

RESOLUTION NO. 1028

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	\$132,350
ASB Fund	\$ 23,100
Capital Projects Fund	<u>\$ 1,000</u>
Grand Total:	\$156,450

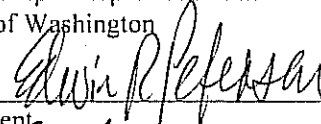
A detailed makeup of these balances amongst sites is maintained and authorized as follows:

<u>General Fund Accounts</u>	<u>Amounts Authorized</u>
Procurement Card Account	\$100,000
Payroll Settlement	\$ 2,000
Advance Travel	\$ 5,000
Business Office Account	\$10,000
Food Services Department	\$ 500
Maintenance Department	\$ 500
Athletics Department	\$ 2,500
Eisenhower Middle School Cash Funds	\$ 150
Evergreen Middle School Cash Funds	\$ 200
Food Services Cash Funds	\$ 990
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>
Total General Fund Imprest and Change Funds	\$122,340
 <u>General Fund Postage Meter Accounts</u>	 \$10,010
Bulk Mail Account \$10,000, Postage Due Account \$10	
<u>ASB Fund Accounts</u>	
Cascade High School	\$ 7,000
Everett High School	\$ 7,000
Henry M. Jackson High School	\$ 9,000
Sequoia High School Cash Funds	<u>\$ 100</u>
Total ASB Fund Imprest and Change Funds	\$23,100
<u>Capital Projects Accounts</u>	
Coast Property Management Trust	<u>\$ 1,000</u>
Total Capital Projects Fund Imprest Account	\$ 1,000

Adopted by the Board of Directors of Everett Public Schools, Snohomish County, Washington, at its regular meeting September 27, 2010.

EVERETT PUBLIC SCHOOLS

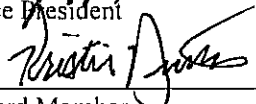
A municipal corporation of the
State of Washington



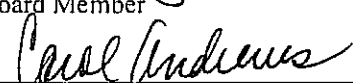
President



Vice President



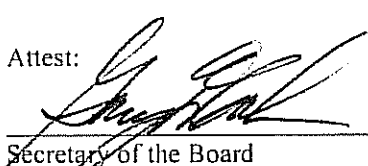
Board Member



Board Member

Board Member

Attest:



Secretary of the Board