

**EVERETT SCHOOL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 1265**

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

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

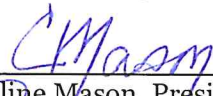
Sequoia High School Cash Funds

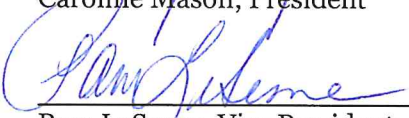
\$ 100

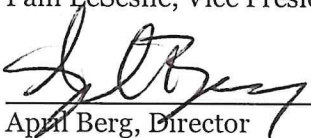
Total ASB Fund Imprest and Change Funds

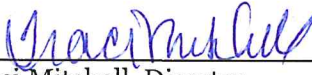
\$ 23,100


Adopted by the Board of Directors of Everett School District No. 2, Snohomish County, Washington, at a regular meeting thereof, held on September 28, 2021.

EVERETT SCHOOL DISTRICT NO. 2A 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