

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

REPORT

JUNE 30, 1982

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For the Years Ended June 30, 1982 and 1981

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June 30, 1982

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, 1982 and 1981. 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 years ended June 30, 1982 and 1981. The supplemental information contained herein is not required and therefore we do not express an opinion thereon.


Certified Public Accountants

September 8, 1982

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

FOR THE YEARS ENDED JUNE 30, 1982 AND 1981

	<u>1982</u>	<u>1981</u>
<u>Receipts</u>		
Book recovery and sales	\$ 1,040	\$ 567
Copy machine charges	1,295	1,101
Delaware State Arts Council	1,750	-0-
Donations and gifts	545	34
Federal L.S.C.A. Grant	1,440	-0-
Fines	3,021	2,518
Insurance reimbursement	-0-	145
Interest	673	920
Memorials	100	211
Miscellaneous	50	80
Personal reimbursements (net)	120	189
Taxes - Sussex County	64,032	63,774
	<u>74,066</u>	<u>69,539</u>
<u>Total Receipts</u>		
<u>Disbursements</u>		
Books	17,077	14,820
Capital improvements	781	1,255
Furniture & equipment	877	1,455
Insurance	1,180	1,052
Magazines, films and recordings	3,320	4,328
Miscellaneous	220	15
Payroll taxes	401	-0-
Public relations	1,879	-0-
Salaries	35,590	32,997
Supplies & postage	2,572	2,419
Telephone	610	573
Utilities & maintenance	9,237	9,586
Workshops & travel	355	346
	<u>74,099</u>	<u>68,846</u>
<u>Total Disbursements</u>		
<u>Excess Disbursements Over (Under)</u>		
<u>Receipts</u>	33	(693)
<u>Beginning Cash Balance</u>	<u>9,438</u>	<u>8,745</u>
<u>Ending Cash Balance</u>	<u>\$ 9,405</u>	<u>\$ 9,438</u>

SUSSEX COUNTY, DELAWARE

SEAFORD DISTRICT LIBRARY

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

FOR THE YEARS ENDED JUNE 30, 1982 AND 1981

	<u>1982</u>	<u>1981</u>
<u>Composition of Ending Cash Balance</u>		
Checking Account	\$ 308	\$ 804
Checking Account - fines	70	120
Petty Cash	25	25
Savings Account	-0-	6,189
Savings Account - Tele transfer	352	100
- Doug Lockwood Memorial	2,200	2,200
Certificate of Deposit	<u>6,450</u>	<u>-0-</u>
<u>Total</u>	<u>\$ 9,405</u>	<u>\$ 9,438</u>
 <u>Encumbered Portion of Cash Balance</u>		
Accounts Payable	<u>\$ 208</u>	<u>\$ 1,049</u>

SUPPLEMENTAL INFORMATION

SUSSEX COUNTY, DELAWARESEAFORD DISTRICT LIBRARYINSURANCE COVERAGEJUNE 30, 1982

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 7/30/80 - 7/13/81
\$ 962 for 7/13/81 - 7/13/82

Agent: Callaway, Farnell & Moore Insurance, Inc.
Company: Home Insurance Company
Term: 7/1/82 - 7/1/83
Coverage: Workmen's Compensation Insurance
Face amount - \$ 150,000

Premium: \$ 158 for 7/1/82 - 7/1/83

Agent: Callaway, Farnell & Moore Insurance, Inc.
Company: Home Insurance Company
Term: 7/13/81 - 7/13/82; 7/13/82 - 7/13/83
Coverage: Occurrence liability; hired, non-owned automobile
Premium: \$ 56 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.

Recommendations

The Seaford District Library commission has a fire-resistant locking cabinet to safeguard the accounting records. This same cabinet should also be used to safeguard the checkbooks.

Cash money received from fines, book sales, etc. should not be allowed to accumulate and should be deposited regularly. Since the money is kept in the safe, the safe should be locked at all times.

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