

**EVERETT SCHOOL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 1160**

Administration of Imprest Accounts, Change Funds, and Meter Funds

WHEREAS, Everett School District No. 2, Snohomish County, Washington, is a first-class school district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington; and

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 are as follows:

Funds	Maximum Authorized
General Fund	\$ 181,960
Associated Student Body Fund	\$ 23,100
Capital Projects Fund	\$ 1,000
Grand Total:	\$ 206,060

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

General Fund Accounts	Amounts Authorized
Procurement Card Account (increase of \$50,000)	\$ 150,000
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
Everett High School Cash Funds (new)	\$ 100
Evergreen Middle School Cash Funds	\$ 200
Food Services Cash Funds	\$ 1,000
Gateway Middle School Cash Funds	\$ 200
Heatherwood Middle School Cash Funds	\$ 100
North Middle School Cash Funds	\$ 100
Sequoia High School Cash Funds	\$ 100
Total General Fund Imprest and Change Funds	\$ 171,950

General Fund Postage Meter Accounts	
Bulk Mail Account \$10,000, Postage Due Account \$10	\$ 10,010
	\$ 10,010

ASB Fund Accounts

Cascade High School	\$ 7,000
Everett High School	\$ 7,000
Henry M. Jackson High School	\$ 9,000
Sequoia High School Cash Funds	\$ 100
Total ASB Fund Imprest and Change Funds	\$ 23,100

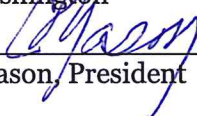
Capital Projects Accounts

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 a regular meeting thereof, held on September 26, 2017.

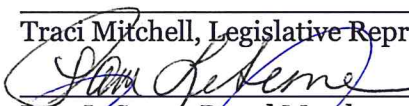
EVERETT SCHOOL DISTRICT NO. 2

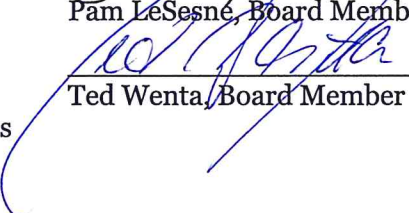
A municipal corporation of the
State of Washington



Caroline Mason, President


Carol Andrews, Vice President

Traci Mitchell, Legislative Representative

Pam LeSesne, Board Member

Ted Wenta, Board Member

Attest:



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