



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: April 9, 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 \$14,995.50.

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: April 2018		
Fund	Fund Description	Amount
10	Educational	\$11,642.27
20	Operations and Maintenance	\$2,332.90
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 *	\$1,020.33
Total		\$14,995.50
* 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 \$14,995.50 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 9th day of April, 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
32046	Call One	03/15/2018	1205947-1113201 0318	District-Wide Phone Services 03/15/18 - 04/14/18	0	5,181.81	5,181.81
10E100	2660 3430 00 002660			Education Fund/Administraton/Technology Services/Teleco		5,181.81	
32047	Reavis High School	03/15/2018	Invoice031318	Glenbrook North HS IHSA Entry Fee for Group Interpretation Sectional Competition	0	75.00	75.00
10E200	1520 6500 20 005825			Education Fund/Glenbrook North High School/Extra/Co-Cur		75.00	
32048	Sam's Club/Synchrony Bank	03/15/2018	6046002040343021 218	GBN FACS Statement - Feb 2018	0	493.52	493.52
10L200	4830 0000 00 001425			Education Fund/Glenbrook North High School/Course Fee P		363.52	
10E200	1400 4100 20 001425			Education Fund/Glenbrook North High School/Vocational E		109.67	
99L990	1529 0000 20 820550			Student Activities Fund/Student Based Activity Account/		20.33	
32049	Waste Management	03/15/2018	2360642-2008-0	GBN Scavenger Services - 30 Yard Compactor	0	2,327.65	2,327.65
20E200	2542 3760 20 009010			Operations & Maintenance Fund/Glenbrook North High Scho		2,327.65	
			4	Computer		Check(s) For a Total of	8,077.98

	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
	4	Computer	Checks For a Total of	8,077.98
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	8,077.98
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,077.98

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	363.52	0.00	5,366.48	5,730.00
20	Operations & Maintenance Fund	0.00	0.00	2,327.65	2,327.65
99	Student Activities Fund	20.33	0.00	0.00	20.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32050	Davidson, Chad	03/20/2018	03202018	Employee Advance - Meals for IHSA State Group Interpretation Tournament	0	84.00	84.00
10E200	2410 3340 20 002410			Education Fund/Glenbrook North High School/Principal Of		84.00	
32051	Elisco, Drew or Audra	03/20/2018	03202018	Parent Refund - Student Withdrawn from GBN	0	86.75	86.75
10R100	1725 0000 00 000000			Education Fund/Administraton/Technology Fees/All Object		50.00	
10R100	1720 0000 00 000000			Education Fund/Administraton/Registration Fees/All Obje		7.50	
20L200	4840 0000 00 009010			Operations & Maintenance Fund/Glenbrook North High Scho		5.25	
10L200	4830 0000 00 001050			Education Fund/Glenbrook North High School/Course Fee P		10.00	
10L200	4830 0000 00 001055			Education Fund/Glenbrook North High School/Course Fee P		5.00	
10L200	4830 0000 00 001040			Education Fund/Glenbrook North High School/Course Fee P		4.00	
10L200	4830 0000 00 001045			Education Fund/Glenbrook North High School/Course Fee P		5.00	
32052	Illinois Association of FCCLA	03/20/2018	03202018	Glenbrook North FCCLA - Registration and Fees for 2018 FCCLA State Leadership Conference	0	733.00	733.00
10E200	1130 6500 20 001000			Education Fund/Glenbrook North High School/Reg High Sch		733.00	
32053	Lesch, Anne C	03/20/2018	kidmealadvance2018	Employee Advance - Glenbrook South Girls Lacrosse Meals San Diego, CA Spring Break	0	1,000.00	1,000.00
99L990	1529 0000 30 830621			Student Activities Fund/Student Based Activity Account/		1,000.00	
32054	Mitchem, Kathleen J	03/20/2018	03202018	Employee Advance - Meals for 2018 FCCLA State Conference 4/12 - 4/13/18	0	64.00	64.00
10E200	2410 3340 20 002410			Education Fund/Glenbrook North High School/Principal Of		64.00	
32055	Peoria Civic Center	03/20/2018	03202018	GBN Drama - Registration for IHSA State Group Interpretation Competition	0	75.00	75.00
10E200	1520 6500 20 005825			Education Fund/Glenbrook North High School/Extra/Co-Cur		75.00	
32056	Petty, Kim	03/20/2018	03202018	Employee Advance - Meals for 2018	0	64.00	64.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E200 2410 3340 20 002410				FCCLA State Conference 4/12 - 4/13/18 Education Fund/Glenbrook North High School/Principal Of		64.00	
32057	Robinson, Julie Ann	03/20/2018	03202018	Employee Advance - Meals for IHSA State Group Interpretation Tournament	0	84.00	84.00
10E200 2410 3340 20 002410				Education Fund/Glenbrook North High School/Principal Of		84.00	
32058	Sanchez, Miguel A	03/20/2018	03202018	Employee Advance - Meals for IHSA State Group Interpretation Tournament	0	84.00	84.00
10E200 2410 3340 20 002410				Education Fund/Glenbrook North High School/Principal Of		84.00	
				9 Computer	Check(s) For a Total of		2,274.75

	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
	9	Computer	Checks For a Total of	2,274.75
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	2,274.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,274.75

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	24.00	57.50	1,188.00	1,269.50
20	Operations & Maintenance Fund	5.25	0.00	0.00	5.25
99	Student Activities Fund	1,000.00	0.00	0.00	1,000.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32059	At&T	03/21/2018	827129631X03082018	GBN Broadcasting Telephone Services 02/1 - 2/28/18	0	94.02	94.02
10E100	2660 3430 10 002660			Education Fund/Administraton/Technology Services/Teleco		94.02	
				1 Computer	Check(s) For a Total of		94.02

	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	94.02
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	94.02
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	94.02

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	94.02	94.02

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32060	Goldstein, Reegan	03/27/2018	03.04.18	GBA Alternative Placement - Student Tutoring 3/4/18	0	150.00	300.00
10E100	3700 1347 10 004300			Education Fund/Administraton/Nonpublic School Pupil's S		150.00	
			03.11.18	GBA Alternative Placement - Student Tutoring 3/11/18	0	150.00	
10E100	3700 1347 10 004300			Education Fund/Administraton/Nonpublic School Pupil's S		150.00	
32061	Verizon Wireless	03/27/2018	9803662936	District Wide Wireless Phone Services - 02/17/18 - 03/16/18	0	4,248.75	4,248.75
10E100	2660 3430 10 002660			Education Fund/Administraton/Technology Services/Teleco		4,248.75	
				2 Computer		Check(s) For a Total of	4,548.75

	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	4,548.75
Total For	2	Manual, Wire Tran,	ACH & Computer Checks	4,548.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,548.75

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	4,548.75	4,548.75