



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Kimberly Ptak

**Date:** October 10, 2022

**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 \$56,887.43.

**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(s):</b> October 2022		
<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
10	Educational	\$56,887.43
20	Operations and Maintenance	\$0.00
30	Debt Service	\$0.00
40	Transportation	\$0.00
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 *	\$0.00
<b>Total</b>		<b>\$56,887.43</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 \$56,887.43 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 10th day of October, 2022.

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

By: \_\_\_\_\_  
Bruce Doughty  
President, Board of Education

ATTEST:

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

## AP Check Register

AP Run: AP-R-09/23/2022 — Post Date: 2022-09-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
09/23/2022	32587	Check	Gelboim, Julia			225.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
GSC Refund	Parent Refund - Glenbrook Swim Club: Diving Registration	09/08/2022	225.00	15 R 150 1720 0000 15 005515	225.00	
				<i>Glenbrook Aquatics / Glenbrook Aquatics - Diving</i>		
09/23/2022	32588	Check	Gelboim, Rachel			225.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
GSC Refund	Parent Refund - Glenbrook Swim Club: Diving Registration	09/08/2022	225.00	15 R 150 1720 0000 15 005515	225.00	
				<i>Glenbrook Aquatics / Glenbrook Aquatics - Diving</i>		
09/23/2022	32589	Check	Gravel, R.J.			205.43
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
09202022	Employee Reimbursement - GBA Business Services: Hospitality & Transportation for ASBO International Conference 9/20/22 - 9/23/22	09/20/2022	157.10	10 E 100 2510 3320 10 002510	157.10	
				<i>Administraton / Business Services</i>		
1313209	Employee Reimbursement - GBA Business Services: Check Stamps	09/16/2022	48.33	10 E 100 2510 4100 10 002510	48.33	
				<i>Administraton / Business Services</i>		

## AP Check Register

AP Run: AP-R-09/23/2022 — Post Date: 2022-09-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
09/23/2022	32590	Check	Washo, John	528.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
06302022	GBN - Athletic Official Services for Summer Athletic Camps - June 2022	06/30/2022	528.00		
				10 E 200 1510 3105 10 005400	528.00
				<i>Glenbrook North High School / Summer Athletic Camp</i>	

**Total: \$1,183.43**

### AP-R-09/23/2022 Summary

Type	Count	Amount
Regular	4	1,183.43
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$1,183.43</b>

## AP Check Register

AP Run: AP-R-09/27/2022 — Post Date: 2022-09-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
09/27/2022	32591	Check	Northfield Township Treasurer	55,694.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
FY23	Northfield Township Board of School Trustees - Treasurer Fees for 2022/2023	09/27/2022	55,694.00	
				10 E 100 2310 3192 10 002310
				55,694.00
			<i>Administraton</i>	<i>/ Board of Education</i>
			<b>Total:</b>	<b>\$55,694.00</b>

### AP-R-09/27/2022 Summary

Type	Count	Amount
Regular	1	55,694.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$55,694.00</b>

## AP Check Register

AP Run: AP-R-09/29/2022 — Post Date: 2022-09-29 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2022	32592	Check	Secretary of State	5.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Registration #111327	GBA Communications - Renewal of Trademark for GBN Horizontal Logo	09/29/2022	5.00	10 E 100 2630 6400 10 002630 <i>Administraton / Communications</i>	5.00
09/29/2022	32593	Check	Secretary of State	5.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Registration #111326	GBA Communications - Renewal of Trademark for GBS Horizontal Logo	09/29/2022	5.00	10 E 100 2630 6400 10 002630 <i>Administraton / Communications</i>	5.00
				<b>Total:</b>	<b>\$10.00</b>

AP-R-09/29/2022 Summary		
Type	Count	Amount
Regular	2	10.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$10.00</b>

## AP Check Register

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### Summary by Fund

Glenbrook High School District 225

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<u>Fund</u>	<u>Total</u>
10 - Education Fund	56,437.43
15 - Glenbrook Aquatics	450.00
	<b>\$56,887.43</b>