

Pitt County Schools
Individual School Accounting
Treasurer Statement of Understanding

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

- I am responsible for keeping a complete and accurate financial record of all monies deposited and disbursed from the individual school account in a manner prescribed by the Finance Office,
- 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,
- I have read and understand the Internal Control Procedures Over: Teacher Cash Receipts, Treasurer Cash Receipts, and Cash Disbursements, and
- I have reviewed & discussed these responsibilities and procedures with the school Principal,
- I will exercise my fiduciary responsibility to ensure that such responsibilities and internal control procedures are carried out in my positions as school Treasurer,
- I will prepare the financial reports listed in the Duties and Responsibilities of the Treasurer on a monthly basis and will present them in a timely manner to the Principal for his/her review and approval,
- I will submit all financial reports to the Finance Office as prescribed in this document,
- 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,
- I understand that it is both illegal and against school policy to embezzle or use school funds for my own personal use, and
- I will not embezzle or use school funds for my own personal use under any circumstance, and
- I understand that if it is proven that I have embezzled or used school funds for my own personal use I will be punished to the full extent permitted under State and Federal law to include, but not limited to, possible termination and/or criminal prosecution.

Treasurer Signature

Date