



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: November 12, 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 \$10,805.00.

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: November 2018		
Fund	Fund Description	Amount
10	Educational	\$3,540.00
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	\$0.00
96	Community Programs	\$0.00
99	Student Activities *	\$7,265.00
Total		\$10,805.00
* 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 \$10,805.00 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 12th day of November, 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-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32150	Check	Albrecht, Joseph or Christine			70.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10172018	Parent Refund - Softball Apparel		10/17/2018	70.00		
					99 L 990 1529 0000 30 830490	70.00
					<i>Student Based Activity / Sports Tournaments Account</i>	
10/23/2018	32151	Check	Arias, Fernando			250.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	250.00		
					99 L 990 1529 0000 10 810250	250.00
					<i>Student Based Activity / Debate Tournament Account</i>	
10/23/2018	32152	Check	Armour, Regina			1,500.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10262018	GBS - Professional Development Workshop - Identity & Equity Guest Speaker - 10/26/18		10/26/2018	1,500.00		
					10 E 300 2210 3120 30 002210	1,500.00
					<i>Glenbrook South High School / Improvement Of Instruction</i>	
10/23/2018	32153	Check	Arozarena, Nicholas			250.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	250.00		
					99 L 990 1529 0000 10 810250	250.00
					<i>Student Based Activity / Debate Tournament Account</i>	

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32154	Check	Bass, Scott or Mia			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32155	Check	Buzil, Hannah Naomi			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00	99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity / Debate Tournament Account</i>		
10/23/2018	32156	Check	Carr, Kevin or Dianna			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32157	Check	Cavanaugh, Murphy			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00	99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity / Debate Tournament Account</i>		

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32158	Check	Chin, Karen			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32159	Check	Coffey, Aaron			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00	99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity / Debate Tournament Account</i>		
10/23/2018	32160	Check	Corrie LLC			1,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10222018-001	GBS - Professional Development Workshop - Identity & Equity Guest Speaker - 10/26/18	10/22/2018	1,000.00	10 E 300 2210 3120 30 002210	1,000.00	
				<i>Glenbrook South High School / Improvement Of Instruction</i>		
10/23/2018	32161	Check	Coy, Patrick or Elizabeth			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32162	Check	Curtis, Thomas or Suzanne			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32163	Check	Drimalla, James or Christine			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32164	Check	Ehlbeck, Mary			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00	99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity / Debate Tournament Account</i>		
10/23/2018	32165	Check	Geltis, John or Sharon			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
10/23/2018	32166	Check	Glenbrook HSD 225 - Business Services	880.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
10232018	Department Transfer - P-Card Charge Applied to Incorrect Account Number - Debit 830900 and Credit ESEC4100	10/23/2018	880.00	
				99 L 990 1529 0000 30 830900
				880.00
				<i>Student Based Activity / Soccer-boys Account</i>
10/23/2018	32167	Check	Golden, Rob or Dina	70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	
				99 L 990 1529 0000 30 830490
				70.00
				<i>Student Based Activity / Sports Tournaments Account</i>
10/23/2018	32168	Check	Harris, Ebonie	70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	
				99 L 990 1529 0000 30 830490
				70.00
				<i>Student Based Activity / Sports Tournaments Account</i>
10/23/2018	32169	Check	Ho, Sherri	250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00	
				99 L 990 1529 0000 10 810250
				250.00
				<i>Student Based Activity / Debate Tournament Account</i>

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32170	Check	Kall, Aaron			375.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	375.00		
					99 L 990 1529 0000 10 810250	375.00
					<i>Student Based Activity / Debate Tournament Account</i>	
10/23/2018	32171	Check	Kapsimalis, Greg or Kathy			70.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10172018	Parent Refund - Softball Apparel		10/17/2018	70.00		
					99 L 990 1529 0000 30 830490	70.00
					<i>Student Based Activity / Sports Tournaments Account</i>	
10/23/2018	32172	Check	Kelly, Luke			250.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	250.00		
					99 L 990 1529 0000 10 810250	250.00
					<i>Student Based Activity / Debate Tournament Account</i>	
10/23/2018	32173	Check	Kleeman, John or Kimberley			70.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10172018	Parent Refund - Softball Apparel		10/17/2018	70.00		
					99 L 990 1529 0000 30 830490	70.00
					<i>Student Based Activity / Sports Tournaments Account</i>	

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32174	Check	Meloche, Brad			500.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	500.00		
					99 L 990 1529 0000 10 810250	500.00
					<i>Student Based Activity / Debate Tournament Account</i>	
10/23/2018	32175	Check	Mirza, Anika			250.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	250.00		
					99 L 990 1529 0000 10 810250	250.00
					<i>Student Based Activity / Debate Tournament Account</i>	
10/23/2018	32176	Check	Nash, Heather			70.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10172018	Parent Refund - Softball Apparel		10/17/2018	70.00		
					99 L 990 1529 0000 30 830490	70.00
					<i>Student Based Activity / Sports Tournaments Account</i>	
10/23/2018	32177	Check	Okunlola, Nelson			375.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	375.00		
					99 L 990 1529 0000 10 810250	375.00
					<i>Student Based Activity / Debate Tournament Account</i>	

