

SEAFORD DISTRICT LIBRARY  
FINANCIAL STATEMENTS  
AND  
SUPPLEMENTAL INFORMATION  
FOR THE YEARS ENDED JUNE 30, 1991 AND 1990

# SEAFORD DISTRICT LIBRARY

402 Porter Street  
Seaford, Delaware 19973

October 25, 1991

Mr. Michael McCudden  
Simon, Master & Sidlow, P.A.  
2002 W. 14th Street  
Wilmington, DE 19973

Dear Mr. McCudden:

We appreciate your firm's willingness to continue to prepare the Seaford District Library's income tax returns. Enclosed is the financial statements report we just received.

You mentioned in our telephone conversation that if the data was available by November 1, the November 15 deadline can probably be met. Since it is almost November 1, please file an extension, if necessary.

Thank you for your help. This is my first year handling this, so I will need guidance regarding future required actions on my part.

Yours truly,

Jean Gandek  
Treasurer  
Seaford District Library

SEAFORD DISTRICT LIBRARY  
INDEX  
FOR THE YEARS ENDED JUNE 30, 1991 AND 1990

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	<u>PAGES</u>
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS	
Statements of Cash Receipts and Disbursements	2 - 3
Notes to Financial Statements	4
SUPPLEMENTAL INFORMATION	
Insurance Coverage	5
Comments	6

# Jefferson, Urian, Doane & Sterner, P.A.

A PROFESSIONAL CORPORATION • CERTIFIED PUBLIC ACCOUNTANTS

TRUITT W. JEFFERSON, CPA  
DAVID R. URIAN, CPA  
DAVID C. DOANE, CPA  
CHARLES H. STERNER, JR., CPA

## INDEPENDENT AUDITORS' REPORT

Seaford District Library  
Sussex County, Delaware  
Seaford, Delaware

We have audited the accompanying statements of cash receipts and disbursements of the Seaford District Library in Sussex County, Delaware for the years ended June 30, 1991 and 1990. These financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

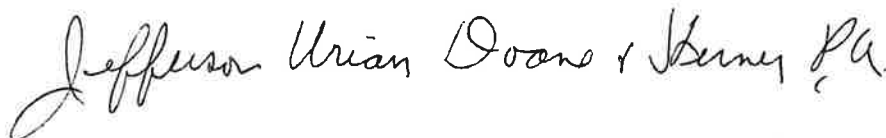
We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amount and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note A, the statements of cash receipts and disbursements are a summary of the cash activity of the Library and do not present transactions that would be included in financial statements of the Library prepared in conformity with generally accepted accounting principles.

In our opinion, the statements of cash receipts and disbursements referred to above presents fairly, in all material respects, the cash receipts and disbursements arising from cash transactions of the Seaford District Library for the years ended June 30, 1991 and 1990.

The supplemental information contained herein is presented for additional analysis purposes and is not a required part of the statements referred to above. We did not audit this information and, therefore, we do not express an opinion thereon.

