

EVERETT SCHOOL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 1217

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 (Increase from 150,000)	\$ 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 (New)	\$ 300
CTE Student Store Everett High School Cash Funds (New)	\$ 300
CTE Student Store Henry M. Jackson High School Cash Funds (New)	\$ 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

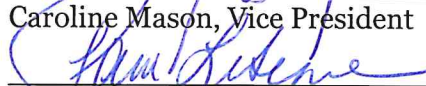
Adopted by the Board of Directors of Everett School District No. 2, Snohomish County, Washington, at a regular meeting thereof, held on September 24, 2019.


EVERETT SCHOOL DISTRICT NO. 2

A municipal corporation of the
State of Washington



Carol Andrews, President

Caroline Mason, Vice President

Pam LeSesne, Director

Traci Mitchell, Director

Jamyang Dorjee Nhangkar, Director

Attest:



Dr. Ian B. Saltzman

Superintendent and Secretary, Board of Directors