

Pitt County Schools
Individual School Accounting
Principal Statement of Understanding

I, _____, Principal of _____,
school, hereby certify that:

- I am responsible for all funds deposited and disbursed from my schools individual school account,
- I have read and understand the Individual School Accounting Duties and Responsibilities of the Principal as included in this document,
- I have read and understand the Individual School Accounting Duties and Responsibilities of the Treasurer as included in this document, and
- I have reviewed and discussed these responsibilities with the school Treasurer,
- I have read and understand the Internal Control Procedures Over: Teacher Cash Receipts, Treasurer Cash Receipts, and Cash Disbursements, and
- I have reviewed and discussed these procedures with the school Treasurer,
- I will exercise my fiduciary responsibility to ensure that such responsibilities and internal control procedures are carried out by the Treasurer and staff of this hereby school, and
- I will hold the Treasurer and all school employees accountable for the execution of their duties with concerns to individual school accounting,
- I will review on a monthly basis the financial reports listed in the Duties and Responsibilities of the Principal to ensure the accuracy and integrity of the school's financial operations,
- I will make available the school's financial records to the Finance Office without notice for any and all financial reviews and audits during the school year, and
- I will address and correct all areas of concern that result from any and all financial reviews and audits during the school year.

Principal Signature

Date