

BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries

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

RESOLUTION
#13-024

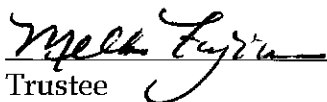
WHEREAS, the Board of Trustees authorizes imprest funds;

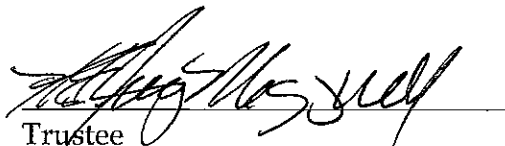
WHEREAS, an accounting of the imprest funds has been completed and the allocations are presented in **Attachment A**; there are no changes for 2013 year end.

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

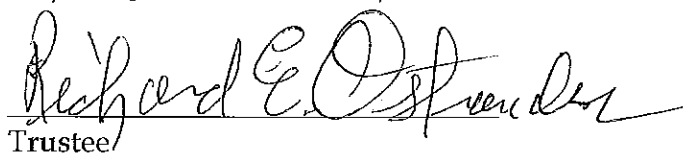
THEREFORE BE IT RESOLVED the Imprest Funds are adopted as confirmed in **Attachment A** and as reconciled in **Attachment B**.

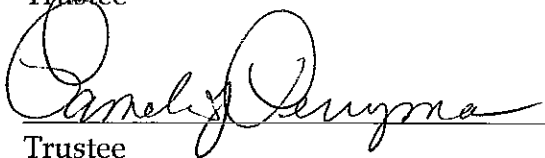
ADOPTED by the Board of Trustees this 16th day of December, 2013.


Trustee


Trustee


Trustee


Trustee


Trustee

Yakima Valley Libraries Imprest Funds

ATTACHMENT A

Resolution	Amount	Total
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.	250.00	
#13-012 Credit Card Transmittal Acct.	<u>100.00</u>	
Total Credit Card Transmittal		<u>\$ 350.00</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 nd Float Yakima	60.00	
#12-010 Reduce Union Gap Float	(20.00)	
#12-010 Reduce 2 nd Float Yakima	<u>(60.00)</u>	
Total Change in Branches		<u>\$ 380.00</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	238.00	
#12-010 Reduce Union Gap EnvisionWare Float	(21.00)	
#12-010 Reduce Yakima Central		
Children's EnvisionWare Float	<u>(21.00)</u>	
Total Self Service Machines		<u>\$ 556.00</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 nd Yakima Float	(60.00)	
#12-004 Reduce Programming PC	(200.00)	
#12-010 Increase Accounting Petty Cash - \$66	41.00	
#12-010 Increase Facilities Petty Cash - \$131	81.00	
#13-012 Reduce Accounting Petty Cash - \$50	<u>(16.00)</u>	
Total Other		<u>\$ 221.00</u>
<i>Current Imprest Funds with changes</i>		<u>\$2,757.00</u>

ATTACHMENT B

2013 Year End Imprest Funds Balances					
	Library Location	Date Reconciled	Jamex Coin Rolls	Envisionware Bank	Register Bank
1	Buena	12/2/13	-	21.00	20.00
2	Granger	12/2/13	-	21.00	20.00
3	Harrah	12/2/13	-	-	20.00
4	Mabton	12/2/13	-	21.00	20.00
5	Moxee	12/2/13	34.00	21.00	20.00
6	Naches	12/2/13	-	21.00	20.00
7	Selah	12/2/13	34.00	21.00	20.00
8	Southeast	12/2/13	-	21.00	20.00
9	Summitview	12/2/13	34.00	21.00	20.00
10	Sunnyside	12/2/13	34.00	21.00	20.00
11	Terrace Heights	12/2/13	-	21.00	20.00
12	Tieton	12/2/13	-	-	20.00
13	Toppenish	12/2/13	34.00	21.00	20.00
14	Wapato	12/2/13	34.00	21.00	20.00
15	White Swan	12/2/13	-	21.00	20.00
16	Yakima	12/2/13	34.00	24.00	60.00
17	Yakima 2nd float	12/2/13	-	21.00	-
18	Zillah	12/2/13	-	21.00	20.00
		Subtotal	238.00	339.00	380.00
Total Float for Libraries					957.00

Petty Cash Fund / Bank Accts	Date Reconciled	Responsible Party	Updated Petty Cash Fund Balance
Accounting	12/2/13	Kayla	29.00
Business Office	12/2/13	Terri	40.00
Facilities	12/2/13	Susan	131.00
Credit Card Account	12/2/13	Lucia	350.00
Revolving Ckg Acct	12/2/13	Lucia	1,250.00
Total Petty Cash / Checking Acct Funds			1,800.00
Total Amount of Imprest Funds			2,757.00