

ALL BOARD MEMBERS ARE RESPONSIBLE FOR THE GENERAL OVERSIGHT OF THE FINANCIAL OPERATIONS OF THE UNIT. As a board member, you are responsible to your membership for protecting your units' assets against fraud. While you can never fully protect against fraud, there are internal controls that Florida PTA policy dictate are in place:

- **There are clearly defined authority and approval for disbursement of funds.**
- **Proper documentation and account procedures.**
- **Limiting access to assets (accounting records, merchandise and equipment sign-out sheets).**
- **Dual accountability or verification of funds collected and funds disbursed, including 2 signatures on all checks.**
- **Take action when "red flags" appear.**
- **No reimbursement without original receipts.**

Think about these steps as preventative care with your doctor or dentist. While we know this can seem hard, it is possible for PTAs of every size. As a PTA leader, it is part of your responsibility to ensure that you have verified these controls are in place. While we trust our PTA family, there are cases in every part of our state where failure to verify controls allowed fraud to happen or remain undetected. When fraud occurs, we have failed in our mission and lost trust with our members. Please be preventative and protect yourself and your members from the words, "I trusted [treasurer/president/officer name] and never thought they could do this to us." Know and understand your fiduciary responsibility.