

MLT Financial Controls Form

Garden Name: 11th Street Community Garden

Garden Address: 422 E 11th St, New York, NY 10009

Effective Date: 6 October 2025

(Supersedes any prior versions of this Financial Controls Form)

1. Banking Arrangement

Select One:

☐ **Option A: MLT-Managed Main Account**

- *(No sub-account signers required; all transactions flow through MLT's main account.)*

☒ **Option B: Garden-Managed Sub-Account**

- **Account Signers** (Four total: 2 from MLT, 2 from Garden):
 - MLT Signer 1: Jutta Neumann, MLT Treasurer
 - MLT Signer 2: Genevieve Outlaw, MLT Vice-President
 - Garden Signer 1: Karl Semancik, Garden Treasurer
 - Garden Signer 2: Connor Davis, Garden Chair
- **Check Signature Restriction:**
 - ☒ Standard Requirement: "Any two (2) of the four must sign each check."
 - ☐ Additional Restriction: N/A
- **Debit Cards**
 - ☒ Authorized (up to 2)
 - ☐ Not Authorized
 - **If Authorized, Cardholders:**
 - Karl Semancik, Garden Treasurer
 - Connor Davis, Garden Chair
- **Minimum Balance:** \$1500
 - **Is MLT providing this minimum balance?**
 - ☐ Yes
 - ☒ No
 - ☐ Other (e.g., partial coverage, special arrangement): N/A

(Check the applicable option and fill in only the relevant details.)

2. Spending Approval Threshold

☐ **Option A (Main Account):**

- All expenses require submission to MLT for approval and/or reimbursement.

☒ **Option B (Sub-Account):**

- ☐ **No set threshold** (Garden may spend according to policies in the Fiscal Sponsorship Agreement without an additional per-transaction cap).
 - ☒ **Threshold in place:** The Garden may spend up to \$800 without separate written MLT approval. Expenses exceeding \$800 require prior MLT approval.
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3. Petty Cash

☐ **Maximum Petty Cash Amount:** [Up to \$100, or another amount approved by MLT]

☐ **Petty Cash Custodian:** N/A

- ☐ **Approved**
 - ☒ **Not Approved**
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4. Reporting Requirements

☐ **Option A:**

- *No formal quarterly/annual reporting required; the Garden provides receipts/documentation for expenses as requested.*

☒ **Option B:**

- **Quarterly Financial Summaries** (Income, Expenses, Petty Cash usage, Account Balance)
 - **Annual Budget:** Due by March 31st
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5. Online Donation Platforms

• **Currently Approved Platforms:**

1. Zelle via Bank Account
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6. Additional Controls or Restrictions

(MLT may require extra measures for certain gardens. List any that apply.)

- ☐ **Extra Reporting** (e.g., monthly statements)
 - ☐ **Pre-Approval for *All* Expenses** (regardless of amount)
 - ☐ **Other:** N/A
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7. Updates and Administration

- **Maintained By:** The Manhattan Land Trust (MLT)
 - **Effective Date:** See top of form
 - **Initial Approval:** This Financial Controls Form is initially approved by the full MLT Board.
 - **Revisions:**
 - The MLT Executive Committee may update or revise this form at its discretion to ensure compliance with the Fiscal Sponsorship Agreement and MLT policies.
 - Any changes will be communicated to the Garden's leadership.
 - **Appeal:** If a Garden objects to a revision, or the Executive Committee deems the matter significant, the change may be referred to the full Board for review.
 - **MLT Contact:**
 - **Name/Title:** Jutta Neumann, MLT Treasurer
 - **Email:** j.neumann@manhattanlandtrust.org
 - **Phone:** 212-244-2288
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This form is an internal record of MLT's variable financial controls for each Garden under the Fiscal Sponsorship Agreement and does not require a Garden signature.