

RESOLUTION

FINANCIAL INFORMATION

As required by the ANCS Governing Board of Directors Financial Policy, the following information is presented for the annual Financial Resolution.

1. Banks where ANCS has accounts.

- Atlantic Capital Bank - Primary
- Edward Jones Bank - C.D. & Money Market accounts
- Self-Help Credit Union - C.D. & Money Market accounts
- Elan (through ACB) – Credit Card account

2. Designated check signatories.

- Add: Executive Director – Chuck Meadows
- Elementary Campus Principal - Lara Zelski
- Middle Campus Principal - Cathey Goodgame
- School Nutrition Director (nutrition program checks only) – David Bradley

3. Limits of checks and payments expressed in dollar amounts.

- Payments over \$25,000 must be approved by Governing Board.

4. Designee/signatory for all employee contracts.

- Executive Director, Chuck Meadows, signs all employee contracts; ANCS Governing Board Chair, Lia Santos, signs the Executive Director's contract.

5. Confirmation and approval of any ongoing vendor contracts that may have changed since the approval of the budget. This includes any contracts for outside services such as field trip operators/providers. This also includes contract limits.

- GBOD must approve vendor contracts over \$25,000 or any vendor providing services directly to students/families on behalf of the school that total more than \$25,000.
- Executive Director approves all others.



6. Confirmation of any lines of credit or loans that need to be re-signed/re-authorized.

- Mortgage Loan at Self-Help Credit Union

7. Confirmation of reserve fund policy.

- As a part of its annual budget adoption process, the ANCS Governing Board reviews and approves contribution levels to established reserve funds recommended by the Board's Finance and Operations Committee.

8. Confirmation of where financial records and documents are kept and how they are accessed.

- Financial records are kept in the office of the Director of Finance & Operations. They can be accessed upon request.
- Form 990 is prepared by an external audit firm in conjunction with the close of the ANCS financial audit and is presented to the Governing Board prior to filing.
- Accounting software: Quickbooks Pro Non-Profit