



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, May 8, 2017

**Re:** Resolution Authorizing Dissolution of Distinct Aquatics Account

**Recommendation**

It is recommended that the Board of Education approve the Resolution Authorizing Dissolution of Distinct Aquatics Account as presented.

**Background**

In conjunction with the Northfield Township School Treasurer's Office, the District maintains several accounts at Northbrook Bank and PMA / BMO Harris Bank for routine banking purposes. A listing of these accounts and their purpose are presented in the table that follows.

Institution	Account Description	Purpose
Northbrook Bank	Cash Receipts	Serves as a deposit account where all locally collected funds (cash and checks in schools or via our online portal) are deposited. Funds are routinely transferred to the General account for future investment purposes.
PMA / BMO Harris Bank	General	Serves as the primary deposit account for state and federal revenue.
Northbrook Bank	Glenbrook Aquatics	Serves as a full-service account where Glenbrook Aquatics funds are deposited and checks are written.
PMA / BMO Harris Bank	Payroll	Serves as the clearing account for payroll activities. Checks are written on this account.
Northbrook Bank	Revolving	Serves as the clearing account for imprest/revolving fund transactions. Checks are written on this account.
Northbrook Bank	Student Activity	Serves as a full-service account where Student Activity, school convenience accounts, booster club, and scholarship funds are deposited, and checks are written.
PMA / BMO Harris Bank	Vendor	Serves as the clearing account for regular invoice/voucher transactions. Checks are written on this account.

As part of our review of internal controls and procedures, we performed an evaluation of our banking needs, and the uses of each existing bank account. During the evaluation process, we recognized that the banking needs of Glenbrook Aquatics could be fulfilled through the use of existing accounts, and that a separate account may not be necessary.

Prior to recommending the elimination of the account, we worked with our auditors, the Glenbrook Aquatics leadership team, and the Northfield Township School Treasurer's Office to better understand why the account was initially established. Our investigation revealed the following:

- The Board of Education initially recognized the Northbrook Spartan Swim Club on May 12, 2003 as an adult auxiliary organization under Board Policy 9010;
- At that time, the organization was organized and managed by a separate Board of Directors, governed by its own bylaws, and maintained a separate bank account for the purposes of managing their finances;
- On July 11, 2007, the organization formally changed their name to Glenbrook Aquatics.

The attached resolution recognizes that the Glenbrook Aquatics program is a program wholly governed, operated, and financed by the District. Given these conditions, the resolution formalizes the authority of the administration to eliminate the separate Glenbrook Aquatics bank account, and deposit the existing funds into the District's general account. While the revenues and expenditures of the Glenbrook Aquatics program will continue to be reported separately (excluded from the District's official financial statements), we will leverage our existing cash receipts (for deposits), vendor (for payments), and general (for fund balance and investment purposes) accounts to serve the banking needs of the program.

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225**

**RESOLUTION AUTHORIZING DISSOLUTION OF  
DISTINCT AQUATICS ACCOUNT**

**WHEREAS**, on May 12, 2003, this Board of Education took action to recognize an organization then known as the Northbrook Spartan Swim Club, and subsequently known as Glenbrook Aquatics, as an auxiliary organization under Board Policy;

**WHEREAS**, the Administration, upon a routine review of account procedures, has identified a distinct financial account for Glenbrook Aquatics which has been maintained by the District since 2003;

**WHEREAS**, the Administration further reports that Glenbrook Aquatics does not currently operate, and has not operated for some time, as an independent organization separate from the administration of the District;

**WHEREAS**, given current the effective structure and function of Glenbrook Aquatics as a program wholly governed, operated, and financed by the District, it is appropriate to formally rescind the previous classification as an auxiliary organization under Board Policy and to dissolve the distinct financial account;

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Northfield Township High School District Number 225, Cook County, Illinois, as follows:

Section 1: This Board hereby rescinds the action taken on May 12, 2003, to recognize the Northbrook Spartan Swim Club and any successor organization as an auxiliary organization under Board Policy;

Section 2: The Board authorizes and directs the Administration is dissolve the separate financial account for Glenbrook Aquatics and to disburse any moneys in such account into the general operating funds of the District under appropriate designation.

Section 3: This Resolution shall be in full force and effect upon its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

BOARD OF EDUCATION OF  
NORTHFIELD TOWNSHIP HIGH  
SCHOOL DISTRICT NUMBER 225,  
COOK COUNTY, ILLINOIS

By: \_\_\_\_\_  
Skip Shein  
President, Board of Education

Attest: \_\_\_\_\_  
Rosanne Williamson  
Secretary, Board of Education

STATE OF ILLINOIS        )  
  )SS  
COUNTY OF COOK         )

**CERTIFICATION OF RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the “School Board”) of Northfield Township High School District 225, Cook County, Illinois (the “District”), and that as such official I am the keeper of the records and files of the School Board.

I do further certify that the foregoing is a full, true and complete copy of a resolution entitled:

**RESOLUTION AUTHORIZING DISSOLUTION OF  
DISTINCT AQUATICS ACCOUNT**

which said resolution was adopted at a meeting of the Board held on the \_\_\_\_ day of \_\_\_\_\_, 2017.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the School Code of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this \_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Rosanne Williamson  
Secretary, Board of Education