

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

REPORT

JUNE 30, 1981

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For the Years Ended June 30, 1981 And 1980

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June 30, 1981

Comments

Jefferson & Urian, P. A.

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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 years ended June 30, 1981 and 1980. 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 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 years ended June 30, 1981 and 1980. The supplemental information contained herein is not required and therefore we do not express an opinion thereon.

Jefferson & Urian P.A.
Certified Public Accountants

November 12, 1981

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

FOR THE YEARS ENDED JUNE 30, 1981 AND 1980

	<u>1981</u>	<u>1980</u>
<u>Receipts</u>		
Book recovery and sales	\$ 567	\$ 583
Copy machine charges	1,101	1,100
Donations and gifts	34	483
Fines	2,518	2,358
Insurance reimbursement	145	139
Interest	920	628
Memorials	211	-0-
Miscellaneous	80	81
Personal reimbursements	189	422
Sale of equipment	-0-	86
State grant-in-aid	-0-	1,440
Taxes - Sussex County	<u>63,774</u>	<u>53,468</u>
<u>Total Receipts</u>	<u>69,539</u>	<u>60,788</u>
<u>Disbursements</u>		
Books	\$ 14,820	13,249
Capital improvements	1,255	5,223
Furniture & equipment	1,455	1,587
Insurance	1,052	1,224
Magazines, films and recordings	4,328	1,821
Miscellaneous	15	236
Refunds	-0-	39
Salaries	32,997	29,172
Supplies & postage	2,419	1,557
Telephone	573	572
Utilities & maintenance	9,586	8,237
Workshops & travel	<u>346</u>	<u>413</u>
<u>Total Disbursements</u>	<u>68,846</u>	<u>63,330</u>
<u>Excess Receipts Over Disbursements</u>	693	2,542
<u>Beginning Cash Balance</u>	<u>8,745</u>	<u>11,287</u>
<u>Ending Cash Balance</u>	<u>\$ 9,438</u>	<u>\$ 8,745</u>

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

FOR THE YEARS ENDED JUNE 30, 1981 AND 1980

	<u>1981</u>	<u>1980</u>
<u>Composition of Ending Cash Balance</u>		
Checking Account	\$ 804	\$ 418
Checking Account - fines	120	188
Petty Cash	25	25
Savings Account	6,189	5,853
Savings Account - Tele transfer	100	61
- Doug Lockwood Memorial	2,200	2,200
<u>Total</u>	<u>\$ 9,438</u>	<u>\$ 8,745</u>
<u>Encumbered Portion of Cash Balance</u>		
Accounts Payable	<u>\$ 1,049</u>	<u>\$ 1,241</u>

SUPPLEMENTAL INFORMATION

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

INSURANCE COVERAGE

JUNE 30, 1981

Agent: Callaway, Farnell & Moore Insurance, Inc.

Company: Home Insurance Company

Term: 7/13/78 - 7/13/81; 7/13/81 - 7/13/82

Coverage: Fire, additional perils and liability
Face amount - \$ 275,000 on building
90% co-insurance
\$ 110,000 on contents
80% co-insurance
\$ 300,000 liability
\$ 250 per person, \$ 10,000 per accident - medical
\$ 50-100 deductible

Premium: \$ 929 for 7/13/80 - 7/13/81
\$ 962 for 7/13/81 - 7/13/82

Agent: Callaway, Farnell & Moore Insurance, Inc.

Company: Home Insurance Company

Term: 7/1/81 - 7/1/82

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

Premium: \$ 122 for 7/1/81 - 7/1/82

Agent: Callaway, Farnell & Moore Insurance, Inc.

Company: Home Insurance Company

Term: 7/13/80 - 7/13/81 7/13/81 - 7/13/82

Coverage: Occurrence liability: hired, non-owned automobile

Premium: \$ 50 annually

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

COMMENTS

JUNE 30, 1981

Board of Commissioners

The commissioners of Seaford District Library are:

David Sacks - President
Paul Ellis - Vice-President
Anna Mae Marvel - Secretary/Treasurer
Mary Catherine Hall
Ben Tull

Location

The library is currently located at 400 North Porter Street. The library owns both the land and the building at this location.

Note

The library has entered in to a lease-purchase agreement with Commercial Credit Corporation for use of a copier. The lease is for thirty-six (36) monthly payments of \$ 78.99, of which twenty-five (25) have been paid. The outstanding balance of the lease is \$ 868.89. Upon satisfaction of the lease, the library has the option to purchase the copier for one dollar (\$ 1.00).

Recommendations

The Seaford District Library commission has ordered a fire-resistant locking cabinet to safeguard the accounting records and checkbook. They should be commended for this action. The commission and the library employees cooperate to the fullest extent to assure smooth operation of the library's functions.

We have previously recommended that all check signers be bonded - we reiterate this recommendation.