

Proposed Banking Signatures and Procedures

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.