

BEFORE THE BOARD OF TRUSTEES  
Of Yakima Valley Libraries

In the Matter of Revising the Amount of Imprest  
Funds

**RESOLUTION**  
#24-006

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 2024; Change and Float resolutions numbers #72-001 - #15-003 are now combined for a total of \$420.00. Also Self Service and Copy Machine Float resolutions numbers #09-003 - #14-016 are now combined for a total of \$577.00. The following cash banks have been reduced as follows; Granger (\$30), Moxee (\$10), Toppenish (\$40), Wapato (\$40), and Zillah (\$30) for a total reduction of (\$150). Union Gap will be issued a Cash Bank of \$80 and Jamex of \$34 and EnvisionWare of \$21 for a total of \$135. These changes to the above Libraries result in a deposit of \$15 back to the General Fund.

WHEREAS, Attachment A breaks out the reconciled funds for a combined total of \$2,961.00;


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 23th day of September, 2024.

  
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 - #15-003 Various Adjustments	420.00	
#17-013 Increase CL Float 9 Libraries	380.00	
#22-018 Retire Float White Swan	( 20.00)	
#24-006 Reduce the following Libraries Cash Banks; Granger (\$30), Moxee (\$10), Toppenish (\$40), Wapato (\$40), and Zillah (\$30)	( \$150.00)	
#24-006 New Cash Bank for Union Gap	\$80.00	
<b>Total Change in Branches</b>		<b><u>\$ 710.00</u></b>
<b>Self Service and Copy Machines Floats</b>		
#09-003 - #14-016 Various Adjustment	577.00	
#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)	
#23-012 Retire Jamex – Moxee	(34.00)	
#24-006 New Jamex \$34 and EnvisionWare \$21 Floats for Union Gap	\$55.00	
<b>Total Self Service and Copy Machines</b>		<b><u>\$ 451.00</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>\$2,961.00</u></b>

2024 Year End Imprest Fund Balances			
Library Location	Jamex Coin Rolls	EnvisionWare Bank	Register Bank
1 Buena	-	-	20.00
2 Granger	-	21.00	30.00
3 Harrah	-	-	20.00
4 Mabton	-	-	20.00
5 Moxee	-	21.00	30.00
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	40.00
13 Union Gap	34.00	21.00	80.00
14 Wapato	34.00	21.00	40.00
15 West Valley	34.00	21.00	100.00
16 White Swan - Closed	-	-	
17 Yakima	34.00	24.00	100.00
18 Yakima 2nd Float	-	21.00	-
19 Zillah	-	-	30.00
	238.00	213.00	710.00
Total Float for Libraries			1,161.00
Petty Cash Fund/Bank Accounts	Responsible Party		Cash Fund Balance
Accounting	Lucia		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			2,961.00