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August 26, 1965

The Commissioners  
Seaford District Public Library  
402 North Porter Street  
Seaford, Delaware:

We have examined the statements of cash receipts and cash disbursements of the Seaford District Public Library for the fiscal year ended June 30, 1965. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying statements of cash receipts and cash disbursements presents fairly the recorded cash transactions of the Seaford District Public Library for the fiscal year ended June 30, 1965, on a basis consistent with that of the preceding year.

  
John G. Torkelson, CPA

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SEAFORD DISTRICT PUBLIC LIBRARY  
SEAFORD, DELAWARE

- Exhibit "A" - Treasury Checking Account  
Statement of Cash Receipts and Cash Disbursements  
For the Fiscal Year Ended June 30, 1965
- Exhibit "B" - Petty Cash Fund  
Statement of Cash Receipts and Cash Disbursements  
For the Fiscal Year Ended June 30, 1965
- Exhibit "C" - Saving Account  
Statement of Cash Deposits and Cash Withdrawals  
For the Fiscal Year Ended June 30, 1965
- Exhibit "D" - Statement of Revenues and Expenditures  
For the Fiscal Year Ended June 30, 1965
- Exhibit "E" - Comparison of Appropriations with Expenditures  
For the Fiscal Year Ended June 30, 1965

## SEAFORD DISTRICT PUBLIC LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 1965TREASURY CHECKING ACCOUNT  
BANK OF DELAWARE

CASH IN BANK AND ON HAND -- JULY 1, 1964			\$ 2,159.51
CASH RECEIPTS			
Local taxes		\$ 13,049.94	
State aid		3,000.00	
Transfer of funds from savings account		2,000.00	
Federal aid		475.50	
Conference bonus		370.00	
Transfer of funds from petty cash fund		215.00	
Sale of floor waxer		200.00	
Gifts		87.38	
Fees, fines, etc.		17.70	
			<u>19,415.52</u>
			\$ 21,575.03
CASH DISBURSEMENTS			
Salaries:			
Gross	\$ 7,651.48		
Less federal and state withholding taxes	<u>837.41</u>	\$ 6,814.07	
Books		3,907.66	
Periodicals		266.95	
Library and office supplies		448.14	
Bindery		133.40	
Telephone		158.21	
Insurance		417.77	
Equipment		10.64	
Miscellaneous		176.44	
Maintenance of plant:			
Fuel	\$ 538.41		
Light and power	1,216.80		
Water rent	66.20		
Sewer rent	39.72		
Cleaning	25.00		
Supplies	55.64		
Equipment	80.26		
Hauling	26.00		
Premises	475.50		
Miscellaneous	252.41		
Services	<u>107.35</u>	2,883.29	
Transfer of funds over to savings account		3,500.00	
Transfer of funds over to petty cash fund		43.00	
Payment of withholding taxes to Internal Revenue Service		518.20	
Payment of withholding taxes to State Tax Department		34.17	
			<u>19,311.94</u>
CASH IN BANK AND ON HAND -- JUNE 30, 1965			\$ <u>2,263.09</u>

## SEAFORD DISTRICT PUBLIC LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 1965PETTY CASH  
FUND

PETTY CASH FUND BALANCE - JULY 1, 1964			\$ 50.11
CASH RECEIPTS			
Fees, fines, etc.		\$ 897.89	
Transfer of funds from treasury checking account		<u>43.00</u>	<u>940.89</u>
			\$ 991.00
CASH DISBURSEMENTS			
Maintenance of plant:			
Cleaning	\$ 519.00		
Premises	<u>176.51</u>	\$ 695.51	
Transfer of funds to treasury checking account		<u>215.00</u>	<u>910.51</u>
PETTY CASH FUND BALANCE - JUNE 30, 1965			<u>\$ 80.49</u>

## NOTE:

- (1) We were unable to count the moneys in the petty cash fund due to the timing of our engagement. However, nothing has come to our attention which would indicate that the above statement does not present fairly the recorded cash transactions of the petty cash fund for the fiscal year.

