

Abstract of Audited Vouchers For County Checking Account

Clarence Public Library

Date of Audit: _____

February 2022

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		
		Amount	Check #	Date
6c	Dobmeier Janitor Supply, Inc.	\$30.56	1205	1/25/2022
7c	People, Inc.	\$261.00	1206	2/3/2022
8c	BECPL – Return to system	\$4,345.22	1207	2/23/2022

Total: \$4,636.78

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: CLARENCE PUBLIC LIBRARY

MONTH: FEBRUARY

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	0	
502000	Fringe Benefits	0	0	0	0	0	0	
Utility Charges:								
515000	Water	0	0	0	0	0	0	
515000	Sewer	0	0	0	0	0	0	
515000	Telephone - Maintenance	350	0	38	313		350	
510200	Dues and Fees	0	0	0	0	0	0	
545000	Rental Charges	0	0	0	0	0	0	
506200	Repairs & Maintenance Chgs.	4,500	0	856	3,644		4,500	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	100	0	0	100		100	
530000	Other Expenses & Charges	3,800	0	609	3,191		3,800	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
TOTAL EXPENSES		9,100	0	1,541	7,248	0	9,100	

DIRECT LOCAL INCOME		Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.		4,700	0	1,187	3,513		(4,700)	
Copy Machines		0	0	0	0	0	0	
Print Cost Recovery		3,000	0	528	2,472		(3,000)	
Other Income		100	0	8	92		(100)	
State Funding		0	0	0	0	0	0	
Municipal Support		0	0	0	0	0	0	
Donations (priv. persons/foundations)		0	0	0	0	0	0	
Fundraising (events/booksales)		0	0	0	0	0	0	
Interest Income		0	0	19	(19)		0	
Misc Income		0	0	0	0	0	0	
Use of Fund Balance		0	0	0	0	0	0	
TOTAL DIRECT INCOME		7,800	0	1,742	6,058	0	(7,800)	

Abstract of Audited Vouchers For Trustees Checking Account

Clarence Public Library

Date of Audit: _____

February 2022

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

		Vouchers		
Voucher #	Claimant	Amount	Check #	Date
4t	BECPL	\$729.33	1122	1/26/2022
5t	Bob Adler – ACT dues	\$20.00	1123	2/7/2022
6t	Amazon	\$30.97	Credit Card	2/15/2022
7t	Adobe	\$22.83	Credit Card	2/15/2022
Total:		\$803.13		

Trustees Account Monthly Statement

MONTH: _____ **FEBRUARY**

EXPENDITURES

CATEGORY	YEAR TO DATE EXPENDITURES	NOTES
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CATEGORY	YEAR TO DATE EXPENDITURES	NOTES
PROGRAMMING	\$59.96	
LIBRARY/OFFICE SUPPLIES	\$30.97	
BUILDING REPAIR/MAINT OTHER SPLS	\$0.00	
BUILDING REPAIR/MAINT CONTRACTS	\$0.00	
BANK CHARGES	\$0.00	
DUES	\$20.00	
FURNITURE & FIXTURES	\$0.00	
LIBRARY MATERIALS	\$754.07	
BULLET AID USE	\$0.00	
CHILDREN'S READING GARDEN	\$0.00	
OTHER EXPENSES	\$45.66	
TOTAL EXPENSES	\$910.66	

REVENUE

CATEGORY	YEAR TO DATE INCOME	NOTES
DONATIONS	\$1,105.94	
CHILDREN'S READING GARDEN	\$0.00	
BULLET AID	\$0.00	
TRANSFER FROM SAVINGS	\$0.00	
OTHER MISC INCOME	\$695.96	
TOTAL REVENUE	\$1,801.90	

Trustees Account Credit Card Ledger 2022

February

Voucher #	Date	Merchant	Description	Amount	Transaction Fees	Balance (does not include interest)
6t	2/15/2022	Amazon	Label maker tape	\$30.97		\$30.97
7t	2/15/2022	Adobe	InDesign subscription February 2022	\$22.83		\$53.80
						\$53.80
						\$53.80
						\$53.80
						\$53.80
						\$53.80
						\$53.80
						\$53.80
						\$53.80
						\$53.80
		Total		\$53.80		

Resolution:

Transfer \$12,345.22 from the Clarence Library savings account (ending in 2626) to the Clarence Library county checking account (ending in 1025) to cover the 2021 Return to System and provide a buffer for county checking expenses in 2022.

2021 Return to System:	\$4,345.22
2022 Buffer for county checking:	+ <u>\$8,000.00</u>
Total transfer:	\$12,345.22

Balance of savings pre-transfer:	\$186,258.82
Balance of savings post-transfer:	\$173,913.60

Balance of county checking pre-transfer	\$2,995.12
Balance of county checking post-transfer	\$15,340.34

***Return to system not paid until transfer made**

I certify that the Clarence Library Board has reviewed the information above and has authorized the transfer of funds in the amounts shown.

Date

Authorizing Official