

Finance & Facilities Committee

Monday, February 9, 2026 6:30 PM

District Office Conf Rm B, 512 Industrial Blvd., Waconia, MN 55387

1. Verbal Updates

1.A. High Level - Finance Committee

1.B. Sinkhole Update

1.C. IAQ Projection Construction Update

1.D. FY26 Revised Budget Update

2. Bank Reconciliations

Presenter: Pam
Carman, Director of
Finance and
Operations



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Pam Carman, Director of Finance & Operations

DATE: December 8, 2025

SUBJECT: October 31, 2025 Bank Reconciliation Footnote

As part of the October 2025 bank reconciliation, we noted a timing error made by Security Bank related to a \$2,800,000 wire transfer. The wire was posted correctly during the day on October 31; however, during the bank's evening processing cycle, the transaction was mistakenly reversed, which caused the account to appear overdrawn on the month-end statement.

The Business Office contacted Security Bank on Monday, November 3 after identifying the issue. The bank acknowledged their error and re-posted the wire that same day. Because the October statement had already been generated, the correction could not be back-dated.

This footnote is provided for transparency and to clarify why the month-end balance for Security Bank shows a negative balance and the need to add a reconciling item that will clear in November.

Security Bank also credited us an additional \$69.03 in interest on November 3 to recognize the interest that was lost due to the negative balance. This will be included with the interest that is posted in November.

Waconia ISD #110
Bank Reconciliation

	A	B	C	D	E	F	G	H	I
1		Waconia Public Schools							
2		October Bank Reconciliation							
3			Beg. Balance				End. Balance		
4			9/30/2025	Receipts	Disbursements	Journal Entry	10/31/2025		
5									
6		Security #908166	1,444,408.28	6,247,283.25	8,867,382.16		(1,175,690.63)	See Footnote 1	
7		Hometown Bank-ACH Account	250,381.06	279,643.55	279,546.87		250,477.74		
8		Hometown Bank-IMMA Acct-Sweep	96,972.36	249,625.28			346,597.64		
9		Inv - PMA	22,710,416.70	6,870,807.98	5,950,000.00		23,631,224.68		
10		OPEB Bonds	564,050.84	1,786.70	20.83		565,816.71		
11		OPEB Equity	600,203.24	8,365.61	250.08		608,318.77		
12		2025A Bonds	3,804,757.80	48,861.73	516,748.66		3,336,870.87		
13		US Bank COP	266.47	0.84			267.31		
14		Subtotal	29,471,456.75	13,706,374.94	15,613,948.60	0.00	27,563,883.09		
15									
16		Transfers between A/Cs	9,339.00	(6,715,851.30)	(6,735,849.20)		29,336.90	ICS Sweep Deposit in Transit	
17									
18									
19		Outstand Checks - Prior Months	0.00				0.00		
20		- Finance Skyward	(548,697.77)		(548,697.77)		0.00		
21		Outstand Checks - Current Month	0.00		853,222.98		(853,222.98)		
22			0.00				0.00		
23		Net Payroll Imported	0.00		(1,913,159.38)	(1,913,159.38)	0.00		
24									
25		Adjustments							
26									
27									
28	Oct	Dental Ins-admin fees & Claim Withdraws	0.00		(31,577.87)	(31,577.87)	0.00		
29	Oct	Flex Med/Dep Care Entries	0.00		(34,327.80)	(34,327.80)	0.00		
30	Oct	NSF Checks (2)	0.00		(338.00)	(338.00)	0.00		
31	Sep	CC Deposit in Transit	70.50	(70.50)			0.00	Clears in Oct	
32	Oct	Aviben - Closed Account Returns	0.00	(121.89)	(121.89)		0.00		
33	Oct	Error on Security Bank Fee Entry	0.00		(0.70)	(0.70)	0.00		
34	Oct	Square Returns	0.00	(111.00)	(111.00)		0.00		
35	Oct	Security Bank Wire in Transit	0.00		(2,800,000.00)		2,800,000.00	See Footnote 1 - Clears Nov 3	
36	Jul	District Petty Cash	100.00				100.00		
37	Bal	Adjusted Cash Balance	28,932,268.48	6,990,220.25	4,402,987.97	(1,979,403.75)	29,540,097.01		
38	Rep	Per SKYWARD Reports	28,932,268.48	6,990,220.25	4,402,987.97	(1,979,403.75)	29,540,097.01		
39									
40		Difference	0.00	0.00	0.00	0.00	0.00		
41									
42									
43		Footnote 1 - October 31, 2025							
44		Security Bank posted the \$2,800,000 correctly during							
45		the day on October 31 but during their evening							
46		processing the entry was mistakenly reversed							
47		which caused our account to go negative. The Bank was							
48		contacted on Monday, Nov 3rd and alerted to their							
49		error and they correctly posted the wire but were							
50		unable to back date it because the statement							
51		had already generated.							

