



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Kimberly Ptak

**Date:** April 29, 2019

**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 \$662.53.

**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: April 2019		
Fund	Fund Description	Amount
10	Educational	\$212.53
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 *	\$450.00
<b>Total</b>		<b>\$662.53</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 \$662.53 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 29th day of April, 2019.

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

## AP Check Register

AP Run: AP-R-04/12/2019 — Post Date: 2019-04-12 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
04/12/2019	32281	Check	Balloon Endeavor	450.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
3411	GBN - Pride Assembly Balloon Decorations in Main Gym for 4/17/19	04/17/2019	450.00	99 L 990 1529 0000 20 820990	450.00
				<i>Student Based Activity / Student Association Account</i>	
				<b>Total:</b>	<b>\$450.00</b>

AP-R-04/12/2019 Summary		
Type	Count	Amount
Regular	1	450.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$450.00</b>

## AP Check Register

AP Run: AP-R-04/15/2019 — Post Date: 2019-04-15 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
04/15/2019	32282	Check	Harrison, Lisa	72.53	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
ReimburseApr19	Reimbursement - Vehicle Rental due to Damages	04/15/2019	72.53	10 E 100 2310 3820 10 002311	72.53
				<i>Administraton / Tort</i>	
				<b>Total:</b>	<b>\$72.53</b>

### AP-R-04/15/2019 Summary

Type	Count	Amount
Regular	1	72.53
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$72.53</b>

## AP Check Register

AP Run: AP-R-04/17/2019 — Post Date: 2019-04-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
04/17/2019	32283	Check	Palatine High School	100.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
4/16/2019	GBS - Entry Fee - Boys & Girls Track Meet - April 2019	04/16/2019	100.00		
				10 E 300 1510 6500 30 005280	75.00
				<i>Glenbrook South High School / Boys Track</i>	
				10 E 300 1510 6500 30 005380	25.00
				<i>Glenbrook South High School / Girls Track</i>	
				<b>Total:</b>	<b>\$100.00</b>

AP-R-04/17/2019 Summary		
Type	Count	Amount
Regular	1	100.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$100.00</b>

## AP Check Register

AP Run: AP-R-04/25/2019 — Post Date: 2019-04-25 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount		
04/25/2019		Check	IHSA/IL High School Association	40.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
state fees oracle 2019	GBS - Entry Fees - State Competition for the Oracle School Newspaper 4/26/19		04/26/2019	40.00		
					10 E 300 1520 3340 30 005800	40.00
					<i>Glenbrook South High School / Extra/Co-Curricular Activities</i>	
					<b>Total:</b>	<b>\$40.00</b>

### AP-R-04/25/2019 Summary

Type	Count	Amount
Regular	1	40.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$40.00</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	212.53
99 - Student Activities Fund	450.00
	<b>\$662.53</b>