

BEFORE THE BOARD OF TRUSTEES  
Of Yakima Valley Libraries

In the Matter of Revising the Amount of Imprest  
Funds

**RESOLUTION**  
#23-012

WHEREAS, the Board of Trustees authorizes imprest funds;

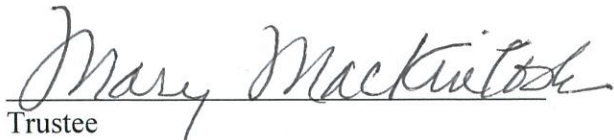
WHEREAS, an accounting of the Imprest Funds has been completed and the allocations are presented in Attachment A; the following changes have been made for 2023-year end; The copier was removed from the Moxee Library which requires the retirement and return of Moxee's copier coin box cash, in the amount of \$34.00.

WHEREAS, Attachment A breaks out the reconciled funds for a combined total of \$2,976.00;

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

ADOPTED by the Board of Trustees this 15th day of November, 2023.

  
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Trustee

  
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Trustee

  
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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	380.00	
#22-018 Retire Float White Swan	<u>( 20.00)</u>	
<b>Total Change in Branches</b>		<b><u>\$ 780.00</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	21.00	
#18-013 Retire EnvisionWare – Naches & Zillah		
EnvisionWare Float (21.00 Each)	(42.00)	
#19-013 Retire EnvisionWare – Buena, Mabton,		
Southeast, Terrace Heights, & White Swan		
EnvisionWare Float (21.00 Each)	(105.00)	
#23-XXX Retire Jamex – Moxee	<u>(34.00)</u>	
<b>Total Self Service and Copy Machines</b>		<b><u>\$ 396.00</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>\$2,976.00</u></b>

	2023 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		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 - Closed	-	-	
16	Yakima	34.00	24.00	100.00
17	Yakima 2nd Float	-	21.00	-
18	Zillah	-	-	60.00
		204.00	192.00	780.00
	Total Float for Libraries			1,176.00

Petty Cash Fund/Bank Accounts	Responsible Party		Cash Fund Balance
Accounting	Emilia		29.00
Business Office	Mike		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			2,976.00
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