

Cornell Cooperative Extension of St. Lawrence County
Board of Directors
FINANCIAL RESOLUTIONS
January 25, 2024

Resolution #2024-1:

The Board of Directors of Cornell Cooperative Extension Association of St. Lawrence County resolves that authority to sign checks on behalf of the Association shall be given to the following persons:

_____	President
_____	Vice-President
_____	Treasurer
<u>Cassandra Caswell</u>	Health and Nutrition Team Leader
<u>Tamara Hill</u>	4-H Youth and Family Team Leader

Only one authorized signature will be required on any check issued by the Association.

This authority extends to all accounts held at the following financial institutions:

North Country Savings Bank
SeaComm Federal Credit Union

This authority extends to any accounts at any financial institutions that may be opened by the Association in the future as long as the persons listed above continue in their affiliation with the Association in the positions listed. This authority also extends to all accounts currently owned by Cornell Cooperative Extension Association of St. Lawrence County if any financial institution holding such an account should change its name or be sold to another financial institution. Staff are only used to sign checks when the Treasurer is unavailable. Staff may not sign a check made payable in their name.

Resolution #2024-2:

The Board of Directors of Cornell Cooperative Extension Association of St. Lawrence County authorizes a \$250,000 business line of credit account with Community Bank, N.A. This line of credit requires maintenance of a business checking account with Community Bank, N.A., but does not require that this checking account be used as the Association's primary checking account.

Because use of the line of credit results in the Association incurring debt, signature on the checks used to access credit will be limited to the following persons:

_____	President
_____	Vice-President
_____	Treasurer

These persons will also be authorized to sign checks for other accounts that the Association has with Community Bank N.A., including business checking and money market savings accounts.

Only one authorized signature will be required on any check used to borrow money from the line of credit and other accounts with Community Bank N.A.

Resolution #2024-3:

The Board of Directors of Cornell Cooperative Extension Association of St. Lawrence County authorizes the continued use of a Business Edition Visa Card with Community Bank N.A. with an account limit not to exceed \$20,000.

Any changes or additions to the Visa Card will require action by the Board of Directors and be executed by an officer of the Board of Directors, acting as authorized signer. Three cards will be issued to the following staff members:

Patrick Ames	Executive Director
Cassondra Caswell	Health and Nutrition Team Leader
Tamara Hill	4-H Youth and Family Team Leader
Association	General Association Business

The holders of the Business Edition Visa Cards will use the cards for point-of-sale purchases only. Cash advances and cash withdraws are not authorized. All Visa purchases will be required to follow the same approval procedures outlined in Resolution #2024-6.

Resolution #2024-4:

The Board of Directors of Cornell Cooperative Extension Association of St. Lawrence County authorizes Patrick T. Ames, Executive Director, to sign contracts and other binding documents on behalf of the Association, in addition to the Board President.

Resolution #2024-5:

The Board of Directors of Cornell Cooperative Extension Association of St. Lawrence County resolves that the following Petty Cash fund is authorized:

\$75.00 – Cash Change Fund, Erin Ferrell, custodian.
\$100.00 – Cash Change Fund for North Wind After School and Farm Day Camp, Gabe Craig, custodian.
\$150.00 – Cash Change Fund for 4-H Youth Building at the St. Lawrence County Fair, Tamara Hill, custodian.

This petty cash change fund will be operated with the following guidelines:

1. The petty cash change fund is for the purpose of making change for customers purchasing publications, soil bags, etc., from the Association.
2. The petty cash fund may not be used to reimburse expenditures that have already been made by employees. The petty cash fund shall not be used to advance

moneys for future expenditures. An employee who has made a purchase on behalf of the Association must submit an expense reimbursement voucher for reimbursement of such expenditures.

Resolution #2024-6:

The Board of Directors of Cornell Cooperative Extension Association of St. Lawrence County resolves that the following procedures shall be followed for payment of the Association's financial obligations:

1. Team Leaders may approve expenditures up to and including \$500,
2. The Executive Director must approve expenditures exceeding \$500 and up to and including \$5,000, and
3. The Board of Directors or Executive Committee must approve expenditures in excess of \$5,000, except as follows.

The Board of Directors exempts payment to the following vendors from this policy, allowing the Finance Manager to process these expenditures for payment as they are received:

- Cornell University, for reimbursement of payroll and other expenses,
- Community Bank, N.A., for reimbursement credit card expenses individually approved,
- Cornell Cooperative Extension of Jefferson County – SNAP-Ed Contract,
- Cornell Cooperative Extension of Clinton County – SNAP-Ed Contract,
- Potsdam Institute of Applied Research – 21st CCLC Contract,
- Seaway Valley Prevention Council – 21st CCLC Contract,
- Potsdam College Foundation, Inc. – 21st CCLC Contact.

Approval signatures and account code information is required to execute purchases and must take place prior to incurring the expenses.

Resolution #2024-7:

The Board of Directors authorizes the mileage rate paid for the use of personal vehicles for Association business to be equal to the mileage rate computed and allowed by the Internal Revenue Service for business use of an automobile. The rate allowed by the IRS on January 1, 2024 equals \$0.67 per mile.

Should the IRS increase or decrease the allowable mileage rate during the calendar year, the Association mileage rate will change to equal the IRS rate, effective on the date that the new IRS rate becomes effective.