

BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries

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

RESOLUTION
#13-012

WHEREAS, the Board of Trustees authorizes imprest funds;

WHEREAS, an accounting of the imprest funds has been completed and reallocation of use is proposed in **Attachment A**, to include a proposed modification to decrease Accounting Petty Cash by \$16.00 (\$66 to a total of \$50); and an increase of \$100.00 to the Credit Card Transmittal Account for a total of \$350.


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


THEREFORE BE IT RESOLVED that an additional \$84 will be added to the amount for a total amount of imprest funds authorized for Yakima Valley Libraries of \$2,757 to be distributed as outlined in **Attachment A** and as reconciled in **Attachment B**.

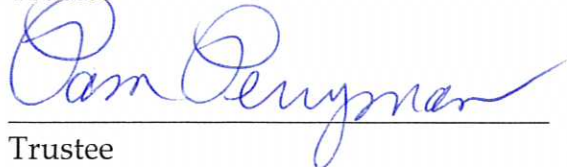
ADOPTED by the Board of Trustees this 22nd day of July, 2013.


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	
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	
Reduce Accounting Petty Cash - \$50	<u>(16.00)</u>	
Total Other		<u>\$ 221.00</u>
Current Imprest Funds with changes		<u>\$2,757.00</u>

July 2013 Imprest Funds Reconciliation				
Library Location	Date Reconciled	Jamex Coin Rolls	Envisionware Bank	Register Bank
Buena	12/31/11		21.00	20.00
Granger	12/31/11		21.00	20.00
Harrah	12/31/11			20.00
Mabton	12/31/11		21.00	20.00
Moxee	12/31/11		21.00	20.00
Naches	12/31/11		21.00	20.00
Selah	5/12/12	34.00	21.00	20.00
Southeast	12/31/11		21.00	20.00
Summitview	5/12/12	34.00	21.00	20.00
Sunnyside	5/12/12	34.00	21.00	20.00
Terrace Heights	12/31/11		21.00	20.00
Tieton	12/31/11			20.00
Toppenish	5/12/12	34.00	21.00	20.00
Union Gap (Jamex to Moxee)	12/17/12	34.00		
Wapato	5/12/12	34.00	21.00	20.00
White Swan	12/31/11		21.00	20.00
Yakima	5/12/12	34.00	24.00	60.00
Yakima 2nd float	12/31/11			
Yakima Children's	12/31/11			
Zillah	12/31/11		21.00	20.00
	Subtotal	238.00	318.00	380.00
Total Float for Libraries				936.00
Petty Cash Fund / Bank Accts	Date Reconciled	Current Petty Cash Fund	Funds to Reallocate	Updated Petty Cash Fund Balance
Accounting	12/31/12	66.00	(16.00)	50.00
Business Office	12/31/12	40.00		40.00
Facilities	12/31/12	131.00		131.00
Credit Card Account	12/31/12	250.00	100.00	350.00
Revolving Ckg Acct	12/31/12	1,250.00		1,250.00
Total Petty Cash / Checking Acct Funds				1,821.00
Total Amount of Imprest Funds				2,757.00
Total Increase in Imprest Funds				84.00