



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: February 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 \$8,892.00.

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 2022		
Fund	Fund Description	Amount
10	Educational	\$4,092.00
20	Operations and Maintenance	\$0.00
30	Debt Service	\$0.00
40	Transportation	\$4,800.00
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
Total		\$8,892.00
* 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 \$8,892.00 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 14th day of February, 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-01/24/2022 — Post Date: 2022-01-24 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/24/2022	32525	Check	Schwarze, Janice A	3,000.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
01242021	Professional Services for August 2021 through December 2021	01/24/2022	3,000.00	10 E 100 2321 3120 10 002320	3,000.00
				<i>Administraton / Superintendent's Office</i>	
Total:					\$3,000.00

AP-R-01/24/2022 Summary		
Type	Count	Amount
Regular	1	3,000.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$3,000.00

AP Check Register

AP Run: AP-R-01/25/2022 — Post Date: 2022-01-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/25/2022	32527	Check	North Suburban Region IJAS	80.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Invoice - 01242022	Glenbrook South High School - Registration for IJAS Region 6 Science Fair Poster Session 2021/22 for GBS Students (4)	01/24/2022	80.00		
				10 E 300 1130 6500 30 001055	80.00
				<i>Glenbrook South High School / Science</i>	
01/25/2022	32528	Check	North Suburban Region IJAS	60.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Invoice - 01242022a	Glenbrook South High School - Registration for IJAS Region 6 Science Fair Paper Session 2021/22 for GBS Students (3)	01/24/2022	60.00		
				10 E 300 1130 6500 30 001055	60.00
				<i>Glenbrook South High School / Science</i>	
Total:					\$140.00

AP-R-01/25/2022 Summary

Type	Count	Amount
Regular	2	140.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$140.00

AP Check Register

AP Run: AP-R-01/25/2022b — Post Date: 2022-01-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/25/2022	32529	Check	Williams, Scott L	347.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
01252022	Employee Reimbursement - Unpaid BCBS Claim	01/25/2022	347.00	10 E 100 2640 2000 00 002645	347.00
				<i>Administraton / Employee Benefits</i>	
				Total:	\$347.00

AP-R-01/25/2022b Summary

Type	Count	Amount
Regular	1	347.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$347.00

AP Check Register

AP Run: AP-R-01/26/2022 — Post Date: 2022-01-26 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/26/2022	32526	Check	K & G Coach Line Inc	2,300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2463	GBS Athletics - Transportation To/From IHSA Poms Nationals Competition 1/28/22 - 1/29/22	01/25/2022	2,300.00	40 E 300 2550 3310 30 005300	2,300.00
				<i>Glenbrook South High School / Athletics - Girls</i>	
				Total:	\$2,300.00

AP-R-01/26/2022 Summary

Type	Count	Amount
Regular	1	2,300.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$2,300.00

AP Check Register

AP Run: AP-R-01/27/2022 — Post Date: 2022-01-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/27/2022	32530	Check	K & G Coach Line Inc	2,500.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
2462	GBN Athletics - Transportation To/From IHSA Poms Nationals Competition 1/28/22 - 1/29/22	01/25/2022	2,500.00	40 E 200 2550 3310 20 005300	2,500.00
<i>Glenbrook North High School Athletics - Girls</i>					
01/27/2022	32531	Check	North Suburban Region IJAS	20.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
Invoice - 01262022	Glenbrook South High School - Registration for IJAS Region 6 Science Fair Paper Session 2021/22 for GBS Student (1)	01/26/2022	20.00	10 E 300 1130 6500 30 001055	20.00
<i>Glenbrook South High School Science</i>					
01/27/2022	32532	Check	North Suburban Region IJAS	20.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
Invoice - 02262022a	Glenbrook South High School - Registration for IJAS Region 6 Science Fair Poster Session 2021/22 for GBS Student (1)	01/26/2022	20.00	10 E 300 1130 6500 30 001055	20.00
<i>Glenbrook South High School Science</i>					
Total:				\$2,540.00	

AP-R-01/27/2022 Summary		
Type	Count	Amount
Regular	3	2,540.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	3	\$2,540.00

AP Check Register

AP Run: AP-R-02/01/2022 — Post Date: 2022-02-01 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
02/01/2022	32533	Check	Elk Grove High School	210.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
020522	GBN Speech - Entry Fees - IHSA Regional Tournament 2/5/22	02/05/2022	210.00		
				10 E 200 1130 6500 20 001000	210.00
				<i>Glenbrook North High School / General Instruction</i>	
Total:					\$210.00

AP-R-02/01/2022 Summary

Type	Count	Amount
Regular	1	210.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$210.00

AP Check Register

AP Run: AP-R-02/08/2022 — Post Date: 2022-02-08 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
02/08/2022	32534	Check	Downers Grove South High School	195.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
021222	GBN Speech - Entry Fees - IHSA Sectional Tournament 2/12/22	02/12/2022	195.00	
				10 E 200 1520 6500 20 005835
				Glenbrook North High School / Forensics
				195.00
			Total:	\$195.00

AP-R-02/08/2022 Summary

Type	Count	Amount
Regular	1	195.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$195.00

AP Check Register

AP Run: AP-R-02/08/2022b — Post Date: 2022-02-08 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
02/08/2022	32535	Check	Downers Grove South High School	160.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
speech sectionals 2022	GBS Speech - Entry Fees - IHSA Sectional Tournament 2/12/22	02/12/2022	160.00	
				10 E 300 1520 6500 30 005835
				Glenbrook South High School / Forensics
				160.00
			Total:	\$160.00

AP-R-02/08/2022b Summary

Type	Count	Amount
Regular	1	160.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$160.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

Fund	Total
10 - Education Fund	4,092.00
40 - Transportation Fund	4,800.00
	\$8,892.00