



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: June 24, 2019

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 \$48,397.58.

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: June 2019		
Fund	Fund Description	Amount
10	Educational	\$6,297.58
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	\$35,600.00
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 *	\$6,500.00
Total		\$48,397.58

* 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 \$48,397.58 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 24th day of June, 2019.

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-05/23/2019 — Post Date: 2019-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/23/2019	32286	Check	Brodson, Mark or Gail			1,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05232019	GBN Waterway Car Wash Future Business Leader Scholarship Recipient 2019	05/23/2019	1,000.00			
				99 L 990 1529 0000 20 821338	1,000.00	
				<i>Student Based Activity Account / GBN Waterway Scholarship Account</i>		
05/23/2019	32287	Check	Deutsch, Brad or Gina			2,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Gamze 2019	GBN Hynda Gamze Educational Scholarship Recipient 2019	05/14/2019	2,000.00			
				99 L 990 1529 0000 20 820554	2,000.00	
				<i>Student Based Activity Account / Hynda Gamze Educ Scholarship</i>		
05/23/2019	32288	Check	Gamze, Jonathan or Bonnie			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05232019	GBN ZAC Resiliency Award Scholarship Recipient 2019	05/23/2019	250.00			
				99 L 990 1529 0000 20 821337	250.00	
				<i>Student Based Activity Account / Zac Resiliency Award Account</i>		
05/23/2019	32289	Check	Jordison, Brian or Lori			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05232019	GBN ZAC Resiliency Award Recipient 2019	05/23/2019	250.00			
				99 L 990 1529 0000 20 821337	250.00	
				<i>Student Based Activity Account / Zac Resiliency Award Account</i>		

AP Check Register

AP Run: AP-R-05/23/2019 — Post Date: 2019-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
05/23/2019	32290	Check	Schoenberg, Steven	250.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05172019b	GBN ZAC Resiliency Award Recipient 2019	05/17/2019	250.00	99 L 990 1529 0000 20 821337	250.00
				<i>Student Based Activity / Zac Resiliency Award Account</i>	
05/23/2019	32292	Check	Weiss, Richard	2,500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05172019a	GBN Christina Jacobs Memorial Recipient 2019	05/17/2019	2,500.00	99 L 200 4820 0000 20 482216	2,500.00
				<i>Glenbrook North High School / GBN Scholarship - C Jacobs Mem</i>	
05/23/2019	32293	Check	Williams, Indra M	250.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05172019c	GBN ZAC Resiliency Award Recipient 2019	05/17/2019	250.00	99 L 990 1529 0000 20 821337	250.00
				<i>Student Based Activity / Zac Resiliency Award Account</i>	
Total:					\$6,500.00

AP-R-05/23/2019 Summary		
Type	Count	Amount
Regular	7	6,500.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	7	\$6,500.00

AP Check Register

AP Run: AP-R-05/23/2019b — Post Date: 2019-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
05/23/2019	32291	Check	Video and Sound Service Inc	35,600.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
90190	Vanderbilt PIMS for Access Control Locks	05/23/2019	35,600.00	60 E 100 2530 5200 10 009823	35,600.00
				<i>Administraton / Construction Projects</i>	
				Total:	\$35,600.00

AP-R-05/23/2019b Summary

Type	Count	Amount
Regular	1	35,600.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$35,600.00

AP Check Register

AP Run: AP-R-06/05/2019 — Post Date: 2019-06-05 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
06/05/2019	32294	Check	Robinson, Brian Kent	3,129.58	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
06052019	GBA - Overpayment of Retiree Insurance Premiums for May 2019 & June 2019	06/05/2019	3,129.58	10 L 100 4999 0000 00 000000	3,129.58
				<i>Administraton / Undefined</i>	
				Total:	\$3,129.58

AP-R-06/05/2019 Summary		
Type	Count	Amount
Regular	1	3,129.58
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$3,129.58

AP Check Register

AP Run: AP-R-06/12/2019 — Post Date: 2019-06-12 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
06/12/2019	32295	Check	Bachar, Gary A	48.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05142019	Athletic Official for 05/14/2019 Lower Level, 2 Games, 2 or More Officials Lacrosse (Boys) at GBN	05/14/2019	48.00		
				10 E 200 1510 3105 20 005240	48.00
				<i>Glenbrook North High School / Boys Lacrosse</i>	

Total: \$48.00

AP-R-06/12/2019 Summary

Type	Count	Amount
Regular	1	48.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$48.00

AP Check Register

AP Run: AP-R-06/18/2019 — Post Date: 2019-06-18 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
06/18/2019	32296	Check	Skills USA Illinois, Inc	3,120.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1316	GBS - Registration for SkillsUSA National Leadership and Skills Conference 6/24/19 - 6/28/19	05/13/2019	3,120.00		
				10 E 300 1400 3330 30 001405	600.00
				<i>Glenbrook South High School / Technical Education</i>	
				10 E 300 1520 3340 30 005800	2,520.00
				<i>Glenbrook South High School / Extra/Co-Curricular Activities</i>	
				Total:	\$3,120.00

AP-R-06/18/2019 Summary

Type	Count	Amount
Regular	1	3,120.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$3,120.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	6,297.58
60 - Capital Projects Fund	35,600.00
99 - Student Activities Fund	6,500.00
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	\$48,397.58