

BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries

In the Matter of Revising the Amount of Imprest
Funds

RESOLUTION
#25-016

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 2026; Per this resolution; The Board has approved closure of the Tieton Library January 1, 2026 and this requires the retirement and return of Tieton's cash bank, in the amount of \$20.00.

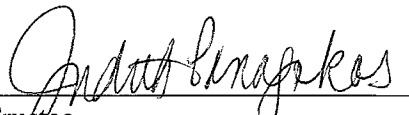
WHEREAS, Attachment A breaks out the reconciled funds for a combined total of \$2,921.00;

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 2025.


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 - #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	
#24-014 Retire Float Southeast Library	(\$20.00)	
#25-016 Retire Float Tieton Library	(\$20.00)	
Total Change in Branches		<u>\$ 670.00</u>
Self Service and Copy Machines Floats		
#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	
Total Self Service and Copy Machines		<u>\$ 451.00</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>\$2,921.00</u>

	2025 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 - Closed	-	-	-
9	Sunnyside	34.00	21.00	60.00
10	Terrace Heights	-	-	20.00
11	Tieton	-	-	-
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	670.00
	Total Float for Libraries			1,121.00
Petty Cash Fund/Bank Accounts		Responsible Party		Cash Fund Balance
Accounting		Clayton		29.00
Business Office		Mike		40.00
Facilities		Susan		131.00
Credit Card Account		Clayton		350.00
Revolving Chg Acct		Clayton		1,250.00
Total Petty Cash / Checking Acct Funds				1,800.00
Total Amount of Imprest Funds				2,921.00