



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: February 27, 2023

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 \$2,740.00.

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:

| Month(s): February 2023 | | |
|---|--------------------------------------|-------------------|
| Fund | Fund Description | Amount |
| 10 | Educational | \$1,740.00 |
| 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 * | \$1,000.00 |
| Total | | \$2,740.00 |
| * 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 \$2,740.00 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 27th day of February, 2023.

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-02/14/2023 — Post Date: 2023-02-14 — AP Run Type: R

Glenbrook High School District 225

| Check Date | Check Number | Payment Type | Name | Check Amount |
|-----------------------|--|---------------------|----------------------------|---|
| 02/14/2023 | 32660 | Check | Lyons Township High School | 525.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| lymun 2023 | GBS Model UN - Entry Fees - LYMUN IX Conference 2/25/23 | 02/25/2023 | 525.00 | |
| | | | | 99 L 300 4930 0000 30 903650 |
| | | | | 525.00 |
| | | | | <i>Glenbrook South High School / Model United Nations</i> |
| 02/14/2023 | 32661 | Check | Lyons Township High School | 475.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| 02092023a | GBN Model UN - Entry Fees - LYMUN IX Conference 2/25/23 | 02/25/2023 | 475.00 | |
| | | | | 99 L 200 4930 0000 20 903650 |
| | | | | 475.00 |
| | | | | <i>Glenbrook North High School / Model United Nations</i> |
| 02/14/2023 | 32662 | Check | Peoria Civic Center | 20.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| state reg 2023 | GBS Speech Team - Entry Fees - IHSA State Speech Tournament 2/16/23 - 2/17/23 | 02/16/2023 | 20.00 | |
| | | | | 10 E 300 1520 3340 30 005800 |
| | | | | 20.00 |
| | | | | <i>Glenbrook South High School / Student Activities</i> |
| 02/14/2023 | 32663 | Check | Peoria Civic Center | 200.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account |
| 02162023 | GBN Speech - Entry Fees - IHSA State Speech Tournament 2/16/23 - 2/17/23 | 02/16/2023 | 200.00 | |
| | | | | 10 E 200 1520 6500 20 005835 |
| | | | | 200.00 |
| | | | | <i>Glenbrook North High School / Speech</i> |
| Total: | | | | \$1,220.00 |

AP Check Register

AP Run: AP-R-02/14/2023 — Post Date: 2023-02-14 — AP Run Type: R

Glenbrook High School District 225

| Check Date | Check Number | Payment Type | Name | Check Amount |
|------------|--------------|--------------|------|--------------|
|------------|--------------|--------------|------|--------------|

AP-R-02/14/2023 Summary

| Type | Count | Amount |
|-----------------|----------|-------------------|
| Regular | 4 | 1,220.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Total: | 4 | \$1,220.00 |

AP Check Register

AP Run: AP-R-02/21/2023 — Post Date: 2023-02-21 — AP Run Type: R

Glenbrook High School District 225

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|-----------------------|--|---------------------|-----------------------|---|---------------|--------------|
| 02/21/2023 | 32673 | Check | King, Hunter | | | 150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 150.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 150.00 | |
| | | | | <i>Glenbrook North High School / Speech</i> | | |
| 02/21/2023 | 32674 | Check | Kurasch, Kevin | | | 150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 150.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 150.00 | |
| | | | | <i>Glenbrook North High School / Speech</i> | | |
| 02/21/2023 | 32675 | Check | Simon, Andrew | | | 150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 150.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 150.00 | |
| | | | | <i>Glenbrook North High School / Speech</i> | | |
| 02/21/2023 | 32676 | Check | Surabhi, Divya Meher | | | 150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 150.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 150.00 | |
| | | | | <i>Glenbrook North High School / Speech</i> | | |

AP Check Register

AP Run: AP-R-02/21/2023 — Post Date: 2023-02-21 — AP Run Type: R

Glenbrook High School District 225

| Check Date | Check Number | Payment Type | Name | | | Check Amount |
|----------------|---|--------------|---------------------------|------------------------------|--------|--------------|
| 02/21/2023 | 32677 | Check | Torrey, Genevieve | | | 150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 150.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 150.00 | |
| | <i>Glenbrook North High School Speech</i> | | | | | |
| 02/21/2023 | 32678 | Check | Wallace, James | | | 150.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 150.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 150.00 | |
| | <i>Glenbrook North High School Speech</i> | | | | | |
| 02/21/2023 | 32679 | Check | Wells, Jenna | | | 120.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 020423 | GBN Speech - Judging Services - IHSA Regional Speech Tournament 2/4/23 | 02/04/2023 | 120.00 | | | |
| | | | | 10 E 200 1520 3105 20 005835 | 120.00 | |
| | <i>Glenbrook North High School Speech</i> | | | | | |
| 02/21/2023 | 32680 | Check | Wheaton North High School | | | 350.00 |
| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount | |
| 02142023 | GBS Social Studies - Registration for Dupage County Social Studies Conference 3/3/23 - D Berkson, K Budny, K Corcoles, D Hicks, R Lara, J Meyer, & N Morley | 03/03/2023 | 350.00 | | | |
| | | | | 10 E 300 1130 3320 30 001060 | 350.00 | |
| | <i>Glenbrook South High School Social Studies</i> | | | | | |

AP Check Register

AP Run: AP-R-02/21/2023 — Post Date: 2023-02-21 — AP Run Type: R

Glenbrook High School District 225

| Check Date | Check Number | Payment Type | Name | Check Amount |
|------------|--------------|--------------|---------------------------|--------------|
| 02/21/2023 | 32681 | Check | Wheaton North High School | 150.00 |

| Invoice Number | Description | Invoice Date | Invoice Amount | Account | Amount |
|----------------|--|--------------|----------------|---|-------------------|
| 20230217SS | GBN Social Studies - Registration for Dupage County Social Studies Conference 3/3/23 - R Gallivan, K LeBlanc, & S Williams | 03/03/2023 | 150.00 | | |
| | | | | 10 E 200 1130 3320 20 001060 | 150.00 |
| | | | | <i>Glenbrook North High School / Social Studies</i> | |
| Total: | | | | | \$1,520.00 |

AP-R-02/21/2023 Summary

| Type | Count | Amount |
|-----------------|----------|-------------------|
| Regular | 9 | 1,520.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Total: | 9 | \$1,520.00 |

AP Check Register

Summary by Fund

Glenbrook High School District 225

| <u>Fund</u> | <u>Total</u> |
|------------------------------|-------------------|
| 10 - Education Fund | 1,740.00 |
| 99 - Student Activities Fund | 1,000.00 |
| | \$2,740.00 |