



Locust Valley Elementary Parents' Council

TREASURY REGULATIONS

1. If start up money is needed, the Committee Chairperson must notify the LVEPC Treasurer at least one week in advance.
2. Cash boxes are located in the file cabinet in the LVEPC Office, which is located in the rear of the LVI cafeteria. Please be certain to return them to the file cabinet at the end of your event.
3. It is the policy of the Locust Valley Central School District that there will be **no cash raffles** of any kind at any LVCSD event. There can be no sales of chances to students during the school day on school property as part of a Parent Organization fundraising activity.
4. When collecting multiple checks, use an adding machine with a tape to tally each check and total the amount. Give the original tape with the checks to the Treasurer. Calculators are also available in the LVEPC Office for you to borrow.
5. Be certain all checks have the individual's telephone numbers on them. We need this in case the checks are returned for insufficient funds.
6. All coins must be wrapped and singles banded in groups of \$50. Wrappers are available from most banks or the Treasurer.
7. Please convert small bills to the highest possible denomination prior to submitting them.
8. All requests for reimbursement must be labeled and accompanied by an official **LVEPC Check Request Form with all applicable receipts attached**. Check Request Forms are available on line at www.lvcsd.k12.ny.us under the "Parent" header and click on LVE Parent Council. You may also obtain one from the PC mailbox in each school located in the main offices.
9. All requests for reimbursement must be made within **three weeks** of your event. No money will be reimbursed after that period has expired.

Thank you for your willingness to chair a Locust Valley Elementary Parents' Council Event this year. Your valuable time and effort are very much appreciated by administration, the teachers, your fellow parents, and especially, the students of our schools. Should you have any questions concerning the Treasury Regulations, please do not hesitate to give me a call.

Christine O'Mahony
LVEPC Treasurer
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