



**Finance Committee**

Meeting Date: April 21, 2026

Bank of America Banking Resolution

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<b>Department:</b>	Finance
<b>Presenter:</b>	Mattie Sue Stevens, Deputy Administrator
<b>Caption:</b>	Motion to approve Bank of America Banking Resolution and Certificate of Incumbency and authorize the Mayor to execute the documents.
<b>Background:</b>	On March 18, 2026, the Augusta Commission approved updates to the organization's current bank and bond account signatories. Staff have been working with each financial institution to complete the appropriate signatory authorization processes. The approved signatories are Administrator Tameka Allen, Deputy Administrator Mattie Sue Stevens, Budget Manager Rachel McFatridge, and Grants Compliance Manager Nancy He.
<b>Analysis:</b>	In order to complete the signatory changes previously approved, Bank of America has requested Commission approval of an updated Banking Resolution and Certificate of Incumbency. This document will allow the authorized signers to perform all necessary transactions for normal operations.
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	Motion to approve Bank of America Banking Resolution and Certificate of Incumbency and authorize the Mayor to execute the documents.
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

<b>Select One:</b>	
<input checked="" type="checkbox"/>	New or Replace Banking Resolution and Certificate of Incumbency – Complete Section I, II and III
<input type="checkbox"/>	Updated Certificate of Incumbency Only (Used to Add or Delete individual authorized signers) - Complete Section II and III
<b>ORGANIZATION LEGAL NAME</b> (Must match legal name indicated in organization's formation documents)	
AUGUSTA GEORGIA	
<b>I. BANKING RESOLUTION</b>	
<p><b>WHEREAS</b>, the Organization has determined to adopt, and hereby adopts, the following Banking Resolution and/or Certificate of Incumbency (with specimen signatures) in order to open or maintain a relationship with Bank of America, N.A. and its affiliates (collectively, the "Bank");</p> <p><b>NOW THEREFORE BE IT:</b></p> <p><b>RESOLVED</b>, that except as otherwise agreed to in writing by the Bank, the Organization hereby designates certain individuals by name or by title as "<b>Authorized Signers</b>" that are duly authorized and entitled, on behalf of the Organization, from time to time and acting alone, including by electronic signature, electronic record or other electronic form, to (a) establish accounts for the Organization at Bank, as well as to operate and close such accounts and implement ancillary services in connection with such accounts, (b) enter into any and all agreements and transactions contemplated by the provision of account, depository, cash management and/or treasury management services, including, without limitation Electronic Funds Transfer Services, intraday credit, Automated Clearing House (ACH) services, controlled disbursements services, direct debit services, investment sweeps, merchant services, trade finance, foreign exchange services, overdrafts, card programs, zero balance arrangements and similar services ("Treasury Management Obligations"), (c) guarantee and/or grant a security interest or lien on Organization's property to guarantee/secure any and all of Organization's Treasury Management Obligations, (d) designate individuals to operate any such accounts including closing the account, and to designate persons to act in the name and on behalf of the Organization/Client with respect to the establishment and operation of Treasury Management Obligations, and (e) designate additional persons as "Authorized Signers" to act on behalf of the Organization and to grant those persons the authority to designate additional "Authorized Signers" to act on behalf of the Organization;</p> <p><b>FURTHER RESOLVED</b>, that any individual with any of the following titles is and shall be an Authorized Signer until such time as the Organization provides a New Banking Resolution to the Bank:</p>	
<b>Title:</b>	Administrator
<b>Title:</b>	Deputy Administrator
<b>Title:</b>	Budget Manager

Click "►" to add additional titles

<b>Title:</b>	Grants Compliance Manager
<b>Title:</b>	
<b>Title:</b>	
<b>Title:</b>	
<b>Title:</b>	
<b>Title:</b>	
<b>Title:</b>	

**FURTHER RESOLVED**, that each of the individuals whose signature, name, and title appear in the ACCOUNT HOLDER SIGNATURE and W-9 CERTIFICATION (if applicable) section of the Deposit Account Documentation Signature Card or Amendment to Signature Card ("Signature Card") and those individuals listed below on the Certificate of Incumbency (as it may be updated from time to time) is and shall be an Authorized Signer and each of the individuals identified as Designated Account Signers on the Signature Card is authorized to operate any accounts and take all other actions as set out in the Signature Card;

