



East Kingston Public Library  
Treasurer's Report

September 2016

## Account Balances - As of 9/30/2016:2

(Includes unrealized gains)

As of 9/30/2016

10/22/2016

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Account	9/30/2016 Balance
<b>Bank Accounts</b>	
Disbursements	538.95
Public Funds	7,347.36
Restricted Funds	4,918.39
Unrestricted Funds	3,275.47
<b>TOTAL Bank Accounts</b>	<b>16,080.17</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>58,319.91</b>

## Banking Summary - YTD

1/1/2016 through 10/22/2016

10/22/2016

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Category Description	1/1/2016- 10/22/2016
<b>INCOME</b>	
Uncategorized	2.79
BANK INTEREST	
Private Funds	3.09
Public Funds	1.27
TOTAL BANK INTEREST	4.36
DONATIONS	
Conscience-Lost,Damaged,Overdue	513.67
Restricted	1,080.00
TOTAL DONATIONS	1,593.67
FEES	
Copier	306.00
TOTAL FEES	306.00
TOWN SUPPORT	
Budget Assistance	29,250.00
PAYROLL	
Salaries & Wages	-61,582.34
Taxes & Benefits	-18,443.48
TOTAL PAYROLL	-80,025.82
TOTAL TOWN SUPPORT	-50,775.82
<b>TOTAL INCOME</b>	<b>-48,869.00</b>
<b>EXPENSES</b>	
Uncategorized	111.13
BANK CHARGES	
Other BANK CHARGES	30.00
TOTAL BANK CHARGES	30.00
BUILDING MAINTENANCE	
Alarm Service	552.00
General	871.81
Janitorial Services	1,926.53
Landscaping	1,000.33
Lawn Service	1,326.00
Snow Removal	250.00
Other BUILDING MAINTENANCE	296.50
TOTAL BUILDING MAINTENANCE	6,223.17

## Banking Summary - YTD

1/1/2016 through 10/22/2016

10/22/2016

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Category Description	1/1/2016- 10/22/2016
<b>EDUCATION</b>	
Books-Periodicals	159.50
Dues	50.00
Meetings	857.50
TOTAL EDUCATION	1,067.00
<b>MAJOR ITEMS</b>	
Computer Software	39.95
Furniture & Fixtures	500.18
TOTAL MAJOR ITEMS	540.13
<b>MEDIA</b>	
Adult Audio	708.39
Adult Books	7,783.01
Children Audio	262.23
Children Books	5,292.49
Newspaper	176.84
Periodicals	865.64
Video	2,201.33
Other MEDIA	296.31
TOTAL MEDIA	17,586.24
<b>OFFICE EQUIPMENT</b>	
Support	995.00
TOTAL OFFICE EQUIPMENT	995.00
<b>PROGRAMS</b>	
Adult	1,852.90
Children	2,209.00
Other	1,480.00
Other PROGRAMS	885.54
TOTAL PROGRAMS	6,427.44
<b>SUPPLIES &amp; SERVICES</b>	
Library Supplies	355.66
Office Supplies	1,507.59
Telephone	957.51
TOTAL SUPPLIES & SERVICES	2,820.76
<b>UTILITIES</b>	
Electricity	2,899.19
Propane	1,216.70
TOTAL UTILITIES	4,115.89

# Banking Summary - YTD

1/1/2016 through 10/22/2016

10/22/2016

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Category Description	1/1/2016- 10/22/2016
<b>TOTAL EXPENSES</b>	<b>39,916.76</b>
<b>TRANSFERS</b>	
FROM Public Funds	24,710.70
FROM Restricted Funds	646.67
FROM Unrestricted Funds	829.64
FROM Building Maintenance Fund	1,183.00
TO Disbursements	-26,187.01
TO Building Maintenance Fund	-1,183.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-88,785.76</b>

