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**PTA/PTSA**  
**Financial Reconciliation Committee**  
**Confidentiality Agreement**

Committee information and discussions are confidential; therefore, meetings should be conducted in a private location and only include appointed committee members. While the committee may contact the outgoing treasurer and outgoing president for any clarification required, all findings should remain confidential until the report is delivered.

When there is evidence that theft, fraud, or embezzlement has occurred, the PTA must follow the Texas PTA Theft, Fraud, and Embezzlement Policy found at [txpta.org/policies](http://txpta.org/policies).

I hereby acknowledge by my signature below that I am not an authorized signer, current secretary, incoming treasurer, nor am I related by blood or marriage and do not reside in the same household as the authorized signers. Further, any information either presented or discussed during the meetings of the PTA Financial Reconciliation Committee will not be divulged by me outside the meetings or with any individual not a member of this committee. The committee may contact the outgoing treasurer and outgoing president for clarification. I acknowledge that a violation of this agreement shall result in my removal from the committee.

**COMMITTEE SIGNATURES**

| Name | Signature | Date |
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