SEAFORD DISTRICT PUBLIC LIBRARY

STATEMENT OF CASH DEPOSITS AND CASH WITHDRAWALS  
FOR THE FISCAL YEAR ENDED JUNE 30, 1965

SAVINGS ACCOUNT  
BANK OF DELAWARE

SAVINGS ACCOUNT BALANCE - JULY 1, 1964		\$ 4,296.80
CASH DEPOSITS		
Transfer of funds from treasury checking account	\$ 3,500.00	
Interest income	<u>149.78</u>	<u>3,649.78</u>
		\$ 7,946.58
CASH WITHDRAWALS		
Transfer of funds to treasury checking account		<u>2,000.00</u>
SAVINGS ACCOUNT BALANCE - JUNE 30, 1965		<u><u>\$ 5,946.58</u></u>

## SEAFORD DISTRICT PUBLIC LIBRARY

STATEMENT OF REVENUES AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 1965

	<u>General Fund</u>	<u>Petty Cash Fund</u>	<u>Savings Account Fund</u>	<u>Totals All Funds</u>
<b>REVENUES</b>				
Local taxes	\$ 13,049.94			\$ 13,049.94
State aid	3,000.00			3,000.00
Federal aid	475.50			475.50
Conference bonus	370.00			370.00
Fees, fines, etc.	17.70	\$ 897.89		915.59
Sale of floor waxes	200.00			200.00
Gifts	87.38			87.38
Interest income			\$ 149.78	149.78
Total revenue	<u>\$ 17,200.52</u>	<u>\$ 897.89</u>	<u>\$ 149.78</u>	<u>\$ 18,248.19</u>
<b>EXPENDITURES</b>				
Salaries (gross)	7,651.48			7,651.48
Books	3,907.66			3,907.66
Periodicals	266.95			266.95
Library and office supplies	448.14			448.14
Bindery	133.40			133.40
Telephone	158.21			158.21
Insurance	417.77			417.77
Equipment	10.64			10.64
Miscellaneous	176.44			176.44
Maintenance of plant:				
Fuel	538.41			538.41
Light and power	1,216.80			1,216.80
Water rent	66.20			66.20
Sewer rent	39.72			39.72
Cleaning	25.00	519.00		544.00
Supplies	55.64			55.64
Equipment	80.26			80.26
Hauling	26.00			26.00
Premises	475.50	176.51		652.01
Miscellaneous	252.41			252.41
Services	107.35			107.35
Total expenditures	<u>\$ 16,053.98</u>	<u>\$ 695.51</u>	<u>\$ -</u>	<u>\$ 16,749.49</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>\$ 1,146.54</u>	<u>\$ 202.38</u>	<u>\$ 149.78</u>	<u>\$ 1,498.70</u>

SEAFORD DISTRICT PUBLIC LIBRARY

COMPARISON OF APPROPRIATIONS WITH EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 1965

	<u>Budget</u>	<u>Cash</u> <u>Expenditures</u>	<u>Over</u> <u>or Under*</u>
Salaries	\$ 8,000.00	\$ 7,651.48	\$ 348.52*
Books	4,000.00	3,907.66	92.34*
Periodicals	250.00	266.95	16.95
Library and office supplies	500.00	448.14	51.86*
Bindery	300.00	133.40	166.60*
Telephone	250.00	158.21	91.79*
Insurance	450.00	417.77	32.23*
Equipment	150.00	10.64	139.36*
Miscellaneous	250.00	176.44	73.56*
Maintenance of plant:			
Fuel	650.00	538.41	111.59*
Light and power	1,050.00	1,216.80	166.80
Water rent	60.00	66.20	6.20
Sewer rent	-	39.72	39.72
Cleaning	600.00	544.00	56.00*
Supplies	50.00	55.64	5.64
Equipment	250.00	80.26	169.74*
Hauling	40.00	26.00	14.00*
Premises	600.00	652.01	52.01
Miscellaneous	100.00	252.41	152.41
Services	50.00	107.35	57.35
Totals	<u>\$ 17,600.00</u>	<u>\$ 16,749.49</u>	<u>\$ 850.51*</u>