## Monthly Transaction List - Last month:2

9/1/2016 through 9/30/2016

10/22/2016

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Date	Num	Description	Memo	Category	Amount
<b>Disbursements</b>					<b>-16.36</b>
9/6/2016	TXFR	Quarterly		[Public Funds]	2,437.67
9/8/2016	3231	Fairpoint Communication		SUPPLIES & SERVICES:Telephone	-96.17
9/8/2016	3232	Junior Library Guild		MEDIA:Children Books	-272.85
9/8/2016	3233	Staples		SUPPLIES & SERVICES:Office Supplies	-80.76
9/8/2016	3234	SterlingComputer Products	toner	SUPPLIES & SERVICES:Office Supplies	-151.66
9/8/2016	3235	S Baker & Taylor		MEDIA:Adult Books	-819.37
				MEDIA:Adult Audio	-63.23
				MEDIA:Children Books	-335.86
				MEDIA:Children Audio	0.00
9/12/2016	Debit	NHLA	conference	EDUCATION:Meetings	-45.00
9/12/2016	Debit	Oriental Trading Company	storyhour supplies	PROGRAMS:Children	-113.41
9/12/2016	Debit	Art Supplies Wholesale	storyhour supplies	PROGRAMS:Children	-96.41
9/12/2016	Debit	Amazon.com		MEDIA:Video	-12.73
9/12/2016	Debit	Amazon.com		MEDIA:Video	-39.07
9/12/2016	Debit	Amazon.com		MEDIA:Video	-34.99
9/12/2016	Debit	Amazon.com		MEDIA:Video	-16.00
9/14/2016	Debit	Amazon.com		MEDIA:Video	-139.37
9/14/2016	Debit	Amazon.com		MEDIA:Video	-29.98
9/15/2016	Debit	Demco	book cover	SUPPLIES & SERVICES:Library Suppli...	-156.53
9/16/2016	3236	Cooking Light	1 year Subscription	MEDIA:Periodicals	-16.00
9/19/2016	DEP	Amazon Credit			2.78
9/21/2016	Debit	Vistaprint	bookmarks	SUPPLIES & SERVICES:Office Supplies	-55.00
9/28/2016		TXFR		[Unrestricted Funds]	58.50
9/30/2016	Debit	Oriental Trading Company	storyhour supplies	PROGRAMS:Children	-72.92
9/30/2016		TXFR		[Public Funds]	132.00
<b>Public Funds</b>					<b>4,741.39</b>
9/6/2016		TXFR		[Disbursements]	-2,437.67
9/26/2016		Quarterly		TOWN SUPPORT:Budget Assistance	7,311.00
9/30/2016		TXFR		[Disbursements]	-132.00
9/30/2016		Interest Earned		BANK INTEREST:Public Funds	0.06
<b>Restricted Funds</b>					<b>0.20</b>
9/30/2016		Interest Earned		BANK INTEREST:Private Funds	0.20
<b>Town Support Ledger</b>					<b>-10,046.30</b>
9/7/2016		Unitil		UTILITIES:Electricity	-889.36
9/7/2016		Great Cove Lawn Service		BUILDING MAINTENANCE:Lawn Servi...	-221.00
9/7/2016		Northeast Heating	Furnace maintenance	BUILDING MAINTENANCE:General	-780.00

Monthly Transaction List - Last month:2

9/1/2016 through 9/30/2016

10/22/2016

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Date	Num	Description	Memo	Category	Amount
9/9/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
9/9/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,222.42
9/21/2016		Pulsar Alarm Systems		BUILDING MAINTENANCE:Alarm Serv...	-138.00
9/23/2016		Janitorial Services		BUILDING MAINTENANCE:Janitorial S...	-85.00
9/23/2016		Janitorial Services	FICA and Medicare	BUILDING MAINTENANCE:Janitorial S...	-13.00
9/23/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-2,074.26
9/23/2016		Full Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-808.64
9/23/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Salaries ...	-1,616.18
9/23/2016		Full-time Payroll	insurance	TOWN SUPPORT:PAYROLL:Taxes & ...	-989.80
9/23/2016		Part Time Payroll		TOWN SUPPORT:PAYROLL:Taxes & ...	-123.64
<b>Unrestricted Funds</b>					<b>-58.37</b>
9/28/2016		TXFR		[Disbursements]	-58.50
9/30/2016		Interest Earned		BANK INTEREST:Private Funds	0.13
<b>Friends Support Ledger</b>					<b>-100.00</b>
9/16/2016		Meandering Path	maintenance	BUILDING MAINTENANCE:Landscaping	-100.00
<b>OVERALL TOTAL</b>					<b>-5,479.44</b>

