2

10/1/2016 through 10/31/2016

11/27/2016

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>-169.90</b>
10/3/2016		TXFR		[Public Funds]	2,437.67
10/6/2016	3237	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.07
10/6/2016	3238	Junior Library Guild		MEDIA:Children Books	-272.85
10/6/2016	3239	Country Gardens		MEDIA:Periodicals	-19.97
10/6/2016	3240	Staples		SUPPLIES & SERVICES:Office Supplies	-206.87
10/18/2016	3242	Seacoast Science Center	kids programs	PROGRAMS:Adult	-150.00
10/18/2016	3243	Ed Webber		MEDIA:Adult Audio	-45.00
10/18/2016	3244	S Baker & Taylor		MEDIA:Adult Books	-1,030.96
				MEDIA:Adult Audio	-142.94
				MEDIA:Children Books	-409.31
				MEDIA:Children Audio	0.00
10/20/2016	3241	Friends Of Library	solar rebate		-2,520.00
10/20/2016		Transfer		[Restricted Funds]	2,520.00
10/30/2016	3245	Know Buddy Resources		MEDIA:Children Books	-50.90
10/30/2016	3246	Smart Apple		MEDIA:Children Books	-182.70
<b>Public Funds</b>					<b>-2,416.45</b>
10/3/2016		TXFR		[Disbursements]	-2,437.67
10/6/2016		Deposit		FEES:Copier	21.00
10/31/2016		Interest Earned		BANK INTEREST:Public Funds	0.22
<b>Restricted Funds</b>					<b>0.21</b>
10/17/2016	DEP	Deposit	state solar rebate check	DONATIONS:Restricted	3,037.50
10/20/2016	TXFR	Transfer		[Disbursements]	-2,520.00
10/20/2016	TXFR	Transfer		[Unrestricted Funds]	-517.50
10/31/2016		Interest Earned		BANK INTEREST:Private Funds	0.21
<b>Town Support Ledger</b>					<b>-8,285.39</b>
10/5/2016		Unitil		UTILITIES:Electricity	-390.84
10/5/2016		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
10/7/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-68.00
10/7/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,968.43
10/7/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-31.75
10/12/2016		Keane Fire &	Fire Extinguisher Inspecti...	BUILDING MAINTENANCE:General	-72.75
10/21/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
10/21/2016		Janitorial Services	FICA and Medicare	BUILDING MAINTENANCE:Janitorial S...	-11.70
10/21/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,063.68
10/21/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-764.82
10/21/2016		Part-Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,422.13

## Monthly Transaction List - Last month:2

10/1/2016 through 10/31/2016

11/27/2016

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Date	Num	Description	Memo	Category	Amount
10/21/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-185.29
<b>Unrestricted Funds</b>					<b>538.65</b>
10/17/2016	DEP	Deposit		DONATIONS:Conscience-Lost,Damag...	15.00
10/17/2016	DEP	Deposit		DONATIONS:Conscience-Lost,Damag...	6.00
10/20/2016		Transfer		[Restricted Funds]	517.50
10/31/2016		Interest Earned		BANK INTEREST:Private Funds	0.15
<b>OVERALL TOTAL</b>					<b>-10,332.88</b>

