

Protect PTA Funds

Protecting funds is not just for the treasurer! It is the PTA Board's responsibility to manage the PTA's money and to provide fiscal oversight. Make sure your Board has the knowledge to do this – use National PTA's *Money Matters* guide and Kentucky PTA's *Financial Matters* booklet. Put good financial procedures in place “across the Board”.

Start here:

1. Require two signatures on all checks.
 - ▶ Check validity of expense.
 - ▶ Compare to budget – is it in the budget? Is money left in that category?
 - ▶ Obtain original receipt or invoice.
 - ▶ Do not pay tax.
2. Have three signers on the account.
3. Do NOT use debit cards (see #1).
4. Don't keep money at a member's home.
5. Count money in pairs and sign a receipt.
6. Have the bank statement reviewed by someone who is not a signer.
7. Never sign a blank check or a check made to “Cash” (see #1).
8. Deposit funds immediately after events.
9. Deposit money daily for ongoing events.
10. Pay bills by check, never cash.