

BEFORE THE BOARD OF TRUSTEES  
Of Yakima Valley Libraries

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

RESOLUTION  
#12-010

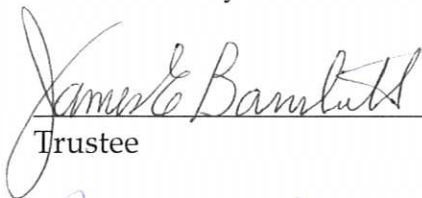
**WHEREAS**, the Board of Trustees authorizes imprest funds;

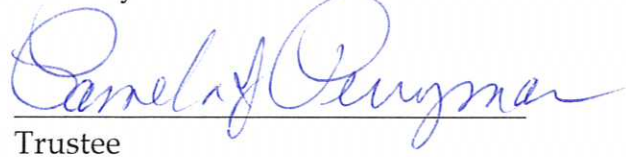
**WHEREAS**, an accounting of the imprest funds has been completed it was determined a second float of \$60.00 for Yakima Central and \$21.00 from the Yakima Central Children's Envisionware machine were no longer needed, and that the two Union Gap funds (\$20.00 for float and \$21.00 for Envisionware) will be returned to Accounting; and there is a need for the additional \$81.00 in Petty Cash for the Facility Department to increase that total to \$131.00 and increase in the Accounting Petty Cash Fund of \$41.00 for a total of \$66.00;

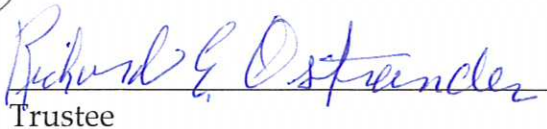
**WHEREAS**, **Attachment A** breaks out the re-allocation of imprest funds for Yakima Valley Libraries as stated above;

**THEREFORE BE IT RESOLVED** a total amount of imprest funds authorized for Yakima Valley Libraries of \$2,673.00 to be re-allocated as outlined in **Attachment A**.

**ADOPTED** by the Board of Trustees this 18<sup>th</sup> day of December, 2012.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee

<b>Resolution</b>	<b>Amount</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>
	<b>Total Revolving Account</b>	<b>\$1,250.00</b>
Transmittal Account - Key Bank		
#12-004	Credit Card Transmittal Acct.	\$ <u>250.00</u>
	<b>Total Credit Card Transmittal</b>	<b>\$ <u>250.00</u></b>
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	\$ 60.00
	Reduce Union Gap Float	\$ (20.00)
	Reduce 2 <sup>nd</sup> Float Yakima	\$ (60.00)
	<b>Total Change in Branches</b>	<b>\$ <u>380.00</u></b>
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
	Reduce Union Gap	
	EnvisionWare Float	\$ (21.00)
	Reduce Yakima Central	
	Children's EnvisionWare Float	\$ (21.00)
	<b>Total Self Service Machines</b>	<b>\$ <u>556.00</u></b>
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	\$(200.00)
	Increase Acctng Petty Cash - \$66	\$ 41.00
	Increase Fac Petty Cash - \$131	\$ <u>81.00</u>
	<b>Total Other</b>	<b>\$ <u>237.00</u></b>
	<b><i>Current Imprest Funds with changes</i></b>	<b><i>\$2,673.00</i></b>