

Committee Treasury Procedures

Updated 5/20/2008

Preparing for Events

- Please verify the budgeted funds for your event before you start planning. The LEHSO budget is approved at the first September meeting and updated at every board/member meeting. Call the Sr. Treasurer if you need a budget update for your event.
- Remember that you do not have to spend your whole budget. Try to plan carefully and shop wisely. Use the tax exemption letter when appropriate. Any left over money from your event will help to fund teacher wish lists.
- Should your committee anticipate spending over budget, by any amount, please contact the LEHSO Board President. Any changes in the budget must be approved, preferably at the member meeting before your event. If time does not allow for discussion at a member meeting or there is no scheduled meeting before a decision needs to be made, contact the LEHSO Board President, who may call for an emergency executive board vote. If procedures are not followed, and approval is not obtained prior to your event, any expenditure over approved budget will be considered a donation by your committee.
- If your event requires a contract, please send a copy of it (for LEHSO records) with your check request form to the Sr. Treasurer who will forward a check to you.
- If your event requires the LEHSO to send a check before a company forwards products, please send an invoice from the company (or itemized order form) along with your check request form. You will receive a check from the Sr. Treasurer for you to submit with your original order.

Events that Collect Checks

- All checks collected for LEHSO events should be written to the LEHSO. All fliers for events where money will be collected need to include this information.
- Please request phone numbers from people who write checks. This will allow the check writer to be contacted if there is a problem.
- Should a check be returned due to non-sufficient funds, the Sr./Jr. Treasurer will work on collecting the funds. A list with unacceptable checks will be updated and posted in the cashboxes. Current purchases may be made with cash and an individual's debt can be resolved by paying the outstanding amount. Have the person contact the Sr. Treasurer for specifics.

Deposits from Events

- All members holding money are legally responsible for it when it is in their possession.

Deposits from Events (continued)

- All cash and checks collected must be turned into the Sr./Jr. Treasurer for deposit in the LEHSO bank account. Checks will be issued to cover committee expenses when a check request form is submitted.
- Turn in cash and checks to the Sr./Jr. Treasurer as soon as possible. The same day that it is collected would be ideal, but at least weekly.
- Include a cover sheet with the total dollar amount to be deposited (cash amounts and check amounts) when turning in money to the Sr./Jr. Treasurers. Clothing Sales and Book Fairs are the exception. The Sr./Jr. Treasurers will make arrangements for collecting money directly from those events.

Left Over Items from Events

- All items purchased with LEHSO funds belong to the LEHSO.
- If you have an exact count of what you need to buy, please buy as close as possible to the exact number needed. Remember if less money is spent on unnecessary supplies, there will be more money available to use for wish list items.
- Any nonperishable items that cannot be returned (pop, water, plates, etc.) should be stored in the HSO closet for future use. Let the President know what you put in the closet, so committee chairs of upcoming events can be informed about what is available.
- The committee should decide what to do with left over perishable items that cannot be returned.

Receipts, Reimbursements, & Reports

- To be reimbursed for committee expenses, original receipts need to be submitted within two weeks of the end of an event to the Sr./Jr. Treasurer along with a completed check request form.
- A reimbursement check will be given to you within two weeks of receiving a request.
- After all the receipts have been turned in and all deposits for an event have been made, the Sr. Treasurer will give the committee chair a copy of the bank transaction report for the event. Check over the report and contact the Sr. Treasurer or President if there are any questions. Keep the copy of the transaction report in the event binder.
- Use the transaction report to help complete the End of Event Report and then submit the report to the LEHSO president.

**If there are any questions regarding these procedures,
please contact the Treasurer.**