BEFORE THE BOARD OF TRUSTEES Of Yakima Valley Libraries

In the Matter of Revising the Amount of Imprest Funds

RESOLUTION #15-003

WHEREAS, the Board of Trustees authorizes imprest funds;

WHEREAS, an accounting of the imprest funds has been completed and reallocation of use is proposed in **Attachment A**, to include a proposed modification to increase the register bank at West Valley Library by \$40.00 (from \$20.00 to \$60.00).

WHEREAS, Attachment A breaks out the allocations of imprest funds for Yakima Valley Libraries;

THEREFORE BE IT RESOLVED the Imprest Funds are adopted as confirmed in Attachment A and as reconciled in Attachment B.

ADOPTED by the Board of Trustees this 22nd day of June 2015.

Trustee

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Trustee

Yakima Valley Libraries Imprest Funds 6/22		6/22/15	ATTACHMENT A			
Resolution Revolving Account - Key Bank		Amount	Total			
#82-001	Establish Revolving Account	500.00				
#04-003	Increase Revolving Account	500.00				
#12-004	New Account Required Balance	250.00				
	Total Revolving Account	40.00	<u>\$1,250.00</u>			
Transmit	tal Account - Key Bank					
#12-004	Credit Card Transmittal Acct.	250.00				
	Credit Card Transmittal Acct.	<u>100.00</u>				
	Total Credit Card Transmittal		<u>\$ 350.00</u>			
Change a						
#72-001	Yakima Circulation	40.00				
#74-002	16 Branches @ \$1.00 Each	16.00				
#77-005	Increase Summitview	4.00				
#02-003	Increase Branches to \$20	360.00				
#11 N10	Return Nile funds to Treasurer	(20.00)				
#11-018 #12-010	2 nd Float Yakima Reduce Union Gap Float	60.00				
#12-010 #12-010	Reduce 2nd Float Yakima	(20.00)				
#15-003	Increase Float West Valley	(60.00 <u>)</u> 40.00				
# 10-000	Total Change & Float in Branche	***************************************	\$ 420.00			
	Total Change & Hoat In Dianch	-5	ψ 420.00			
Self Serv						
#09-003	Self Service Machines	773.00				
	Returned Funds-Self Service	(413.00)				
#12-004	Jamex Coin Machine – Copy	238.00				
#12-010	Reduce Union Gap EnvisionWare	e Float (21.00)				
#12-010	Reduce Yakima Central					
	Children's EnvisionWare Floa	at (21.00)				
#14-016	Increase Yakima Central	• • • • • • • • • • • • • • • • • • • •				
	2 nd EnvisionWare Float	<u>21.00</u>	ф РР			
	Total Self Service and Copy Mac	chines	<u>\$ 577.00</u>			
Other Petty Cash Funds						
#72-001	Accounting Petty Cash	75.00				
#11-018	Reduced to \$25-move to Facilities	` '				
#11-018	Facilities	50.00				
#10-004	Programming Petty Cash	200.00				
#10-004	Administration	100.00				
#11-018 #12-004	Move to 2 nd Yakima Float	(60.00)				
#12-004 #12-010	Reduce Programming PC	(200.00)				
#12-010 #12-010	Increase Accounting Petty Cash - Increase Facilities Petty Cash - \$13					
#13-010	Reduce Accounting Petty Cash - 51					
#14-016	Reduce Accounting Petty Cash - S	` '				
"11 010	Total Other Petty Cash Funds	<u>(£1,00)</u>	\$ 200.00			
	I many cause a united		φ 2400.00			
	Current Imprest Funds with chan	ges	<u>\$2,797.00</u>			

	Imprest Funds Balances 6/22/15					
	Library Location	Jamex Coin Rolls	Envisionwate Mank	Register Bank		
1	Buena	-	21.00	20.00		
2	Granger	-	21.00	20.00		
3	Harrah	-	-	20.00		
4	Mabton	-	21.00	20.00		
5	Moxee	34.00	21,00	20.00		
6	Naches	-	21.00	20.00		
7	Selah	34.00	21.00	20.00		
8	Southeast	-	21.00	20.00		
9	West Valleγ	34.00	21.00	60.00		
10	Sunnyside	34.00	21.00	20.00		
* *	Terrace Heights	-	21.00	20.00		
12	Tieton	-	-	20.00		
13	Toppenish	34.00	21.00	20.00		
14	Wapato	34.00	21.00	20.00		
15	White Swan	-	21.00	20.00		
16	Yakima	34.00	24.00	60.00		
17	Yakima 2nd float		21.00			
18	Zillah	-	21.00	20.00		
		258.00	339.00	420,00		
	Total Float for Libraries			997.00		
	Petty Cash Fund / Bank Accts	Responsible Party	Hyperskin	Cash Fund Balance		
	Accounting	Nancy		29.00		
	Business Office	Terri		40.00		
	Facilities	Susan		131.00		
	Credit Card Account	Lucia		350.00		
	Revolving Ckg Acct	Lucia		1,250.00		
	Total	1,800.00				
	Total Amount of Imprest Funds					