



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: December 14, 2020

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 \$4,024.98.

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 2020 & December 2020		
Fund	Fund Description	Amount
10	Educational	\$1,474.98
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 *	\$2,550.00
Total		\$4,024.98
* 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 \$4,024.98 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 December, 2020.

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-11/24/2020 — Post Date: 2020-11-24 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/24/2020	32391	Check	Alla, Vignesh	375.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	375.00		
				99 L 990 1529 0000 10 810250	375.00
				<i>Student Based Activity / Debate Tournament Account</i>	
11/24/2020	32392	Check	Buzil, Hannah Naomi	375.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	375.00		
				99 L 990 1529 0000 10 810250	375.00
				<i>Student Based Activity / Debate Tournament Account</i>	
11/24/2020	32393	Check	Colston, David	125.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	125.00		
				99 L 990 1529 0000 10 810250	125.00
				<i>Student Based Activity / Debate Tournament Account</i>	
11/24/2020	32394	Check	Michael, Benjamin	125.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	125.00		
				99 L 990 1529 0000 10 810250	125.00
				<i>Student Based Activity / Debate Tournament Account</i>	

AP Check Register

AP Run: AP-R-11/24/2020 — Post Date: 2020-11-24 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
11/24/2020	32395	Check	Okunlola, Nelson			375.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	375.00	99 L 990 1529 0000 10 810250	375.00	
				<i>Student Based Activity Account</i>	<i>/ Debate Tournament Account</i>	
11/24/2020	32396	Check	Reeves, Peyton			300.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	300.00	99 L 990 1529 0000 10 810250	300.00	
				<i>Student Based Activity Account</i>	<i>/ Debate Tournament Account</i>	
11/24/2020	32397	Check	Shankar, Arvind			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	250.00	99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity Account</i>	<i>/ Debate Tournament Account</i>	
11/24/2020	32398	Check	Skoulikaris, Kelly			125.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	125.00	99 L 990 1529 0000 10 810250	125.00	
				<i>Student Based Activity Account</i>	<i>/ Debate Tournament Account</i>	

AP Check Register

AP Run: AP-R-11/24/2020 — Post Date: 2020-11-24 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/24/2020	32399	Check	Sprouse, Christopher W	250.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	250.00	99 L 990 1529 0000 10 810250	250.00
				<i>Student Based Activity / Debate Tournament Account</i>	
11/24/2020	32400	Check	Tulu, Nahom	125.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	125.00	99 L 990 1529 0000 10 810250	125.00
				<i>Student Based Activity / Debate Tournament Account</i>	
11/24/2020	32401	Check	Warren, Jason	125.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11212020	GBS/GBN - Glenbrooks Speech and Debate Tournament 2020 - Judging Services for 11/21/20 - 11/23/20	11/21/2020	125.00	99 L 990 1529 0000 10 810250	125.00
				<i>Student Based Activity / Debate Tournament Account</i>	
				Total:	\$2,550.00

AP-R-11/24/2020 Summary		
Type	Count	Amount
Regular	11	2,550.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	11	\$2,550.00

AP Check Register

AP Run: AP-R-11/30/2020 — Post Date: 2020-11-30 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/30/2020	32402	Check	The Rolling Bean LLC	1,275.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1748-1749RBC20	GBN - Staff Appreciation Hospitality 12/1/20 & 12/2/20	11/18/2020	1,275.00	10 E 200 2410 4900 20 002410	1,275.00
<i>Glenbrook North High School / Principal's Office</i>					
Total: \$1,275.00					

AP-R-11/30/2020 Summary

Type	Count	Amount
Regular	1	1,275.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,275.00

AP Check Register

AP Run: AP-R-12/01/2020 — Post Date: 2020-12-01 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
12/01/2020	32403	Check	Notary Express	199.98

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
12012020	Notary Public Application Fees for L Regal & A Pereira-Godoy	12/01/2020	199.98		
				10 E 100 2114 6400 10 002114	199.98
				<i>Administraton / Residency</i>	
Total:					\$199.98

AP-R-12/01/2020 Summary

Type	Count	Amount
Regular	1	199.98
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$199.98

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	1,474.98
99 - Student Activities Fund	2,550.00
	\$4,024.98