

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

REPORT

JUNE 30, 1979

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For the Year Ended June 30, 1979

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June 30, 1979

Comments

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
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, 1979. 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, 1979. The supplemental information contained herein is not required and therefore we do not express an opinion thereon.

Jefferson & Urian P.A.
Certified Public Accountants

December 12, 1979

SUSSEX COUNTY, DELAWARESEAFORD DISTRICT LIBRARYSTATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTSFOR THE YEAR ENDED JUNE 30, 1979

<u>Receipts</u>	
Sussex County taxes	\$ 27,771
City of Seaford - grant	5,000
Fines, reimbursements and book sales	3,078
Donations	2,040
Interest	1,084
Lost books	295
Rebates	256
Insurance claim	225
Memorials	184
Miscellaneous	141
Photocopies	48
	<u>40,122</u>
<u>Total Receipts</u>	
<u>Disbursements</u>	
Audio-visual materials	336
Books	15,370
Capital improvements	4,841
Insurance	1,203
Miscellaneous	195
Periodicals	1,301
Postage	256
Professional development	371
Refunds	42
Repairs and maintenance	2,763
Salaries	28,522
Supplies	2,088
Telephone	493
Travel and dues	450
Utilities	5,878
	<u>64,109</u>
<u>Total Disbursements</u>	
<u>Excess Receipts over (under) Disbursements</u>	(23,987)
<u>Beginning Cash Balance</u>	<u>35,274</u>
<u>Ending Cash Balance</u>	<u>\$ 11,287</u>

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

FOR THE YEAR ENDED JUNE 30, 1979

(CONTINUED)

<u>Composition of Ending Cash Balance</u>	
Checking account - regular	\$ 296
- fines	225
Petty Cash	25
Savings account - regular	8,153
- telephone transfer	388
- Doug Lockwood memorial	<u>2,200</u>
<u>Total</u>	<u>\$ 11,287</u>
<u>Encumbered Portion of Cash Balance</u>	
Accounts payable	<u>\$ 1,303</u>

SUPPLEMENTAL INFORMATION

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

INSURANCE COVERAGE

JUNE 30, 1979

Agent: Callaway, Farnell & Moore Insurance

Company: Home Insurance Company

Term: 7/13/78 - 7/13/80

Coverage: Fire, additional perils and liability
Face amount - \$ 210,000 on building
90% co-insurance
\$ 75,000 on contents
80% co-insurance
\$ 300,000 liability
\$ 250 per person, \$ 10,000 per accident-medical
\$ 50-100 deductible

Premium: \$ 1,187 for 7/13/78 - 7/13/79
\$ 1,100 for 7/13/79 - 7/13/80

Agent: Callaway, Farnell & Moore Insurance

Company: Home Insurance Company

Term: 7/1/78 - 7/1/80

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

Premium: \$ 40 for 7/1/78 - 7/1/79
\$ 103 for 7/1/79 - 7/1/80

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. This schedule is in progress. The property should also be assigned a number and tagged accordingly.
2. Check signers and people who have access to the safe should be bonded.
3. A schedule of book sales should be maintained. A column in the Daily Fine Book could serve this purpose.
4. Deposit slips for fines should be comparable with the Daily Fine Book.
5. A dollar value of books in inventory should be obtained for accounting, management and insurance purposes.
6. The deposits into the small checking account should be classified by type of receipt.