

## RESOLUTION NO. 911

### ADMINISTRATION OF IMPREST ACCOUNTS, CHANGE FUNDS, AND METER FUNDS

WHEREAS, Everett Public Schools maintains imprest bank accounts, change funds, and meter funds; and WHEREAS the State Accounting Manual requires the board of directors to authorize initial amounts, changes, and maximum amounts of these funds, by resolution, and WHEREAS, Everett Public Schools 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 is as follows:

	<u>Maximum Authorized</u>
General Fund	\$128,290
ASB Fund	\$ 21,500
Trust Fund	\$ 800
Capital Projects Fund	\$ 1,000
<b>Grand Total:</b>	<b>\$151,590</b>

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	\$ 2,500
Associate Superintendent	\$ 500
Eisenhower Middle School Cash Funds	\$ 150
Evergreen Middle School Cash Funds (New)	\$ 100
Food Services Cash Funds	\$ 1,130
Heatherwood Middle School Cash Funds (New)	\$ 100
North Middle School Cash Funds	\$ 100
<b>Total General Fund Imprest and Change Funds</b>	<b>\$95,780</b>

**General Fund Postage Meter Accounts**    Increase from \$27,010 to **\$32,510**  
(Maintenance \$22,500, Bulk Mail \$10,000, 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	<u>\$ 7,000</u>
<b>Total ASB Fund Imprest Accounts</b>	<b>\$21,500</b>

**Trust Fund Accounts**

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

**Capital Projects Accounts**

Coast Property Management Trust	<u>\$ 1000</u>
<b>Total Capital Projects Fund Imprest Accounts</b>	<b>\$ 1000</b>

Adopted by the Board of Directors of Everett Public Schools, Snohomish County, Washington, at its regular meeting September 9, 2008.

EVERETT PUBLIC SCHOOLS  
A municipal corporation of the  
State of Washington

\_\_\_\_\_  
President

*Kristin Ault*

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Vice President

*Edwin Holsten*

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Board Member

*Sue Cosgrove*

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Board Member

*Carol Anderson*

\_\_\_\_\_  
Board Member

Attest:

*Kant Brun*

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Secretary of the Board