



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: November 22, 2021

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 \$1,043.64.

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): November 2021		
Fund	Fund Description	Amount
10	Educational	\$43.64
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		\$1,043.64

* 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 \$1,043.64 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 22nd day of November, 2021.

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-11/04/2021 — Post Date: 2021-11-04 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/04/2021	32508	Check	Rothrauff, Rachael	43.64	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Reimbursement - Nov 2021	Employee Reimbursement - GBS Health Evaluations Hospitality	11/01/2021	43.64		
				10 E 100 2640 4900 10 002649	43.64
				<i>Administraton / Employee Wellness Program</i>	
				Total:	\$43.64

AP-R-11/04/2021 Summary

Type	Count	Amount
Regular	1	43.64
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$43.64

AP Check Register

AP Run: AP-R-11/10/2021 — Post Date: 2021-11-10 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
11/10/2021	32509	Check	Branahl, Amy	1,000.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11102021a	GBN Comedy Sportz - Keyboardist for Rehearsals (2) & Shows (4) 11/15/21 - 11/20/21	11/10/2021	1,000.00		
				99 L 200 4930 0000 20 905825	1,000.00
				<i>Glenbrook North High School / Drama Productions</i>	

Total: \$1,000.00

AP-R-11/10/2021 Summary

Type	Count	Amount
Regular	1	1,000.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,000.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

Fund	Total
10 - Education Fund	43.64
99 - Student Activities Fund	1,000.00
	\$1,043.64