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## RESOLUTION 2014-2015

### FINANCIAL INFORMATION

As required by the ANCS Governing Board of Directors Financial Policy, the following information is presented for the 2014-2015 Financial Resolution.

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

- Bank of North Georgia - Primary
- Edward Jones (BMW Bank of North America) - C.D.
- SunTrust Bank - C.D.
- Self-Help Credit Union – C.D.
- PayPal - Clearing Account for donations & payments

**2. Designated check signatories.**

- Executive Director - Matt Underwood
- Principals - Lara Zelski & Cathey Goodgame
- GBOD Finance Chair – Mitch White
- PTCA account only - PTCA Treasurer – Erin Miller

**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.



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

- Line of Credit at Bank of North Georgia renews on 12/14/2015
- Mortgage Loan at Self-Help Credit Union must be refinanced by 2021.

**7. Confirmation of reserve fund policy.**

- The reserve fund policy development is in progress.

**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 Business & Operations. They can be accessed upon request. Accounting software : Quickbooks for Non-Profits

**Related Policies**

See "Financial Resolutions" on page 34

**Approval**

**Policy approval date:**  
[dd mmm yyyy]

**Policy effective date:**  
[dd mmm yyyy]

**Policy review date:**  
[dd mmm yyyy]