



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: April 8, 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 \$2,850.98.

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 2019		
Fund	Fund Description	Amount
10	Educational	\$1,260.98
20	Operations and Maintenance	\$0.00
30	Debt Service	\$0.00
40	Transportation	\$15.00
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 *	\$1,575.00
Total		\$2,850.98
* 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 \$2,850.98 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 8th day of April, 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-03/15/2019 — Post Date: 2019-03-15 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount		
03/15/2019	32274	Check	Sam's Club/Synchrony Bank	67.98		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
6046002040343021 0319	CTE Statement - March 2019		03/02/2019	67.98		
					10 E 200 1400 4100 10 003220	64.10
					<i>Glenbrook North High School / CTEI Grant</i>	
					10 E 200 1400 4100 20 001425	3.88
					<i>Glenbrook North High School / Family/Consumer Science</i>	
Total:						\$67.98

AP-R-03/15/2019 Summary		
Type	Count	Amount
Regular	1	67.98
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$67.98

AP Check Register

AP Run: AP-R-03/19/2019 — Post Date: 2019-03-19 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
03/19/2019	32277	Check	Peoria Civic Center	75.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Drama032419	GBN Drama - Entry Fees - IHSA State Competition 3/21/19	03/21/2019	75.00	10 E 200 1130 6500 20 001000	75.00
<i>Glenbrook North High School / General Instruction</i>					
Total:				\$75.00	

AP-R-03/19/2019 Summary		
Type	Count	Amount
Regular	1	75.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$75.00

AP Check Register

AP Run: AP-R-03/19/2019b — Post Date: 2019-03-19 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
03/19/2019	32275	Check	Illinois Association of FCCLA	780.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
03132019c	GBN - Registration Fees - 2019 FCCLA State Conference 4/4/19 - 4/5/19	03/13/2019	780.00	
				10 E 200 1130 6500 20 001000
				685.00
				<i>Glenbrook North High School / General Instruction</i>
				10 E 200 2410 3340 20 002410
				80.00
				<i>Glenbrook North High School / Principal's Office</i>
				40 E 200 2550 3310 20 005800
				15.00
				<i>Glenbrook North High School / Extra/Co-Curricular Activities</i>
03/19/2019	32276	Check	Mitchem, Kathleen J	64.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
03132019b	Employee Meal Advance - 2019 FCCLA State Conference 4/4/19 - 4/5/19	03/13/2019	64.00	
				10 E 200 2410 3340 20 002410
				64.00
				<i>Glenbrook North High School / Principal's Office</i>
03/19/2019	32278	Check	Petty, Kim	64.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
03132019a	Employee Meal Advance - 2019 FCCLA State Conference 4/4/19 - 4/5/19	03/13/2019	64.00	
				10 E 200 2410 3340 20 002410
				64.00
				<i>Glenbrook North High School / Principal's Office</i>
Total:				\$908.00

AP Check Register

AP Run: AP-R-03/19/2019b — Post Date: 2019-03-19 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
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AP-R-03/19/2019b Summary

Type	Count	Amount
Regular	3	908.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	3	\$908.00

AP Check Register

AP Run: AP-R-03/28/2019 — Post Date: 2019-03-28 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
03/28/2019	32280	Check	Wheaton Warrenville South HS	225.00
Invoice Number	Description		Invoice Date	Invoice Amount
CMEL April 2019	GBN - Registration for Metro English Spring Luncheon 4/5/19		04/05/2019	225.00
			10 E 200 1130 3320 20 001020	225.00
			<i>Glenbrook North High School / English</i>	
Total:				\$225.00

AP-R-03/28/2019 Summary		
Type	Count	Amount
Regular	1	225.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$225.00

AP Check Register

AP Run: AP-R-04/02/2019 — Post Date: 2019-04-02 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
04/02/2019	32279	Check	Global Discoveries Inc	1,575.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
40119	GBS - Travel Donations for Students Qualifying for Free & Reduced Status for Trip to Spain	04/01/2019	1,575.00	
				99 L 990 1529 0000 30 831190
				1,575.00
				<i>Student Based Activity / Student Travel Donations Account</i>
				Total: \$1,575.00

AP-R-04/02/2019 Summary		
Type	Count	Amount
Regular	1	1,575.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,575.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	1,260.98
40 - Transportation Fund	15.00
99 - Student Activities Fund	1,575.00
	\$2,850.98