YTD Income/Expense by Category:36

1/1/2016 through 10/31/2016

11/27/2016

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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- 10/31/2016	OVERALL TOTAL
<b>INCOME</b>					
Uncategorized	0.01	0.00	2.78	0.00	2.79
<b>BANK INTEREST</b>					
Private Funds	1.02	1.03	1.04	0.36	3.45
Public Funds	0.42	0.45	0.40	0.22	1.49
TOTAL BANK INTEREST	1.44	1.48	1.44	0.58	4.94
<b>DONATIONS</b>					
Conscience-Lost,Damaged,Overdue	220.17	225.00	68.50	21.00	534.67
Restricted	0.00	1,080.00	0.00	3,037.50	4,117.50
TOTAL DONATIONS	220.17	1,305.00	68.50	3,058.50	4,652.17
<b>FEES</b>					
Copier	82.00	92.00	132.00	21.00	327.00
TOTAL FEES	82.00	92.00	132.00	21.00	327.00
<b>TOWN SUPPORT</b>					
Budget Assistance	14,626.00	7,313.00	7,311.00	0.00	29,250.00
<b>PAYROLL</b>					
Salaries & Wages	-22,287.29	-19,164.90	-20,130.15	-6,485.99	-68,068.33
Taxes & Benefits	-6,412.10	-5,924.98	-6,106.40	-950.11	-19,393.59
TOTAL PAYROLL	-28,699.39	-25,089.88	-26,236.55	-7,436.10	-87,461.92
TOTAL TOWN SUPPORT	-14,073.39	-17,776.88	-18,925.55	-7,436.10	-58,211.92
<b>TOTAL INCOME</b>	<b>-13,769.77</b>	<b>-16,378.40</b>	<b>-18,720.83</b>	<b>-4,356.02</b>	<b>-53,225.02</b>
<b>EXPENSES</b>					
Uncategorized	0.00	110.70	0.43	2,520.00	2,631.13
<b>BANK CHARGES</b>					
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
<b>BUILDING MAINTENANCE</b>					
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	164.70	2,091.23
Landscaping	236.00	764.33	100.00	0.00	1,100.33
Lawn Service	0.00	663.00	663.00	221.00	1,547.00
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
TOTAL BUILDING MAINTENANCE	1,776.83	2,224.84	2,321.50	458.45	6,781.62

YTD Income/Expense by Category:36

1/1/2016 through 10/31/2016

11/27/2016

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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- 10/31/2016	OVERALL TOTAL
<b>EDUCATION</b>					
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
<b>TOTAL EDUCATION</b>	<b>240.00</b>	<b>622.50</b>	<b>204.50</b>	<b>0.00</b>	<b>1,067.00</b>
<b>MAJOR ITEMS</b>					
Computer Software	0.00	0.00	39.95	0.00	39.95
Furniture & Fixtures	0.00	500.18	0.00	0.00	500.18
<b>TOTAL MAJOR ITEMS</b>	<b>0.00</b>	<b>500.18</b>	<b>39.95</b>	<b>0.00</b>	<b>540.13</b>
<b>MEDIA</b>					
Adult Audio	351.91	247.45	109.03	187.94	896.33
Adult Books	2,881.70	2,510.01	2,391.30	1,030.96	8,813.97
Children Audio	40.12	100.12	121.99	0.00	262.23
Children Books	1,639.73	1,618.28	1,761.63	915.76	5,935.40
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	0.00	296.31
<b>TOTAL MEDIA</b>	<b>6,204.72</b>	<b>5,472.09</b>	<b>5,616.61</b>	<b>2,154.63</b>	<b>19,448.05</b>
<b>OFFICE EQUIPMENT</b>					
Support	0.00	995.00	0.00	0.00	995.00
<b>TOTAL OFFICE EQUIPMENT</b>	<b>0.00</b>	<b>995.00</b>	<b>0.00</b>	<b>0.00</b>	<b>995.00</b>
<b>PROGRAMS</b>					
Adult	306.41	1,546.49	0.00	150.00	2,002.90
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
<b>TOTAL PROGRAMS</b>	<b>2,822.56</b>	<b>3,280.14</b>	<b>915.99</b>	<b>150.00</b>	<b>7,168.69</b>
<b>SUPPLIES &amp; SERVICES</b>					
Library Supplies	0.00	199.13	156.53	0.00	355.66
Office Supplies	280.25	265.29	755.18	206.87	1,507.59
Telephone	286.48	287.17	287.79	96.07	957.51
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>566.73</b>	<b>751.59</b>	<b>1,199.50</b>	<b>302.94</b>	<b>2,820.76</b>
<b>UTILITIES</b>					
Electricity	833.17	717.80	1,348.22	390.84	3,290.03
Propane	1,216.70	0.00	0.00	0.00	1,216.70
<b>TOTAL UTILITIES</b>	<b>2,049.87</b>	<b>717.80</b>	<b>1,348.22</b>	<b>390.84</b>	<b>4,506.73</b>



YTD Income/Expense by Category:36

1/1/2016 through 10/31/2016

11/27/2016

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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- 10/31/2016	OVERALL TOTAL
<b>TOTAL EXPENSES</b>	<b>13,680.71</b>	<b>14,684.84</b>	<b>11,646.70</b>	<b>5,976.86</b>	<b>45,989.11</b>
<b>OVERALL TOTAL</b>	<b>-27,450.48</b>	<b>-31,063.24</b>	<b>-30,367.53</b>	<b>-10,332.88</b>	<b>-99,214.13</b>