



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Kimberly Ptak

**Date:** December 9, 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 \$13,385.05.

**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:

<b>Month:</b> November 2019 & December 2019		
<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
10	Educational	\$1,827.55
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 *	\$11,557.50
<b>Total</b>		<b>\$13,385.05</b>
* 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 \$13,385.05 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 9th day of December, 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-11/06/2019 — Post Date: 2019-11-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/06/2019	32322	Check	King, Peter W	89.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10042019	Athletic Official for 10/04/2019 Varsity, 1 Game, 2 or More Officials Football at GBN	10/04/2019	89.00		
				10 E 100 2520 3171 10 002520	12.00
				<i>Administraton / Fiscal Services</i>	
				10 E 200 1510 3105 20 005225	77.00
				<i>Glenbrook North High School / Football</i>	
<b>Total:</b>					<b>\$89.00</b>

### AP-R-11/06/2019 Summary

Type	Count	Amount
Regular	1	89.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$89.00</b>

## AP Check Register

AP Run: AP-R-11/08/2019 — Post Date: 2019-11-08 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
11/08/2019	32323	Check	Krock, Dean E	138.57
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
11082019	Retiree Refund - Insurance Premium Overpayment	11/08/2019	138.57	
				10 L 100 4999 0000 00 000000
				138.57
				<i>Administraton / Accrual/Summary Accounts</i>
11/08/2019	32324	Check	O'Connell, Thomas G	93.42
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
11082019	Retiree Refund - Insurance Premium Overpayment	11/08/2019	93.42	
				10 L 100 4999 0000 00 000000
				93.42
				<i>Administraton / Accrual/Summary Accounts</i>
11/08/2019	32325	Check	Rockrohr, Steven D	866.70
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
10/18/19	Employee Reimbursement - Lodging, Tolls & Mileage To/From State Golf Tournament 10/17/19 - 10/19 & Lodging Tolls & Mileage To/From IHSA Legislative Committee Meeting 11/3/19 - 11/4/19	10/17/2019	866.70	
				10 E 300 1510 3320 30 005100
				312.00
				<i>Glenbrook South High School / Athletics</i>
				10 E 300 1510 3340 30 005100
				554.70
				<i>Glenbrook South High School / Athletics</i>
11/08/2019	32327	Check	USAFencing	1,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
102097	Fencing Club - Conference Membership Dues for 2019/20	11/07/2019	1,000.00	
				99 L 990 1529 0000 10 810300
				1,000.00
				<i>Student Based Activity / Great Lakes High School Fencing Conference</i>
				<b>Total: \$2,098.69</b>

## AP Check Register

AP Run: AP-R-11/08/2019 — Post Date: 2019-11-08 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
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### AP-R-11/08/2019 Summary

Type	Count	Amount
Regular	4	2,098.69
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$2,098.69</b>

## AP Check Register

AP Run: AP-R-11/08/2019b — Post Date: 2019-11-08 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/08/2019	32326	Check	Tarver-Andersen, Vicki L	207.86	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
10272019	Employee Reimbursement - Tolls & Mileage To/From Illinois SkyCon Conference 10/27/19 - 10/29/19	10/27/2019	207.86	10 E 100 2520 3320 10 002520	207.86
				<i>Administraton / Fiscal Services</i>	
				<b>Total:</b>	<b>\$207.86</b>

### AP-R-11/08/2019b Summary

Type	Count	Amount
Regular	1	207.86
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$207.86</b>

## AP Check Register

AP Run: AP-R-11/12/2019 — Post Date: 2019-11-12 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/12/2019	32328	Check	McDonald, Andre L	12.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
11052019	Employee Reimbursement - Returned Check Fee for 10/31/19 Payroll Check	10/31/2019	12.00		
				10 E 100 2520 3171 10 002520	12.00
				<i>Administraton / Fiscal Services</i>	
				<b>Total:</b>	<b>\$12.00</b>

AP-R-11/12/2019 Summary		
Type	Count	Amount
Regular	1	12.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$12.00</b>



## AP Check Register

AP Run: AP-R-11/14/2019 — Post Date: 2019-11-14 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/14/2019	32329	Check	Czarnik, Michael Gene	5,021.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
63746	Fencing Club - Competition Supplies	11/12/2019	1,843.00	99 L 990 1529 0000 10 810300	1,843.00
				<i>Student Based Activity Account / Great Lakes High School Fencing Conference</i>	
63750	Fencing Club - Competition Supplies	11/12/2019	3,178.00	99 L 990 1529 0000 10 810300	3,178.00
				<i>Student Based Activity Account / Great Lakes High School Fencing Conference</i>	
<b>Total:</b>					<b>\$5,021.00</b>

### AP-R-11/14/2019 Summary

Type	Count	Amount
Regular	1	5,021.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$5,021.00</b>

