

**BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries**

*In the Matter of Revising the Amount of Imprest
Funds*

**RESOLUTION
#18-013**


WHEREAS, the Board of Trustees authorizes imprest funds;

WHEREAS, an accounting of the Imprest Funds has been completed and the allocations are presented in **Attachment A**; the following changes have been made for 2018-year end; EnvisionWare monies, in the amount of \$21.00 each, have been retired and returned by Naches and Zillah.

WHEREAS, *Attachment A* breaks out the reconciled funds for a combined total of \$3,135.00;

THEREFORE, BE IT RESOLVED the Imprest Funds are adopted as presented **Attachment A** and as reconciled in **Attachment B** with the above changes.

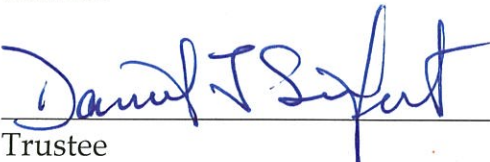
ADOPTED by the Board of Trustees this 17th day of December, 2018.



Trustee



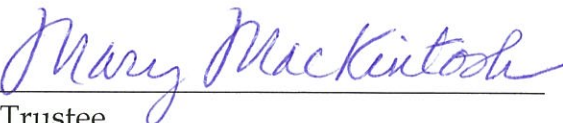
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Resolution	Amount	Total
Revolving Account - Key Bank		
#82-001 Establish Revolving Account	500.00	
#04-003 Increase Revolving Account	500.00	
#12-004 New Account Required Balance	<u>250.00</u>	
Total Revolving Account		<u>\$1,250.00</u>
Transmittal 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 and Float Funds in Branches		
#72-001 Yakima Circulation	40.00	
#74-002 16 Branches @ \$1.00 Each	16.00	
#77-005 Increase Summitview to	4.00	
#02-003 Increase Branches to \$20	360.00	
Return Nile funds to Treasurer	(20.00)	
#11-018 2 nd Float Yakima	60.00	
#12-010 Reduce Union Gap Float	(20.00)	
#12-010 Reduce 2 nd Float Yakima	(60.00)	
#15-003 Increase Float West Valley	40.00	
#17-013 Increase CL Float 9 libraries	<u>380.00</u>	
Total Change in Branches		<u>\$ 800.00</u>
Self Service and Copy Machines Floats		
#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 Float	(21.00)	
#12-010 Reduce Yakima Central		
Children's EnvisionWare Float	(21.00)	
#14-016 Increase Yakima Central		
2 nd EnvisionWare Float	<u>21.00</u>	
#18-013 Retire EnvisionWare - Naches & Zillah		
EnvisionWare Float (21.00 Each)	(42.00)	
Total Self Service and Copy Machines		<u>\$ 535.00</u>
Other Petty Cash Funds		
#72-001 Accounting Petty Cash	75.00	
#11-018 Reduced to \$25-move to Facilities	(50.00)	
#11-018 Facilities	50.00	
#10-004 Programming Petty Cash	200.00	
#10-004 Administration	100.00	
#11-018 Move to 2 nd Yakima Float	(60.00)	
#12-004 Reduce Programming PC	(200.00)	
#12-010 Increase Accounting Petty Cash - \$66	41.00	
#12-010 Increase Facilities Petty Cash - \$131	81.00	
#13-012 Reduce Accounting Petty Cash - \$50	(16.00)	
#14-016 Reduce Accounting Petty Cash - \$29	<u>(21.00)</u>	
Total Other		<u>\$ 200.00</u>
<i>Current Approved Imprest Funds</i>		<u>\$3,135.00</u>

2018 Year End Imprest Fund Balances			
	Library Location	Jamex Coin Rolls	EnvisionWare Bank Register Bank
1	Buena	-	21.00 20.00
2	Granger	-	21.00 60.00
3	Harrah	-	- 20.00
4	Mabton	-	21.00 20.00
5	Moxee	34.00	21.00 40.00
6	Naches	-	- 20.00
7	Selah	34.00	21.00 60.00
8	Southeast	-	21.00 20.00
9	Sunnyside	34.00	21.00 60.00
10	Terrace Heights	-	21.00 20.00
11	Tieton	-	- 20.00
12	Toppenish	34.00	21.00 80.00
13	Wapato	34.00	21.00 80.00
14	West Valley	34.00	21.00 100.00
15	White Swan	-	21.00 20.00
16	Yakima	34.00	24.00 100.00
17	Yakima 2nd Float	-	21.00 -
18	Zillah	-	- 60.00
		238.00	297.00 800.00
Total Float for Libraries			1,335.00
Petty Cash Fund/Bank Accounts	Responsible Party		Cash Fund Balance
Accounting	Patricia		29.00
Business Office	Terri		40.00
Facilities	Susan		131.00
Credit Card Account	Lucia		350.00
Revolving Chg Acct	Lucia		1,250.00
Total Petty Cash / Checking Acct Funds			1,800.00
Total Amount of Imprest Funds			3,135.00