



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Kimberly Ptak

**Date:** September 25, 2017

**Re:** Approval of Revolving Fund Reimbursement

**Recommendation**

It is recommended that the Board of Education approve the reimbursement of the revolving fund in the amount of \$13,535.43.

**Background**

Board Policy 4080 established a revolving (imprest) fund for the purpose of allowing immediate payment for items which require prompt attention. Items paid using the revolving fund are processed and disbursed as needed. The revolving fund is subsequently reimbursed the total amount of expenditures paid on a monthly basis. The check registers attached indicate the expenditures that have been reviewed and processed using the revolving fund by the Business Services department in the form of paper checks and automated clearing house (ACH) electronic transactions.

A summary of the accounts payable bills included for approval is as follows:

<b>Month:</b> September 2017		
<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
10	Educational	\$3,636.35
20	Operations and Maintenance	\$1,367.80
30	Debt Service	\$0.00
40	Transportation	\$1,824.85
50	Municipal Retirement/Social Security	\$0.00
60	Capital Projects	\$0.00
70	Working Cash	\$0.00
90	Fire Prevention & Life Safety	\$0.00
95	Glenbrook Aquatics	\$0.00
96	Community Programs	\$0.00
99	Student Activities *	\$6,706.43
<b>Total</b>		<b>\$13,535.43</b>
* Student Activities payments are included within the attached check registers, but represent student-funded transactions separate from district-funded transactions.		

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225  
REIMBURSEMENT OF REVOLVING FUND**

WHEREAS, Illinois School Code (105 ILCS 5/10-20.19) permits a school board to establish revolving funds to meet various minor and routine immediate expenses between meetings of the school board, provided such funds are in the possession of an appropriately bonded employee and subject to regular annual audit by licensed public accountants and other such examinations as the school board shall deem advisable and kept in accordance with rules of the Illinois State Board of Education; and

WHEREAS, pursuant to Board Policy 4080, this Board has established such a Revolving Fund under the control of the Assistant Superintendent for Business Services / CSBO, who is properly bonded; and

WHEREAS, pursuant to Board Policy 4080, all expenditures from the Revolving Fund shall be chargeable to a specific budgetary item and a monthly report and annual summary of all receipts and expenditures shall be submitted to the Board; and

WHEREAS, pursuant to Board Policy 4080, this Board is to make a monthly reimbursement to the Revolving Fund equal to the total expenditures of the previous month; and

WHEREAS, the Board has reviewed the monthly report of receipts and expenditures of the Revolving Fund and the recommended budgetary item attribution from the Assistant Superintendent for Business Services / CSBO;

NOW, THEREFORE Be it Resolved by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: The Board approves the monthly Revolving Fund report as presented and attached hereto.

Section 2: General revenues of the District in the amount of \$13,535.43 shall be deposited into the Revolving Fund of the District as reimbursement for the previous month's expenditures.

Section 3: This Resolution shall be in full force and effect upon its adoption.

Upon motion by Member \_\_\_\_\_ to adopt the above Board Order, seconded by Member \_\_\_\_\_, a roll call vote was taken, and the Members voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The President declared the Motion duly carried this 25th day of September, 2017.

BOARD OF EDUCATION OF NORTHFIELD  
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,  
COOK COUNTY, ILLINOIS

By: \_\_\_\_\_  
Skip Shein  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Rosanne Williamson  
Secretary, Board of Education

