“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.

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 or in Indiana (800) 451-6028