

**BEFORE THE BOARD OF TRUSTEES  
Of Yakima Valley Libraries**

*In the Matter of Revising the Amount of Imprest  
Funds*

**RESOLUTION  
#12-004**

**WHEREAS**, the Board of Trustees authorizes imprest funds;

**WHEREAS**, the Trustees have approved for Yakima Valley Libraries to process debit and credit cards for patron use with Resolution #11-013;

**WHEREAS**, the Trustees have approved the opening of a transmittal account as a pass through account for the collection of these fees Resolution #11-017;

**WHEREAS**, the banking institution requires a minimum balance of \$250 to open a new account;

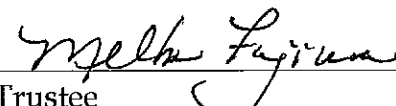
**WHEREAS**, an accounting of the imprest funds has been completed and reallocation of use is proposed in **Attachment A** to include reconciliation of \$238.00 for copy machine float;

**WHEREAS**, **Attachment A** breaks out the allocations of imprest funds for Yakima Valley Libraries;

**THEREFORE BE IT RESOLVED** that an additional \$538.00 will be added to the amount for a total amount of imprest funds authorized for Yakima Valley Libraries of \$2,673.00 to be distributed as outlined in **Attachment A**.

**ADOPTED** by the Board of Trustees this 21<sup>st</sup> day of May, 2012.

  
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Trustee

  
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Yakima Valley Libraries Imprest Funds

ATTACHMENT A

<b>Resolution</b>	<b>Resolution</b>	<b>Total</b>
Revolving Account – Key Bank		
#82-001	Establish Revolving Account	\$ 500.00
#04-003	Increase Revolving Account	\$ 500.00
#12-004	New Account Required Balance	\$ <u>250.00</u>
	Total Revolving Account	\$ <u>1,250.00</u>
Transmittal Account – Key Bank		
#12-004	Credit Card Transmittal Acct.	\$ <u>250.00</u>
	Total Credit Card Transmittal	\$ <u>250.00</u>
Change and Float Funds in Branches		
#72-001	Yakima Circulation	\$ 40.00
#74-002	16 Branches @ \$1.00 Each	\$ 16.00
#77-005	Increase Summitview to	\$ 4.00
#02-003	Increase Branches to \$20	\$ 360.00
	Return Nile funds to Treasurer	\$ ( 20.00)
#11-018	2 <sup>nd</sup> Float Yakima	\$ <u>60.00</u>
	Total Change in Branches	\$ <u>460.00</u>
Self Service and Copy Machines Floats		
#09-003	Self Service Machines	\$ 773.00
	Returned Funds-Self Service	\$(413.00)
#12-004	Jamex Coin Machine – Copy	\$ <u>238.00</u>
	Total Self Service Machines	\$ <u>598.00</u>
Other Petty Cash Funds		
#72-001	Accounting Petty Cash	\$ 75.00
#11-018	Reduced to \$25-move to Facilities	\$ ( 50.00)
#11-018	Facilities	\$ 50.00
#10-004	Programming Petty Cash	\$ 200.00
#10-004	Administration	\$ 100.00
#11-018	Move to 2 <sup>nd</sup> Yakima Float	\$ (60.00)
#12-004	Reduce Programming PC	\$( <u>200.00</u> )
	Total Other	\$ <u>115.00</u>
	<i>Current Imprest Funds with changes</i>	<u>\$2,673.00</u>