



This document outlines the primary compliance and accountability measures for Second Saturday Inc. It is designed as a concise reference for board oversight and transparency. All documentation is stored in the official Second Saturday Google Drive and shared publicly via the website and Guidestar.

Secretary of State Filing

- Registered South Carolina nonprofit corporation in good standing.
- Annual renewal filed and current through 2025.
- Verification of status stored in the Google Drive Compliance Folder.

Federal EIN and Tax-Exempt Status

- Active federal EIN and 501(c)(3) determination letter confirmed.
- Copies available in the compliance archive and publicly accessible.

Banking and Authorized Signatories

- Arthur State Bank is the official financial institution.
- Two accounts: General and Hurricane Helene One SC Fund Grant Account.
- Authorized signatories: Chair, Vice Chair, and Treasurer.
- Dual approval and signatures required for any disbursement over \$5,000.

Insurance Coverage

- Directors & Officers (D&O) Policy – covers board and leadership actions.
- Volunteer Accident Policy – covers active volunteers during projects.
- General Liability Policy – covers limited operational exposures.
- Insurance documents are stored in the Google Drive compliance folder.

Custodian of Records

- Executive Director serves as Custodian of Records per bylaws.
- Responsible for governance, financial, and insurance documentation.
- All files stored in Google Drive with restricted access and offline backups.

New Director Onboarding Packet

- Packet includes mission, bylaws, policies, and contact directories.
- Updated annually and distributed to all new directors prior to service.

Record Retention and Data Backup

- Records stored in Google Drive with annual encrypted SSD backup.

- Backup stored securely in Executive Director's safe for disaster recovery.

Board Acknowledgment of Compliance

By signing below, each member of the Second Saturday Board of Directors acknowledges review and understanding of the compliance practices listed in this document.

Signature: _____ Date: _____

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