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OCT 07 2010

FINANCE DEPT.

RESOLUTION NO. 1005

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	\$155,850
ASB Fund	\$ 21,500
Trust Fund	\$ 600
Capital Projects Fund	\$ 1,000
Grand Total:	\$178,950

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 (Increase of \$50,000)	\$100,000
Payroll Settlement	\$ 2,000
Advance Travel	\$ 5,000
Business Office Account (Decrease of \$15,000)	\$10,000
Cascade High School	\$ 500
Food Services Department	\$ 500
Maintenance Department	\$ 500
Henry M. Jackson High School	\$ 400
Athletics Department	\$ 2,500
Associate Superintendent	\$ 500
Eisenhower Middle School Cash Funds	\$ 150
Evergreen Middle School Cash Funds	\$ 100
Food Services Cash Funds (Decrease of \$65)	\$ 990
Heatherwood Middle School Cash Funds	\$ 100
North Middle School Cash Funds	\$ 100
Total General Fund Imprest and Change Funds	\$123,340

<u>General Fund Postage Meter Accounts</u>	\$32,510
Maintenance \$22,500, Bulk Mail \$10,000, Postage Due Account \$10	

<u>ASB Fund Accounts</u>	
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

Cascade High School	\$ 500
Henry M. Jackson High School	\$ 100
Total Trust Fund Imprest Accounts	\$ 600

Capital Projects Accounts

Coast Property Management Trust	\$ 1,000
Total Capital Projects Fund Imprest Accounts	\$ 1,000

Adopted by the Board of Directors of Everett Public Schools, Snohomish County, Washington, at its regular meeting September 21, 2010.

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