**Proposed Banking Signatures and Procedures**

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| **Account/Other** | **Signature** | **Role** | **Internal Procedure** |
| General Checking (6310) | Tony Baumgardt | President (Primary) | Although the bank does not require two signatures however for internal controls, checks over $500.00 should be approved via two Executive Council members (via email) prior to signing the check. |
| Leah Krueger | Treasurer (Primary) |
| Dawn Jacobson | Finance Committee Lead (Back-up) |
| Restricted Fund (0604) | Tony Baumgardt | President (Primary) | Prior to use of these funds, approval by 2 Executive Council members and Finance Committee Lead is required. |
| Leah Krueger | Treasurer (Primary) |
| Dawn Jacobson | Finance Committee Lead (Back-up) |
| Savings (4335) | Tony Baumgardt | President (Primary) | Prior to use of these funds, approval by 2 Executive Council members and Finance Committee Lead is required. |
| Leah Krueger | Treasurer (Primary) |
| Dawn Jacobson | Finance Committee Lead (Back-up) |
| Youth/Scrip Checking and Savings (TBD) | Dawn Jacobson | Finance Committee Lead ( Back-up) | Although the bank does not require two signatures however for internal controls, checks over $500.00 should be approved via two Executive Council members (via email) prior to signing the check. |
| Leah Krueger | Treasurer (Back-up) |
| **OTHER:** Viewing access to all accounts | Cheryl Cieczka | Office Administrator (Primary) | This access is to provide the ability to complete bank reconciliations, financial reporting, and audits. |
| Dawn Jacobson | Finance Committee Lead ( Back-up) |
| **OTHER:** Primary bank contact. | Dawn Jacobson | Finance Committee Lead | Any and all changes or decisions related to banking accounts. Primary contact for all questions, information, etc. |
| **OTHER:** Answer questions or provide information | Cheryl Cieczka | Office Administrator | Cheryl may have questions or need information regarding the accounts. Please provide this to her as needed. |