

<b>WASBO ASB PROCEDURES MANUAL</b>	<b>IMPREST FUND CHECKING ACCOUNTS</b>	<b>REVISED 7/17</b>
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## **INTRODUCTION**

An ASB imprest fund is a district checking account established at a local commercial bank to allow schools to make **minor** disbursements by check for **certain approved purchases**. Some districts are using P-Cards as an alternative to Imprest accounts.

Each school may establish an ASB imprest fund checking account up to the maximum established by the Board of Directors for the convenience and efficiency of expediting disbursement, subject to the following: (See WAC 392-138-120)

1. The maximum amount of the imprest fund checking account shall be no more than is necessary for the highest month's disbursements.
2. The imprest fund checking account shall be initiated by deposit of, and replenishment of, a warrant drawn on the school's ASB fund. (GL 200)
3. Disbursements from the imprest fund checking account must be by check and shall be restricted to payment of invoices approved by the ASB Governing Body and the ASB advisor and those allowed by the central business office.
4. All imprest requests must show evidence of student approval.
5. Imprest requests must be accompanied by forms, **original** receipts or invoices showing the exact amount requested for payment.
6. The imprest fund checking account shall be replenished at least once a month by a warrant drawn on the ASB fund in the sum total of the disbursements made in the imprest fund checking account during the preceding month.

## **PROCEDURES**

### **A. Check Signers of the Imprest Account**

- **Authorized signers are school administrators and possibly the Activity Coordinator.** The custodian of the imprest account should not be a signer on the account. Each time an administrator is replaced the bank signature card must be renewed. (If the custodian signs checks, an additional signature is required.)

<b>WASBO ASB PROCEDURES MANUAL</b>	<b>IMPREST FUND CHECKING ACCOUNTS</b>	<b>REVISED 7/17</b>
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B. Opening an Imprest Fund Checking Account

- After the Board of Directors has approved an imprest fund, it is opened by issuing a district warrant from the ASB fund. The Board of Directors must approve a resolution authorizing the maximum amount of the imprest fund before the district office can establish the checking account.

C. When to Use the Imprest Fund Checking Account

- Upon direction of the district business office, a check can be written for the convenience and expediency of payment for ASB goods and services. Expenditures cannot exceed the balance of the account. District policy and procedure may determine which payments must be made through the district accounts payable system and which payments may be made through the imprest fund checking account.

**Suggested uses are:**

Memberships  
Registrations  
Dues  
Deposits

**(Forms must be filled out in their entirety prior to issuing a check.  
Forms must indicate amount due, i.e., price per team, individual, etc.)**

- Restrictions on the use of the imprest fund checking account are:
  1. Bids: The district office may have bids or contracts that require products be purchased from a particular vendor.
  2. Wages: All employee wages, including those paid for student employees or temporary employees, **must** be paid through the district payroll system by district warrant.
  3. Personal Services: Independent contractors are frequently considered employees by one or more regulatory agencies. For tax purposes, payment must be made by the district accounts payable system.
  4. Sales Tax: Purchases from out-of-state vendors do not always include state sales tax since these vendors may not be registered with the Washington State Department of Revenue. By law, the district must pay local compensating tax directly to the Department of Revenue on these purchases. The accounts payable department

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will charge this tax when the imprest fund replenishment is processed.

D. How to Use the Imprest Fund Checking Account

- Each expenditure made from the ASB imprest fund checking account must show prior approval of the ASB Governing Body and the ASB advisor.
- Student approval and original itemized vendor invoices, receipts and forms must be on file for each imprest check written. These items are attached to the request for imprest check form and submitted with the replenishment to Accts Payable.
- Each check must be recorded in a check register by check number; this is easily done with computer software. All checks, including voids, must be accounted for in the register. Voided checks must be kept on file. **All voided checks must have the signature area removed.**

E. Depositing Into the Imprest Fund Checking Account

- The only deposits allowed to the imprest fund checking account are replenishment warrants and/or a return of change fund. Deposit change returned from checks written for travel expenses to the activity account.

F. Replenishing the Imprest Fund Checking Account

- An imprest fund checking account replenishment request must be completed at least once a month by statute.
- **DO NOT** overdraw an imprest fund checking account.
- The district office will issue a replenishment warrant in the name of the account custodian and school. Deposit directly to the imprest fund account.

G. Bank Statement Reconciliation

- Complete the bank statement reconciliation monthly and file according to district procedure. The bank reconciliation should be completed by someone other than the custodian of the imprest fund checking account and may be completed by the district office.

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Unredeemed checks are added back into the imprest fund account after a certain period of time has passed. Check with the district office. Remember to credit unredeemed checks on the replenishment report since they were replenished previously. Record as a credit on the replenishment form by check number, payee, account code and amount