

Some tips for preventing theft in your PTA include the following:

- An annual audit of PTA records and an audit every time officers who handle money take office, particularly the treasurer.
- Have 2 signatories on PTA accounts (Not related).
- Take out bonding insurance.
- Review bank statements and check records each month; review should be by someone who is not the treasurer or a signatory on the account.
- Verify wire transfers.
- Verify cash logs and always provide receipts along with bank deposit slips.
- Make bank deposits the same or next business day.
- Have at least two people present when counting cash.
- Review the accounts payable, vendor, and donation lists to check for suspicious names or businesses.
- Protect the checks by keeping them in a secure area.
- Don't pre-sign the checks.
- Look for missing or out-of-sequence checks.
- Don't make checks made out to cash.
- Track all bills paid by keeping copies of invoices and matching receipts
- Pay invoices that have not been altered or copied.
- Maintain timely and complete financial information at all times.
- Ask for proof of tax payments.
- Prepare a budget to measure money coming in and expenditures of your PTA.

Don't be afraid to ask questions or assume you're the only one who does not understand a transaction. As a member or an officer of the PTA you have a responsibility to keep the organization healthy.