Waconia ISD #110

Bank Reconciliation

	A	B	C	D
1				
2		Transfers To	Transfers From	
3				
4	Security Bank	200,000.00		
5		2,200,000.00		
6		750,000.00		
7		2,800,000.00		
8				
9				
10	Bond Disbursement			
11	OPEB EQUITY			
12				
13	OPEB			
14				
15	2025 Bonds		515,664.40	
16			1,084.26	
17				
18				
19	Hometown Bank		269,100.54	
20	Hometown Bank Sweep	249,102.64		Deposit in Transit- Clears in Nov
21				
22	2019 Lease (Tennis Court)			
23	2024 BONDS			
24				
25				
26				
27	OPEB Equity			
28	OPEB			
29	PM-A Operating	515,664.40	200,000.00	
30		1,084.26	2,200,000.00	
31			750,000.00	
32			2,800,000.00	
33				
34	Refunding Bonds			
35	2017 COPS-US Bank			
36	PMA			
37	KleinBank General to Activities			
38	Old National			
39	Mid Country			
40	LTFM Bond			
41	Facility Bond to Debt Service			
42				
43	Total Transfers	6,715,851.30	6,735,849.20	
44				
45				
46				

Bank Reconciliation Overview

Prepared for the Finance & Facilities Committee

Last Updated: September 30, 2025

This summary provides context and explanations for the various accounts listed in the bank reconciliation. It is intended to aid in understanding the function of each account and the flow of funds.

Bank & Investment Accounts

Account	Description
Security Bank, #908166	This is the District's main checking account used for paying general disbursements and payroll. Funds are transferred here from the investment account (INV-PMA) to meet cash flow needs.
Hometown Bank – ACH Account	This account is used for employee reimbursements via ACH and Community Education programming and Kids Space and Preschool Payments, GoFan ticketing receipts for Waconia Activities, and High School Store sales deposits.
Refunding – US Bank	Holds proceeds from the 2025 bond issuance refunding. If there is no bond refunding activity, this account remains unused. The account closed in July 2025 and will be removed from Bank Rec going forward.
INV – PMA	This is the District's main operating investment account, receiving deposits from state aid, property taxes, third-party billing, and miscellaneous grants. Transfers are made from this account to other accounts to cover obligations.
OPEB Bonds – PMA	Contains bond investments from the District's OPEB Irrevocable Trust. These funds are restricted for retiree benefits.
OPEB Equity – PMA	Contains equity investments from the OPEB Irrevocable Trust. Like the bond account, funds are restricted to retiree benefits.
2024A Bonds	Account holding bond proceeds from the 2024 bond sale, used to fund approved capital projects. The account will be closed once all proceeds are spent. The account closed in July 2025 and will be removed from Bank Rec going forward.
2025A Bonds	Account holding bond proceeds from the 2025 bond sale, also used for capital projects and will be closed once depleted.
MidCountry Bank	This account was closed in September, 2025. All balances and activity were moved to Hometown Bank.
US Bank COP (Certificate of Participation)	Holds funds solely for principal and interest payments on the Waconia Learning Center (WLC). Payments occur in January (P&I) and July (Interest); the account typically maintains a minimal balance made up of a small amount of bank interest.

Explanation of Transfers

The Transfers page is included as part of the monthly bank reconciliation to provide transparency and documentation for all inter-account transfers that occur within the district's various bank and investment accounts.

Purpose of Transfers

Transfers are made to:

- Align available cash with disbursement needs (e.g., moving funds from investment to checking accounts for payroll or vendor payments)
- Allocate funds to specific restricted accounts such as bond proceeds, trust accounts, or debt service
- Record internal movements of funds between accounts used for specialized purposes (e.g., Community Education, Activity Accounts, or capital projects)

Note: These transfers do not represent revenue or expense activity. They reflect the internal movement of existing funds to support operational efficiency and compliance with accounting best practices and funding restrictions.

Outstanding Checks & Net Payroll

- **Outstanding Checks:** Checks issued in prior months but not yet cleared are carried forward and netted against current month activity.
- **Payroll:** Includes the full payroll expense for the period (typically two payrolls), including wages, benefits, and related adjustments.

Adjustments

Adjustments typically include:

- Monthly dental claims and administrative fees;
- Flex medical and dependent care spending account claims and processing fees;
- Voided checks, credit card refunds, deposits or payments in transit, and other miscellaneous reconciling items, as needed.

Totals & Reconciliation Accuracy

- The totals for receipts, disbursements, and journal entries must match Skyward totals exactly in order for the reconciliation to be considered complete.
- The ending balance listed in the reconciliation spreadsheet must equal the cash balance in Skyward across all funds.
- Supporting documentation for all entries and balances is maintained in the Business Office and available upon request.