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
31890	Degen, Tim of Llyse	09/01/2017	08292017	Parent Refund-Duplicate Yearbook Purchase	0	48.00	48.00
99L990	1529 0000 20 820610			Student Activities Fund/Student Based Activity Account/		48.00	
31891	Eydis, Ellian or Ilya	09/01/2017	09012017	Parent Refund-Duplicate Payments	0	188.50	188.50
10R100	1725 0000 00 000000			Education Fund/Administraton/Technology Fees/All Object		100.00	
10R100	1720 0000 00 000000			Education Fund/Administraton/Material Fees/All Objects/		15.00	
20L200	4840 0000 00 009010			Operations & Maintenance Fund/Glenbrook North High Scho		10.50	
10L200	4830 0000 00 001425			Education Fund/Glenbrook North High School/Course Fee P		18.00	
10L200	4830 0000 00 001055			Education Fund/Glenbrook North High School/Course Fee P		10.00	
99L990	1529 0000 20 820040			Student Activities Fund/Student Based Activity Account/		35.00	
31892	Federal Express	09/01/2017	1146-5992-4	Express Shipping-P-Card Check & Chromebook Lease Payments	0	30.70	30.70
10E100	2574 3410 00 002574			Education Fund/Administraton/Printing & Duplicating/Pos		30.70	
31893	Lim, Jaeho	09/01/2017	09012017	Parent Refund-FA Qualification-Refund of Fees	0	135.50	135.50
10R100	1725 0000 00 000000			Education Fund/Administraton/Technology Fees/All Object		100.00	
10R100	1720 0000 00 000000			Education Fund/Administraton/Material Fees/All Objects/		15.00	
20L300	4840 0000 00 009010			Operations & Maintenance Fund/Glenbrook South High Scho		10.50	
10L300	4830 0000 00 001055			Education Fund/Glenbrook South High School/Course Fee P		10.00	
31894	Marlin Business Bank	09/01/2017	15243254	GBN-Bailer Lease Payment	0	260.00	260.00
10E100	2560 3250 00 002560			Education Fund/Administraton/Food Service/Equipment Ren		260.00	
31895	Masarsky, Gary or Valeria	09/01/2017	08292017	Parent Refund-Obligation Paid-Item Found and Returned	0	18.00	18.00
99L990	1529 0000 20 820660			Student Activities Fund/Student Based Activity Account/		18.00	
31896	Mullen, Kevin or Lisa	09/01/2017	09012017	Parent Refund-Cancellation of Bus Due to Withdrawal of Student	0	750.00	1,038.50
40R100	1411 0000 00 002550			Transporation Fund/Administraton/Transportation Fees/Al		750.00	
			09012017.	Parent Refund-Student Withdrawn from	0	288.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				School			
10L200	4830 0000 00 001045			Education Fund/Glenbrook North High School/Course Fee P		10.00	
10L200	4830 0000 00 001050			Education Fund/Glenbrook North High School/Course Fee P		10.00	
10L200	4830 0000 00 001055			Education Fund/Glenbrook North High School/Course Fee P		10.00	
99L990	1529 0000 20 821224			Student Activities Fund/Student Based Activity Account/		25.00	
99L990	1529 0000 20 820062			Student Activities Fund/Student Based Activity Account/		25.00	
99L990	1529 0000 20 820040			Student Activities Fund/Student Based Activity Account/		35.00	
99L990	1529 0000 20 820610			Student Activities Fund/Student Based Activity Account/		48.00	
10R100	1725 0000 00 000000			Education Fund/Administraton/Technology Fees/All Object		100.00	
10R100	1720 0000 00 000000			Education Fund/Administraton/Material Fees/All Objects/		15.00	
20L200	4840 0000 00 009010			Operations & Maintenance Fund/Glenbrook North High Scho		10.50	
31897	Piney, Jesus or Martha	09/01/2017	09012017	Parent Refund-Student Withdrawn from School	0	100.00	100.00
10R100	1725 0000 00 000000			Education Fund/Administraton/Technology Fees/All Object		100.00	
31898	Silver, Steve or Johanna	09/01/2017	09012017	Parent Refund-Dropped CTE Course	0	25.00	25.00
10E200	1400 4100 00 001425			Education Fund/Glenbrook North High School/Vocational E		25.00	
31899	Warshawsky, Steven or Julie	09/01/2017	09012017	Parent Refund-Obligation Returned	0	60.00	60.00
99L990	1529 0000 30 830490			Student Activities Fund/Student Based Activity Account/		60.00	
31900	West, Michael or Andrea	09/01/2017	08292017	Parent Refund-Bus Cancellation Due to Medical Reason	0	750.00	750.00
40R100	1411 0000 00 002550			Transporation Fund/Administraton/Transportation Fees/Al		750.00	
			11	Computer	Check(s) For a Total of		2,654.20

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	11	Computer	Checks For a Total of	2,654.20
Total For	11	Manual, Wire Tran, ACH & Computer Checks		2,654.20
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,654.20

