

RESOLUTION NO. 889

ADMINISTRATION OF IMPREST ACCOUNTS, CHANGE FUNDS, AND METER FUNDS

WHEREAS, Everett Public Schools maintains imprest accounts, change funds, and meter funds for the purpose of making small purchases, making change, and postage metering; and WHEREAS said accounts are administered under State Accounting Manual requirements that the board of directors of the school district must authorize the initial amounts, changes, and the maximum amounts allowable by resolution, and WHEREAS, Everett Public Schools has made changes to and has closed many of the accounts previously authorized, the district recognizes a need to re-establish for audit and internal control purposes, the record of the total authorized balances as well as the detailed make-up of said accounts;

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

	<u>Maximum Authorized</u>
General Fund:	\$122,590
ASB Fund:	\$ 21,500
Trust Fund	\$ 800
Capital Projects Fund	\$ 500
Grand Total:	\$145,390

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

<u>General Fund Accounts</u>	<u>Amounts Authorized</u>
Procurement Card Account	\$50,000
Payroll Settlement	\$ 2,000
Advance Travel	\$ 5,000
Business Office Account	\$25,000
Cascade High School	\$ 2,000
Emerson Elementary	\$ 400
Garfield Elementary	\$ 500
Hawthorne Elementary	\$ 500
Jackson Elementary	\$ 500
Jefferson Elementary	\$ 500
Lowell Elementary	\$ 400
Madison Elementary	\$ 400
Monroe Elementary	\$ 500
Silverlake Elementary	\$ 500
Food Services Department	\$ 500
Maintenance Department	\$ 500
Construction Department	\$ 500
Mill Creek Elementary	\$ 500
Educational Service Center	\$ 400
Henry M. Jackson High School	\$ 400
Silver Firs Elementary	\$ 200
Athletics Department,	Increase from \$1,500 to
Associate Superintendent	\$ 500
Eisenhower Middle School Cash Funds,	Decrease from \$500 to
Food Services Cash Funds,	Decrease from \$1,210 to
North Middle School Cash Funds,	Decrease from \$500 to
Total General Fund Imprest and Change Funds	\$95,580

General Fund Postage Meter Accounts Increase from \$24,010 to **\$27,010**
(Maintenance \$15,000, Bulk Mail \$10,000, Cascade HS \$2,000, Postage Due Account \$10)

ASB Fund Accounts

Gateway Middle School	\$ 500
Cascade High School	\$ 7,000
Everett High School	\$ 7,000
Henry M. Jackson High School	\$ 7,000
Total ASB Fund Imprest Accounts	\$21,500

Trust Fund Accounts

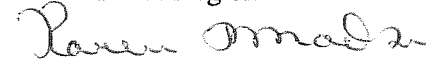
Evergreen Middle School	\$ 100
North Middle School	\$ 100
Cascade High School	\$ 500
Henry M. Jackson High School	\$ 100
Total Trust Fund Imprest Accounts	\$ 800

Capital Projects Accounts

Coast Property Management Trust	\$ 500
Total Capital Projects Fund Imprest Accounts	\$ 500

Adopted by the Board of Directors of Everett Public Schools, Snohomish County, Washington, at its regular meeting August 14, 2007.

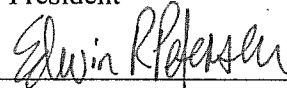
EVERETT PUBLIC SCHOOLS
A municipal corporation of the
State of Washington



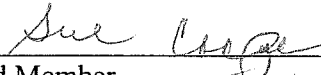
President



Vice President



Board Member




Board Member



Board Member

Attest:


Secretary of the Board