

Abstract of Audited Vouchers For County Checking Account

Clarence Public Library

Date of Audit: \_\_\_\_\_

December 2023

Total Claims(\$)                    

I certify that the vouchers listed on this abstract were audited by the Clarence Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Official

Voucher #	Claimant	Vouchers		Date
		Amount	Check #	
33c	People Inc.	\$297.00	1270	12/5/2023
34c	Hector's Hardware	\$15.98	1271	12/5/2023
35c	Cleaner Carpets	\$2150.00	1273	12/29/2023
<b>Total:</b>		<b>\$2462.98</b>		

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: CLARENCE PUBLIC LIBRARY

MONTH: DECEMBER

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
<b>Utility Charges:</b>								
515000	Water	0	0	0	0		0	
515000	Sewer	0	0	0	0		0	
515000	Telephone - Maintenance	525	0	115	410		525	
510200	Dues and Fees	0	0	0	0		0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	4,500	0	115,215	(110,715)		4,500	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
530000	Other Expenses & Charges	3,800	0	13,880	(10,080)		3,800	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	<b>TOTAL EXPENSES</b>	<b>9,450</b>	<b>0</b>	<b>129,325</b>	<b>(120,285)</b>	<b>0</b>	<b>9,450</b>	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	100	0	691	(591)		(100)	
Copy Machines	0	0	80	(80)		0	
Print Cost Recovery	3,000	0	2,468	532		(3,000)	
Other Income	100	0	68	32		(100)	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	1,769	(1,769)		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
<b>TOTAL DIRECT INCOME</b>	<b>3,200</b>	<b>0</b>	<b>5,076</b>	<b>(1,876)</b>	<b>0</b>	<b>(3,200)</b>	

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Date

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Authorizing Official

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Vouchers				
Voucher #	Claimant	Amount	Check #	Date
70t	Walmart	\$177.35	Credit Card	11/27/2023
71t	Adobe	\$22.83	Credit Card	12/15/2023
72t	Collaborative Summer Library Program	\$180.71	1159	12/20/2023
73t	Amazon	\$163.43	Credit Card	12/22/23
<b>Total:</b>		<b>\$544.32</b>		

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## Trustees Account Monthly Statement

MONTH: \_\_\_\_\_ DECEMBER \_\_\_\_\_

### EXPENDITURES

CATEGORY	YEAR TO DATE EXPENDITURES	NOTES
PROGRAMMING	\$0.00	
LIBRARY/OFFICE SUPPLIES	\$591.39	
BUILDING REPAIR/MAINT OTHER SPLS	\$124.67	
BUILDING REPAIR/MAINT CONTRACTS	\$0.00	
BANK CHARGES	\$0.00	
DUES	\$20.00	
FURNITURE & FIXTURES	\$111.20	
LIBRARY MATERIALS	\$917.23	
BULLET AID USE	\$0.00	
CHILDREN'S READING GARDEN	\$425.93	
OTHER EXPENSES	\$9,393.63	
<b>TOTAL EXPENSES</b>	<b>\$11,584.05</b>	

### REVENUE

CATEGORY	YEAR TO DATE INCOME	NOTES
DONATIONS	\$6,418.11	
CHILDREN'S READING GARDEN	\$0.00	
BULLET AID	\$0.00	
TRANSFER FROM SAVINGS	\$10,000.00	
OTHER MISC INCOME	\$2,389.50	
<b>TOTAL REVENUE</b>	<b>\$18,807.61</b>	

# Trustees Account Credit Card Ledger 2023

## December

Voucher #	Date	Merchant	Description	Amount	Transaction Fees	Balance (does not include interest)
70t	11/27/2023	Walmart	Cake pop program supplies	\$177.35		\$177.35
71t	12/15/2023	Adobe	InDesign December 2023 subscription	\$22.83		\$200.18
73t	12/22/2023	Amazon	Craft supplies and bins for children's area	\$163.43		\$363.61
						\$363.61
						\$363.61
						\$363.61
						\$363.61
						\$363.61
						\$363.61
						\$363.61
						\$363.61
						\$363.61
Total				\$363.61		



Abstract of Audited Vouchers For County Checking Account

Clarence Public Library

Date of Audit: \_\_\_\_\_

January 2024

Total Claims(\$)                    

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Date

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Authorizing Official

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Vouchers				
Voucher #	Claimant	Amount	Check #	Date
1c	Postmaster	\$66.00	1274	1/3/2024
2c	Rel Comm, Inc.	\$80.00	1275	1/3/2024
3c	People, Inc.	\$297.00	1276	1/3/2024
4c	Hector's Hardware	\$38.97	1277	1/5/2024
<b>Total:</b>		<b>\$481.97</b>		

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January 2024

Total Claims(\$)                    

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\_\_\_\_\_

Date

Authorizing Official

Vouchers				
Voucher #	Claimant	Amount	Check #	Date
1t	NYS Parks Store	\$70.00	Credit Card	1/8/2024
2t	Demco	\$84.55	1160	1/8/2024
3t	Brodart	\$61.95	1161	1/10/2024
4t	Adobe	\$22.83	Credit Card	1/15/2024
5t	Amazon	\$107.91	Credit Card	1/19/2024
<b>Total:</b>		<b>\$347.24</b>		

## Trustees Account Monthly Statement

MONTH: \_\_\_\_\_ JANUARY \_\_\_\_\_

### EXPENDITURES

CATEGORY	YEAR TO DATE EXPENDITURES	NOTES
PROGRAMMING	\$0.00	
LIBRARY/OFFICE SUPPLIES	\$0.00	
BUILDING REPAIR/MAINT OTHER SPLS	\$0.00	
BUILDING REPAIR/MAINT CONTRACTS	\$0.00	
BANK CHARGES	\$0.00	
DUES	\$0.00	
FURNITURE & FIXTURES	\$61.95	
LIBRARY MATERIALS	\$0.00	
BULLET AID USE	\$0.00	
CHILDREN'S READING GARDEN	\$0.00	
OTHER EXPENSES	\$285.29	
<b>TOTAL EXPENSES</b>	<b>\$347.24</b>	

### REVENUE

CATEGORY	YEAR TO DATE INCOME	NOTES
DONATIONS	\$0.00	
CHILDREN'S READING GARDEN	\$0.00	
BULLET AID	\$0.00	
TRANSFER FROM SAVINGS	\$0.00	
OTHER MISC INCOME	\$0.00	
<b>TOTAL REVENUE</b>	<b>\$0.00</b>	



# Trustees Account Credit Card Ledger 2024

## January

Voucher #	Date	Merchant	Description	Amount	Transaction Fees	Balance (does not include interest)
1t	1/8/2024	NYS Parks Store	2024 Empire Pass renewal	\$70.00		\$70.00
4t	1/15/2024	Adobe	InDesign January 2024 subscription	\$22.83		\$92.83
5t	1/19/2024	Amazon	Puzzle day puzzles & craft supplies	\$107.91		\$200.74
						\$200.74
						\$200.74
						\$200.74
						\$200.74
						\$200.74
						\$200.74
						\$200.74
						\$200.74
Total				\$200.74		