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October 1, 1970

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, 1970. 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, 1970, 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, 1970
Schedule A-1	-	Schedule of Cash Receipts Treasury Checking Account, Petty Cash Fund, and Savings Account For the Fiscal Year ended June 30, 1970
Schedule A-2	-	Schedule of Cash Disbursements Treasury Checking Account, Petty Cash Fund, and Savings Account For the Fiscal Year ended June 30, 1970
Exhibit "B"	-	Statement of Revenue and Expenditures For the Fiscal Year ended June 30, 1970 and 1969
Exhibit "C"	-	Comparison of Budget Appropriations to Cash Expenditures For the Fiscal Year ended June 30, 1970

SEAFORD DISTRICT PUBLIC LIBRARY
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1970

	Treasury Checking Account	Petty Cash Fund	Savings Account	Totals
Cash in bank and on hand - July 1, 1969	\$ 1,089.97	\$ 54.38	\$ 10,203.85	\$ 11,348.20
Add:				
Cash receipts (Schedule A-1)	<u>25,526.90</u>	<u>1,173.88</u>	<u>7,969.21</u>	<u>34,669.99</u>
	26,616.87	1,228.26	18,173.06	46,018.19
Deduct:				
Cash disbursements (Schedule A-2)	<u>25,857.87</u>	<u>1,166.70</u>	<u>6,500.00</u>	<u>33,524.57</u>
Cash in bank and on hand - June 30, 1970	<u>\$ 759.00</u>	<u>\$ 61.56</u>	<u>\$ 11,673.06</u>	<u>\$ 12,493.62</u>

SEAFORD DISTRICT PUBLIC LIBRARY
 SCHEDULE OF CASH RECEIPTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1970

	Treasury Checking Account	Petty Cash Fund	Savings Account	Totals
Local taxes	\$ 14,993.05		\$ 2,683.52	\$ 17,676.57
State Aid	2,250.00		750.00	3,000.00
Federal Aid	1,181.25		1,088.75	2,270.00
Lost books	8.20			8.20
Gifts	48.40			48.40
Photocopy machine receipts	361.00			361.00
Fines		1,173.88		1,173.88
Interest			285.69	285.69
Transfer from Savings Account	6,500.00			6,500.00
Transfer from Petty Cash Fund	185.00			185.00
Transfer from Treasury Checking Account			3,161.25	3,161.25
	<u>\$ 25,526.90</u>	<u>\$ 1,173.88</u>	<u>\$ 7,969.21</u>	<u>\$ 34,669.99</u>

SEAFORD DISTRICT PUBLIC LIBRARY
 SCHEDULE OF CASH DISBURSEMENTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1970

	Treasury Checking Account	Petty Cash Fund	Savings Account	Totals
Salaries and wages:				
Gross	\$ 10,677.85			\$ 10,677.85
Less withholding taxes	1,104.53			1,104.53
Net salaries and wages	<u>\$ 9,573.32</u>			<u>\$ 9,573.32</u>
Books	5,555.21			5,555.21
Periodicals	408.55			408.55
Library and office supplies	455.69			455.69
Telephone	159.58			159.58
Insurance	626.00			626.00
Auditing	110.00			110.00
Equipment:				
Record cabinet	74.95			74.95
Cabinets	490.00			490.00
Photocopy machine rent and supplies	870.12			870.12
Miscellaneous expenses:				
Safe deposit box rent	5.00			5.00
Dues	63.00			63.00
Travel	79.20			79.20
Boiler inspection fee	3.00			3.00
Christmas bonus	10.00			10.00
Maintenance of plant:				
Fuel	590.93			590.93
Light and power	1,582.47			1,582.47
Water and sewer	50.54			50.54
Cleaning	183.00	\$ 593.75		776.75
Supplies	36.37	207.95		244.32
Hauling	50.00			50.00
Premises	496.35	180.00		676.35
Services	117.81			117.81
Payment of Federal withholding taxes	1,019.68			1,019.68
Payment on State withholding taxes	85.85			85.85
Transfer to Savings Account	3,161.25			3,161.25
Transfer to Treasury Checking Account		185.00	\$ 6,500.00	6,685.00
	<u>\$ 25,857.87</u>	<u>\$ 1,166.70</u>	<u>\$ 6,500.00</u>	<u>\$ 33,524.57</u>
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SEAFORD DISTRICT PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES

	<u>For the Fiscal Year Ended June 30, 1970</u>	<u>For the Fiscal Year Ended June 30, 1969</u>
REVENUE		
Local taxes	\$ 17,676.57	\$ 16,816.96
State aid	3,000.00	3,035.00
Federal aid	2,270.00	2,100.00
Lost books	8.20	6.20
Gifts	48.40	49.20
Photocopy machine receipts	361.00	415.65
Fines	1,173.88	1,232.94
Interest	<u>285.69</u>	<u>203.85</u>
Total revenue	\$ 24,823.74	\$ 23,859.80
EXPENDITURES		
Salaries and wages (gross)	10,677.85	10,203.50
Books	5,555.21	5,719.09
Periodicals	408.55	366.25
Supplies	455.69	489.75
Bindery	-	23.73
Telephone	159.58	145.90
Insurance	626.00	577.00
Auditing	110.00	110.00
Equipment	564.95	197.57
Photocopy machine rent and supplies	870.12	654.33
Miscellaneous expenses	160.20	97.00
Maintenance of plant:		
Fuel	590.93	531.10
Light and power	1,582.47	1,602.68
Water and sewer rent	50.54	49.80
Cleaning	776.75	587.50
Supplies	244.32	212.93
Equipment	-	10.00
Hauling	50.00	26.00
Premises	676.35	255.88
Service	<u>117.81</u>	<u>199.35</u>
Total expenditures	<u>23,677.32</u>	<u>22,059.36</u>
EXCESS OF REVENUE OVER EXPENDITURES	\$ 1,146.42 =====	\$ 1,800.44 =====

SEAFORD DISTRICT PUBLIC LIBRARY
 COMPARISON OF BUDGET APPROPRIATIONS TO CASH EXPENDITURES
 FOR THE FISCAL YEAR ENDED JUNE 30, 1970

	<u>Budget</u> <u>Appropriations</u>	<u>Cash</u> <u>Expenditures</u>	<u>Over</u> <u>or Under*</u>
Salaries and wages (Gross)	\$ 10,800.00	\$ 10,677.85	\$ 122.15*
Books	5,500.00	5,555.21	55.21
Periodicals	400.00	408.55	8.55
Supplies	700.00	455.69	244.31*
Binding	300.00	-	300.00*
Telephone	200.00	159.58	40.42*
Insurance and auditing	700.00	736.00	36.00
Equipment	600.00	564.95	35.05*
Photocopy machine rent and supplies	700.00	870.12	170.12
Miscellaneous expenses	200.00	160.20	39.80*
Reserve fund	250.00	-	250.00*
Maintenance of plant:			
Fuel	600.00	590.93	9.07*
Light and power	1,700.00	1,582.47	117.53*
Water and sewer rent	150.00	50.54	99.46*
Cleaning	400.00	776.75	376.75
Supplies	150.00	244.32	94.32
Equipment	100.00	-	100.00*
Hauling	50.00	50.00	-
Premises	600.00	676.35	76.35
Miscellaneous	100.00	-	100.00*
Service	300.00	117.81	182.19*
	<u>\$ 24,500.00</u>	<u>\$ 23,677.32</u>	<u>\$ 822.68*</u>