

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

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

**RESOLUTION
#17-013**

WHEREAS, the Board of Trustees authorizes imprest funds;

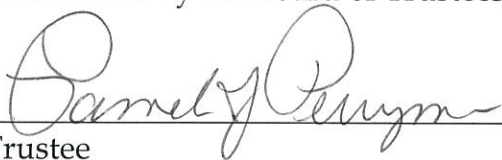
WHEREAS, an accounting of the Imprest Funds has been completed and there is a recommendation to add additional funds for change;

WHEREAS, *Attachment A* breaks out the requested increase of \$380 of imprest funds for Yakima Valley Libraries;

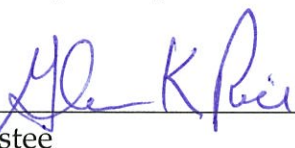
WHEREAS, *Attachment B* breaks out increase from \$2,797 to \$3,177;

THEREFORE BE IT RESOLVED the Imprest Funds are adopted as proposed.


ADOPTED by the Board of Trustees this 24th day of July, 2017.




Trustee



Trustee



Trustee



Trustee



Trustee

Branch	Current Register Bank	Recommended Register Bank	Increase / (Decrease)
YCL	\$ 60.00	\$ 100.00	\$ 40.00
SE	\$ 20.00	\$ 20.00	\$ -
NA	\$ 20.00	\$ 20.00	\$ -
SL	\$ 20.00	\$ 60.00	\$ 40.00
TI	\$ 20.00	\$ 20.00	\$ -
WV	\$ 60.00	\$ 100.00	\$ 40.00
MX	\$ 20.00	\$ 40.00	\$ 20.00
TH	\$ 20.00	\$ 20.00	\$ -
BU	\$ 20.00	\$ 20.00	\$ -
TO	\$ 20.00	\$ 80.00	\$ 60.00
WA	\$ 20.00	\$ 80.00	\$ 60.00
ZI	\$ 20.00	\$ 60.00	\$ 40.00
GR	\$ 20.00	\$ 60.00	\$ 40.00
HH	\$ 20.00	\$ 20.00	\$ -
MA	\$ 20.00	\$ 20.00	\$ -
SS	\$ 20.00	\$ 60.00	\$ 40.00
WH	\$ 20.00	\$ 20.00	\$ -
	\$ 420.00	\$ 800.00	\$ 380.00

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	
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	(60.00)	
#15-003 Increase Float West Valley	<u>40.00</u>	
Total Change in Branches		<u>\$ 420.00</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	(21.00)	
#14-016 Increase Yakima Central		
2 nd EnvisionWare Float	<u>21.00</u>	
Total Self Service and Copy Machines		<u>\$ 577.00</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	(16.00)	
#14-016 Reduce Accounting Petty Cash - \$29	<u>(21.00)</u>	
Total Other		<u>\$ 200.00</u>
<i>Current Approved Imprest Funds</i>		<u>\$2,797.00</u>
<i>Resolution #17-013</i>		<u>\$ 380.00</u>
<i>Proposed Total</i>		<u>\$3,177.00</u>