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November 6, 1968

The Commissioners  
Seaford District Public Library  
402 N. Porter Street  
Seaford, Delaware 19973

We have examined the statements of cash receipts and cash disbursements of the Seaford District Public Library for the fiscal year ended June 30, 1968. 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 at June 30, 1968, 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" - Statement of Cash Receipts and Disbursements,  
Treasury Checking Account, Petty Cash Fund,  
and Savings Account  
For the Fiscal Year ended June 30, 1968
- Schedule A-1 - Schedule of Cash Receipts  
Treasury Checking Account, Petty Cash Fund,  
and Savings Account  
For the Fiscal Year ended June 30, 1968
- Schedule A-2 - Schedule of Cash Disbursements  
Treasury Checking Account, Petty Cash Fund,  
and Savings Account  
For the Fiscal Year ended June 30, 1968
- Exhibit "B" - Statement of Revenue and Expenditures  
For the Fiscal Year ended June 30, 1968
- Exhibit "C" - Comparison of Budget Appropriations to Cash  
Expenditures  
For the Fiscal Year ended June 30, 1968

SEAFORD DISTRICT PUBLIC LIBRARY  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1968

|                                          | Treasury<br>Checking<br>Account | Petty Cash<br>Fund | Savings<br>Account | Totals       |
|------------------------------------------|---------------------------------|--------------------|--------------------|--------------|
| CASH IN BANK AND ON HAND - JULY 1, 1967  | \$ 1,060.73                     | \$ 52.24           | \$ 10,016.37       | \$ 11,129.34 |
| ADD:                                     |                                 |                    |                    |              |
| Cash receipts (Schedule A-1)             | 24,057.42                       | 1,100.08           | 4,694.38           | 29,851.88    |
|                                          | \$ 25,118.15                    | \$ 1,152.32        | \$ 14,710.75       | \$ 40,981.22 |
| DEDUCT:                                  |                                 |                    |                    |              |
| Cash disbursements (Schedule A-2)        | 24,327.71                       | 1,105.75           | 6,000.00           | 31,433.46    |
| CASH IN BANK AND ON HAND - JUNE 30, 1968 | \$ 790.44                       | \$ 46.57           | \$ 8,710.75        | \$ 9,547.76  |

SEAFORD DISTRICT PUBLIC LIBRARY  
 SCHEDULE OF CASH RECEIPTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1968

|                                        | Treasury<br>Checking<br>Account | Petty Cash<br>Fund | Savings<br>Account | Totals              |
|----------------------------------------|---------------------------------|--------------------|--------------------|---------------------|
| Local taxes                            | \$ 12,517.46                    |                    | \$ 3,970.35        | \$ 16,487.81        |
| Transfer of funds from savings account | 6,000.00                        |                    |                    | 6,000.00            |
| State aid                              | 3,000.00                        |                    |                    | 3,000.00            |
| Federal aid                            | 1,575.00                        |                    | 525.00             | 2,100.00            |
| Cadet salary                           | 393.00                          |                    |                    | 393.00              |
| Photocopy machine receipts             | 250.05                          |                    |                    | 250.05              |
| Transfer from petty cash fund          | 230.00                          |                    |                    | 230.00              |
| Gifts                                  | 57.20                           |                    |                    | 57.20               |
| Reimbursement for lost books           | 14.65                           |                    |                    | 14.65               |
| Insurance refund                       | 11.06                           |                    |                    | 11.06               |
| Sale of lights                         | 9.00                            |                    |                    | 9.00                |
| Fines                                  |                                 | \$ 1,100.08        |                    | 1,100.08            |
| Interest income                        |                                 |                    | 199.03             | 199.03              |
|                                        | <u>\$ 24,057.42</u>             | <u>\$ 1,100.08</u> | <u>\$ 4,694.38</u> | <u>\$ 29,851.88</u> |
|                                        | =====                           | =====              | =====              | =====               |

