



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: August 13, 2018

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 \$18,643.50.

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: August 2018		
Fund	Fund Description	Amount
10	Educational	\$14,768.50
20	Operations and Maintenance	\$0.00
30	Debt Service	\$0.00
40	Transportation	\$3,875.00
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		\$18,643.50

* 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 \$18,643.50 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 13th day of August, 2018.

BOARD OF EDUCATION OF NORTHFIELD
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,
COOK COUNTY, ILLINOIS

By: _____
Skip Shein
President, Board of Education

ATTEST:

Rosanne Williamson
Secretary, Board of Education

AP Check Register

AP Run: AP-R-07/30/2018 — Post Date: 2018-07-30 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
07/30/2018	32110	Check	Sherman, Brian or Frani	3,875.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
07262018	Parent Refund - Multiple Purchases of Bus Pass	07/26/2018	3,875.00	40 R 100 1411 0000 00 002550	3,875.00
				<i>Administraton / Transportation</i>	
				Total:	\$3,875.00

AP-R-07/30/2018 Summary		
Type	Count	Amount
Regular	1	3,875.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$3,875.00

AP Check Register

AP Run: AP-R-08/01/2018 — Post Date: 2018-08-01 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/01/2018	32111	Check	Oak Forest High School	210.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
08122018	Glenbrook South - Registration Fees for Illinois Cheerleading & Dance Coaches Conference 8/12/2018	08/12/2018	210.00	10 E 300 1510 3320 30 005100	210.00
				<i>Glenbrook South High School / Athletics</i>	
				Total:	\$210.00

AP-R-08/01/2018 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-08/01/2018b — Post Date: 2018-08-01 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/01/2018	32112	Check	Bull Valley Software Inc	14,298.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
BVS13171	Technology Services - DocumentLOK Implementation & Training	08/01/2018	6,500.00	10 E 100 2660 3190 10 002660	6,500.00
				<i>Administraton / Technology Services</i>	
BVS13172	Technology Services - DocumentLOK Annual License Fees 2018/2019	08/01/2018	7,798.50	10 E 100 2660 3160 10 002660	7,798.50
				<i>Administraton / Technology Services</i>	
				Total:	\$14,298.50

AP-R-08/01/2018b Summary

Type	Count	Amount
Regular	1	14,298.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$14,298.50

AP Check Register

AP Run: AP-R-08/06/2018 — Post Date: 2018-08-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/06/2018	32113	Check	Marlin Business Bank	260.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
16151385	GBN Bailer Lease - July 2018	07/24/2018	260.00	10 E 100 2560 3250 10 002560	260.00
				<i>Administraton / Food Service</i>	
				Total:	\$260.00

AP-R-08/06/2018 Summary		
Type	Count	Amount
Regular	1	260.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$260.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	14,768.50
40 - Transportation Fund	3,875.00
	\$18,643.50