



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: March 18, 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 \$7,426.05.

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: March 2019		
Fund	Fund Description	Amount
10	Educational	\$1,766.05
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 *	\$5,660.00
Total		\$7,426.05
* 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 \$7,426.05 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 18th day of March, 2019.

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-02/25/2019 — Post Date: 2019-02-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
02/25/2019	32256	Check	Corrigan, Abraham			64.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
02182019	Coach Meal Advance - IHSA State Debate Championships 3/15/19 - 3/16/19		03/15/2019	64.00		
					10 E 300 1520 3330 30 005820	64.00
					<i>Glenbrook South High School / Debate</i>	
02/25/2019	32257	Check	Corrigan, Alyssa V			64.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
02182019	Employee Meal Advance - IHSA State Debate Championships 3/15/19 - 3/16/19		03/15/2019	64.00		
					10 E 300 1520 3330 30 005820	64.00
					<i>Glenbrook South High School / Debate</i>	
02/25/2019	32258	Check	IHSA/IL High School Association			275.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
02182019	GBS - Entry Fees - IHSA State Debate Championships 3/15/19 - 3/16/19		03/15/2019	275.00		
					10 E 300 1520 6500 30 005820	275.00
					<i>Glenbrook South High School / Debate</i>	
02/25/2019	32259	Check	Illinois Debate Coaches Association			180.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
02182019	GBS - Entry Fees - ICDA JV/Novice State Debate Tournament 3/8/19 - 3/10/19		03/08/2019	180.00		
					10 E 300 1520 6500 30 005820	180.00
					<i>Glenbrook South High School / Debate</i>	

AP Check Register

AP Run: AP-R-02/25/2019 — Post Date: 2019-02-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
02/25/2019	32260	Check	Jun, Jen	64.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
02182019	Employee Meal Advance - IHSA State Debate Championships 3/15/19 - 3/16/19	03/15/2019	64.00	10 E 300 1520 3330 30 005820	64.00
				<i>Glenbrook South High School / Debate</i>	
02/25/2019	32261	Check	Tate, Tara	192.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
02182019	Employee Meal Advance - IHSA State Debate Championships 3/15/19 - 3/16/19	03/15/2019	192.00	10 E 300 1520 3330 30 005820	192.00
				<i>Glenbrook South High School / Debate</i>	
Total:				\$839.00	

AP-R-02/25/2019 Summary		
Type	Count	Amount
Regular	6	839.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	6	\$839.00

AP Check Register

AP Run: AP-R-03/06/2019 — Post Date: 2019-03-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
03/06/2019	32269	Check	Gravel, Raoul J, III	526.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
01112019	Employee Reimbursement - Mileage To/From Various Meetings 1/11/19 - 2/14/19	01/11/2019	77.14	10 E 100 2510 3323 10 002510	77.14
				<i>Administraton / Business Services</i>	
02262019	Employee Reimbursement - Transportation To/From Skyward iCon Conference 2/26/19 - 3/1/19	02/26/2019	183.34	10 E 100 2510 3320 10 002510	183.34
				<i>Administraton / Business Services</i>	
03022019	Employee Reimbursement - Technology Accessories for Evaluation for Workstation Replacement Cycle 2019	03/02/2019	265.82	10 E 100 2660 7411 10 002660	265.82
				<i>Administraton / Technology Services</i>	
03/06/2019	32270	Check	Klasen, John	360.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
22719	Employee Reimbursement - Airfare & Transportation To/From Xavier Counselor Visit 2/24/19 - 2/25/19	02/24/2019	360.75	10 E 300 2121 3320 30 002125	360.75
				<i>Glenbrook South High School / College Resource Center</i>	
03/06/2019	32271	Check	University of Illinois Model United Nations	2,060.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
gbs MUNI reg fee 2019	GBS - Registration for Model United Nations Session	01/07/2019	2,060.00	99 L 990 1529 0000 30 830715	2,060.00
				<i>Student Based Activity / Model Un Account</i>	
				Total:	\$2,947.05

AP Check Register

AP Run: AP-R-03/06/2019 — Post Date: 2019-03-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
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AP-R-03/06/2019 Summary

Type	Count	Amount
Regular	3	2,947.05
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	3	\$2,947.05

AP Check Register

AP Run: AP-R-03/07/2019 — Post Date: 2019-03-07 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
03/07/2019	32272	Check	Batavia High School	40.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
03082019	GBS - Entry Fees - Track & Field 3/8/19	03/08/2019	40.00	10 E 300 1510 6500 30 005280	40.00
<i>Glenbrook South High School / Boys Track</i>					
Total:				\$40.00	

AP-R-03/07/2019 Summary		
Type	Count	Amount
Regular	1	40.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$40.00

AP Check Register

AP Run: AP-R-03/12/2019 — Post Date: 2019-03-12 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
03/12/2019	32273	Check	Bauman, Mark	3,600.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
02082019	GBS - Cash Advance - Spanish Exchange Program for Payments Abroad	02/08/2019	3,600.00	99 L 990 1529 0000 30 830925	3,600.00
				<i>Student Based Activity / Spanish Exchange Account</i>	
				Total:	\$3,600.00

AP-R-03/12/2019 Summary		
Type	Count	Amount
Regular	1	3,600.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$3,600.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	1,766.05
99 - Student Activities Fund	5,660.00
	\$7,426.05