



Board of Directors Business Meeting  
Agenda Action Item

**Item Title**

ADOPTION OF RESOLUTION NO. 2163 OUTSTANDING WARRANTS

**Department**

Business & Finance Division / Financial Services

**Board Meeting Date**

August 28, 2025

**Background**

Under the Revised Code of Washington Title 63.30 - Report of abandoned property the district is required to report and remit un-cashed warrants annually to the Department of Revenue (DOR). Under the Unclaimed Property Act all abandoned and unclaimed property must be held in perpetuity.

Resolution No. 2163 contains the listing of outstanding un-cashed accounts payable or payroll warrants. Attempts to contact the owners on the listing have been exhausted.

Vendors, employees, parents or students on this list were notified by letter (sent to owners last known addresses). For amounts of \$75.00 or more, phone (if provided) is made. No action was taken for returned letters, unknown addresses, and disconnected phones.

Unclaimed or abandoned property remitted to the state may be claimed at the Department of Revenue website at: [www.ClaimYourCash.org](http://www.ClaimYourCash.org)

**Current Consideration**

That the district cancel warrants that have remained outstanding for over one year.

**Fiscal Implication**

Approval of this resolution will result in District funds left as if such warrants were never drawn. Monies will be remitted to the Washington State Department of Revenue as per state law.

**Recommendation**

The Chief Financial Officer recommends that the Board of Directors adopt Resolution No. 2163 cancelling outstanding warrants that have remained unclaimed for over one year. Unclaimed or abandoned property will be remitted to the state and may be claimed at the Department of Revenue website at: [www.ClaimYourCash.org](http://www.ClaimYourCash.org).

**Strategic Benchmark**

Partnership and Participation

**Approved By**

Chief Financial Officer, Rosalind Medina