

EVERETT SCHOOL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 1069

Administration of Imprest Accounts, Change Funds, and Meter Funds

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 is as follows:

	<u>Maximum Authorized</u>
General Fund	\$131,810
ASB Fund	\$ 23,100
Capital Projects Fund	<u>\$ 1,000</u>
Grand Total:	\$155,910

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
Athletics Department	\$ 2,500
Eisenhower Middle School Cash Funds	\$ 150
Evergreen Middle School Cash Funds	\$ 200
Food Services Cash Funds (Decrease of \$100)	\$ 950
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	\$121,800
 <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

Capital Projects Accounts

Coast Property Management Trust

\$ 1,000

Total Capital Projects Fund Imprest Account

\$ 1,000

Adopted by the Board of Directors of Everett School District No. 2, Snohomish County, Washington, at its regular meeting September 24, 2013.

EVERETT SCHOOL DISTRICT NO. 2

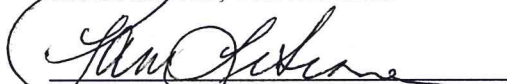
A municipal corporation of the
State of Washington



Jeff Russell, President



Carol Andrews, Vice President



Pam LeSesne, Board Member

Attest:



Dr. Gary Cohn
Superintendent & Secretary of the Board of Directors

Jessica Olson, Board Member



Ed Petersen, Board Member