

**EVERETT SCHOOL DISTRICT NO. 2**  
**SNOHOMISH COUNTY, WASHINGTON**  
**RESOLUTION NO. 1284**

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:

<b>Funds</b>	<b>Maximum Authorized</b>
General Fund	\$ 386,360
Associated Student Body Fund	<u>\$ 23,100</u>
<b>Grand Total:</b>	<b>\$ 409,460</b>

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

<b>General Fund Accounts</b>	<b>Amounts Authorized</b>
Procurement Card Account	\$ 350,000
Payroll Settlement (increase of \$3,000)	\$ 5,000
Advance Travel	\$ 5,000
Business Office Account	\$ 10,000
Food Services Department	\$ 500
Athletics Department (increase of \$500)	\$ 3,000
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	<u>\$ 100</u>
<b>Total General Fund Imprest and Change Funds</b>	<b>\$ 376,350</b>

### General Fund Postage Meter Accounts

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

\$	10,010
\$	<b>10,010</b>

### ASB Fund Accounts

Cascade High School

\$	7,000
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Everett High School

\$	7,000
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Henry M. Jackson High School

\$	9,000
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Sequoia High School Cash Funds

\$	100
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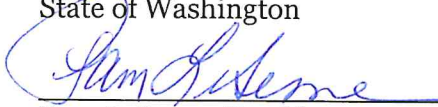
**Total ASB Fund Imprest and Change Funds**

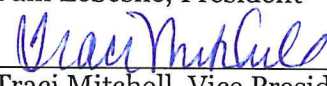
\$	<b>23,100</b>
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Adopted by the Board of Directors of Everett School District No. 2, Snohomish County, Washington, at a regular meeting thereof, held on October 25, 2022.

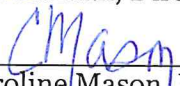
### EVERETT SCHOOL DISTRICT NO. 2

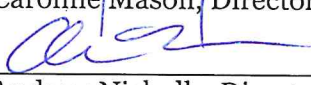
A municipal corporation of the  
State of Washington

  
Pam LeSesne, President

  
Traci Mitchell, Vice President

  
Jen Hirman, Director

  
Caroline Mason, Director

  
Andrew Nicholls, Director

Attest:

  
Dr. Ian Saltzman

Secretary, Board of Directors