

we create tech

GOVERNANCE & FINANCIAL CONTROLS

Organizational Overview for Grant Applications & Due Diligence

Last Updated: March 2026

1. Organizational Overview

Legal Name: We Create Tech, Inc.

DBA: We Create Tech

EIN: 87-4506890

Tax-Exempt Status: 501(c)(3) Public Charity

State of Incorporation: Georgia

Year Founded: 2022

Fiscal Year: August 1 through July 31

Mailing Address: 520 W. Ponce De Leon Unit 2932, Decatur, GA 30031

Website: wecreatetech.org

Contact: hello@wecreatetech.org

Mission: We Create Tech makes technology accessible to underrepresented youth through culturally responsive STEAM education, career pathway programs, and community-driven innovation.

2. Governance Structure

2.1 Board of Directors

WCT is governed by a Board of Directors responsible for strategic oversight, fiduciary responsibility, and organizational accountability. The Board:

- Meets at least quarterly (virtually or in-person)
- Reviews and approves the annual budget and financial reports
- Provides strategic direction and oversight of organizational activities
- Ensures compliance with applicable laws and regulations
- Reviews and approves organizational policies, including this governance document

Shana "Digital" Sanders, Founder & CEO

Alysha Lewis, Director of Finance

Kevin Moore, Director of Ecosystem Development

Theron Barney, Director of Creative Strategy & Media

Dr. Mirage Sanders, Director of Inclusion/Accessibility

Brittany Price, Director of Instructional Design

2.2 Organizational Chart

Current organizational structure:

- Founder & CEO: Shana Sanders (organizational leadership, program strategy, partnerships, fundraising, communications)
- Program Facilitators & Instructors: Contracted facilitators delivering CreativX Lab, Dance Code Create, and CreativX Sport programming
- TechRise Community: Student leaders, college chapter leads, and advisors
- Board of Directors: Strategic oversight and fiduciary responsibility
- Partner Organizations: Georgia Tech CEISMC, Best Buy Teen Tech Centers, Atlanta Adaptive Soccer Foundation, and others

2.3 Conflict of Interest Policy

WCT maintains a conflict of interest policy that requires all board members, officers, and key staff to disclose any financial or personal interests that could present a conflict with WCT's mission or transactions. Disclosed conflicts are reviewed by the Board, and conflicted individuals recuse themselves from related decisions and votes.

2.4 Whistleblower Policy

WCT encourages all staff, volunteers, and board members to report any concerns about financial misconduct, fraud, or unethical behavior without fear of retaliation. Reports can be made to the Board of Directors directly. WCT will investigate all concerns and take appropriate corrective action.

3. Financial Controls

3.1 Budgeting & Oversight

- An annual budget is prepared by the CEO and reviewed and approved by the Board of Directors
- Budget-to-actual reports are reviewed quarterly
- Major expenditures outside the approved budget require Board approval
- Grant funds are tracked separately by funding source to ensure compliance with donor restrictions

3.2 Financial Reporting

- WCT maintains financial records using QuickBooks or comparable accounting software.
- Financial statements are prepared at least annually
- The Board receives financial reports at each quarterly meeting
- WCT files IRS Form 990 (or 990-EZ / 990-N as applicable) annually
- Financial records are retained for a minimum of seven years

3.3 Banking & Cash Controls

- WCT maintains a dedicated organizational bank account separate from any personal accounts
- All organizational funds are deposited into the WCT bank account
- Disbursements under \$5,000 may be authorized by the CEO within the approved organizational budget.

- The CEO does not have sole, unchecked authority over large expenditures
- Bank statements are reviewed by a Board member or designated reviewer at least quarterly

Electronic payment platforms (such as ACH, Zelle, or other digital payment services) may be used for operational efficiency but must be documented and recorded in the organization's financial records.

3.4 Grant Fund Management

- Grant funds are tracked separately by funding source
- Expenditures are documented with receipts and invoices
- Grant reports are submitted on time according to funder requirements
- Unused or misallocated grant funds are reported to the funder and returned if required

4. Key Organizational Policies

WCT maintains the following organizational policies, available upon request:

- Safeguarding Policy (prevention, recognition, reporting, and response to abuse and misconduct)
- Diversity, Equity & Inclusion (DEI) Policy
- Conflict of Interest Policy
- Whistleblower Policy
- Photo/Video & Media Consent Policy
- Participant Code of Conduct
- Data Protection & Privacy Practices

5. Regulatory Compliance

- WCT is registered as a 501(c)(3) public charity with the IRS (EIN: 87-4506890)
- WCT files annual returns with the IRS as required
- WCT is registered with the Georgia Secretary of State as a nonprofit corporation
- WCT complies with all applicable federal, state, and local laws governing nonprofit organizations
- WCT maintains appropriate insurance coverage for its programs and activities

*For questions about WCT's governance or financial practices, contact:
Shana Sanders, Founder & CEO | hello@wecreatetech.org*

3.5 Founder & Staff Expense Reimbursement

From the organization's founding period through early operational growth, certain program and operational expenses were paid personally by the Founder in order to support program delivery and organizational development.

These expenses are documented and may be reimbursed by the organization when funds become available, subject to Board review and approval.

All reimbursements require documentation such as receipts, invoices, or program expense records and must align with the organization's mission and approved activities.