



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Kimberly Ptak

**Date:** January 27, 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 \$716.00.

**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:

<b>Month(s):</b> January 2020		
<b>Fund</b>	<b>Fund Description</b>	<b>Amount</b>
10	Educational	\$716.00
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
<b>Total</b>		<b>\$716.00</b>
* 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 \$716.00 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 27th 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-01/08/2020 — Post Date: 2020-01-08 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/08/2020	32349	Check	Secretary of State	80.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
School Code # 0114	GBN - Renewal of Driver Education Plates for 2020: 1803DE, 1802DE, 1804DE, 4089DE	01/07/2020	40.00	10 E 200 1700 4100 20 001015	40.00
				<i>Glenbrook North High School / Driver Education</i>	
School Code # 0115	GBS - Renewal of Driver Education Plates for 2020: DE1089, DE1090, DE1091, DE1092	01/07/2020	40.00	10 E 300 1700 4100 30 001015	40.00
				<i>Glenbrook South High School / Driver Education</i>	
				<b>Total:</b>	<b>\$80.00</b>

AP-R-01/08/2020 Summary		
Type	Count	Amount
Regular	1	80.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$80.00</b>

## AP Check Register

AP Run: AP-R-01/09/2020 — Post Date: 2020-01-09 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
01/09/2020	32345	Check	Chapman, Richard F			28.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
01092020	Employee Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	28.00			
				10 E 200 1520 3330 20 005825	28.00	
				<i>Glenbrook North High School / Drama Productions</i>		
01/09/2020	32346	Check	Davidson, Chad			84.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
01092020	Employee Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	84.00			
				10 E 200 1520 3330 20 005825	84.00	
				<i>Glenbrook North High School / Drama Productions</i>		
01/09/2020	32347	Check	Hill, Julie Ann			84.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
01092020	Employee Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	84.00			
				10 E 200 1520 3330 20 005825	84.00	
				<i>Glenbrook North High School / Drama Productions</i>		
01/09/2020	32348	Check	Monaghan, Joel A			84.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
01092020	Employee Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	84.00			
				10 E 200 1520 3330 20 005825	84.00	
				<i>Glenbrook North High School / Drama Productions</i>		

## AP Check Register

AP Run: AP-R-01/09/2020 — Post Date: 2020-01-09 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/09/2020	32350	Check	Sirvatka, Martin G	28.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
01092020	Employee Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	28.00	10 E 200 1520 3330 20 005825	28.00
<i>Glenbrook North High School / Drama Productions</i>					
01/09/2020	32351	Check	Ticho, Amy	84.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
01092020	Employee Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	84.00	10 E 200 1520 3330 20 005825	84.00
<i>Glenbrook North High School / Drama Productions</i>					
01/09/2020	32352	Check	Williams, Alexander Owen	28.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
01092020	Chaperone Meal Advance - Drama - Theatre Festival 1/9/20 - 1/11/20	01/09/2020	28.00	10 E 200 1520 3330 20 005825	28.00
<i>Glenbrook North High School / Drama Productions</i>					
<b>Total:</b>				<b>\$420.00</b>	

<b>AP-R-01/09/2020 Summary</b>		
Type	Count	Amount
Regular	7	420.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>7</b>	<b>\$420.00</b>

## AP Check Register

AP Run: AP-R-01/15/2020 — Post Date: 2020-01-15 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
01/15/2020	32353	Check	Wheeling High School	216.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
01252020	GBS Debate - Entry Fees - ICDA 5 Tournament 1/25/20	01/25/2020	216.00	10 E 300 1520 6500 30 005820	216.00
				<i>Glenbrook South High School / Debate</i>	
				<b>Total:</b>	<b>\$216.00</b>

### AP-R-01/15/2020 Summary

Type	Count	Amount
Regular	1	216.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$216.00</b>

## AP Check Register

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### Summary by Fund

Glenbrook High School District 225

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<u>Fund</u>	<u>Total</u>
10 - Education Fund	716.00
	<b>\$716.00</b>