

Cash Management and Control Guidelines for PTO's, PTA's and Booster Clubs (Rev 09/13)

- 1) Dual signatures on checks;
- 2) No debit cards;
- 3) Monthly financial report submitted to officers and School Principal, including copy of bank statement (which includes all cancelled checks); quarterly reporting to parents is reasonable if monthly reporting to School Principal is followed;
- 4) School Principals to send same monthly financial reports and bank statements to MCS Finance Office;
- 5) Multiple individuals counting cash (use MCS cash collection form from website).

These internal controls will a) support the PTO's, PTA's and Booster Club's cash management process, and b) enhance accountability to the community and School Principal.