



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: April 23, 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 \$7,234.60.

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: April 2018		
Fund	Fund Description	Amount
10	Educational	\$5,837.20
20	Operations and Maintenance	\$777.40
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 *	\$620.00
Total		\$7,234.60
* 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 \$7,234.60 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 23rd day of April, 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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32062	U.S. Treasury	04/04/2018	04042018	Business Services - Form 2504-T Payment for 2015 & 2016 - 36-6004414	0	5,345.00	5,345.00
10E100	2520 6300 10 002520			Education Fund/Administraton/Fiscal Services/Government		4,402.50	
10E100	2520 6300 10 002520			Education Fund/Administraton/Fiscal Services/Government		942.50	
				1 Computer	Check(s) For a Total of		5,345.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	5,345.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,345.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,345.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	5,345.00	5,345.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32063	At&T	04/10/2018	847Z99086103 04	GBN Main Number 3/16 - 4/15/18	0	132.20	132.20
10E100	2660 3430 10 002660			Education Fund/Administraton/Technology Services/Teleco		132.20	
32064	McHenry County Clerk	04/10/2018	04022018	Business Services - Notary Public Commission Fee	0	10.00	10.00
10E100	2510 6400 10 002510			Education Fund/Administraton/Business Office/Profession		10.00	
32065	Viking Chemical Company	04/10/2018	60109	GBS - Pool Chlorine	0	777.40	777.40
20E300	2544 4860 30 009050			Operations & Maintenance Fund/Glenbrook South High Scho		777.40	
			3	Computer	Check(s) For a Total of		919.60

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	919.60
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	919.60
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	919.60

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	142.20	142.20
20	Operations & Maintenance Fund	0.00	0.00	777.40	777.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32066	Glenview Civic Awards	04/11/2018	20180420GBSCivicAwar	Glenbrook South - Registration Fee - Citizen of the Year Youth Awards 4/20/18	0	350.00	350.00
10E300	2410 3320 30 002410		Education Fund/Glenbrook South High School/Principal Of			350.00	
				1 Computer	Check(s) For a Total of		350.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	350.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	350.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	350.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	350.00	350.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32067	Balloon Endeaver	04/13/2018	3264	Glenbrook North Pride Assembly Balloon Arches 4/18/18	0	450.00	450.00
99L990	1529 0000 20 820990			Student Activities Fund/Student Based Activity Account/		450.00	
32068	Palatine High School	04/13/2018	IHSASectnlFees2018	Glenbrook South IHSA Journalism Sectional Entry Fees 4/21/18	0	170.00	170.00
99L990	1529 0000 30 830790			Student Activities Fund/Student Based Activity Account/		170.00	
			2	Computer	Check(s) For a Total of		620.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	620.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	620.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	620.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
99	Student Activities Fund	620.00	0.00	0.00	620.00