

BEFORE THE BOARD OF TRUSTEES  
Of Yakima Valley Libraries

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

**RESOLUTION**  
#20-001

WHEREAS, the Board of Trustees authorizes imprest funds;

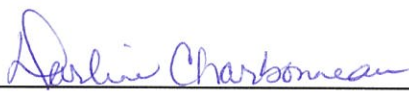
WHEREAS, an accounting of the Imprest Funds has been completed and the allocations are presented in Attachment A; There have been no changes and this resolution represents 12/31/2019 Imprest Funds balance;

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

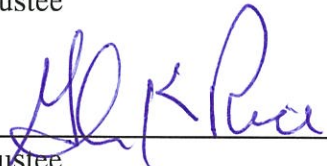
THEREFORE, BE IT RESOLVED the Imprest Funds are adopted as presented Attachment A and as reconciled in Attachment B.

ADOPTED by the Board of Trustees this 27<sup>th</sup> day of January, 2020.

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

  
\_\_\_\_\_  
Trustee

Resolution	Amount	Total
<b>Revolving Account – Key Bank</b>		
#82-001 Establish Revolving Account	500.00	
#04-003 Increase Revolving Account	500.00	
#12-004 New Account Required Balance	<u>250.00</u>	
<b>Total Revolving Account</b>		<b><u>\$1,250.00</u></b>
<b>Transmittal Account – Key Bank</b>		
#12-004 Credit Card Transmittal Acct.	250.00	
Credit Card Transmittal Acct.	<u>100.00</u>	
<b>Total Credit Card Transmittal</b>		<b><u>\$ 350.00</u></b>
<b>Change and Float Funds in Branches</b>		
#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 <sup>nd</sup> Float Yakima	60.00	
#12-010 Reduce Union Gap Float	(20.00)	
#12-010 Reduce 2 <sup>nd</sup> Float Yakima	(60.00)	
#15-003 Increase Float West Valley	40.00	
#17-013 Increase CL Float 9 Libraries	<u>380.00</u>	
<b>Total Change in Branches</b>		<b><u>\$ 800.00</u></b>
<b>Self Service and Copy Machines Floats</b>		
#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 <sup>nd</sup> 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)	
<b>Total Self Service and Copy Machines</b>		<b><u>\$ 430.00</u></b>
<b>Other Petty Cash Funds</b>		
#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 <sup>nd</sup> 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>	
<b>Total Other</b>		<b><u>\$ 200.00</u></b>
<b>Current Imprest Funds</b>		<b><u>\$3,030.00</u></b>

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