



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

**From:** Dr. Kimberly Ptak

**Date:** May 23, 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 \$45,482.75.

**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): May 2022</b>		
<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
10	Educational	\$308.75
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 *	\$45,174.00
<b>Total</b>		<b>\$45,482.75</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 \$45,482.75 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 23rd day of May, 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-05/10/2022 — Post Date: 2022-05-10 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/10/2022	32540	Check	Brodson, Jacob			1,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05062022b	Waterway Future Business Leader Scholarship Recipient - Student ID# 224012	05/06/2022	1,000.00			
				99 L 200 4933 0000 20 930170	1,000.00	
	<i>Glenbrook North High School / Scholarship - Waterway</i>					
05/10/2022	32541	Check	Gerns, Evan			298.75
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05062022	Partial Parent Refund - GBN ARML Regional Contest Registration Fees	05/10/2022	298.75			
				10 L 300 4922 0000 30 000000	298.75	
	<i>Glenbrook South High School / Accrual/Summary Accounts</i>					
05/10/2022	32542	Check	Handler, Skylar			2,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05062022c	Hynda Gamze Educational Scholarship Recipient 2022 - Student ID# 223059	05/06/2022	2,000.00			
				99 L 200 4933 0000 20 930040	2,000.00	
	<i>Glenbrook North High School / Scholarship - Hynda Gamze Educ</i>					
05/10/2022	32543	Check	Kim, Yeh Won			3,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05052022b	Wagner Foundation Scholarship Recipient 2022 - Student ID# 224154	05/05/2022	3,000.00			
				99 L 200 4933 0000 20 930225	3,000.00	
	<i>Glenbrook North High School / Scholarship - Wagner Foundation</i>					

## AP Check Register

AP Run: AP-R-05/10/2022 — Post Date: 2022-05-10 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/10/2022	32544	Check	Lau, Allison			3,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05052022c	Wagner Foundation Scholarship Recipient 2022 - Student ID# 224367	05/05/2022	3,000.00			
				99 L 200 4933 0000 20 930225	3,000.00	
				<i>Glenbrook North High School / Scholarship - Wagner Foundation</i>		
05/10/2022	32545	Check	Mendelson, Anna			664.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
234260	Parent Refund - Duplicate Payment - DECA ICDC Trip	05/05/2022	664.00			
				99 L 200 4930 0000 20 905830	664.00	
				<i>Glenbrook North High School / DECA</i>		
05/10/2022	32546	Check	Oh, Matthew			500.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05032022a	Vitalent Scholarship Recipient 2022 - Student ID# 224222	05/03/2022	500.00			
				99 L 200 4930 0000 20 903520	500.00	
				<i>Glenbrook North High School / Interact Club</i>		
05/10/2022	32547	Check	St John, Renee			5,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05062022a	Witty Family Community Scholarship Recipient - Student ID# 224212	05/06/2022	5,000.00			
				99 L 200 4933 0000 20 930210	5,000.00	
				<i>Glenbrook North High School / Scholarship - Witty Family</i>		

## AP Check Register

AP Run: AP-R-05/10/2022 — Post Date: 2022-05-10 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
05/10/2022	32548	Check	Yoo, Baeyoung	4,000.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05052022a	Wagner Foundation Scholarship Recipient 2022 - Student ID# 224407	05/05/2022	4,000.00		
				99 L 200 4933 0000 20 930225	4,000.00
				<i>Glenbrook North High School / Scholarship - Wagner Foundation</i>	
<b>Total:</b>					<b>\$19,462.75</b>

### AP-R-05/10/2022 Summary

Type	Count	Amount
Regular	9	19,462.75
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>9</b>	<b>\$19,462.75</b>

## AP Check Register

AP Run: AP-R-05/12/2022 — Post Date: 2022-05-12 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/12/2022	32549	Check	Bernath, Brian			425.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
Bernath - GradNight2022	GBS Grad Night - Professional Security Services - 6/5/22	05/10/2022	425.00			
				99 L 300 4930 0000 30 903480	425.00	
				<i>Glenbrook South High School / Grad Night</i>		
05/12/2022	32550	Check	Clowning Around Entertainment			5,160.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
38444	GBS Grad Night - Entertainment Services 6/5/22 - Final Balance	05/10/2022	5,160.00			
				99 L 300 4930 0000 30 903480	5,160.00	
				<i>Glenbrook South High School / Grad Night</i>		
05/12/2022	32551	Check	McHenry County Clerk's Office			10.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05122022	Notary Public Commission Renewal 2021/22 - R Gravel	05/12/2022	10.00			
				10 E 100 2510 6400 10 002510	10.00	
				<i>Administraton / Business Services</i>		
05/12/2022	32552	Check	Rivera, Josephine			425.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
Rivera - GradNight2022	GBS Grad Night - Professional Security Services - 6/5/22	05/10/2022	425.00			
				99 L 300 4930 0000 30 903480	425.00	
				<i>Glenbrook South High School / Grad Night</i>		

