

To: John Vasquez, Chair
and Members of the Board of Directors

From: Mat Ehrhardt, P.E., Executive Director/APCO



Date: June 10, 2020

Subject: Receive and Accept First Northern Bank Quarterly Report – Q1 2020

Recommended Action

This is an informational report only.

Background

The information is provided per the District's internal control policy in which staff will report quarterly on use of outside bank accounts. The District maintains four bank accounts with First Northern Bank of Dixon.

FIRST NORTHERN BANK – PAYROLL HOLDING ACCOUNT

The District opened the first account with First Northern Bank with Board approval in February 2013 for payroll purposes only. Direct ACHs from the District's account includes for each pay period: CalPERS pension contributions and iSolved payroll. The second pay period of each month the District makes an ACH payment to CalPERS for the health premium contribution. The District's payroll provider, Infinisource, transfers payments via ACH to Employee Benefits Services for employee flexible spending contributions and ICMA for employee and employer deferred compensation contributions.

FIRST NORTHERN BANK – EMERGENCY ACCOUNT

The second account was previously used to accept ACH payments from GovPayNet (third party merchant service provider) and was opened in December 2013. The District receives ACH payments directly into its First Northern Bank – Fund 10 General Operating Account and this account has been established as an emergency account and holds a minimal balance to maintain account viability.

FIRST NORTHERN BANK – FUND 10 GENERAL OPERATING ACCOUNT

This account was originally opened in December 2013 to be used in the event of an emergency. The District designated this account in July 2018 to be its Fund 10 General Operating Account, maintaining a varying balance based on estimated revenue and expenditures necessary to operate the District on a monthly basis.

FIRST NORTHERN BANK – FUND 20 GENERAL OPERATING ACCOUNT

The District opened this account in August 2018 to be its Fund 20 General Operating Account, maintaining a varying balance based on estimated revenue and expenditures necessary to operate the District on a monthly basis.

Detailed account information is available upon request.

Attachments: QuickBooks bank reconciliations.

Yolo-Solano Air Quality Management District
Reconciliation Summary
10-3000 - FNB - 10 General, Period Ending 01/31/2020

	Jan 31, 20	
Beginning Balance		361,947.17
Cleared Transactions		
Checks and Payments - 54 items	-225,564.51	
Deposits and Credits - 6 items	308,209.07	
	82,644.56	
Cleared Balance		444,591.73
Uncleared Transactions		
Checks and Payments - 28 items	-198,240.95	
	-198,240.95	
Register Balance as of 01/31/2020		246,350.78
New Transactions		
Checks and Payments - 114 items	-809,871.94	
Deposits and Credits - 24 items	1,172,958.80	
	363,086.86	
Ending Balance		609,437.64

Yolo-Solano Air Quality Management District
Reconciliation Summary
10-3000 - FNB - 10 General, Period Ending 02/29/2020

	Feb 29, 20	
Beginning Balance		444,591.73
Cleared Transactions		
Checks and Payments - 41 items	-297,974.70	
Deposits and Credits - 6 items	174,880.14	
Total Cleared Transactions	-123,094.56	
Cleared Balance		321,497.17
Uncleared Transactions		
Checks and Payments - 12 items	-109,091.91	
Total Uncleared Transactions	-109,091.91	
Register Balance as of 02/29/2020		212,405.26
New Transactions		
Checks and Payments - 88 items	-600,377.72	
Deposits and Credits - 18 items	998,078.66	
Total New Transactions	397,700.94	
Ending Balance		610,106.20

Yolo-Solano Air Quality Management District
Reconciliation Summary
10-3000 - FNB - 10 General, Period Ending 03/31/2020

	Mar 31, 20	
Beginning Balance		321,497.17
Cleared Transactions		
Checks and Payments - 51 items	-305,179.93	
Deposits and Credits - 8 items	322,930.10	
	17,750.17	
Cleared Balance		339,247.34
Uncleared Transactions		
Checks and Payments - 13 items	-144,547.36	
Total Uncleared Transactions	-144,547.36	
Register Balance as of 03/31/2020		194,699.98
New Transactions		
Checks and Payments - 35 items	-259,732.34	
Deposits and Credits - 12 items	677,846.56	
Total New Transactions	418,114.22	
Ending Balance		612,814.20

Yolo-Solano Air Quality Management District
Reconciliation Summary
20-3000 · FNB - 20 AB 2766, Period Ending 01/31/2020

	<u>Jan 31, 20</u>
Beginning Balance	291,060.83
Cleared Transactions	
Checks and Payments - 9 items	-52,482.64
Total Cleared Transactions	-52,482.64
Cleared Balance	<u>238,578.19</u>
Uncleared Transactions	
Checks and Payments - 3 items	-783.20
Deposits and Credits - 1 item	104,144.00
Total Uncleared Transactions	103,360.80
Register Balance as of 01/31/2020	<u><u>341,938.99</u></u>
New Transactions	
Checks and Payments - 1 item	-20,162.27
Total New Transactions	-20,162.27
Ending Balance	<u><u>321,776.72</u></u>

