

EVERETT SCHOOL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 1246

Administration of Imprest Accounts, Change Funds, and Meter Funds

WHEREAS, Everett School District No. 2, Snohomish County, Washington, is a first-class school district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington; and

WHEREAS, Everett School District No. 2 maintains imprest bank accounts, change funds, and meter funds; and

WHEREAS, the state *Accounting Manual for School Districts* requires the board of directors to authorize initial amounts, changes, and maximum amounts of these funds, by resolution; and

WHEREAS, Everett School District No. 2 maintains several accounts previously authorized by board resolution; and

WHEREAS, district administration requests annual changes to these accounts as needed for operations, the district recognizes a need to re-establish each year, for audit and internal control purposes, the official record of the authorized balances per board resolution;

NOW, THEREFORE, BE IT RESOLVED, that the district's maximum authorized balances for imprest accounts, change funds, and meter funds are as follows:

| Funds | Maximum Authorized |
|------------------------------|---------------------------|
| General Fund | \$ 382,860 |
| Associated Student Body Fund | \$ 23,100 |
| Grand Total: | \$ 405,960 |

A detailed makeup of these balances amongst sites is maintained and authorized as follows:

| General Fund Accounts | Amounts Authorized |
|---|---------------------------|
| Procurement Card Account | \$ 350,000 |
| Payroll Settlement | \$ 2,000 |
| Advance Travel | \$ 5,000 |
| Business Office Account | \$ 10,000 |
| Food Services Department | \$ 500 |
| Athletics Department | \$ 2,500 |
| CTE Student Store Cascade High School Cash Funds | \$ 300 |
| CTE Student Store Everett High School Cash Funds | \$ 300 |
| CTE Student Store Henry M. Jackson High School Cash Funds | \$ 300 |
| Eisenhower Middle School Cash Funds | \$ 150 |
| Everett High School Cash Funds | \$ 100 |
| Evergreen Middle School Cash Funds | \$ 200 |
| Food Services Cash Funds | \$ 1,000 |
| Gateway Middle School Cash Funds | \$ 200 |
| Heatherwood Middle School Cash Funds | \$ 100 |
| North Middle School Cash Funds | \$ 100 |
| Sequoia High School Cash Funds | \$ 100 |
| Total General Fund Imprest and Change Funds | \$ 372,850 |

In order to increase the Procurement Card Program to generate a larger revenue share, and create more opportunities for soft-cost savings, the district increased its Procurement Card imprest account \$200,000 to \$350,000.

General Fund Postage Meter Accounts

Bulk Mail Account \$10,000, Postage Due Account \$10

\$ 10,010

\$ 10,010

ASB Fund Accounts

Cascade High School

\$ 7,000

Everett High School

\$ 7,000

Henry M. Jackson High School

\$ 9,000

Sequoia High School Cash Funds

\$ 100


Total ASB Fund Imprest and Change Funds

\$ 23,100

Adopted by the Board of Directors of Everett School District No. 2, Snohomish County, Washington, at a regular meeting thereof, held on September 22, 2020.

EVERETT SCHOOL DISTRICT NO. 2

A municipal corporation of the
State of Washington



Caroline Mason, President




Pam LeSesne, Vice President



April Berg, Director



Traci Mitchell, Director



Andrew Nicholls, Director

Attest:



Dr. Ian B. Saltzman
Superintendent and Secretary, Board of Directors