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AP Run: AP-R-05/12/2022 — Post Date: 2022-05-12 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
05/12/2022	32553	Check	Schuman, Keith	425.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
Schuman - GradNight2022	GBS Grad Night - Professional Security Services - 6/5/22	05/10/2022	425.00		
				99 L 300 4930 0000 30 903480	425.00
				<i>Glenbrook South High School   Grad Night</i>	
05/12/2022	32554	Check	Strauss, Kirk	575.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
Strauss - GradNight2022	GBS Grad Night - Professional Security Services - 6/5/22	05/10/2022	575.00		
				99 L 300 4930 0000 30 903480	575.00
				<i>Glenbrook South High School   Grad Night</i>	
				<b>Total:</b>	<b>\$7,020.00</b>

<b>AP-R-05/12/2022 Summary</b>		
<b>Type</b>	<b>Count</b>	<b>Amount</b>
Regular	6	7,020.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>6</b>	<b>\$7,020.00</b>



## AP Check Register

AP Run: AP-R-05/13/2022 — Post Date: 2022-05-13 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/13/2022	32555	Check	Guest, Tacy			5,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05132022a	Simonsen Memorial Scholarship Recipient 2022 - Student ID# 224267	05/13/2022	5,000.00			
				99 L 200 4933 0000 20 930140	5,000.00	
				<i>Glenbrook North High School / Scholarship - W Simonsen Memorial</i>		
05/13/2022	32556	Check	Guno, Dennis Sean			1,500.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05122022b	Duffy Memorial Award Recipient 2022 - Student ID# 224445	05/12/2022	1,500.00			
				99 L 200 4933 0000 20 930010	1,500.00	
				<i>Glenbrook North High School / Scholarship - Duffy Memorial</i>		
05/13/2022	32557	Check	Lambert, Morissa			1,500.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05122022a	Duffy Memorial Award Recipient 2022 - Student ID# 224402	05/12/2022	1,500.00			
				99 L 200 4933 0000 20 930010	1,500.00	
				<i>Glenbrook North High School / Scholarship - Duffy Memorial</i>		
05/13/2022	32558	Check	Melam, Avery			5,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
05132022b	Simonsen Memorial Scholarship Recipient 2022 - Student ID# 224224	05/13/2022	5,000.00			
				99 L 200 4933 0000 20 930140	5,000.00	
				<i>Glenbrook North High School / Scholarship - W Simonsen Memorial</i>		

## AP Check Register

AP Run: AP-R-05/13/2022 — Post Date: 2022-05-13 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
05/13/2022	32559	Check	Mutchnik, Drew	1,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
05122022c	Kopielski Memorial Scholarship Recipient 2022 - Student ID# 224248	05/12/2022	1,000.00	
				99 L 200 4933 0000 20 930200
				1,000.00
				<i>Glenbrook North High School / Scholarship - S Kopielski</i>
05/13/2022	32560	Check	Savic, Milena	2,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
05122022d	Busey Bank Scholarship Recipient 2022 - Student ID# 224116	05/12/2022	2,000.00	
				99 L 200 4930 0000 20 900000
				2,000.00
				<i>Glenbrook North High School / Student Association</i>
<b>Total:</b>				<b>\$16,000.00</b>

AP-R-05/13/2022 Summary		
Type	Count	Amount
Regular	6	16,000.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>6</b>	<b>\$16,000.00</b>

## AP Check Register

AP Run: AP-R-05/16/2022 — Post Date: 2022-05-16 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
05/16/2022	32561	Check	Latek, Jayne	1,000.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
05132022c	ZAC Resiliency Award Recipient 2022 - Student ID# 224152	05/13/2022	1,000.00	99 L 200 4933 0000 20 930160	1,000.00
				<i>Glenbrook North High School / Scholarship - Zac Resiliency Award</i>	
05/16/2022	32562	Check	University of Michigan	2,000.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
05152022d	Earl Young Memorial Award Recipient 2021 - Student ID# 14418320	05/13/2022	2,000.00	99 L 200 4933 0000 20 930020	2,000.00
				<i>Glenbrook North High School / Scholarship - Earl Young Memorial</i>	
<b>Total:</b>					<b>\$3,000.00</b>

AP-R-05/16/2022 Summary		
Type	Count	Amount
Regular	2	3,000.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$3,000.00</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	308.75
99 - Student Activities Fund	45,174.00
	<b>\$45,482.75</b>