## AP Check Register

AP Run: AP-R-11/16/2019 — Post Date: 2019-11-16 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
11/16/2019	32330	Check	Culbertson, Theodore			125.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
11162019	Athletic Official - Fencing Tournament 11/16/19	11/16/2019	125.00	99 L 990 1529 0000 10 810300	125.00	
				<i>Student Based Activity Account</i>	<i>/ Great Lakes High School Fencing Conference</i>	
11/16/2019	32331	Check	Jovanovic, Jovan			125.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
11162019	Athletic Official - Fencing Tournament 11/16/19	11/16/2019	125.00	99 L 990 1529 0000 10 810300	125.00	
				<i>Student Based Activity Account</i>	<i>/ Great Lakes High School Fencing Conference</i>	
11/16/2019	32332	Check	Offerle, Jude			125.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
11162019	Athletic Official - Fencing Tournament 11/16/19	11/16/2019	125.00	99 L 990 1529 0000 10 810300	125.00	
				<i>Student Based Activity Account</i>	<i>/ Great Lakes High School Fencing Conference</i>	
11/16/2019	32333	Check	Rusiewski, Calvin			100.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
11162019	Athletic Official - Fencing Tournament 11/16/19	11/16/2019	100.00	99 L 990 1529 0000 10 810300	100.00	
				<i>Student Based Activity Account</i>	<i>/ Great Lakes High School Fencing Conference</i>	
11/16/2019	32334	Check	Vitoux, Michael Edward			125.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
11162019	Athletic Official - Fencing Tournament 11/16/19	11/16/2019	125.00	99 L 990 1529 0000 10 810300	125.00	
				<i>Student Based Activity Account</i>	<i>/ Great Lakes High School Fencing Conference</i>	

## AP Check Register

AP Run: AP-R-11/16/2019 — Post Date: 2019-11-16 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
				<b>Total:</b> \$600.00

### AP-R-11/16/2019 Summary

Type	Count	Amount
Regular	5	600.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>5</b>	<b>\$600.00</b>

## AP Check Register

AP Run: AP-R-11/20/2019 — Post Date: 2019-11-20 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/20/2019	32335	Check	Conant High School	200.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
11232019	GBN Speech - Entry Fees - JV / Novice Tournament 11/23/19	11/23/2019	200.00	10 E 200 1520 6500 20 005835	200.00
				<i>Glenbrook North High School / Forensics</i>	
11/20/2019	32336	Check	Field, Brenda M. Ward	96.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
jea per diem nov 2019	Employee Meal Advance - Oracle Newspaper - JEA Fall Convention 11/21/19 - 11/24/19	11/21/2019	96.00	99 L 990 1529 0000 30 830790	96.00
				<i>Student Based Activity / Oracle-newspaper Account</i>	
11/20/2019	32337	Check	Harris, Marshall J	88.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
jea per diem nov 2019	Employee Meal Advance - Oracle Newspaper - JEA Fall Convention 11/21/19 - 11/24/19	11/21/2019	88.00	99 L 990 1529 0000 30 830790	88.00
				<i>Student Based Activity / Oracle-newspaper Account</i>	
11/20/2019	32338	Check	Wysocki, Robert P	96.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
jea per diem nov 2019	Employee Meal Advance - Oracle Newspaper - JEA Fall Convention 11/21/19 - 11/24/19	11/21/2019	96.00	99 L 990 1529 0000 30 830790	96.00
				<i>Student Based Activity / Oracle-newspaper Account</i>	
<b>Total:</b>				<b>\$480.00</b>	

## AP Check Register

AP Run: AP-R-11/20/2019 — Post Date: 2019-11-20 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
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### AP-R-11/20/2019 Summary

Type	Count	Amount
Regular	4	480.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$480.00</b>

## AP Check Register

AP Run: AP-R-11/25/2019 — Post Date: 2019-11-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
11/25/2019	32339	Check	Czarnik, Michael Gene	2,841.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
63752	Fencing Club Equipment	11/14/2019	916.00	99 L 990 1529 0000 10 810300	916.00
				<i>Student Based Activity Account / Great Lakes High School Fencing Conference</i>	
63763	Fencing Club Equipment	11/25/2019	1,925.50	99 L 990 1529 0000 10 810300	1,925.50
				<i>Student Based Activity Account / Great Lakes High School Fencing Conference</i>	
<b>Total:</b>					<b>\$2,841.50</b>

### AP-R-11/25/2019 Summary

Type	Count	Amount
Regular	1	2,841.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$2,841.50</b>

## AP Check Register

AP Run: AP-R-12/02/2019 — Post Date: 2019-12-02 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
12/02/2019	32340	Check	Illinois State University Conference Services	2,035.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
32256	GBN - Annual Illinois High School Theatre Festival - Student and Chaperone Registration Fees 1/9/20 - 1/11/20	12/02/2019	2,035.00		
				10 E 200 1520 3330 20 005825	220.00
				<i>Glenbrook North High School / Drama Productions</i>	
				99 L 990 1529 0000 20 821220	1,815.00
				<i>Student Based Activity / Theater Club Account</i>	
				<b>Total:</b>	<b>\$2,035.00</b>

AP-R-12/02/2019 Summary		
Type	Count	Amount
Regular	1	2,035.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$2,035.00</b>

## AP Check Register

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### Summary by Fund

Glenbrook High School District 225

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<u>Fund</u>	<u>Total</u>
10 - Education Fund	1,827.55
99 - Student Activities Fund	11,557.50
	<b>\$13,385.05</b>