SEAFORD DISTRICT PUBLIC LIBRARY  
 SCHEDULE OF CASH DISBURSEMENTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1968

|                                                   | Treasury<br>Checking<br>Account | Petty Cash<br>Fund | Savings<br>Account | Totals       |
|---------------------------------------------------|---------------------------------|--------------------|--------------------|--------------|
| Salaries and wages:                               |                                 |                    |                    |              |
| Gross                                             | \$ 9,827.40                     |                    |                    | \$ 9,827.40  |
| Less withholding taxes                            | 863.01                          |                    |                    | 863.01       |
| Net salaries and wages                            | \$ 8,964.39                     |                    |                    | \$ 8,964.39  |
| Books                                             | 4,703.86                        |                    |                    | 4,703.86     |
| Periodicals                                       | 306.55                          |                    |                    | 306.55       |
| Library and office supplies                       | 601.13                          |                    |                    | 601.13       |
| Bindery                                           | 202.45                          |                    |                    | 202.45       |
| Telephone                                         | 161.46                          |                    |                    | 161.46       |
| Insurance                                         | 577.00                          |                    |                    | 577.00       |
| Auditing                                          | 108.00                          |                    |                    | 108.00       |
| Equipment:                                        |                                 |                    |                    |              |
| Copying equipment                                 | 103.00                          |                    |                    | 103.00       |
| Desk, end panels, and cabinet                     | 366.00                          |                    |                    | 366.00       |
| Refrigerator                                      | 93.25                           |                    |                    | 93.25        |
| New lighting system                               | 3,750.00                        |                    |                    | 3,750.00     |
| Photocopy machine rent                            | 360.00                          |                    |                    | 360.00       |
| Photocopy machine supplies                        | 245.58                          |                    |                    | 245.58       |
| Miscellaneous expenses:                           |                                 |                    |                    |              |
| Advertising                                       | 20.42                           |                    |                    | 20.42        |
| Dues                                              | 39.50                           |                    |                    | 39.50        |
| Travel expense                                    | 73.00                           |                    |                    | 73.00        |
| Safe deposit box rent                             | 4.00                            |                    |                    | 4.00         |
| Boiler inspection fee                             | 3.00                            |                    |                    | 3.00         |
| Freight                                           | 6.60                            |                    |                    | 6.60         |
| Christmas bonus                                   | 15.00                           |                    |                    | 15.00        |
| Maintenance of plant:                             |                                 |                    |                    |              |
| Fuel                                              | 594.78                          |                    |                    | 594.78       |
| Light and power                                   | 1,467.23                        |                    |                    | 1,467.23     |
| Water rent                                        | 33.20                           |                    |                    | 33.20        |
| Sewer rent                                        | 19.92                           |                    |                    | 19.92        |
| Cleaning                                          | 48.00                           | \$ 500.00          |                    | 548.00       |
| Supplies                                          | 27.33                           | 207.75             |                    | 235.08       |
| Hauling                                           | 26.00                           |                    |                    | 26.00        |
| Premises                                          | 89.50                           | 168.00             |                    | 257.50       |
| Service                                           | 61.55                           |                    |                    | 61.55        |
| Payment of Federal withholding taxes              | 1,180.60                        |                    |                    | 1,180.60     |
| Payment of State withholding taxes                | 75.41                           |                    |                    | 75.41        |
| Transfer of funds to Treasury Checking<br>Account |                                 | 230.00             | \$ 6,000.00        | 6,230.00     |
|                                                   | \$ 24,327.71                    | \$ 1,105.75        | \$ 6,000.00        | \$ 31,433.46 |

## SEAFORD DISTRICT PUBLIC LIBRARY

STATEMENT OF REVENUE AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 1968

## REVENUE

|                              |  |               |              |
|------------------------------|--|---------------|--------------|
| Local taxes                  |  | \$ 16,487.81  |              |
| State aid                    |  | 3,000.00      |              |
| Federal aid                  |  | 2,100.00      |              |
| Cadet salary                 |  | 393.00        |              |
| Photocopy machine receipts   |  | 250.05        |              |
| Gifts                        |  | 57.20         |              |
| Reimbursement for lost books |  | 14.65         |              |
| Sale of lights               |  | 9.00          |              |
| Fines                        |  | 1,100.08      |              |
| Interest income              |  | 199.03        |              |
| Total revenue                |  | <u>199.03</u> | \$ 23,610.82 |

