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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 Checking Account	Petty Cash Fund	Savings 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 Checking Account	Petty Cash Fund	Savings 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>
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SEAFORD DISTRICT PUBLIC LIBRARY  
 SCHEDULE OF CASH DISBURSEMENTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1968

	Treasury Checking Account	Petty Cash Fund	Savings 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 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> <u>Appropriations</u>	<u>Cash</u> <u>Expenditures</u>	<u>Over</u> <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>300.00</u>	<u>61.55</u>	<u>238.45*</u>
Totals	\$ 22,710.00	\$ 24,799.40	\$ 2,089.40
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