

SUSSEX COUNTY, DELAWARE
SEAFORD DISTRICT LIBRARY
REPORT
JUNE 30, 1978

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For the Year Ended June 30, 1978

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June 30, 1978

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Jefferson & Urian, P. A.

A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS

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To the Honorable President and
Members of the County Council
Sussex County, Delaware
The Courthouse
Georgetown, Delaware

Auditors' Opinion

We have examined the Statement of Cash Receipts and Cash Disbursements of Seaford District Library, in Sussex County, Delaware, for the year ended June 30, 1978. 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.

We were unable to verify cash fines received by the library.

In our opinion, subject to the above, the aforementioned statement presents fairly the recorded cash receipts and cash disbursements of Seaford District Library, in Sussex County, Delaware, for the year ended June 30, 1978. The supplemental information contained herein is not required and therefore we do not express an opinion thereon.

Jefferson + Urian P.A.
Certified Public Accountants

March 22, 1979

SUSSEX COUNTY, DELAWARESEAFORD DISTRICT LIBRARYSTATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTSFOR THE YEAR ENDED JUNE 30, 1978

<u>Receipts</u>	
Sussex County	\$ 49,483
City of Seaford - Revenue Sharing	5,050
Federal grant - LSCA	1,500
State of Delaware	1,733
City of Seaford - electric rebate	240
Interest	2,767
Gifts, fines and memorials	2,774
Book sales	329
Insurance claim	70
	<u>63,946</u>
<u>Total Receipts</u>	
<u>Disbursements</u>	
Books and audio-visual materials	13,881
Building improvements	539
Court costs	75
Electric and water	3,842
Equipment	1,676
Fuel	946
	3,045
Furniture and fixtures	1,227
Insurance	155
Miscellaneous	1,295
Painting of library	1,185
Periodicals	203
Postage	
	1,546
Repairs and maintenance	26,302
Salaries	210
Seminar	1,079
Supplies	263
Telephone	
	<u>57,469</u>
<u>Total Disbursements</u>	
<u>Excess Receipts over Disbursements</u>	6,477
<u>Beginning Cash Balance</u>	<u>28,797</u>
<u>Ending Cash Balance</u>	<u>\$ 35,274</u>

SUPPLEMENTAL INFORMATION

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

INSURANCE COVERAGE

JUNE 30, 1978

Agent: Callaway, Farnell & Moore Insurance

Company: Home Insurance Company

Term: 7/13/75 - 7/13/78, renewed through 7/13/79

Coverage: Real Estate - Face amount - \$ 155,700, 90% co-insurance
Effective 7/13/78 - Real estate coverage increased to \$ 210,000
Personal property - Face amount - \$ 75,000, 80% co-insurance
Liability - Face amount - \$ 300,000
Medical - \$ 250 per person, \$ 10,000 per accident
\$ 50-100 deductible

Premium: \$ 749 paid in 1977
\$ 1,187 paid on 6/30/78 for renewal

Agent: Callaway, Farnell & Moore Insurance

Company: Home Insurance Company

Term: 7/1/76 - 7/1/79

Coverage: \$ 100,000 - Workmen's Compensation Insurance

Premium: \$ 40 per year

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

COMMENTS

Board of Commissioners

The commissioners of the Seaford District Library are:

Ronald Bowden - President
David Sacks - Vice-President
Anna May Marvel - Secretary/Treasurer
Mary Catherine Hall
Paul Ellis

Location

The library is currently located at 400 N. Porter Street in Seaford.

The library owns both the land and the building at this location.

Recommendations

1. Maintain a schedule of all property owned, reflecting date acquired, vendor, description of item and cost. The property should also be assigned a number and tagged accordingly.

2. An imprest petty cash fund should be established so that cash from fines can be left intact. External source documents should be obtained and attached to numbered petty cash vouchers. Reimbursement checks for petty cash should be made payable to order of custodian.

3. Check signers and people who have access to the safe should be bonded.

4. All June fines should be deposited and petty cash replenished by June 30 of each year in order that the records are at a closing point at the end of your fiscal year.

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

COMMENTS

Recommendations (continued)

5. A Daily Fine Book should be established.
6. A schedule of book sales should be maintained. A column in the Daily Fine Book could serve this purpose.
7. Deposit slips for fines should be comparable with the Daily Fine Book.
8. A dollar value of books in inventory should be obtained for accounting, management and insurance purposes.
9. Voided checks should be retained (clearly marked "void") for audit purposes.

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