Waconia ISD #110
Bank Reconciliation

	A	B	C	D	E	F	G	H	I
1		Waconia Public Schools							
2		November Bank Reconciliation							
3			Beg. Balance				End. Balance		
4			10/31/2025	Receipts	Disbursements	Journal Entry	11/30/2025		
5									
6		Security #908166	(1,175,690.63)	9,888,914.33	7,303,548.28		1,409,675.42	See Footnote 1	
7		Hometown Bank-ACH Account	250,477.74	220,240.64	220,256.05		250,462.33		
8		Hometown Bank-IMMA Acct-Sweep	346,597.64	236,431.60			583,029.24		
9		Inv - PMA	23,631,224.68	5,285,977.88	5,500,000.00		23,417,202.56		
10		OPEB Bonds	565,816.71	1,825.16	20.83		567,621.04		
11		OPEB Equity	608,318.77	2,615.20	253.47		610,680.50		
12		2025A Bonds	3,336,870.87	15,692.66	298,522.67		3,054,040.86		
13		US Bank COP	267.31	0.85			268.16		
14		Subtotal	27,563,883.09	15,651,698.32	13,322,601.30	0.00	29,892,980.11		
15									
16		Transfers between A/Cs	29,336.90	(6,034,054.45)	(6,011,713.55)		6,996.00	ICS Sweep Deposit in Transit	
17									
18									
19		Outstand Checks - Prior Months	0.00				0.00		
20		- Finance Skyward	(853,222.98)		(853,222.98)		0.00		
21		Outstand Checks - Current Month	0.00		488,897.67		(488,897.67)		
22			0.00				0.00		
23		Net Payroll Imported	0.00		(1,893,390.02)	(1,893,390.02)	0.00		
24									
25		Adjustments							
26									
27									
28	Nov	Dental Ins-admin fees & Claim Withdraws	0.00		(30,644.66)	(30,644.66)	0.00		
29	Nov	Flex Med/Dep Care Entries	0.00		(24,481.49)	(24,481.49)	0.00		
30	Nov	NSF Checks (2)-new payments rec'd	0.00		(118.00)	(118.00)	0.00		
31	Nov	Athletic Participation Fees Refunded	0.00	(2,876.67)	(2,876.67)		0.00		
32	Nov	Voided Chk that Cleared	0.00		(45.00)	(45.00)	0.00		
33	Nov	Medica Wire Transfer Error	0.00	(1,429,972.70)	(1,429,972.70)		0.00		
34	Oct	Security Bank Wire in Transit	2,800,000.00	(2,800,000.00)			0.00	See Footnote 1 - Clears Nov 3	
35	Jul	District Petty Cash	100.00				100.00		
36	Bal	Adjusted Cash Balance	29,540,097.01	5,384,794.50	3,565,033.90	(1,948,679.17)	29,411,178.44		
37	Rep	Per SKYWARD Reports	29,540,097.01	5,384,794.50	3,565,033.90	(1,948,679.17)	29,411,178.44		
38									
39		Difference	0.00	0.00	0.00	0.00	0.00		
40									
41									
42		Footnote 1 - October 31, 2025							
43		Security Bank posted the \$2,800,000 correctly during							
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	A	B	C	D
1				
2		Transfers To	Transfers From	
3				
4	Security Bank	250,000.00		
5		1,800,000.00		
6		750,000.00		
7		2,700,000.00		
8				
9				
10	Bond Disbursement			
11	OPEB EQUITY			
12				
13	OPEB			
14				
15	2025 Bonds		2,755.90	
16			295,766.77	
17				
18				
19	Hometown Bank		213,190.88	
20	Hometown Bank Sweep	235,531.78		Deposit in Transit- Clears in Nov
21				
22	2019 Lease (Tennis Court)			
23	2024 BONDS			
24				
25				
26				
27	OPEB Equity			
28	OPEB			
29	PM-A Operating	2,755.90	250,000.00	
30		295,766.77	1,800,000.00	
31			750,000.00	
32			2,700,000.00	
33				
34	Refunding Bonds			
35	2017 COPS-US Bank			
36	PMA			
37	KleinBank General to Activities			
38	Old National			
39	Mid Country			
40	LTFM Bond			
41	Facility Bond to Debt Service			
42				
43	Total Transfers	6,034,054.45	6,011,713.55	
44				
45				
46				

Waconia ISD #110
Bank Reconciliation

	A	B	C	D
1				
2		Transfers To	Transfers From	
3				
4	Security Bank	300,000.00		
5		1,500,000.00		
6		400,000.00		
7		200,000.00		
8		2,500,000.00		
9		500,000.00		From Hom
10	Bond Disbursement			
11	OPEB EQUITY			
12				
13	OPEB			
14				
15	2025 Bonds		139,099.57	
16			162,398.81	
17				
18				
19	Hometown Bank/Sweep	506,358.81	506,358.81	
20	Hometown Bank/Sweep	195,950.70	213,438.49	Deposit in Transit- Clears in Nov
21			500,000.00	Wire to Se
22	2019 Lease (Tennis Court)			
23	2024 BONDS			
24				
25				
26				
27	OPEB Equity			
28	OPEB			
29	PM-A Operating	139,099.57	300,000.00	
30		162,398.81	1,500,000.00	
31			400,000.00	
32			200,000.00	
33			2,500,000.00	
34	Refunding Bonds			
35	2017 COPS-US Bank			
36	PMA			
37	KleinBank General to Activities			
38	Old National			
39	Mid Country			
40	LTFM Bond			
41	Facility Bond to Debt Service			
42				
43	Total Transfers	6,403,807.89	6,421,295.68	
44				
45				
46				