

# TREASURY EVENT GUIDELINES

***THANKS FOR CHAIRING YOUR EVENT!!***

***We hope that with all the hard work you put into your event you also have fun!***

The following guidelines are for managing money that is collected for your event as well as information regarding reimbursement requests.

Please note that all money, receipts and documents are to be submitted to the LVEPC Treasurer.

- After all cash and checks are collected, they are to be submitted within **two weeks** of the conclusion of the event. This allows for parents to have their checks clear within one or two checking cycles and allows addressing any issues in a timely manner.
- **Submitting Cash:** Please count the cash before submitting it to the Treasurer and separate it into respective denominations. On the corresponding envelope please write as per example:  

45 x \$1 =	\$ 45.00
23 x \$5 =	\$115.00
11 x \$10 =	<u>\$110.00</u>
Total Cash =	\$270.00
- If you have many singles it is helpful to replace them with larger bills (i.e., \$20 bill instead of 20 singles), if possible. Money submitted in larger bills is easier to check and identify any discrepancies should they arise.
- **Submitting Checks:** Please write the total number of checks collected and label them with the amount on the envelope. If possible, provide an adding machine tape or excel sheet identifying each check with its amount (if you can't then just submit the total amount of all the checks). Please do not submit loose scraps of paper with an assortment of calculations. A concise and accurate accounting of your event will be most appreciated.
- On the envelope or paper include a line item that states the total cash amount plus total check amount equaling the total amount you are submitting.
- When you are ready to hand in all money, checks and documents **call** the Treasurer to make arrangements. **NEVER LEAVE MONEY OR CHECKS IN THE PC MAILBOX OR MAIL TO THE TREASURERS HOME!!!**

Following this outline will help insure that all the transactions are properly recorded and our account is accurate.

## **REIMBURSEMENT REQUESTS**

When you need to request money for reimbursement a completed "check request form" must be submitted. Forms are in your event packet and extras are located in the Parents' Council mailbox at AMP and LVI and on our website. Please **STAPLE THE RECIEPTS** that support your request (paper clips are not reliable). **IMPORTANT: include the name of the event** - as all bank transactions must be categorized.

**Options for receiving a reimbursement check:**

1. The Treasurer tries to attend all PC Meetings and brings the checkbook. If the request form is filled out with all documentation and submitted at the meeting, you may be able to receive the check at that time.
2. Mail the request and supporting documentation to the Treasurer's home and a check will be mailed to you usually in a week's time. Refer to the directory for the mailing address.
3. Leave the request and supporting documentation in the Parents' Council mailbox at AMP or LVI located in the main offices.

**It is advised to let the Treasurer know before hand if you are mailing or leaving your documentations in the PC mailboxes.**

Please understand that although some of these requests may seem arbitrary, trying to maintain and implement procedures help assure that our account is handled properly and that if a discrepancy or question arises, we have the documentation in place to find the answer.

Please know that many transactions happen each year so following these procedural guidelines is extremely helpful and much appreciated.

Please don't hesitate to call the LVEPC Treasurer with any questions you may have. Thanks for your help and your time. By joining the Parents' Council we are able to make our schools a special place for our children.

Sincerely,  
The Locust Valley Elementary Parents' Council