



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: August 27, 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 \$6,822.80.

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	\$3,890.80
20	Operations and Maintenance	\$1,087.00
30	Debt Service	\$0.00
40	Transportation	\$1,395.00
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 *	\$450.00
Total		\$6,822.80
* 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 \$6,822.80 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 27th 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-08/09/2018 — Post Date: 2018-08-09 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/09/2018	32114	Check	Davidson, Jonathan or Kirsten	1,395.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
08062018	Parent Refund - Duplicate Purchase - Bus Pass 2018/19	08/06/2018	1,395.00	40 R 100 1411 0000 00 002550	1,395.00
				<i>Administraton / Transportation</i>	
				Total:	\$1,395.00

AP-R-08/09/2018 Summary		
Type	Count	Amount
Regular	1	1,395.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,395.00

AP Check Register

AP Run: AP-R-08/14/2018b — Post Date: 2018-08-14 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
08/14/2018	32115	Check	Gravel, Raoul J, III	700.40

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
07292018	Employee Reimbursement - Registration and Lodging for ASBO International Annual Meeting and Expo 9/20 - 9/21/18	07/29/2018	700.40		
				10 E 100 2510 3320 10 002510	700.40
				<i>Administraton / Business Services</i>	
Total:					\$700.40

AP-R-08/14/2018b Summary

Type	Count	Amount
Regular	1	700.40
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$700.40

AP Check Register

AP Run: AP-R-08/15/2018 — Post Date: 2018-08-15 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/15/2018	32117	Check	Soliant Consulting Inc	1,950.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
31244	Technology Services - FileMaker Database Consulting - August 2018	08/14/2018	1,950.00	10 E 100 2660 3120 10 002660	1,950.00
				<i>Administraton / Technology Services</i>	
Total:					\$1,950.00

AP-R-08/15/2018 Summary		
Type	Count	Amount
Regular	1	1,950.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,950.00

AP Check Register

AP Run: AP-R-08/16/2018 — Post Date: 2018-08-16 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
08/16/2018	32116	Check	Gravel, Raoul J, III	410.40	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
07292018	Employee Reimbursement - Airfare for ASBO International Annual Meeting and Expo 9/20 - 9/21/18	07/29/2018	410.40	10 E 100 2510 3320 10 002510	410.40
				<i>Administraton / Business Services</i>	
Total:					\$410.40

AP-R-08/16/2018 Summary		
Type	Count	Amount
Regular	1	410.40
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$410.40

AP Check Register

AP Run: AP-R-08/21/2018 — Post Date: 2018-08-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
08/21/2018	32118	Check	Balloon Endeavor			450.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
3314	GBN Loyalty Day Assembly - Main Gym Decor 8/30/18	08/30/2018	450.00	99 L 990 1529 0000 20 820990	450.00	
				<i>Student Based Activity</i>	<i>/ Student Association</i>	<i>Account</i>
08/21/2018	32119	Check	Greenhill School			795.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
218481	GBN Debate - Entry Fees - Greenhill Tournament - 9/15 - 9/17/18	08/16/2018	795.00	10 E 200 1520 6500 20 005820	795.00	
				<i>Glenbrook North High School</i>	<i>/ Debate</i>	
08/21/2018	32120	Check	Quest Food Management Services			35.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
13289533	Business Services - Overpayment of Student Fees for 217247 - Transfer Credit to Lunch Account	08/19/2018	35.00	10 E 100 2510 4900 10 002510	35.00	
				<i>Administraton</i>	<i>/ Business Services</i>	
08/21/2018	32121	Check	Waste Management			1,087.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
2367745-2008-4	GBN Trash Compactor Rental/Disposal	08/01/2018	1,087.00	20 E 200 2542 3760 20 009010	1,087.00	
				<i>Glenbrook North High School</i>	<i>/ Custodial Services</i>	

AP Check Register

AP Run: AP-R-08/21/2018 — Post Date: 2018-08-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
				Total: \$2,367.00

AP-R-08/21/2018 Summary

Type	Count	Amount
Regular	4	2,367.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	4	\$2,367.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	3,890.80
20 - Operations & Maintenance Fund	1,087.00
40 - Transportation Fund	1,395.00
99 - Student Activities Fund	450.00
	<hr/>
	\$6,822.80