**FURTHER RESOLVED**, that an electronic or other copy of any disclosure, notice, agreement, undertaking, amendment, addendum, authorization, resolution, certificate, request, statement, record, document or other information (each a "Communication") shall be considered as effective as an original, each of which shall have the same legal effect, validity or enforceability as a paper record and an electronic signature shall have the same legal effect, validity or enforceability as a manually executed signature; and any electronic signature on or associated with any Communication shall be valid and binding on the Organization to the same extent as a manual signature, and that any electronically signed Communication, when entered into, will constitute the legal, valid and binding obligation of the Organization enforceable against the Organization in accordance with the terms thereof to the same extent as if manually executed; that any Communication, including such Communications required to be written or in writing, may be in the form of an electronic

record and any Communication may be signed or executed using electronic signatures; each email address, telephone number and specimen signature provided to the Bank for each Authorized Signer is the true and correct email address, telephone number and signature of such Authorized Signer for conducting business on behalf of the Organization; any email sent to, or received from, such email address will be deemed received by, or sent by, the Organization; any telephone call or SMS text message made or sent to, or received from, such telephone number will be deemed to be received by, or sent by, such Authorized Signer on behalf of the Organization; any Communication signed by an Authorized Signer will be deemed to have been signed by such Authorized Signer on behalf of the Organization; each Authorized Signer is authorized to use electronic records and electronic signatures to receive, present, deliver or execute any Communication to create a legal, valid and binding agreement upon the Organization; and the Bank may rely upon the email addresses, telephone numbers and/or specimen signatures provided by the Organization or other email addresses, telephone numbers and/or signatures provided to the Bank by any person (including successor Authorized Signers) for obtaining, authenticating, verifying, and validating signatures. Furthermore, the Bank may rely upon any Communication which appears to be executed by any Authorized Signer using an electronic signature without any duty or obligation to inquire into or investigate the validity, authenticity, accuracy or content of the same. The Bank is further authorized by the Organization to rely upon any Communication that appears to be delivered from an Authorized Signer, including from an Authorized Signer's email address or telephone number.

**THE UNDERSIGNED CERTIFIES** that it is a Certifying Person (defined below) for the Organization, that the foregoing Resolutions are a complete, true and correct copy of the banking resolutions adopted by the Organization's board of directors, members, managers, general partners, commission, council or governing board or relevant authority, as applicable, that the resolutions are still in full force and effect and have not been amended or revoked, and do not exceed the objects or powers of the Organization. **For government entities, agencies or authorities, each of the individuals noted below are an officer, employee, or agent of the Organization who has plenary authority over funds (an "official custodian") for which the official custodian is appointed or elected to serve. The authority of the official custodian(s) listed below derives from an official source, such as an ordinance or statute.**

**II. CERTIFICATE OF INCUMBENCY**

**THE UNDERSIGNED CERTIFIES** that (i) for any individual whose name are added below, that each such individual does hold the position with the Organization set forth opposite his or her name, that the signature appearing opposite each such person's name is the genuine signature of such person, and that all such persons shall be **Authorized Signers** for all purposes set out in the Organization's Banking Resolution and (ii) for any individual indicated to be deleted, that such individual no longer holds the title ascribed to such person in a prior Certificate of Incumbency certified by the Organization and that such individual shall no longer be an Authorized Signer (it being agreed that the Bank shall have a reasonable period of time to implement this change).

Add or Delete	Name	Title	Signature (for Adds only)
Delete	Timothy Schroer	Deputy Finance Director	
Add	Tameka Allen	Administrator	
Add	Rachel McFatridge	Budget Manager	

Click "►" to add additional Authorized Signers

Add or Delete	Name	Title	Signature (for Adds only)
Add	Martha (Mattie Sue) Stevens	Deputy Administrator	
Add	Manhong (Nancy) He	Grants Compliance Manager	
[select]			
[select]			
[select]			
[select]			



**INSTRUCTIONS FOR CERTIFICATION**

- **Corporations:** Secretary or assistant secretary of the company **must** sign or the organizational equivalent officer who is acting as the Secretary. (This includes relevant authorized representatives of the Corporation under their local jurisdictional laws for non-US entities).
- **Trust:** Trustee(s) or other authorized individual outlined in the Trust document(s).
- **Any Partnership type:** A general partner must sign. If the general partner is an organization, a Certifying Person authorized to sign on the behalf of the general partner must sign (provide the legal name of the general partner and include the capacity of the individual signer to sign on its behalf).
- **Member/Manager Managed LLC:** A Member or Manager must sign. If the member/manager is an organization, a Certifying Person authorized to sign on the behalf of the member/manager must sign and provide the legal name of the member/manager and include the capacity of the individual signer to sign on its behalf in Section III.
- **Joint ventures or other unincorporated organizations:** An officer of the organization authorized by the by-laws or operating agreement of the organization or joint venture must sign.
- **Government entities, authorities or agencies:** An authorized signer of the government entity/authority who is authorized by the statutes must sign.

**The Certifying Person may be listed on the Banking Resolution or Certificate of Incumbency if two such individuals sign the certification. If this is an issue for your organization, please contact your relationship manager.**