

North Kitsap School District No. 400
Kitsap County, Washington

RESOLUTION
NO. 07-02-18

A RESOLUTION of the Board of Directors of North Kitsap School District No. 400 of Kitsap County, Washington, establishing cash/imprest accounts and designating by position those staff members authorized to sign checks drawn on imprest checking accounts.

WHEREAS, the Board of Directors of North Kitsap School District acknowledges the need for maintaining cash/imprest accounts to facilitate the efficient fiscal operation of the district's General Fund and ASB Fund; and

WHEREAS, state prescribed regulations require that all cash accounts be established and authorized by the Board of Directors; and

WHEREAS, the Board of Directors of North Kitsap School District No. 400 has adopted Board Policies 6020, 6020P, and 6030 (RCW 28A.400.030 (3) and WAC 392-138) designating by position those staff members authorized to sign on behalf of the Board of Directors, checks drawn on imprest checking accounts; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby rescinds all previous resolutions authorizing the establishment of cash/imprest accounts and designated staff members, and hereby authorizes the establishment of the following accounts, dollar limits, and authorizes the following positions to sign on behalf of the Board, checks drawn on the imprest depository checking account:

District Imprest Fund: \$70,000 (\$30,000 General Fund, \$15,000 A.S.B. Fund, and \$25,000 Capital Projects Fund).

Positions authorized per Policy 6020P

Superintendent	Secondary School Principals
Executive Director of Business, Finance and Operations	Secondary School Assistant Principals
Director of Maintenance & Facilities	Secondary School Office Managers
Coordinator of Maintenance	Director of Transportation
Maintenance Program/Department Coordinator (PDOC)	Transportation Program/Department Coordinator (PDOC)

ADOPTED by the Board of Directors of the North Kitsap School District No. 400,
Kitsap County, State of Washington, at an open public meeting held on the
_____ day of _____, 2018.

APPROVED: North Kitsap School District No. 400
Board of Directors

President

Vice President

ATTEST:

Secretary to the Board of Directors