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	68.00	445.00	315.70	828.70
20	Operations & Maintenance Fund	31.50	0.00	0.00	31.50
40	Transporation Fund	0.00	1,500.00	0.00	1,500.00
99	Student Activities Fund	294.00	0.00	0.00	294.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
31901	Capital One Commercial	09/07/2017	09072017	GBS-Costco Monthly Statement-Aug 2017	0	1,624.44	1,624.44		
10E300	2330 4900 00 001300			Education Fund/Glenbrook South High School/Special Area		33.34			
10E300	1220 4100 00 001320			Education Fund/Glenbrook South High School/Developmenta		35.96			
10E300	2330 4100 00 001300			Education Fund/Glenbrook South High School/Special Area		62.72			
99L990	1529 0000 30 830260			Student Activities Fund/Student Based Activity Account/		420.70			
10E300	2330 4900 00 001300			Education Fund/Glenbrook South High School/Special Area		18.99			
99L990	1529 0000 30 830860			Student Activities Fund/Student Based Activity Account/		18.99			
99L990	1529 0000 30 830260			Student Activities Fund/Student Based Activity Account/		1,033.74			
31902	Illinois Tollway	09/07/2017	VW5700229086	Special Education-Transpor tation-Tolls	0	324.85	324.85		
40E100	2550 3300 00 001300			Transporation Fund/Administraton/Pupil Transportation/T		324.85			
31903	Kim, Hyungsik & Jinhee	09/07/2017	09072017	Parent Refund-Duplicate Payments	0	140.50	140.50		
10R100	1720 0000 00 000000			Education Fund/Administraton/Material Fees/All Objects/		15.00			
20L300	4840 0000 00 009010			Operations & Maintenance Fund/Glenbrook South High Scho		10.50			
10L300	4830 0000 00 001055			Education Fund/Glenbrook South High School/Course Fee P		10.00			
10L300	4830 0000 00 001405			Education Fund/Glenbrook South High School/Course Fee P		5.00			
10R100	1725 0000 00 000000			Education Fund/Administraton/Technology Fees/All Object		100.00			
31904	Placide, Alain or Parisa	09/07/2017	09072017	Parent Refund-Schedule Change	0	25.00	25.00		
10L300	4830 0000 00 001425			Education Fund/Glenbrook South High School/Course Fee P		25.00			
31905	Prillaman, Fred or Ewa	09/07/2017	09072017	Parent Refund-Duplicate Payments	0	91.00	91.00		
99L990	1529 0000 30 830600			Student Activities Fund/Student Based Activity Account/		8.00			
99L990	1529 0000 30 830040			Student Activities Fund/Student Based Activity Account/		35.00			
99L990	1529 0000 30 830380			Student Activities Fund/Student Based Activity Account/		48.00			
31906	Thomas, William or Cheryl	09/07/2017	09072017	Parent Refund-Duplicate Payment	0	48.00	48.00		
99L990	1529 0000 30 830380			Student Activities Fund/Student Based Activity Account/		48.00			
						6	Computer	Check(s) For a Total of	2,253.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	2,253.79
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	2,253.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,253.79

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	40.00	115.00	151.01	306.01
20	Operations & Maintenance Fund	10.50	0.00	0.00	10.50
40	Transporation Fund	0.00	0.00	324.85	324.85
99	Student Activities Fund	1,612.43	0.00	0.00	1,612.43



