



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: December 13, 2021

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 \$423.23.

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): December 2021		
Fund	Fund Description	Amount
10	Educational	\$423.23
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 *	\$0.00
Total		\$423.23

* 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 \$423.23 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 December, 2021.

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-11/23/2021 — Post Date: 2021-11-23 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
11/23/2021	32510	Check	Ludolph, Amy E	10/21/2021	73.14		73.14
10212021			Employee Reimbursement - GBN Staff Wellness Screening Hospitality				
					10 E 100 2640 4900 10 002649	Administraton / Employee Wellness Program	73.14
11/23/2021	32511	Check	Naperville Central High School				250.00
121121			GBN Speech - Entry Fees - Naperville Central High School Tournament of Roses 12/11/21	12/11/2021	250.00		
					10 E 200 1520 6500 20 005835	Glenbrook North High School / Forensics	250.00
Total:							\$323.14

AP-R-11/23/2021 Summary

Type	Count	Amount
Regular	2	323.14
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$323.14

AP Check Register

AP Run: AP-R-11/29/2021 — Post Date: 2021-11-29 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
11/29/2021	32512	Check	Gliniecki, Thomas M	11/23/2021	15.00		15.00
11/23/2021						10 E 100 2520 3171 10 002520 <i>Administraton / Fiscal Services</i>	15.00

Total: \$15.00

AP-R-11/29/2021 Summary

Type	Count	Amount
Regular	1	15.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$15.00

AP Check Register

AP Run: AP-R-11/30/2021 — Post Date: 2021-11-30 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
11/30/2021	32513	Check	Gross, Steven G	11/30/2021	12.00		12.00
11/30/2021			Employee Reimbursement - Fee Incurred for 11/15/2021 Returned Payroll Check			10 E 100 2520 3171 10 002520 <i>Administrator / Fiscal Services</i>	12.00

Total: \$12.00

AP-R-11/30/2021 Summary

Type	Count	Amount
Regular	1	12.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$12.00

AP Check Register

AP Run: AP-R-12/07/2021 — Post Date: 2021-12-07 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/07/2021	32515	Check	Majoros, Sachiko	12/04/2021	24.00		24.00
12062021	Employee Reimbursement - Fee Incurred for 11/15/2021 Returned Payroll Checks					10 E 100 2520 3171 10 002520 <i>Administrator / Fiscal Services</i>	24.00
Total:							\$24.00

AP-R-12/07/2021 Summary

Type	Count	Amount
Regular	1	24.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$24.00

AP Check Register

AP Run: AP-R-12/07/2021b --- Post Date: 2021-12-07 --- AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/07/2021	32514	Check	Doughty, Bruce	11/20/2021	17.00		17.00
001			Employee Reimbursement - Parking for Triple I Joint Annual Conference 11/19/21 - 11/21/21			10 E 100 2310 3320 10 002310 <i>Administraton / Board of Education</i>	17.00

12/07/2021	32516	Check	Seguin, Michelle	Invoice Date	Invoice Amount	Account	Amount
Reimbursement			Employee Reimbursement - Parking & Hospitality for Triple I Joint Annual Conference 11/19/21 - 11/21/21	11/19/2021	32.09	10 E 100 2310 3320 10 002310 <i>Administraton / Board of Education</i>	32.09

Total: **\$49.09**

AP-R-12/07/2021b Summary

Type	Count	Amount
Regular	2	49.09
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$49.09

AP Check Register

Summary by Fund

Glenbrook High School District 225

Fund	Total
10 - Education Fund	423.23
	\$423.23