



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: January 13, 2020

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 \$539.00.

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): December 2019 & January 2020		
Fund	Fund Description	Amount
10	Educational	\$539.00
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		\$539.00
* 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 \$539.00 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 January, 2020.

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-12/09/2019 — Post Date: 2019-12-09 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
12/09/2019	32344	Check	Rawitz, Lauren D	12.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11152019	Employee Reimbursement - Returned Check Fee for Payroll Check Issued 11/15/19	11/15/2019	12.00		
				10 E 100 2520 3171 10 002520	12.00
				<i>Administraton / Fiscal Services</i>	
Total:					\$12.00

AP-R-12/09/2019 Summary		
Type	Count	Amount
Regular	1	12.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$12.00

AP Check Register

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

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
12/11/2019	32341	Check	Adams, Judith A	15.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11152019	Employee Reimbursement - Returned Check Fee for Payroll Check Issued 11/15/19	11/15/2019	15.00	10 E 100 2520 3171 10 002520	15.00
				<i>Administraton / Fiscal Services</i>	
				Total:	\$15.00

AP-R-12/11/2019 Summary		
Type	Count	Amount
Regular	1	15.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$15.00

AP Check Register

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

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
12/11/2019	32342	Check	Goldstein, Reegan	500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2	Alternative Placement - Tutoring Services for October & November 2019	11/12/2019	300.00	10 E 100 3700 3120 10 004300	300.00
				<i>Administraton / Title I - Basic</i>	
3	Alternative Placement - Tutoring Services for November & December 2019	12/05/2019	200.00	10 E 100 3700 3120 10 004300	200.00
				<i>Administraton / Title I - Basic</i>	
12/11/2019	32343	Check	Haggis, George A	12.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11152019	Employee Reimbursement - Returned Check Fee for Payroll Check Issued 11/15/19	11/15/2019	12.00	10 E 100 2520 3171 10 002520	12.00
				<i>Administraton / Fiscal Services</i>	
Total:					\$512.00

AP-R-12/11/2019b Summary		
Type	Count	Amount
Regular	2	512.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$512.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

<u>Fund</u>	<u>Total</u>
10 - Education Fund	539.00
	\$539.00