



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

**From:** Dr. Kimberly Ptak

**Date:** March 16, 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 \$20,735.86.

**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): February 2020 &amp; March 2020</b>   |                                      |                    |
|---|--------------------------------------|--------------------|
| <b>Fund</b>   | <b>Fund Description</b>              | <b>Amount</b>      |
| 10  | Educational                          | \$2,075.86         |
| 20  | Operations and Maintenance           | \$17,800.00        |
| 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 *                 | \$860.00           |
| <b>Total</b>  |                                      | <b>\$20,735.86</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 \$20,735.86 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 16th day of March, 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-02/19/2020 — Post Date: 2020-02-19 — AP Run Type: R

Glenbrook High School District 225

| Check Date            | Check Number  | Payment Type        | Name                                     | Check Amount                       |                                   |
|-----------------------|---|---------------------|--|------------------------------------|-----------------------------------|
| 02/19/2020            | 32364   | Check               | Doebler, Christopher M                   | 1,058.86                           |                                   |
| <b>Invoice Number</b> | <b>Description</b>  | <b>Invoice Date</b> | <b>Invoice Amount</b>                    | <b>Account</b>                     | <b>Amount</b>                     |
| 01312020              | Employee Reimbursement - Computer Buy FY20                              | 01/31/2020          | 1,058.86                                 | 10 A 100 1230 0000 00 000000       | 1,058.86                          |
|                       |   |                     |  | <i>Administraton</i>               | <i>/ Accrual/Summary Accounts</i> |
| 02/19/2020            | 32365   | Check               | NDCA/National Debate Coaches Association | 700.00                             |                                   |
| <b>Invoice Number</b> | <b>Description</b>  | <b>Invoice Date</b> | <b>Invoice Amount</b>                    | <b>Account</b>                     | <b>Amount</b>                     |
| 311156                | GBN Debate - Entry Fees - NDCA National Championship<br>4/4/20 - 4/6/20 | 02/15/2020          | 700.00                                   | 10 E 200 2410 3340 20 002410       | 700.00                            |
|                       |   |                     |  | <i>Glenbrook North High School</i> | <i>/ Principal's Office</i>       |
| <b>Total:</b>         |   |                     |  | <b>\$1,758.86</b>                  |                                   |

| AP-R-02/19/2020 Summary |          |                   |
|-------------------------|----------|-------------------|
| Type                    | Count    | Amount            |
| Regular                 | 2        | 1,758.86          |
| ACH Checks:             | 0        | 0.00              |
| Wire Transfers:         | 0        | 0.00              |
| <b>Total:</b>           | <b>2</b> | <b>\$1,758.86</b> |

## AP Check Register

AP Run: AP-R-02/24/2020 — Post Date: 2020-02-24 — AP Run Type: R

Glenbrook High School District 225

| Check Date            | Check Number   | Payment Type        | Name                  | Check Amount   |
|-----------------------|--|---------------------|-----------------------|--|
| 02/24/2020            | 32366  | Check               | Evanston Township HS  | 360.00   |
| <b>Invoice Number</b> | <b>Description</b>                                       | <b>Invoice Date</b> | <b>Invoice Amount</b> | <b>Account</b>   |
| 02252020              | GBN - IHSA Boys State Swim Tickets for 2/28/20 & 2/29/20 | 02/28/2020          | 360.00                | 99 L 990 1529 0000 20 820490                                   |
|                       |  |                     |                       | 360.00   |
|                       |  |                     |                       | <i>Student Based Activity / Gbn Sports Tournaments Account</i> |
| 02/24/2020            | 32367  | Check               | Evanston Township HS  | 500.00   |
| <b>Invoice Number</b> | <b>Description</b>                                       | <b>Invoice Date</b> | <b>Invoice Amount</b> | <b>Account</b>   |
| 02282020              | GBS - IHSA Boys State Swim Tickets for 2/28/20 & 2/29/20 | 02/28/2020          | 500.00                | 99 L 990 1529 0000 30 830490                                   |
|                       |  |                     |                       | 500.00   |
|                       |  |                     |                       | <i>Student Based Activity / Sports Tournaments Account</i>     |
|                       |  |                     | <b>Total:</b>         | <b>\$860.00</b>  |

| AP-R-02/24/2020 Summary |          |                 |
|-------------------------|----------|-----------------|
| Type                    | Count    | Amount          |
| Regular                 | 2        | 860.00          |
| ACH Checks:             | 0        | 0.00            |
| Wire Transfers:         | 0        | 0.00            |
| <b>Total:</b>           | <b>2</b> | <b>\$860.00</b> |

