



RESOLUTION FINANCIAL INFORMATION

As required by the Governing Board of Atlanta Neighborhood Charter School, the following information is presented for the Financial Resolution for FY24:

- Banks where Neighborhood Charter has accounts
 - SouthState Bank – Primary Operating Account
 - Edward Jones Bank - C.D. & Money Market accounts
- Designated check signatories
 - Executive Director – Alastair Pullen
 - Elementary Campus Principal – Lara Zelski
 - Middle Campus Principal – Mark Sanders
 - School Nutrition Director (nutrition program checks only) – David Bradley
 - Governing Board Member – Irina Brimmell
- Limits of checks and payments expressed in dollar amounts
 - Payments less than \$10,000 require a single signature of an approved check signer
 - Payments in excess of \$10,000 require two signatures of approved check signers
 - Payments over \$25,000 that are not related to a previously board-approved project or vendor contract must be approved by the Board's Finance and Operations Committee. The Finance and Operations Committee may determine that any expenditure, whether or not in excess of \$25,000, requires approval by the Board
- Designee/signatory for all employee contracts
 - Executive Director, Alastair Pullen, signs all employee contracts
 - Governing Board Chair, Cory Tiede, signs the Executive Director's contract
- 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)
 - All vendor contracts between Neighborhood Charter and outside parties of up to \$25,000 executed or renewed during the fiscal year must be reviewed and approved by both the CFO and the Executive Director. Once this dual approval is achieved, the Executive Director is authorized to enter into any such contract on behalf of ANCS. All contracts or commitments in excess of \$25,000 and up to \$50,000, annually or cumulatively, must be approved by the Finance and Operations Committee. All contracts or commitments in excess of \$50,000 must be approved by the Neighborhood Charter



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- The Executive Director approves all other contracts
- Confirmation of any lines of credit or loans that need to be re-signed/re-authorized
 - Mortgage Loan at SouthState Bank
 - All debt considerations will be fully reviewed by the Board's Finance and Operations Committee and approved by the Governing Board prior to entering into an agreement
- Confirmation of Reserve Fund Policy
 - As a part of its annual budget adoption process, the Neighborhood Charter Governing Board reviews and approves contribution levels to established reserve funds recommended by the Board's Finance and Operations Committee
- Confirmation of where financial records and documents are kept and how they are accessed
 - Financial records are kept in the business office. They can be accessed upon request
 - Form 990 is prepared by an external audit firm in conjunction with the close of the Neighborhood Charter financial audit and is presented to the Governing Board prior to filing.
 - Accounting software: QuickBooks Pro Non-Profit
- Confirmation of Investment of Funds Policy
 - To ensure that the Investment of Funds Policy reflects the long-term investment risk orientation of Neighborhood Charter, the Board approves the Policy annually