## EXPENDITURES

|                                     |           |                 |                  |
|-------------------------------------|-----------|-----------------|------------------|
| Salaries and wages (Gross)          |           | \$ 9,827.40     |                  |
| Books                               |           | 4,703.86        |                  |
| Periodicals                         |           | 306.55          |                  |
| Library and office supplies         |           | 601.13          |                  |
| Bindery                             |           | 202.45          |                  |
| Telephone                           |           | 161.46          |                  |
| Insurance                           |           | 565.94          |                  |
| Auditing                            |           | 108.00          |                  |
| Equipment                           |           | 4,312.25        |                  |
| Photocopy machine rent and supplies |           | 605.58          |                  |
| Miscellaneous expenses              |           | 161.52          |                  |
| Maintenance of plant:               |           |                 |                  |
| Fuel                                | \$ 594.78 |                 |                  |
| Light and power                     | 1,467.23  |                 |                  |
| Water rent                          | 33.20     |                 |                  |
| Sewer rent                          | 19.92     |                 |                  |
| Cleaning                            | 548.00    |                 |                  |
| Supplies                            | 235.08    |                 |                  |
| Hauling                             | 26.00     |                 |                  |
| Premises                            | 257.50    |                 |                  |
| Service                             | 61.55     |                 |                  |
| Total expenditures                  |           | <u>3,243.26</u> | <u>24,799.40</u> |

EXCESS OF EXPENDITURES OVER REVENUE

\$ 1,188.58\*  
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(\* Denotes red figure)

## SEAFORD DISTRICT PUBLIC LIBRARY

COMPARISON OF BUDGET APPROPRIATIONS TO CASH EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 1968

|                                     | <u>Budget</u><br><u>Appropriations</u> | <u>Cash</u><br><u>Expenditures</u> | <u>Over</u><br><u>or Under*</u> |
|-------------------------------------|----------------------------------------|------------------------------------|---------------------------------|
| Salaries and wages (Gross)          | \$ 10,000.00                           | \$ 9,827.40                        | \$ 172.60*                      |
| Books                               | 5,500.00                               | 4,703.86                           | 796.14*                         |
| Periodicals                         | 280.00                                 | 306.55                             | 26.55                           |
| Library and office supplies         | 700.00                                 | 601.13                             | 98.87*                          |
| Bindery                             | 300.00                                 | 202.45                             | 97.55*                          |
| Telephone                           | 200.00                                 | 161.46                             | 38.54*                          |
| Insurance and auditing              | 700.00                                 | 673.94                             | 26.06*                          |
| Equipment                           | 200.00                                 | 4,312.25                           | 4,112.25                        |
| Photocopy machine rent and supplies | 500.00                                 | 605.58                             | 105.58                          |
| Miscellaneous expenses              | 150.00                                 | 161.52                             | 11.52                           |
| Reserve fund                        | 250.00                                 | -                                  | 250.00*                         |
| Maintenance of plant:               |                                        |                                    |                                 |
| Fuel                                | 500.00                                 | 594.78                             | 94.78                           |
| Light and power                     | 1,500.00                               | 1,467.23                           | 32.77*                          |
| Water and sewer rent                | 200.00                                 | 53.12                              | 146.88*                         |
| Cleaning                            | 400.00                                 | 548.00                             | 148.00                          |
| Supplies                            | 150.00                                 | 235.08                             | 85.08                           |
| Equipment                           | 150.00                                 | -                                  | 150.00*                         |
| Hauling                             | 30.00                                  | 26.00                              | 4.00*                           |
| Premises                            | 600.00                                 | 257.50                             | 342.50*                         |
| Miscellaneous                       | 100.00                                 | -                                  | 100.00*                         |
| Service                             | 300.00                                 | 61.55                              | 238.45*                         |
|                                     | <u>                    </u>            | <u>                    </u>        | <u>                    </u>     |
| Totals                              | \$ 22,710.00                           | \$ 24,799.40                       | \$ 2,089.40                     |
|                                     | =====                                  | =====                              | =====                           |