



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: October 22, 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 \$20,335.48.

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: October 2018		
Fund	Fund Description	Amount
10	Educational	\$15,431.53
20	Operations and Maintenance	\$0.00
30	Debt Service	\$0.00
40	Transportation	\$4.00
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 *	\$4,899.95
Total		\$20,335.48

* 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 \$20,335.48 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 22nd day of October, 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-09/24/2018 — Post Date: 2018-09-24 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/24/2018	32141	Check	Evanston Township HS	216.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09/26/2018	GBS - Entry Fees - CSL JV Girls' Golf Tournament 9/26/18	09/26/2018	216.00	10 E 300 1510 6500 30 005330	216.00
<i>Glenbrook South High School / Girls Golf</i>					
09/24/2018	32142	Check	Yun / Kim, Jae or HaeKyung	26.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09202018	Parent Refund - E-Funds Convenience Fees	09/20/2018	26.50	10 E 100 2520 3171 10 002520	26.50
<i>Administraton / Fiscal Services</i>					
Total:				\$242.50	

AP-R-09/24/2018 Summary		
Type	Count	Amount
Regular	2	242.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$242.50

AP Check Register

AP Run: AP-R-09/25/2018 — Post Date: 2018-09-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/25/2018	32143	Check	Chicago Transit Authority	2.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
September 2018	New Student Ventra Card	09/25/2018	2.00	40 E 100 2550 3305 10 002550	2.00
				<i>Administraton / Transportation</i>	
				Total:	\$2.00

AP-R-09/25/2018 Summary		
Type	Count	Amount
Regular	1	2.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$2.00

AP Check Register

AP Run: AP-R-09/26/2018 — Post Date: 2018-09-26 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/26/2018	32146	Check	Niles West High School	228.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
BGORregional	Glenbrook North - Entry Fees - Boy's Golf Regional Tournament 10/2/18	10/02/2018	228.00		
				10 E 200 1510 6500 20 005230	228.00
				<i>Glenbrook North High School / Boys Golf</i>	
Total:					\$228.00

AP-R-09/26/2018 Summary

Type	Count	Amount
Regular	1	228.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$228.00

AP Check Register

AP Run: AP-R-09/27/2018 — Post Date: 2018-09-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/27/2018	32145	Check	Chicago Transit Authority	2.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
September 2018	GBS - New Student Ventra Card	09/27/2018	2.00	40 E 100 2550 3305 10 002550	2.00
				<i>Administraton / Transportation</i>	
				Total:	\$2.00

AP-R-09/27/2018 Summary

Type	Count	Amount
Regular	1	2.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$2.00

AP Check Register

AP Run: AP-R-09/27/2018b — Post Date: 2018-09-27 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
09/27/2018	32144	Check	4imprint, Inc	8,311.27	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
16657200	GNCY - Promotional Items	09/27/2018	8,311.27	10 E 100 3000 4100 10 004090	6,367.03
				<i>Administraton / Drug Free Communities</i>	
				10 E 100 3000 4145 10 004090	1,944.24
				<i>Administraton / Drug Free Communities</i>	
				Total:	\$8,311.27

AP-R-09/27/2018b Summary

Type	Count	Amount
Regular	1	8,311.27
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$8,311.27

AP Check Register

AP Run: AP-R-10/10/2018 — Post Date: 2018-10-10 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2018	32147	Check	Niles North High School	450.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
227117	GBN Debate - Entry Fees - Viking Rumble Tournament 10/20/18	10/05/2018	450.00		
				10 E 200 1520 6500 20 005820	450.00
				<i>Glenbrook North High School / Debate</i>	
Total:					\$450.00

AP-R-10/10/2018 Summary		
Type	Count	Amount
Regular	1	450.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$450.00

AP Check Register

AP Run: AP-R-10/11/2018 — Post Date: 2018-10-11 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/11/2018	32148	Check	Glenbrook HSD 225 - Business Services	6,199.76	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09072018	Department Transfer - Transfer Funds from ENDC3330 and Deposit into 820162	10/11/2018	6,199.76		
				10 E 200 1520 3330 20 005830	6,199.76
				<i>Glenbrook North High School / DECA</i>	
				Total:	\$6,199.76

AP-R-10/11/2018 Summary		
Type	Count	Amount
Regular	1	6,199.76
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$6,199.76

AP Check Register

AP Run: AP-R-10/17/2018 — Post Date: 2018-10-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount		
10/17/2018		Check	Glenview School District 34	4,899.95		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10152018	GBS - Rental of Attea Middle School for the 2018 Glenbrooks Speech and Debate Tournament - 11/17 - 11/19/18		11/17/2018	4,899.95		
					99 L 990 1529 0000 10 810250	4,899.95
					<i>Student Based Activity / Debate Tournament Account</i>	
					Total:	\$4,899.95

AP-R-10/17/2018 Summary		
Type	Count	Amount
Regular	1	4,899.95
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$4,899.95

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	15,431.53
40 - Transportation Fund	4.00
99 - Student Activities Fund	4,899.95
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	\$20,335.48