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32178	Check	Olsen, Michael or Alison			70.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10172018	Parent Refund - Softball Apparel		10/17/2018	70.00		
					99 L 990 1529 0000 30 830490	70.00
					<i>Student Based Activity Account / Sports Tournaments</i>	
10/23/2018	32179	Check	Pearson, Joshua Eli			250.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	250.00		
					99 L 990 1529 0000 10 810250	250.00
					<i>Student Based Activity Account / Debate Tournament</i>	
10/23/2018	32180	Check	Redfern, Rene			70.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10172018	Parent Refund - Softball Apparel		10/17/2018	70.00		
					99 L 990 1529 0000 30 830490	70.00
					<i>Student Based Activity Account / Sports Tournaments</i>	
10/23/2018	32181	Check	Short, Eric			125.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018		11/17/2018	125.00		
					99 L 990 1529 0000 10 810250	125.00
					<i>Student Based Activity Account / Debate Tournament</i>	

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32182	Check	Sobecks, Brian or Jana			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32183	Check	Sorkin, Peter or Lynne			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32184	Check	Tomscheck, Christopher or Eileen			70.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10172018	Parent Refund - Softball Apparel	10/17/2018	70.00	99 L 990 1529 0000 30 830490	70.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
10/23/2018	32185	Check	Totz, Katherine			625.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	625.00	99 L 990 1529 0000 10 810250	625.00	
				<i>Student Based Activity / Debate Tournament Account</i>		

AP Check Register

AP Run: AP-R-10/23/2018 — Post Date: 2018-10-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/23/2018	32186	Check	Wacker, Heidi			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00			
				99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity / Debate Tournament Account</i>		
10/23/2018	32187	Check	Yusen, Adam			125.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	125.00			
				99 L 990 1529 0000 10 810250	125.00	
				<i>Student Based Activity / Debate Tournament Account</i>		
10/23/2018	9000000001	ACH	Levin, Jason			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00			
				99 L 990 1529 0000 10 810250	250.00	
				<i>Student Based Activity / Debate Tournament Account</i>		
Total:						\$9,765.00

AP-R-10/23/2018 Summary		
Type	Count	Amount
Regular	38	9,515.00
ACH Checks:	1	250.00
Wire Transfers:	0	0.00
Total:	39	\$9,765.00

AP Check Register

AP Run: AP-R-10/23/2018-Void — Post Date: 2018-10-23 — AP Run Type: V

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
10/23/2018	9000000001	ACH	Levin, Jason	-250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	-250.00	
				99 L 990 1529 0000 10 810250 -250.00
				<i>Student Based Activity / Debate Tournament Account</i>
			Total:	-\$250.00

AP-R-10/23/2018-Void Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	-250.00
Wire Transfers:	0	0.00
Total:	1	-\$250.00

AP Check Register

AP Run: AP-R-10/25/2018 — Post Date: 2018-10-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
10/25/2018	32188	Check	Downers Grove North HS			175.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10242018c	GBN - Entry Fees - Speech Tournament 11/2/18	11/02/2018	175.00	10 E 200 1520 6500 20 005835	175.00	
<i>Glenbrook North High School / Forensics</i>						
10/25/2018	32189	Check	Hoffman Estates High School			260.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
10242018e	GBN - Entry Fees - Speech Varsity Turkey Tourney 11/17/18	11/17/2018	260.00	10 E 200 1520 6500 20 005835	260.00	
<i>Glenbrook North High School / Forensics</i>						
10/25/2018	32190	Check	Levin, Jason			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
11172018	Glenbrooks Debate Tournament - Judging Fee - 11/17 - 11/21/2018	11/17/2018	250.00	99 L 990 1529 0000 10 810250	250.00	
<i>Student Based Activity / Debate Tournament Account</i>						
10/25/2018	32191	Check	Okemos Public Schools			380.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
msu113018	GBN - Entry Fees - Spartan Classic Debate Tournament 11/30/18 - 12/2/2018	11/30/2018	380.00	10 E 200 1520 3330 20 005820	380.00	
<i>Glenbrook North High School / Debate</i>						

AP Check Register

AP Run: AP-R-10/25/2018 — Post Date: 2018-10-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/25/2018	32192	Check	Prospect High School	225.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10242018d	GBN - Entry Fees - Speechapalooza 11/10/18	11/10/2018	225.00	10 E 200 1520 6500 20 005835	225.00
<i>Glenbrook North High School / Forensics</i>					
Total:					\$1,290.00

AP-R-10/25/2018 Summary

Type	Count	Amount
Regular	5	1,290.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	5	\$1,290.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	3,540.00
99 - Student Activities Fund	7,265.00
	\$10,805.00