



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: March 19, 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 \$13,264.55.

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: March 2018		
Fund	Fund Description	Amount
10	Educational	\$7,397.29
20	Operations and Maintenance	\$1,510.26
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	\$702.00
96	Community Programs	\$0.00
99	Student Activities *	\$3,655.00
Total		\$13,264.55
* 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 \$13,264.55 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 19th day of March, 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
32025	St. Charles Aquatics	02/22/2018	02222018	Glenbrook Aquatics - Entry Fee - Preliminary/Finals Meet 2/9 - 2/11/18	0	702.00	702.00
95E950	3200 6500 00 005505			Glenbrook Aquatics/Glenbrook Aquatics/Community Swim Pr		702.00	
				1 Computer	Check(s) For a Total of		702.00

	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	702.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	702.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	702.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
95	Glenbrook Aquatics	0.00	0.00	702.00	702.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32026	Bruckman, Phillip B	02/22/2018	2/26/2018	GBS - Athletic Official - IHSA Boys' Basketball Regionals 2/26 - 3/2/18	0	72.00	72.00
10E300	1510 3105 00 005215			Education Fund/Glenbrook South High School/Athletics/Of		72.00	
32027	Issel, Robert	02/22/2018	2/26/2018	GBS - Athletic Official - IHSA Boys' Basketball Regionals 2/26 - 3/2/18	0	216.00	216.00
10E300	1510 3105 00 005215			Education Fund/Glenbrook South High School/Athletics/Of		216.00	
32028	McGowan, Thomas	02/22/2018	2/26/2018	GBS - Athletic Official - IHSA Boys' Basketball Regionals 2/26 - 3/2/18	0	216.00	216.00
10E300	1510 3105 00 005215			Education Fund/Glenbrook South High School/Athletics/Of		216.00	
32029	Otterby, Jeff L	02/22/2018	2/26/2018	GBS - Athletic Official - IHSA Boys' Basketball Regionals 2/26 - 3/2/18	0	72.00	72.00
10E300	1510 3105 00 005215			Education Fund/Glenbrook South High School/Athletics/Of		72.00	
32030	Prodromos, Spencer	02/22/2018	2/26/2018	GBS - Athletic Official - IHSA Boys' Basketball Regionals 2/26 - 3/2/18	0	72.00	72.00
10E300	1510 3105 00 005215			Education Fund/Glenbrook South High School/Athletics/Of		72.00	
32031	Schroeder, Joshua J	02/22/2018	2/26/2018	GBS - Athletic Official - IHSA Boys' Basketball Regionals 2/26 - 3/2/18	0	216.00	216.00
10E300	1510 3105 00 005215			Education Fund/Glenbrook South High School/Athletics/Of		216.00	
				6 Computer	Check(s) For a Total of		864.00

	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
	6	Computer	Checks For a Total of	864.00
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	864.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	864.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	864.00	864.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32032	Taub, Joel	02/26/2018	PioneerRJG	Reimbursement of Board Member Newspaper Subscription	0	20.70	20.70
10E100	2310 4400 00 002310		Education Fund/Administraton/Board of Education/Subscri			20.70	
				1 Computer	Check(s) For a Total of		20.70

	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	20.70
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	20.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20.70

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	20.70	20.70

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32033	Illinois Debate Coaches Associ	02/27/2018	200570	GBN Debate - Entry Fees - IDCA Novice Statement Championship 3/9 - 3/11/18	0	655.00	655.00
99L990	1529 0000 20 820739			Student Activities Fund/Student Based Activity Account/		655.00	
32034	Naperville Central High School	02/27/2018	02272018	Glenbrook North - Registration Fees for Annual DuPage County Institute 3/2/18	0	160.00	160.00
10E200	1130 3320 00 001050			Education Fund/Glenbrook North High School/Reg High Sch		160.00	
32035	Verizon Wireless	02/27/2018	9801829311	District Wide Wireless Phone Services - 01/17/18 - 02/16/18	0	3,887.15	3,887.15
10E100	2660 3430 00 002660			Education Fund/Administraton/Technology Services/Teleco		3,887.15	
32036	Waste Management	02/27/2018	2359337-2008-0	GBN Scavenger Services	0	1,510.26	1,510.26
20E200	2542 3760 00 009010			Operations & Maintenance Fund/Glenbrook North High Scho		1,510.26	
				4 Computer		Check(s) For a Total of	6,212.41

	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
	4	Computer	Checks For a Total of	6,212.41
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	6,212.41
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,212.41

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	4,047.15	4,047.15
20	Operations & Maintenance Fund	0.00	0.00	1,510.26	1,510.26
99	Student Activities Fund	655.00	0.00	0.00	655.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
32037	Citi Cards	03/01/2018	Feb 2018	GBA - Superintendent's Office - February 2018 Statement	0	65.47	65.47	
10E100	2660 4100 00 002660			Education Fund/Administraton/Technology Services/Genera		65.47		
32038	IHSA/IL High School Associatio	03/01/2018	03012018	Glenbrook South Debate - Entry Fees - 2018 IHSA Debate State Tournament 3/15 - 3/17/18	0	350.00	350.00	
10E300	1520 6500 00 005820			Education Fund/Glenbrook South High School/Extra/Co-Cur		350.00		
32039	Midwest Media Educators Associ	03/01/2018	Invoice-02272018a	GBN - MMEA High School Video Festival Registration & Annual Membership Fees	0	415.00	415.00	
10E200	1400 6500 00 001410			Education Fund/Glenbrook North High School/Vocational E		415.00		
32040	Northern Illinois District NSD	03/01/2018	203186	Glenbrook North - Entry Fees - National Speech & Debate District Tournament 3/3 - 3/4/18	0	460.00	460.00	
10E200	1520 6500 00 005835			Education Fund/Glenbrook North High School/Extra/Co-Cur		460.00		
32041	Notary Express	03/01/2018	03012018	Business Services - Notary Public Membership and Renewal Fees	0	179.97	179.97	
10E100	2510 6400 00 002510			Education Fund/Administraton/Business Office/Profession		179.97		
					5	Computer	Check(s) For a Total of	1,470.44

	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
	5	Computer	Checks For a Total of	1,470.44
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	1,470.44
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,470.44

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	1,470.44	1,470.44

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32043	Northern Illinois District NSD	03/02/2018	199110	Glenbrook South Debate - Entry Fees - Northern Illinois NSDA District Tournament 3/3 - 3/4/18	0	735.00	735.00
10E300	1520 6500 00 005820			Education Fund/Glenbrook South High School/Extra/Co-Cur		735.00	
				1 Computer	Check(s) For a Total of		735.00

	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	735.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	735.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	735.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	735.00	735.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32044	Marlin Business Bank	03/07/2018	15733642	GBN Boiler Lease	0	260.00	260.00
10E100	2560 3250 00 002560			Education Fund/Administraton/Food Service/Equipment Ren		260.00	
				1 Computer	Check(s) For a Total of		260.00

	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	260.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	260.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	260.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	Education Fund	0.00	0.00	260.00	260.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
32045	Garcia-Novelli, Eduardo	03/09/2018	Invoice-03072018a	GBN - Glenbrook Festival of Music Director Honarium 3/12/18	0	3,000.00	3,000.00
99L990	1529 0000 10 810480		Student Activities Fund/Student Based Activity Account/			3,000.00	
				1 Computer	Check(s) For a Total of		3,000.00

	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	3,000.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	3,000.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,000.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
99	Student Activities Fund	3,000.00	0.00	0.00	3,000.00