## YTD Income/Expense by Category:36

1/1/2016 through 9/30/2016

10/22/2016

Page 1

Category Description	1/1/2016- 3/31/2016	4/1/2016- 6/30/2016	7/1/2016- 9/30/2016	OVERALL TOTAL
<b>INCOME</b>				
Uncategorized	0.01	0.00	2.78	2.79
<b>BANK INTEREST</b>				
Private Funds	1.02	1.03	1.04	3.09
Public Funds	0.42	0.45	0.40	1.27
<b>TOTAL BANK INTEREST</b>	<b>1.44</b>	<b>1.48</b>	<b>1.44</b>	<b>4.36</b>
<b>DONATIONS</b>				
Conscience-Lost,Damaged,Overdue	220.17	225.00	68.50	513.67
Restricted	0.00	1,080.00	0.00	1,080.00
<b>TOTAL DONATIONS</b>	<b>220.17</b>	<b>1,305.00</b>	<b>68.50</b>	<b>1,593.67</b>
<b>FEES</b>				
Copier	82.00	92.00	132.00	306.00
<b>TOTAL FEES</b>	<b>82.00</b>	<b>92.00</b>	<b>132.00</b>	<b>306.00</b>
<b>TOWN SUPPORT</b>				
Budget Assistance	14,626.00	7,313.00	7,311.00	29,250.00
<b>PAYROLL</b>				
Salaries & Wages	-22,287.29	-19,164.90	-20,130.15	-61,582.34
Taxes & Benefits	-6,412.10	-5,924.98	-6,106.40	-18,443.48
<b>TOTAL PAYROLL</b>	<b>-28,699.39</b>	<b>-25,089.88</b>	<b>-26,236.55</b>	<b>-80,025.82</b>
<b>TOTAL TOWN SUPPORT</b>	<b>-14,073.39</b>	<b>-17,776.88</b>	<b>-18,925.55</b>	<b>-50,775.82</b>
<b>TOTAL INCOME</b>	<b>-13,769.77</b>	<b>-16,378.40</b>	<b>-18,720.83</b>	<b>-48,869.00</b>
<b>EXPENSES</b>				
Uncategorized	0.00	110.70	0.43	111.13
<b>BANK CHARGES</b>				
Other BANK CHARGES	20.00	10.00	0.00	30.00
<b>TOTAL BANK CHARGES</b>	<b>20.00</b>	<b>10.00</b>	<b>0.00</b>	<b>30.00</b>
<b>BUILDING MAINTENANCE</b>				
Alarm Service	276.00	138.00	138.00	552.00
General	0.00	91.81	780.00	871.81
Janitorial Services	738.33	547.70	640.50	1,926.53
Landscaping	236.00	764.33	100.00	1,100.33
Lawn Service	0.00	663.00	663.00	1,326.00
Snow Removal	230.00	20.00	0.00	250.00
Other BUILDING MAINTENANCE	296.50	0.00	0.00	296.50
<b>TOTAL BUILDING MAINTENANCE</b>	<b>1,776.83</b>	<b>2,224.84</b>	<b>2,321.50</b>	<b>6,323.17</b>



YTD Income/Expense by Category:36

1/1/2016 through 9/30/2016

10/22/2016

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Category Description	1/1/2016- 3/31/2016	4/1/2016- 6/30/2016	7/1/2016- 9/30/2016	OVERALL TOTAL
<b>EDUCATION</b>				
Books-Periodicals	0.00	0.00	159.50	159.50
Dues	0.00	50.00	0.00	50.00
Meetings	240.00	572.50	45.00	857.50
<b>TOTAL EDUCATION</b>	<b>240.00</b>	<b>622.50</b>	<b>204.50</b>	<b>1,067.00</b>
<b>MAJOR ITEMS</b>				
Computer Software	0.00	0.00	39.95	39.95
Furniture & Fixtures	0.00	500.18	0.00	500.18
<b>TOTAL MAJOR ITEMS</b>	<b>0.00</b>	<b>500.18</b>	<b>39.95</b>	<b>540.13</b>
<b>MEDIA</b>				
Adult Audio	351.91	247.45	109.03	708.39
Adult Books	2,881.70	2,510.01	2,391.30	7,783.01
Children Audio	40.12	100.12	121.99	262.23
Children Books	1,639.73	1,618.28	1,761.63	5,019.64
Newspaper	176.84	0.00	0.00	176.84
Periodicals	134.90	104.80	605.97	845.67
Video	872.58	702.06	626.69	2,201.33
Other MEDIA	106.94	189.37	0.00	296.31
<b>TOTAL MEDIA</b>	<b>6,204.72</b>	<b>5,472.09</b>	<b>5,616.61</b>	<b>17,293.42</b>
<b>OFFICE EQUIPMENT</b>				
Support	0.00	995.00	0.00	995.00
<b>TOTAL OFFICE EQUIPMENT</b>	<b>0.00</b>	<b>995.00</b>	<b>0.00</b>	<b>995.00</b>
<b>PROGRAMS</b>				
Adult	306.41	1,546.49	0.00	1,852.90
Children	400.61	1,483.65	609.74	2,494.00
Other	1,230.00	250.00	306.25	1,786.25
Other PROGRAMS	885.54	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>7,018.69</b>
<b>SUPPLIES &amp; SERVICES</b>				
Library Supplies	0.00	199.13	156.53	355.66
Office Supplies	280.25	265.29	755.18	1,300.72
Telephone	286.48	287.17	287.79	861.44
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>566.73</b>	<b>751.59</b>	<b>1,199.50</b>	<b>2,517.82</b>
<b>UTILITIES</b>				
Electricity	833.17	717.80	1,348.22	2,899.19
Propane	1,216.70	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>4,115.89</b>

10/22/2016

### YTD Income/Expense by Category:36

1/1/2016 through 9/30/2016

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Category Description	1/1/2016- 3/31/2016	4/1/2016- 6/30/2016	7/1/2016- 9/30/2016	OVERALL TOTAL
<b>TOTAL EXPENSES</b>	<b>13,680.71</b>	<b>14,684.84</b>	<b>11,646.70</b>	<b>40,012.25</b>
<b>OVERALL TOTAL</b>	<b>-27,450.48</b>	<b>-31,063.24</b>	<b>-30,367.53</b>	<b>-88,881.25</b>