

BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries

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

RESOLUTION
#19-013

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 2019-year end; EnvisionWare monies, in the amount of \$21.00 each, have been retired and returned by Buena, Mabton, Southeast, Terrace Heights, and White Swan.

WHEREAS, Attachment A breaks out the reconciled funds for a combined total of \$3,030.00;

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 18th day of November, 2019.



Trustee



Trustee



Trustee

Trustee



Trustee

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)	
#19-XXX Retire EnvisionWare – Buena, Mabton,		
Southeast, Terrace Heights, & White Swan		
EnvisionWare Float (21.00 Each)	(105.00)	
Total Self Service and Copy Machines		<u>\$ 430.00</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>
Current Imprest Funds		<u>\$3,030.00</u>

2019 Year End Imprest Fund Balances				
	Library Location	Jamex Coin Rolls	EnvisionWare Bank	Register Bank
1	Buena	-	-	20.00
2	Granger	-	21.00	60.00
3	Harrah	-	-	20.00
4	Mabton	-	-	20.00
5	Moxee	34.00	21.00	40.00
6	Naches	-	-	20.00
7	Selah	34.00	21.00	60.00
8	Southeast	-	-	20.00
9	Sunnyside	34.00	21.00	60.00
10	Terrace Heights	-	-	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	-	-	20.00
16	Yakima	34.00	24.00	100.00
17	Yakima 2nd Float	-	21.00	-
18	Zillah	-	-	60.00
		238.00	192.00	800.00
	Total Float for Libraries			1,230.00
	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			3,030.00