Georgetown, Delaware  
July 23, 1991



SEAFORD DISTRICT LIBRARY  
 STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEARS ENDED JUNE 30, 1991 AND 1990

	<u>1991</u>	<u>1990</u>
<b>RECEIPTS</b>		
Sussex County	\$ 96,152	\$ 92,702
Meeting room	-	465
Summer Youth	1,571	1,473
State of Delaware	23,924	23,765
Sale of capital items	-	350
Fines and fees	4,177	4,391
Donations	1,115	285
Book sales	1,842	1,691
Memorials	844	141
Interest	4,229	3,968
Miscellaneous	12	-
Copy machine	5,314	5,483
<b>TOTAL RECEIPTS</b>	<u>139,180</u>	<u>134,714</u>
<b>DISBURSEMENTS</b>		
Refunds	46	120
Salaries	65,095 +4	61,993
Payroll taxes	405	384
Workmen's compensation	434	303
Accounting	275	275
Building improvements/renovations	1,138	902
Telephone	1,501	2,515
Postage	1,031	686
Utilities	14,314	13,556
Insurance	2,668	3,226
Maintenance and repairs	2,970	3,733
Janitorial services	2,128	2,000
Office supplies	2,105	1,154
Fuel	1,498	1,371
Dues and subscriptions	3,045	3,245
Books	28,725 -4	32,845
Photocopy supplies	771	459
Audio visual	4,465	5,327
Furniture and equipment	4,290	2,233
Miscellaneous charges	50	49
Programs/projects	208	180
Conferences	-	161
Training/education	282	210
Mileage	541	196
Legal	187	-
<b>TOTAL DISBURSEMENTS</b>	<u>138,172</u>	<u>137,123</u>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER TOTAL DISBURSEMENTS</b>	1,008	(2,409)
<b>BEGINNING CASH BALANCE</b>	<u>44,459</u>	<u>46,868</u>
<b>ENDING CASH BALANCE</b>	<u>\$ 45,467</u>	<u>\$ 44,459</u>

The accompanying notes are an integral part of this statement.

SEAFORD DISTRICT LIBRARY  
 STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS - CONTINUED  
 FOR THE YEARS ENDED JUNE 30, 1991 AND 1990

	<u>1991</u>	<u>1990</u>
<b>COMPOSITION OF ENDING CASH BALANCE</b>		
Checking account - Fines	\$ 377	\$ 568
Checking account - General	675	519
Certificate of deposit - Postles	5,000	5,000
Certificate of deposit - Building fund	25,000	25,000
Certificate of deposit - Building fund	5,000	3,000
Savings account	3,570	1,709
Savings	1,596	-
Money market - Restricted building fund	-	4,414
Certificate of deposit - Doug Lockwood Memorial	<u>4,249</u>	<u>4,249</u>
<b>TOTAL COMPOSITION OF ENDING CASH BALANCE</b>	<u>\$ 45,467</u>	<u>\$ 44,459</u>
<b>ENCUMBERED PORTION OF CASH BALANCE</b>	<u>\$ 2,257</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

SEAFORD DISTRICT LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 1991 AND 1990

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NOTE A - ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the cash receipts and disbursements basis of accounting. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The statements are presented on a basis of accounting other than generally accepted accounting principles.

Encumbrances

Encumbrance accounting is the practice whereby orders and commitments for the expenditures of monies are recorded in order to reserve that portion for the applicable appropriation.

SUPPLEMENTAL INFORMATION



SEAFORD DISTRICT LIBRARY  
INSURANCE COVERAGE  
JUNE 30, 1991

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AGENT: Callaway, Farnell & Moore Insurance, Inc.  
COMPANY: Continental Insurance Company  
TERM: July 13, 1990 - July 13, 1991  
COVERAGE: Fire, Additional Perils and Liability  
Face Amount: \$ 577,500 On Building  
90% Co-Insurance  
\$ 262,500 On Contents  
80% Co-Insurance  
\$ 1,000,000 Liability  
\$ 5,000 Per Person - Medical  
Non-Owned Automobile Coverage - Liability Coverage  
For The Public, Does Not Cover Damage To Employees  
Auto - \$ 1,000,000  
PREMIUM: \$ 3,226

AGENT: Callaway, Farnell & Moore Insurance, Inc.  
COMPANY: Chester County Mutual Insurance Company  
TERM: July 1, 1990 - July 1, 1991  
COVERAGE: Workmen's Compensation Insurance  
Face Amount - \$ 100,000 Each Accident  
\$ 100,000 Each Employee  
PREMIUM: \$ 303

SEAFORD DISTRICT LIBRARY  
COMMENTS  
JUNE 30, 1991

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BOARD OF TRUSTEES

The Trustees of the Seaford District Library are:

Phyllis Palmer, President  
Benjamin Tull, Vice-President  
Sara M. Thrash, Secretary  
Jean Gandek, Treasurer  
Paul E. Ellis, Member  
Gordon Maynes, Member