
RESOLUTION – FY19

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.

- Executive Director - Matt Underwood
- Principals - Lara Zelski & 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, Matt Underwood signs all employee contracts.

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 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.
- Accounting software: Quickbooks Pro Non-Profit