



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: February 13, 2023

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 \$3,567.12.

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(s): February 2023		
Fund	Fund Description	Amount
10	Educational	\$3,567.12
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 *	\$0.00
Total		\$3,567.12
* 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 \$3,567.12 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 13th day of February, 2023.

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-01/23/2023 — Post Date: 2023-01-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/23/2023	32652	Check	Scott Backovich Communications	2,500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Backovich 22-23	GBN Envolve - Leadership Training 10/21/22 - Balance Due	10/21/2022	2,500.00	10 E 200 1520 3320 20 005800	2,500.00
<i>Glenbrook North High School / Student Activities</i>					
Total: \$2,500.00					

AP-R-01/23/2023 Summary

Type	Count	Amount
Regular	1	2,500.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$2,500.00

AP Check Register

AP Run: AP-R-01/25/2023 — Post Date: 2023-01-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/25/2023	32654	Check	North Suburban Region IJAS	220.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
01/24/23	GBS Science - Registration for 2022/23 IJAS Regional Competition for 11 Students	01/24/2023	220.00	10 E 300 1130 6500 30 001055	220.00
	<i>Glenbrook South High School / Science</i>				
01/25/2023	32655	Check	Szala, Susan	160.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
12102022	Athletic Official for 12/10/2022 Tournament Swimming / Diving (Boys) Varsity 1 Game at GBN	12/10/2022	160.00	10 E 200 1510 3105 20 005260	160.00
	<i>Glenbrook North High School / Boys Swimming</i>				
Total:				\$380.00	

AP-R-01/25/2023 Summary		
Type	Count	Amount
Regular	2	380.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$380.00

AP Check Register

AP Run: AP-R-02/06/2023 — Post Date: 2023-02-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
02/06/2023	32656	Check	George W Benjamin Post 791 - American Legion	87.12	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1-26-23	GBOC - Donation from Veteran T-Shirt Fundraiser	01/26/2023	87.12	10 E 500 1212 4100 50 001360	87.12
				<i>Glenbrook Off Campus / Off Campus Instruction Center</i>	
02/06/2023	32657	Check	Glenview Park District / The Grove	120.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1192023	GBN FCS - Traveling Trunks In-House Field Trip Services 2/8/23	02/08/2023	120.00	10 E 200 1400 4200 20 001435	120.00
				<i>Glenbrook North High School / PreSchool</i>	
02/06/2023	32658	Check	Hinsdale Central High School	180.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
gbs sectionals 2023	GBS Speech Team - Entry Fees - IHSA Sectionals 2/11/23	02/11/2023	180.00	10 E 300 1520 6500 30 005835	180.00
				<i>Glenbrook South High School / Speech</i>	
02/06/2023	32659	Check	Hinsdale Central High School	300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
021123	GBN Speech Team - Entry Fees - IHSA Sectionals 2/11/23	02/11/2023	300.00	10 E 200 1520 6500 20 005835	300.00
				<i>Glenbrook North High School / Speech</i>	

AP Check Register

AP Run: AP-R-02/06/2023 — Post Date: 2023-02-06 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
Total:				\$687.12

AP-R-02/06/2023 Summary

Type	Count	Amount
Regular	4	687.12
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	4	\$687.12

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	3,567.12
	\$3,567.12