

# Sample Annual Report of Receipts and Disbursements (District Libraries)

## Public Library District

Annual Report of Receipts and Disbursements

Fiscal Year Beginning July 1, 20\_\_ and Ending June 30, 20\_\_

### **Receipts:** July 1, 20\_\_ through June 30, 20\_\_ :

Real Estate Taxes \$ \_\_\_\_\_,  
Donations \$ \_\_\_\_\_,  
Replacement Tax \$ \_\_\_\_\_,  
State Grants \$ \_\_\_\_\_,  
Fines & Fees \$ \_\_\_\_\_,  
Non-Resident Fees \$ \_\_\_\_\_,  
E-Rate \$ \_\_\_\_\_,  
Bank Interest \$ \_\_\_\_\_,  
Miscellaneous/Other Income \$ \_\_\_\_\_.

### **Disbursements:**

Salaries, Salary Range: Under \$25,000: \_\_\_\_\_

\$25,000 to \$49,999: \_\_\_\_\_.

Expenses: Advertising \$ \_\_\_\_\_, Capital Improvements \$ \_\_\_\_\_, Computer Communications & Maintenance \$ \_\_\_\_\_, Computer Equipment \$ \_\_\_\_\_, Computer Software \$ \_\_\_\_\_, Consulting \$ \_\_\_\_\_, Furniture & Fixtures \$ \_\_\_\_\_, Legal Fees \$ \_\_\_\_\_, Library Materials \$ \_\_\_\_\_, Library Supplies \$ \_\_\_\_\_, Maintenance Expenses \$ \_\_\_\_\_, Medical Benefits \$ \_\_\_\_\_, Memberships \$ \_\_\_\_\_, Miscellaneous \$ \_\_\_\_\_, Postage \$ \_\_\_\_\_, Repairs & Improvements \$ \_\_\_\_\_, Travel \$ \_\_\_\_\_, Utilities \$ \_\_\_\_\_, Workshop Fees \$ \_\_\_\_\_.

Disbursements to Vendors (\$2,500.00 minimum): Baker & Taylor Books \$ \_\_\_\_\_, BroDart Company \$ \_\_\_\_\_, Construction Inc. \$ \_\_\_\_\_, First National Bank (Social Security & Medicare) \$ \_\_\_\_\_, Highsmith \$ \_\_\_\_\_, Illinois Municipal Retirement Fund \$ \_\_\_\_\_, ABC Architects Inc. \$ \_\_\_\_\_, Lazerware Inc. \$ \_\_\_\_\_, ZZZZ Insurance \$ \_\_\_\_\_, Quill \$ \_\_\_\_\_, SBC \$ \_\_\_\_\_ Library System \$ \_\_\_\_\_, WalMart \$ \_\_\_\_\_.

Prepared by: \_\_\_\_\_  
\_\_\_\_\_, Librarian

Certified by: \_\_\_\_\_  
\_\_\_\_\_, Treasurer  
\_\_\_\_\_ Public Library District

Subscribed and sworn to before me, this \_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.  
\_\_\_\_\_ Notary Public