
RESOLUTION 2013-1

FINANCIAL INFORMATION

As required by the ANCS Governing Board of Directors Financial Policy, the following information is presented for the 2013-2014 Financial Resolution.

1. Banks where ANCS has accounts.

- Bank of North Georgia - Primary
- B.O.N.D. Community Credit Union - C.D.
- SunTrust Bank - C.D.
- Self-Help Credit Union - Reserve Account (now unrestricted)
- PayPal - Clearing Account for donations & payments

2. Designated check signatories.

- Executive Director - Matt Underwood
- Principals - Lara Zelski & Cathey Goodgame
- GBOD Finance Chair - Gabe Damiani
- PTCA account only - PTCA Treasurer - Lauren Robinson

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.
- One vendor contact was added since the FY14 budget was passed. Grand Classroom, Inc. as the contracted vendor for the 8th Grade Trip to DC.



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 12/14/2013
- Mortgage Loan at Self-Help Credit Union must be refinanced by 12/1/2014

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 : Sage MIP Fund Accounting

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]