



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: November 12, 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 \$3,309.13.

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 2019		
Fund	Fund Description	Amount
10	Educational	\$2,735.13
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 *	\$574.00
Total		\$3,309.13
* 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 \$3,309.13 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, 2019.

BOARD OF EDUCATION OF NORTHFIELD
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,
COOK COUNTY, ILLINOIS

By: _____
Bruce Doughty
President, Board of Education

ATTEST:

Rosanne Williamson
Secretary, Board of Education

AP Check Register

AP Run: AP-R-10/21/2019 — Post Date: 2019-10-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/21/2019	32314	Check	Grayslake Central High School	54.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
102619	GBS Debate - Entry Fees - ICDA 2 Tournament - 10/26/19	10/26/2019	54.00	10 E 300 1520 6500 30 005820	54.00
				<i>Glenbrook South High School / Debate</i>	
				Total:	\$54.00

AP-R-10/21/2019 Summary

Type	Count	Amount
Regular	1	54.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$54.00

AP Check Register

AP Run: AP-R-10/21/2019b — Post Date: 2019-10-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/21/2019	32316	Check	Tarver-Andersen, Vicki L	273.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10172019	Employee Reimbursement - Tolls & Mileage To/From Skyward Team Meeting 10/17/19 - 10/18/19	10/17/2019	273.38		
				10 E 100 2520 3320 10 002520	273.38
				<i>Administraton / Fiscal Services</i>	
Total:					\$273.38

AP-R-10/21/2019b Summary

Type	Count	Amount
Regular	1	273.38
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$273.38

AP Check Register

AP Run: AP-R-10/21/2019c — Post Date: 2019-10-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/21/2019	32317	Check	United States Treasury	335.61	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
36-6004414	Federal Tax Payment - Employer ID # 36-6004414 - Tax Period of December 31, 2018 - Form 941	10/14/2019	335.61		
				10 E 100 2520 6300 10 002520	335.61
				<i>Administraton / Fiscal Services</i>	
Total:					\$335.61

AP-R-10/21/2019c Summary

Type	Count	Amount
Regular	1	335.61
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$335.61

AP Check Register

AP Run: AP-R-10/21/2019d — Post Date: 2019-10-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/21/2019	32315	Check	Skyward Users Group NFP	300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10212019	Illinois Skyward Steering Committee Member Dues	10/21/2019	300.00	10 E 100 2510 6400 10 002510	300.00
				<i>Administraton / Business Services</i>	
				Total:	\$300.00

AP-R-10/21/2019d Summary

Type	Count	Amount
Regular	1	300.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$300.00

AP Check Register

AP Run: AP-R-10/31/2019 — Post Date: 2019-10-31 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
10/31/2019	32318	Check	Gravel, Raoul J, III	542.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
October 2019	Employee Reimbursement - Mileage To/From GBA 10/1/19 - 10/31/19	10/31/2019	542.96	10 E 100 2510 3323 10 002510	542.96
				<i>Administraton / Business Services</i>	
10/31/2019	32319	Check	Schramm, Nicole M	229.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10272019	Employee Reimbursement - Tolls & Mileage To/From Illinois SkyCon Conference 10/27/19 - 10/29/19	10/27/2019	229.19	10 E 100 2510 3320 10 002510	229.19
				<i>Administraton / Business Services</i>	
Total:				\$772.15	

AP-R-10/31/2019 Summary		
Type	Count	Amount
Regular	2	772.15
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$772.15

AP Check Register

AP Run: AP-R-11/04/2019 — Post Date: 2019-11-04 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
11/04/2019	32321	Check	Comedy Sportz	574.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
11142019	GBN - Student Admission to ComedySportz Performance 11/14/19 - Qty 25	10/30/2019	574.00	
				99 L 990 1529 0000 20 820335
				574.00
				<i>Student Based Activity / No Drama Productions Account</i>
				Total: \$574.00

AP-R-11/04/2019 Summary		
Type	Count	Amount
Regular	1	574.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$574.00

AP Check Register

AP Run: AP-R-11/04/2019b — Post Date: 2019-11-04 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/04/2019	32320	Check	Ahmed, Zia K	999.99	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
09172019	Reimbursement for Business Equipment Purchased on Personal Credit Card 9/17/19	09/17/2019	999.99	10 E 100 2660 7411 10 002660	999.99
				<i>Administraton / Technology Services</i>	
Total:					\$999.99

AP-R-11/04/2019b Summary

Type	Count	Amount
Regular	1	999.99
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$999.99

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	2,735.13
99 - Student Activities Fund	574.00
	\$3,309.13