



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: September 24, 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 \$5,743.55.

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: September 2018		
Fund	Fund Description	Amount
10	Educational	\$3,220.97
20	Operations and Maintenance	\$0.00
30	Debt Service	\$0.00
40	Transportation	\$1,302.00
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	\$187.00
99	Student Activities *	\$1,033.58
Total		\$5,743.55

* 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 \$5,743.55 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 24th day of September, 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

AP Check Register

AP Run: AP-R-09/11/2018 — Post Date: 2018-09-11 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2018	32127	Check	Thompson, Matthew	187.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09072018	Parent Refund - GBS Learn to Swim Program	09/07/2018	187.00	96 R 300 1719 0000 00 005500	187.00
				<i>Glenbrook South High School / GBS Community Swim Program</i>	
				Total:	\$187.00

AP-R-09/11/2018 Summary		
Type	Count	Amount
Regular	1	187.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$187.00

AP Check Register

AP Run: AP-R-09/13/2018 — Post Date: 2018-09-13 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/13/2018	32128	Check	Home Depot Credit Services	1,046.55	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
12760	GBN & GBS Musical Supplies	04/28/2018	10.97	99 L 990 1529 0000 10 810770	10.97
				<i>Student Based Activity / North & South Musical Account</i>	
5071605	GBN - Supplies for Awards Assembly	05/23/2018	890.97	99 L 990 1529 0000 20 820990	890.97
				<i>Student Based Activity / Student Association Account</i>	
8574076	GBN & GBS Musical Supplies	04/30/2018	131.64	99 L 990 1529 0000 10 810770	131.64
				<i>Student Based Activity / North & South Musical Account</i>	
9563645	GBN - CPA Supplies	04/29/2018	12.97	10 E 200 1530 4100 20 005805	12.97
				<i>Glenbrook North High School / Auditorium</i>	
				Total:	\$1,046.55

AP-R-09/13/2018 Summary		
Type	Count	Amount
Regular	1	1,046.55
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$1,046.55

AP Check Register

AP Run: AP-R-09/14/2018 — Post Date: 2018-09-14 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/14/2018	32129	Check	Villamil / Herrera, Luis or Rosa	372.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09142018	Parent Refund - Partial Refund of Bus Pass 2018/19	09/14/2018	372.00	40 R 100 1411 0000 00 002550	372.00
				<i>Administraton / Transportation</i>	
				Total:	\$372.00

AP-R-09/14/2018 Summary		
Type	Count	Amount
Regular	1	372.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$372.00

AP Check Register

AP Run: AP-R-09/17/2018 — Post Date: 2018-09-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
09/17/2018	32130	Check	Corrigan, Alyssa			96.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
09132018	Employee Meal Advance - Greenhill Debate Tournament 9/15 - 9/17/18	09/13/2018	96.00			
				10 E 300 1520 4900 30 005820	96.00	
				<i>Glenbrook South High School / Debate</i>		
09/17/2018	32131	Check	Gordon, Kevin			125.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
09132018	GBS Debate - Judging Fee - Niles Township Invitational 9/7/18	09/13/2018	125.00			
				10 E 300 1520 3105 30 005820	125.00	
				<i>Glenbrook South High School / Debate</i>		
09/17/2018	32132	Check	Greenhill School			1,095.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
218600	GBS Debate - Entry Fees - Fall Classic 9/13 - 9/17/18	09/17/2018	1,095.00			
				10 E 300 1520 6500 30 005820	1,095.00	
				<i>Glenbrook South High School / Debate</i>		
09/17/2018	32133	Check	Greenstein, Michael B			64.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
09132018	Employee Meal Advance - Greenhill Debate Tournament 9/15 - 9/17/18	09/13/2018	64.00			
				10 E 300 1520 4900 30 005820	64.00	
				<i>Glenbrook South High School / Debate</i>		

AP Check Register

AP Run: AP-R-09/17/2018 — Post Date: 2018-09-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
09/17/2018	32134	Check	Makuch, Flynn			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
09132018	GBS Debate - Judging Fee - Niles Township Invitational 9/7 - 9/8/18	09/13/2018	250.00	10 E 300 1520 3105 30 005820	250.00	
<i>Glenbrook South High School / Debate</i>						
09/17/2018	32135	Check	Niles North High School			765.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
217991	GBS Debate - Entry Fees - Invitational 9/7/18	09/07/2018	765.00	10 E 300 1520 6500 30 005820	765.00	
<i>Glenbrook South High School / Debate</i>						
09/17/2018	32136	Check	Okunlola, Nelson			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
09132018	GBS Debate - Judging Fee - Niles Township Invitational 9/7 - 9/8/18	09/13/2018	250.00	10 E 300 1520 3105 30 005820	250.00	
<i>Glenbrook South High School / Debate</i>						
09/17/2018	32137	Check	Patel, Sonny			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
09132018	GBS Debate - Judging Fee - Niles Township Invitational 9/8 - 9/9/18	09/13/2018	250.00	10 E 300 1520 3105 30 005820	250.00	
<i>Glenbrook South High School / Debate</i>						

AP Check Register

AP Run: AP-R-09/17/2018 — Post Date: 2018-09-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
09/17/2018	32138	Check	Rolling Meadows High School	63.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
09222018	GBS Debate - Entry Fees - ICDA Tournament 9/22/18	09/22/2018	63.00	10 E 300 1520 6500 30 005820
				63.00
			<i>Glenbrook South High School / Debate</i>	
09/17/2018	32139	Check	Wright, Henry	250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
09132018	GBS Debate - Judging Fee - Niles Township Invitational 9/7 - 9/8/18	09/13/2018	250.00	10 E 300 1520 3105 30 005820
				250.00
			<i>Glenbrook South High School / Debate</i>	
Total:				\$3,208.00

AP-R-09/17/2018 Summary		
Type	Count	Amount
Regular	10	3,208.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	10	\$3,208.00

AP Check Register

AP Run: AP-R-09/17/2018b — Post Date: 2018-09-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/17/2018	32140	Check	Yun / Kim, Jae or HaeKyung	930.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09142018	Parent Refund - Bus Pass 2018/19	09/14/2018	930.00	40 R 100 1411 0000 00 002550	930.00
				<i>Administraton / Transportation</i>	
				Total:	\$930.00

AP-R-09/17/2018b Summary

Type	Count	Amount
Regular	1	930.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$930.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	3,220.97
40 - Transporation Fund	1,302.00
96 - Community Programs	187.00
99 - Student Activities Fund	1,033.58
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	\$5,743.55