



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: February 26, 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 \$5,481.09.

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: February 2018		
Fund	Fund Description	Amount
10	Educational	\$3,956.09
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	\$765.00
96	Community Programs	\$0.00
99	Student Activities *	\$760.00
Total		\$5,481.09
* 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 \$5,481.09 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 26th day of February, 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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32014	Saint Charles East High School	02/07/2018	02072018	Glenbrook Aquatics - Entry Fee - St. Charles Aquatics Meet 2/9/18	0	765.00	765.00
95E950	3200 6500 00 005505			Glenbrook Aquatics/Glenbrook Aquatics/Community Swim Pr		765.00	
				1 Computer	Check(s) For a Total of		765.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	765.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	765.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	765.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
95	Glenbrook Aquatics	0.00	0.00	765.00	765.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32015	Cannon, Shane	02/08/2018	02/12/2018	GBS - Athletic Official - Girls' Regional Basketball Feb 2018	0	144.00	144.00
10E300	1510 3105 00 005315			Education Fund/Glenbrook South High School/Athletics/Of		144.00	
32016	Klingberg, Scott	02/08/2018	02/13/2018	GBS - Athletic Official - Girls' Regional Basketball Feb 2018	0	144.00	144.00
10E300	1510 3105 00 005315			Education Fund/Glenbrook South High School/Athletics/Of		144.00	
32017	Lopshire, David	02/08/2018	02/13/2018	GBS - Athletic Official - Girls' Regional Basketball Feb 2018	0	144.00	144.00
10E300	1510 3105 00 005315			Education Fund/Glenbrook South High School/Athletics/Of		144.00	
32018	McGowan, Thomas	02/08/2018	02/12/2018	GBS - Athletic Official - Girls' Regional Basketball Feb 2018	0	144.00	144.00
10E300	1510 3105 00 005315			Education Fund/Glenbrook South High School/Athletics/Of		144.00	
32019	Molinari, Kenneth	02/08/2018	02/13/2018	GBS - Athletic Official - Girls' Regional Basketball Feb 2018	0	144.00	144.00
10E300	1510 3105 00 005315			Education Fund/Glenbrook South High School/Athletics/Of		144.00	
32020	Morse, Craig A	02/08/2018	02/12/2018	GBS - Athletic Official - Girls' Regional Basketball Feb 2018	0	144.00	144.00
10E300	1510 3105 00 005315			Education Fund/Glenbrook South High School/Athletics/Of		144.00	

6 Computer Check(s) For a Total of 864.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	864.00
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	864.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	864.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	864.00	864.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32021	Peoria Civic Center	02/13/2018	02162018	Glenbrook North Speech - Entry Fee - IHSA State Tournament 2/16/18	0	20.00	20.00
10E200	1520 6500 00 005835			Education Fund/Glenbrook North High School/Extra/Co-Cur		20.00	
				1 Computer	Check(s) For a Total of		20.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	20.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	20.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	20.00	20.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32022	Tuttle, George	02/16/2018	01162018	Human Resources - Retiree TRS Reimbursement	0	3,072.09	3,072.09
10E100	2640 8220 00 002645			Education Fund/Administraton/Human Resources Department		3,072.09	
				1 Computer	Check(s) For a Total of		3,072.09

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	3,072.09
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	3,072.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,072.09

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	3,072.09	3,072.09

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32023	Evanston Township HS	02/20/2018	02202018GBN	Glenbrook North - IHSA State Swimming & Diving Meet Tickets - 19 Tickets	0	380.00	380.00
99L990	1529 0000 20 820490			Student Activities Fund/Student Based Activity Account/		380.00	
32024	Evanston Township HS	02/20/2018	02202018GBS	Glenbrook South - IHSA State Swimming & Diving Meet Tickets - 19 Tickets	0	380.00	380.00
99L990	1529 0000 30 830490			Student Activities Fund/Student Based Activity Account/		380.00	
				2 Computer	Check(s) For a Total of		760.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	760.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	760.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	760.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
99	Student Activities Fund	760.00	0.00	0.00	760.00