



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

**From:** Dr. Kimberly Ptak

**Date:** November 14, 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 \$10,291.18.

**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> November 2022		
<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
10	Educational	\$2,658.68
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 *	\$7,632.50
<b>Total</b>		<b>\$10,291.18</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 \$10,291.18 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 14th day of November, 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-10/21/2022 — Post Date: 2022-10-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/21/2022	32594	Check	Rosenblum, Rebecca S. Birg	1,416.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
TuitionSu22	Employee Reimbursement - Tuition Summer 2022	10/20/2022	1,416.00	10 E 100 2210 2300 10 002210	1,416.00
				<i>Administraton / Improvement Of Instruction</i>	
				<b>Total:</b>	<b>\$1,416.00</b>

AP-R-10/21/2022 Summary		
Type	Count	Amount
Regular	1	1,416.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$1,416.00</b>

## AP Check Register

AP Run: AP-R-10/26/2022 — Post Date: 2022-10-26 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
10/26/2022	32595	Check	Saint Ignatius College Prep	500.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
102420222 St Ignatius MUN	GBN Model UN - Registration for SIMUN XXI Conference 11/5/22	11/05/2022	500.00		
				99 L 200 4930 0000 20 903650	500.00
				<i>Glenbrook North High School / Model United Nations</i>	
				<b>Total:</b>	<b>\$500.00</b>

### AP-R-10/26/2022 Summary

Type	Count	Amount
Regular	1	500.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$500.00</b>

## AP Check Register

AP Run: AP-R-10/27/2022 — Post Date: 2022-10-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/27/2022	32597	Check	Huenten, Nathan	145.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
SA Refund	Parent Refund – Swim America Registration	10/26/2022	145.00	15 R 150 1720 0000 15 005510	145.00
				<i>Glenbrook Aquatics / Swim America</i>	
10/27/2022	32598	Check	Jiang, Joshua	145.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
SA Refund	Parent Refund – Swim America Registration	10/26/2022	145.00	15 R 150 1720 0000 15 005510	145.00
				<i>Glenbrook Aquatics / Swim America</i>	
<b>Total:</b>				<b>\$290.00</b>	

AP-R-10/27/2022 Summary		
Type	Count	Amount
Regular	2	290.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$290.00</b>

## AP Check Register

AP Run: AP-R-10/27/2022b — Post Date: 2022-10-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/27/2022	32599	Check	Brianas, Lea Zoe	288.13	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
October 2022	Employee Reimbursement - Mileage To/From Skyward in Stevens Point, WI 10/21/22	10/21/2022	288.13	10 E 100 2510 3323 10 002510	288.13
				<i>Administraton / Business Services</i>	
10/27/2022	32600	Check	Tarver-Andersen, Vicki L	519.55	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
October 2022	Employee Reimbursement - Tolls & Mileage To/From Skyward in Stevens Point, WI 10/21/22 & SkyCon Conference in Peoria, IL 10/23/22 - 10/25/22	10/21/2022	519.55	10 E 100 2510 3320 10 002510	225.57
				<i>Administraton / Business Services</i>	
				10 E 100 2510 3323 10 002510	293.98
				<i>Administraton / Business Services</i>	
				<b>Total:</b>	<b>\$807.68</b>

### AP-R-10/27/2022b Summary

Type	Count	Amount
Regular	2	807.68
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$807.68</b>

## AP Check Register

AP Run: AP-R-10/27/2022c — Post Date: 2022-10-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/27/2022	32596	Check	Fang, Elaina	145.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
SA Refund	Parent Refund – Swim America Registration	10/27/2022	145.00	15 R 150 1720 0000 15 005510	145.00
				<i>Glenbrook Aquatics / Swim America</i>	
				<b>Total:</b>	<b>\$145.00</b>

### AP-R-10/27/2022c Summary

Type	Count	Amount
Regular	1	145.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$145.00</b>



## AP Check Register

AP Run: AP-R-11/03/2022 — Post Date: 2022-11-03 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/03/2022	32601	Check	Gourmet's Delight	7,132.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
14620	GBS Band - Cheesecake Fundraiser Items	11/03/2022	7,132.50	99 L 300 4934 0000 30 947000	7,132.50
				<i>Glenbrook South High School / Instrumental League</i>	
				<b>Total:</b>	<b>\$7,132.50</b>

<b>AP-R-11/03/2022 Summary</b>		
Type	Count	Amount
Regular	1	7,132.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$7,132.50</b>

## AP Check Register

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### Summary by Fund

Glenbrook High School District 225

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<b>Fund</b>	<b>Total</b>
10 - Education Fund	2,223.68
15 - Glenbrook Aquatics	435.00
99 - Student Activities Fund	7,632.50
	<b>\$10,291.18</b>