



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

**From:** Dr. Kimberly Ptak

**Date:** March 13, 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 \$1,420.00.

**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): March 2023		
Fund	Fund Description	Amount
10	Educational	\$1,320.00
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 *	\$100.00
<b>Total</b>		<b>\$1,420.00</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 \$1,420.00 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 13th day of March, 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-03/01/2023 — Post Date: 2023-03-01 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
03/01/2023	32682	Check	Illinois High School Dance Festival	100.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
02282023b	GBN Orchestis - Audition Registration 3/11/23	02/25/2023	100.00	
				99 L 200 4930 0000 20 903750
				100.00
				<i>Glenbrook North High School / Orchestis</i>
03/01/2023	32683	Check	Northern Illinois District NSDA	360.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
030523	GBN Speech - Entry Fees - Northern Illinois District NSDA Tournament 3/4/23 - 3/5/23	03/05/2023	360.00	
				10 E 200 1520 6500 20 005835
				360.00
				<i>Glenbrook North High School / Speech</i>
<b>Total:</b>				<b>\$460.00</b>

AP-R-03/01/2023 Summary		
Type	Count	Amount
Regular	2	460.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$460.00</b>

## AP Check Register

AP Run: AP-R-03/06/2023 — Post Date: 2023-03-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
03/06/2023	32687	Check	Midwest Media Educators Association	480.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
03022023A	GBN Broadcasting - Entry Fees - MMEA Video Festival 4/28/23	04/28/2023	480.00		
				10 E 200 1400 6500 20 001410	480.00
				<i>Glenbrook North High School / Broadcasting</i>	
<b>Total:</b>					<b>\$480.00</b>

### AP-R-03/06/2023 Summary

Type	Count	Amount
Regular	1	480.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$480.00</b>

## AP Check Register

AP Run: AP-R-03/06/2023b — Post Date: 2023-03-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
03/06/2023	32684	Check	Coyne, Maggie	120.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
rolling meadows 1-14-23	GBS Speech Team - Judging Services - Rolling Meadows Tournament 1/14/23	01/14/2023	120.00		
				10 E 300 1520 3105 30 005835	120.00
				<i>Glenbrook South High School / Speech</i>	
03/06/2023	32685	Check	Fergus, Nora	120.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
rolling meadows 1-14-23	GBS Speech Team - Judging Services - Rolling Meadows Tournament 1/14/23	01/14/2023	120.00		
				10 E 300 1520 3105 30 005835	120.00
				<i>Glenbrook South High School / Speech</i>	
03/06/2023	32688	Check	Paulson, Helene M	120.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
rolling meadows 1-14-23	GBS Speech Team - Judging Services - Rolling Meadows Tournament 1/14/23	01/14/2023	120.00		
				10 E 300 1520 3105 30 005835	120.00
				<i>Glenbrook South High School / Speech</i>	
03/06/2023	32689	Check	Radzik Murdach, Tracy	120.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
rolling meadows 1-14-23	GBS Speech Team - Judging Services - Rolling Meadows Tournament 1/14/23	01/14/2023	120.00		
				10 E 300 1520 3105 30 005835	120.00
				<i>Glenbrook South High School / Speech</i>	

## AP Check Register

AP Run: AP-R-03/06/2023b — Post Date: 2023-03-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
<b>Total:</b>				<b>\$480.00</b>

### AP-R-03/06/2023b Summary

Type	Count	Amount
Regular	4	480.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$480.00</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	1,320.00
99 - Student Activities Fund	100.00
	<b>\$1,420.00</b>