Yolo-Solano Air Quality Management District
Reconciliation Summary
20-3000 · FNB - 20 AB 2766, Period Ending 02/28/2020

	<u>Feb 28, 20</u>
Beginning Balance	238,578.19
Cleared Transactions	
Checks and Payments - 7 items	-146,365.34
Deposits and Credits - 1 item	100,000.00
Total Cleared Transactions	<u>-46,365.34</u>
Cleared Balance	<u><u>192,212.85</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-11,867.77
Deposits and Credits - 1 item	104,144.00
Total Uncleared Transactions	<u>92,276.23</u>
Register Balance as of 02/28/2020	<u><u>284,489.08</u></u>
New Transactions	
Checks and Payments - 4 items	-20,711.70
Total New Transactions	<u>-20,711.70</u>
Ending Balance	<u><u>263,777.38</u></u>

Yolo-Solano Air Quality Management District
Reconciliation Summary
 20-3000 · FNB - 20 AB 2766, Period Ending 03/31/2020

	<u>Mar 31, 20</u>	
Beginning Balance		192,212.85
Cleared Transactions		
Checks and Payments - 10 items	<u>-78,934.10</u>	
Total Cleared Transactions	<u>-78,934.10</u>	
Cleared Balance		<u>113,278.75</u>
Uncleared Transactions		
Checks and Payments - 4 items	-1,703.54	
Deposits and Credits - 1 item	<u>104,144.00</u>	
Total Uncleared Transactions	<u>102,440.46</u>	
Register Balance as of 03/31/2020		<u>215,719.21</u>
New Transactions		
Checks and Payments - 3 items	<u>-379.91</u>	
Total New Transactions	<u>-379.91</u>	
Ending Balance		<u>215,339.30</u>

Yolo-Solano Air Quality Management District

Reconciliation Summary

10-2000 · FNB - 10 Payroll, Period Ending 01/31/2020

	Jan 31, 20
Beginning Balance	10.00
Cleared Transactions	
Checks and Payments - 5 items	-219,309.95
Deposits and Credits - 2 items	219,309.97
Total Cleared Transactions	0.02
Cleared Balance	<u>10.02</u>
Uncleared Transactions	
Checks and Payments - 1 item	-70,340.00
Total Uncleared Transactions	-70,340.00
Register Balance as of 01/31/2020	<u>-70,329.98</u>
New Transactions	
Checks and Payments - 2 items	-87,346.55
Deposits and Credits - 1 item	87,346.56
Total New Transactions	0.01
Ending Balance	<u>-70,329.97</u>

Yolo-Solano Air Quality Management District

Reconciliation Summary

10-2000 · FNB - 10 Payroll, Period Ending 02/28/2020

	Feb 28, 20
Beginning Balance	10.02
Cleared Transactions	
Checks and Payments - 5 items	-215,280.01
Deposits and Credits - 2 items	215,280.02
Total Cleared Transactions	0.01
Cleared Balance	<u>10.03</u>
Uncleared Transactions	
Checks and Payments - 1 item	-70,340.00
Total Uncleared Transactions	-70,340.00
Register Balance as of 02/28/2020	<u>-70,329.97</u>
New Transactions	
Checks and Payments - 2 items	-87,077.05
Deposits and Credits - 1 item	87,078.22
Total New Transactions	1.17
Ending Balance	<u>-70,328.80</u>

Yolo-Solano Air Quality Management District

Reconciliation Summary

10-2000 · FNB - 10 Payroll, Period Ending 03/31/2020

	<u>Mar 31, 20</u>	
Beginning Balance		10.03
Cleared Transactions		
Checks and Payments - 5 items	-218,173.10	
Deposits and Credits - 3 items	304,462.84	
Total Cleared Transactions	<u>86,289.74</u>	
Cleared Balance		<u><u>86,299.77</u></u>
Uncleared Transactions		
Checks and Payments - 3 items	-156,628.57	
Total Uncleared Transactions	<u>-156,628.57</u>	
Register Balance as of 03/31/2020		<u><u>-70,328.80</u></u>
Ending Balance		-70,328.80

Yolo-Solano Air Quality Management District
Reconciliation Summary
10-2500 · FNB - 10 Emergency, Period Ending 01/31/2020

	<u>Jan 31, 20</u>
Beginning Balance	10.00
Cleared Balance	10.00
Register Balance as of 01/31/2020	10.00
Ending Balance	10.00

Yolo-Solano Air Quality Management District
Reconciliation Summary
10-2500 · FNB - 10 Emergency, Period Ending 02/28/2020

	<u>Feb 28, 20</u>
Beginning Balance	10.00
Cleared Balance	10.00
Register Balance as of 02/28/2020	10.00
Ending Balance	10.00

**Yolo-Solano Air Quality Management District
Reconciliation Summary**

10-2500 · FNB - 10 Emergency, Period Ending 03/31/2020

	<u>Mar 31, 20</u>
Beginning Balance	10.00
Cleared Balance	10.00
Register Balance as of 03/31/2020	10.00
Ending Balance	10.00