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November 6, 1969

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, 1969. 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, 1969, 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, 1969
  
- Schedule A-1               - Schedule of Cash Receipts  
Treasury Checking Account, Petty Cash Fund, and  
Savings Account  
For the Fiscal Year ended June 30, 1969
  
- Schedule A-2               - Schedule of Cash Disbursements  
Treasury Checking Account, Petty Cash Fund, and  
Savings Account  
For the Fiscal Year ended June 30, 1969
  
- Exhibit "B"               - Statement of Revenue and Expenditures  
For the Fiscal Year ended June 30, 1969
  
- Exhibit "C"               - Comparison of Budget Appropriations to Cash  
Expenditures  
For the Fiscal Year ended June 30, 1969

SEAFORD DISTRICT PUBLIC LIBRARY  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1969

	<u>Treasury Checking Account</u>	<u>Petty Cash Fund</u>	<u>Savings Account</u>	<u>Totals</u>
Cash in Bank and on Hand - July 1, 1968	\$ 790.44	\$ 46.57	\$ 8,710.75	\$ 9,547.76
Add:				
Cash Receipts (Schedule A-1)	<u>21,407.76</u>	<u>1,232.94</u>	<u>15,243.30</u>	<u>37,884.00</u>
	22,198.20	1,279.51	23,954.05	47,431.76
Deduct:				
Cash disbursements (Schedule A-2)	<u>21,108.23</u>	<u>1,225.13</u>	<u>13,750.20</u>	<u>36,083.56</u>
Cash in Bank and on Hand - June 30, 1969	\$ 1,089.97 =====	\$ 54.38 =====	\$ 10,203.85 =====	\$ 11,348.20 =====

SEAFORD DISTRICT PUBLIC LIBRARY  
 SCHEDULE OF CASH RECEIPTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1969

	Treasury Checking Account	Petty Cash Fund	Savings Account	Totals
Local taxes	\$ 1,777.51		\$ 15,039.45	\$ 16,816.96
Transfer funds from savings account	13,750.20			13,750.20
State aid	3,035.00			3,035.00
Federal aid	2,100.00			2,100.00
Photocopy machine receipts	415.65			415.65
Transfer from petty cash fund	265.00			265.00
Gifts	49.20			49.20
Reimbursement for lost book	6.20			6.20
Fines		\$ 1,232.94		1,232.94
Interest income			203.85	203.85
Check of Bro-Dart, Inc. returned	9.00			9.00
	<u>\$ 21,407.76</u>	<u>\$ 1,232.94</u>	<u>\$ 15,243.30</u>	<u>\$ 37,884.00</u>

SEAFORD DISTRICT PUBLIC LIBRARY  
 SCHEDULE OF CASH DISBURSEMENTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1969

	Treasury Checking Account	Petty Cash Fund	Savings Account	Totals
Salaries and wages:				
Gross	\$ 10,203.50			\$ 10,203.50
Less withholding taxes	1,261.45			1,261.45
Net salaries and wages	<u>\$ 8,942.05</u>			<u>\$ 8,942.05</u>
Books	5,719.09			5,719.09
Periodicals	366.25			366.25
Supplies	489.75			489.75
Bindery	23.73			23.73
Telephone	145.90			145.90
Insurance	577.00			577.00
Auditing	110.00			110.00
Equipment:				
Catalog trays	197.57			197.57
Photocopy machine rent	378.00			378.00
Photocopy machine supplies	276.33			276.33
Miscellaneous expenses:				
Dues	40.00			40.00
Travel	26.00			26.00
Safe deposit box rent	4.00			4.00
Boiler inspection fee	3.00			3.00
Christmas bonus	15.00			15.00
Brass drawer handles	9.00			9.00
Maintenance of plant:				
Fuel	531.10			531.10
Light and power	1,602.68			1,602.68
Water rent	27.00			27.00
Sewer rent	22.80			22.80
Cleaning		\$ 587.50		587.50
Supplies	11.30	201.63		212.93
Equipment	10.00			10.00
Hauling	26.00			26.00
Premises	84.88	171.00		255.88
Service	199.35			199.35
Payments on Federal withholding taxes	1,181.90			1,181.90
Payment on State withholding taxes	79.55			79.55
Transfer funds to treasury checking acct.		265.00	\$ 13,750.20	14,015.20
Reissue check to Bro-Dart, Inc.	9.00			9.00
	<u>\$ 21,108.23</u>	<u>\$ 1,225.13</u>	<u>\$ 13,750.20</u>	<u>\$ 36,083.56</u>
	=====	=====	=====	=====

SEAFORD DISTRICT PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 1969

## REVENUE

Local taxes	\$ 16,816.96	
State aid	3,035.00	
Federal aid	2,100.00	
Photocopy machine receipts	415.65	
Gifts	49.20	
Reimbursement for lost book	6.20	
Fines	1,232.94	
Interest income	203.85	
Total revenue	203.85	\$ 23,859.80

## EXPENDITURES

Salaries and wages (Gross)	\$ 10,203.50	
Books	5,719.09	
Periodicals	366.25	
Supplies	489.75	
Bindery	23.73	
Telephone	145.90	
Insurance	577.00	
Auditing	110.00	
Equipment	197.57	
Photocopy machine rent and supplies	654.33	
Miscellaneous expenses	97.00	
Maintenance of plant:		
Fuel	\$ 531.10	
Light and power	1,602.68	
Water rent	27.00	
Sewer rent	22.80	
Cleaning	587.50	
Supplies	212.93	
Equipment	10.00	
Hauling	26.00	
Premises	255.88	
Service	199.35	
Total expenditures	3,475.24	22,059.36

EXCESS OF REVENUE OVER EXPENDITURES

\$ 1,800.44  
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SEAFORD DISTRICT PUBLIC LIBRARY  
 COMPARISON OF BUDGET APPROPRIATIONS TO CASH EXPENDITURES  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1969

	<u>Budget Appropriations</u>	<u>Cash Expenditures</u>	<u>Over or Under*</u>
Salaries and wages (Gross)	\$ 10,000.00	\$ 10,203.50	\$ 203.50
Books	5,500.00	5,719.09	219.09
Periodicals	300.00	366.25	66.25
Supplies	700.00	489.75	210.25*
Bindery	300.00	23.73	276.27*
Telephone	200.00	145.90	54.10*
Insurance and auditing	700.00	687.00	13.00*
Equipment	570.00	197.57	372.43*
Photocopy machine rent and supplies	600.00	654.33	54.33
Miscellaneous expenses	200.00	97.00	103.00*
Reserve fund	250.00	-	250.00*
Maintenance of plant:			
Fuel	600.00	531.10	68.90*
Light and power	1,500.00	1,602.68	102.68
Water rent	150.00	27.00	123.00*
Sewer rent	-	22.80	22.80
Cleaning	400.00	587.50	187.50
Supplies	150.00	212.93	62.93
Equipment	150.00	10.00	140.00*
Hauling	30.00	26.00	4.00*
Premises	600.00	255.88	344.12*
Service	300.00	199.35	100.65*
Miscellaneous	100.00	-	100.00*
	<u>\$ 23,300.00</u>	<u>\$ 22,059.36</u>	<u>\$ 1,240.64*</u>