

## RESOLUTION

### FINANCIAL INFORMATION

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

**1. Banks where ANCS has accounts.**

- Atlantic Capital Bank – Primary Operating Account
- 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.**

- 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, Eric Teusink, 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.



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**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 GBOD 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