

# **“HOW TO DO PUBLIC LIBRARY BOOKKEEPING”** **WORKSHOP**

**Friday, June 1, 2018**

Indiana State Library

10:00 a.m.-3:00 p.m. Eastern Daylight Savings Time

Limited Seating – 36

This is 4 hours instruction or 4 LEUs

Do you sometimes feel you need more information to be able to do the bookkeeping required for libraries? This “hands on workshop” will have you:

- Posting entries to the “Library Financial and Appropriation Ledger”
- Utilizing required forms
- Working with a partner

Computer bookkeeping will not be covered in this workshop. However, the information you gain from the workshop can be taken back to your library and applied to a computerized bookkeeping program.

The workshop will be very, very basic in nature. If you have specific types of bookkeeping entries you want covered, please email them to [kainslie@library.IN.gov](mailto:kainslie@library.IN.gov).

Morning Session from 10 a.m. to approximately 11:30 a.m. DST

Presentation on Funds Accounting

Presentation on Bookkeeping and Accounting

Introduction to Forms: Accounts Payable Voucher Register, Daily Record of Desk Collections, Employee’s Earnings Record 99B, Employee’s Service Record General 99A, Employee’s Weekly Earnings Record 99C,

Lunch is on your own from 11:30 a.m. to 1 p.m.

Afternoon Session from 1 p.m. to 3 p.m. DST

Hands on Library Financial and Appropriation Ledger

**FINANCIAL ACCOUNTING AND RECORD KEEPING**

**PROCEDURES - Chapter 3**

LIBRARY FINANCIAL AND APPROPRIATION RECORD PRESCRIBED LIBRARY FORM NO. 1 - Chapter 3-10 through 3-14 (1.) Accounting Procedures, Column Usage, Disbursements, Monthly Totals and Balancing, Record of Receipts and Disbursements, Refunds/Rebates, Insurance Claim proceeds.

Contact: Karen Ainslie, [kainslie@library.IN.gov](mailto:kainslie@library.IN.gov) or in Indiana (800) 451-6028