## AP Check Register

AP Run: AP-R-03/02/2020 — Post Date: 2020-03-02 — AP Run Type: R

Glenbrook High School District 225

| Check Date   | Check Number                                  | Payment Type        | Name                  | Check Amount                 |               |
|--|---|---------------------|-----------------------|------------------------------|---------------|
| 03/02/2020   | 32368   | Check               | Motorsource, Inc.     | 17,800.00                    |               |
| <b>Invoice Number</b>                                    | <b>Description</b>                            | <b>Invoice Date</b> | <b>Invoice Amount</b> | <b>Account</b>               | <b>Amount</b> |
| 02282020   | GBS Plant Ops - 2015 Ford F-250 SD Plow Truck | 02/11/2020          | 17,800.00             | 20 E 300 2543 5415 30 009080 | 17,800.00     |
| <i>Glenbrook South High School / Grounds Maintenance</i> |   |                     |                       |                              |               |
| <b>Total: \$17,800.00</b>                                |   |                     |                       |                              |               |

### AP-R-03/02/2020 Summary

| Type            | Count    | Amount             |
|-----------------|----------|--------------------|
| Regular         | 1        | 17,800.00          |
| ACH Checks:     | 0        | 0.00               |
| Wire Transfers: | 0        | 0.00               |
| <b>Total:</b>   | <b>1</b> | <b>\$17,800.00</b> |

## AP Check Register

AP Run: AP-R-03/05/2020 — Post Date: 2020-03-05 — AP Run Type: R

Glenbrook High School District 225

| Check Date            | Check Number                                       | Payment Type        | Name                            | Check Amount                                   |                 |
|-----------------------|--|---------------------|---------------------------------|--|-----------------|
| 03/05/2020            | 32369  | Check               | Northern Illinois District NSDA | 250.00   |                 |
| <b>Invoice Number</b> | <b>Description</b>                                 | <b>Invoice Date</b> | <b>Invoice Amount</b>           | <b>Account</b>                                 | <b>Amount</b>   |
| NSDA District 2020    | GBN Speech - Entry Fees for NSDA Tournament 3/7/20 | 03/07/2020          | 250.00                          | 10 E 200 1520 6500 20 005835                   | 250.00          |
|                       |  |                     |                                 | <i>Glenbrook North High School / Forensics</i> |                 |
|                       |  |                     |                                 | <b>Total:</b>                                  | <b>\$250.00</b> |

| AP-R-03/05/2020 Summary |          |                 |
|-------------------------|----------|-----------------|
| Type                    | Count    | Amount          |
| Regular                 | 1        | 250.00          |
| ACH Checks:             | 0        | 0.00            |
| Wire Transfers:         | 0        | 0.00            |
| <b>Total:</b>           | <b>1</b> | <b>\$250.00</b> |

## AP Check Register

AP Run: AP-R-03/09/2020 — Post Date: 2020-03-09 — AP Run Type: R

Glenbrook High School District 225

| Check Date | Check Number | Payment Type | Name         | Check Amount |
|------------|--------------|--------------|--------------|--------------|
| 03/09/2020 | 32370        | Check        | Zahara, Gary | 67.00        |

| Invoice Number | Description  | Invoice Date | Invoice Amount | Account  | Amount |
|----------------|--|--------------|----------------|--|--------|
| 01282020       | Athletic Official for 01/28/2020 Varsity, 1 Game, 2 or More Officials Basketball (Boys) at GBN | 01/28/2020   | 67.00          |  |        |
|                |  |              |                | 10 E 200 1510 3105 20 005215                         | 67.00  |
|                |  |              |                | <i>Glenbrook North High School / Boys Basketball</i> |        |

**Total: \$67.00**

### AP-R-03/09/2020 Summary

| Type            | Count    | Amount         |
|-----------------|----------|----------------|
| Regular         | 1        | 67.00          |
| ACH Checks:     | 0        | 0.00           |
| Wire Transfers: | 0        | 0.00           |
| <b>Total:</b>   | <b>1</b> | <b>\$67.00</b> |



## AP Check Register

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### Summary by Fund

Glenbrook High School District 225

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| <b>Fund</b>                        | <b>Total</b>       |
|------------------------------------|--------------------|
| 10 - Education Fund                | 2,075.86           |
| 20 - Operations & Maintenance Fund | 17,800.00          |
| 99 - Student Activities Fund       | 860.00             |
|                                    | <b>\$20,735.86</b> |