Financial Safeguards & Accountability Standard

The South Carolina PTA (SCPTA) and its local units operate under mandatory bylaws to prevent financial mismanagement and theft. Unlike independent parent groups, PTAs follow a nationwide, multi-layered accountability network to ensure member dues and donations directly serve the mission: *making every child's potential a reality by engaging and empowering families to advocate for all children.*

1. Daily Operations & Safeguards

- **Dual Signatures & Disbursements:** All checks and electronic transfers require two unrelated board authorizations (typically President and Treasurer). Blank checks, checks payable to "Cash," and disbursements without approved vouchers and itemized receipts are strictly forbidden.
- **Cash Handling:** Event cash is counted on-site by two unrelated individuals who both sign a Cash Verification Form. Funds must be deposited immediately or stored in a PTA-controlled safe—never in personal homes or accounts.
- **Budgeting Controls:** The general membership must vote to approve the annual budget. Expenditure changes require a formal budget amendment voted on by the full membership.

2. Ongoing Oversight

- **Non-Signer Review:** A non-signing board member inspects monthly bank statements for anomalies and cross-checks them against account reconciliations.
- **Reconciliations & Reporting:** Accounts are reconciled monthly, with detailed income, expense, and variance reports presented at every board and general meeting.

3. Annual Financial Review

- At fiscal year-end, a CPA or an independent 3-member committee (excluding signers and their relatives) verifies 100% of receipts, bank statements, vouchers, and tax filings, reporting findings directly to the membership.

4. State Compliance & Emergency Protocols

To maintain 501(c)(3) status and insurance, local PTAs must submit key documents to the SCPTA portal annually:

- Membership-Approved Budget
- Annual Financial Review
- IRS Form 990 Filing Verification
- Proof of Liability & Bonding Insurance

- **Incident Protocol:** If financial misappropriation is suspected, the local board must freeze accounts, notify their SCPTA District President immediately, and coordinate with state leadership regarding law enforcement and bonding insurance claims.