



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: September 11, 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 \$4,299.63.

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: September 2018		
Fund	Fund Description	Amount
10	Educational	\$1,760.00
20	Operations and Maintenance	\$2,311.63
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 *	\$228.00
Total		\$4,299.63
* 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 \$4,299.63 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 11th day of September, 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-08/27/2018 — Post Date: 2018-08-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2018	32122	Check	Neufeldt, Doug	228.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05252018	Glenbrook South-Athletic Official-Soccer 5/22 & 5/25/18	05/25/2018	228.00	99 L 990 1529 0000 30 830490	228.00
				<i>Student Based Activity / Sports Tournaments Account</i>	
08/27/2018	32123	Check	Quest Food Management Services	30.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
226631	Business Services - Overpayment of Student Fees for 226631 - Transfer Credit to Lunch Account	08/27/2018	30.00	10 E 100 2510 4900 10 002510	30.00
				<i>Administraton / Business Services</i>	
				Total:	\$258.00

AP-R-08/27/2018 Summary		
Type	Count	Amount
Regular	2	258.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$258.00

AP Check Register

AP Run: AP-R-08/28/2018 — Post Date: 2018-08-28 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/28/2018	32124	Check	Mankoff Industries Inc	2,311.63	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4571	GBN Tank System Upgrade	07/26/2018	2,311.63	20 E 200 2543 3270 20 009080	2,311.63
<i>Glenbrook North High School / Grounds Maintenance</i>					
08/28/2018	32125	Check	Parenti, Dayna E	360.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Summer 2018	Employee Reimbursement - Summer 2018 Tuition	05/25/2018	360.00	10 E 100 2210 2300 10 002210	360.00
<i>Administraton / Improvement Of Instruction</i>					
Total:					\$2,671.63

AP-R-08/28/2018 Summary		
Type	Count	Amount
Regular	2	2,671.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$2,671.63

AP Check Register

AP Run: AP-R-09/04/2018 — Post Date: 2018-09-04 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/04/2018	32126	Check	Niles North High School	1,370.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
217780	GBN Debate - Entry Fee - Niles North Tournament - 9/7 - 9/9/18	08/17/2018	1,370.00		
				10 E 200 1520 6500 20 005820	1,370.00
				<i>Glenbrook North High School / Debate</i>	
Total:					\$1,370.00

AP-R-09/04/2018 Summary		
Type	Count	Amount
Regular	1	1,370.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,370.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

Fund	Total
10 - Education Fund	1,760.00
20 - Operations & Maintenance Fund	2,311.63
99 - Student Activities Fund	228.00
	\$4,299.63