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
31907	Capital One Commercial	09/12/2017	09122017	GBN-Costco Credit Card-Aug 2017	0	643.00	643.00
10E200	2210 4900 00 002210			Education Fund/Glenbrook North High School/Improvement		187.57	
10E200	2121 4100 00 002120			Education Fund/Glenbrook North High School/Guidance Ser		85.40	
10E200	2121 4900 00 002125			Education Fund/Glenbrook North High School/Guidance Ser		6.99	
10E200	1130 4900 00 001060			Education Fund/Glenbrook North High School/Reg High Sch		16.58	
10E200	2121 4900 00 002120			Education Fund/Glenbrook North High School/Guidance Ser		10.18	
10E200	1400 4100 00 003220			Education Fund/Glenbrook North High School/Vocational E		336.28	
31908	Capital One Commercial	09/12/2017	847694392571	GBS-Case of Facial Tissue	0	63.63	63.63
10E300	1400 4100 00 001405			Education Fund/Glenbrook South High School/Vocational E		63.63	
31909	Fund Star Inc	09/12/2017	97527	GBS-Debate-Chocola te bars for fundraising	0	4,800.00	4,800.00
99L990	1529 0000 30 830290			Student Activities Fund/Student Based Activity Account/		4,800.00	
31910	Glenbrook South High School	09/12/2017	173509	GBN: Debate Entry Fees 9/23 Novice/JV Scrimmage	0	625.00	625.00
10E200	1520 6500 00 005820			Education Fund/Glenbrook North High School/Extra/Co-Cur		625.00	
31911	Home Depot Credit Services	09/12/2017	1043948	GBS-Plumbing Supplies	0	320.25	1,325.80
20E300	2544 4847 00 009050			Operations & Maintenance Fund/Glenbrook South High Scho		320.25	
			1063421	GBS-Maintenance Supplies	0	256.79	
20E300	2544 4840 00 009050			Operations & Maintenance Fund/Glenbrook South High Scho		256.79	
			181895	GBS-Maintenance Supplies	0	172.88	
20E300	2544 4840 00 009050			Operations & Maintenance Fund/Glenbrook South High Scho		172.88	
			2012350	GBS-Maintenance Supplies	0	186.15	
20E300	2544 4840 00 009050			Operations & Maintenance Fund/Glenbrook South High Scho		186.15	
			3182661	GBS-Custodial Cleaning Supplies	0	68.94	
20E300	2542 4822 00 009010			Operations & Maintenance Fund/Glenbrook South High Scho		68.94	
			4064945	GBS-Grounds Supplies	0	101.89	
20E300	2543 4820 00 009080			Operations & Maintenance Fund/Glenbrook South High Scho		101.89	
			6033168	GBS-Maintenance Supplies	0	164.47	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E300	2544 4840 00 009050			Operations & Maintenance Fund/Glenbrook South High Scho		164.47	
			6593233	GBS-Custodial Cleaning Supplies	0	36.36	
20E300	2542 4822 00 009010			Operations & Maintenance Fund/Glenbrook South High Scho		36.36	
			9120562	GBS-Custodial Cleaning Supplies	0	18.07	
20E300	2542 4822 00 009010			Operations & Maintenance Fund/Glenbrook South High Scho		18.07	
31912	ICDA/IL Congressional Debate A	09/12/2017	09122017	Glenbrook South-ICDA Annual Dues 2017/18	0	20.00	20.00
10E300	1520 6500 00 005820			Education Fund/Glenbrook South High School/Extra/Co-Cur		20.00	
31913	Rolling Meadows High School	09/12/2017	09122017	GBS-Entry Fees-Debate-Congre ssional Debate 9/23/17	0	207.00	207.00
10E300	1520 6500 00 005820			Education Fund/Glenbrook South High School/Extra/Co-Cur		207.00	
			7	Computer	Check(s) For a Total of		7,684.43

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	7,684.43
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	7,684.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,684.43

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	1,558.63	1,558.63
20	Operations & Maintenance Fund	0.00	0.00	1,325.80	1,325.80
99	Student Activities Fund	4,800.00	0.00	0.00	4,800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
31914	Glencoe Golf Club	09/19/2017	09192017	Glenbrook North-Entry Fee-Boys' Golf Conference 9/27/17	0	448.00	448.00
10E200	1510 6500 00 005230			Education Fund/Glenbrook North High School/Athletics/Sc		448.00	
31915	Rolling Meadows High School	09/19/2017	2017 ICDA #1	GBN Debate: Rolling Meadows ICDA 9/23/17	0	118.00	118.00
10E200	1520 6500 00 005820			Education Fund/Glenbrook North High School/Extra/Co-Cur		118.00	
31916	Wilmette Golf Club	09/19/2017	09192017	Glenbrook North-Entry Fee-Girls' Golf Conference 9/27/17	0	162.00	162.00
10E200	1510 6500 00 005330			Education Fund/Glenbrook North High School/Athletics/Sc		162.00	
			3	Computer	Check(s) For a Total of		728.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	728.00
Total For	3	Manual, Wire Tran,	ACH & Computer Checks	728.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	728.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	728.00	728.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
31917	At&T	09/20/2017	827129631X09082017	Glenbrook North-Broadcast Wireless Services-Aug 2017	0	47.01	47.01
10E100	2660 3430 00 002660			Education Fund/Administraton/Technology Services/Teleco		47.01	
31918	Glenview Prairie Club	09/20/2017	09202017	Glenbrook North-Entry Fee-JV Girls' Golf Conference 9/27/17	0	168.00	168.00
10E200	1510 6500 00 005330			Education Fund/Glenbrook North High School/Athletics/Sc		168.00	
			2	Computer	Check(s) For a Total of		215.01

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	215.01
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	215.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	215.01

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	215.01	215.01