

# LCS Parent Council

## Treasury Procedures

### **CASH RECEIPTS**

1. 2 Individuals (one of which is the Responsible Party) count the monies received at the end of any event.
2. 2 signatures required stating the amount collected.
3. Responsible Party gives monies to Treasurer to deposit.
4. Treasurer to verify the amount and initial paper received in the presence of Responsible Party.
5. Treasurer to deposit money in the Bank.
6. Treasurer to provide schedule of activity at the next meeting showing the receipts of event.
7. Treasurer to keep a file with the supporting papers with signatures stating the amount collected (#2 above), deposit slip, and bank reconciliation.

### **CHECK RECEIPTS**

1. 2 Individuals (one of which is the Responsible Party) count the number of checks and total monies received at the end of event.
2. 2 Signatures required stating the number of checks and total monies received.
3. Responsible Party to give Treasurer checks and verification to deposit in bank.
4. Treasurer to verify numbers and initial paper received in the presence of Responsible Party.
5. Treasurer to make detail account of checks collected with total.
6. Treasurer to deposit checks in the bank.
7. Treasurer to provide schedule of activity at the next meeting showing the receipts of event.
8. Treasurer to keep a file with the supporting papers with signatures stating the amount collected (#2 above), deposit slip, and bank reconciliation.

### **DISBURSEMENTS AND AUTHORIZATIONS**

1. Staff or Council Member to submit a **reimbursement request prior to actual purchase in writing, for pre-approval. The actual reimbursement amount will not exceed the requested amount.**
2. Parent Council Officers to review the request.
3. Parent Council Officers to sign a granted request.
4. **Treasurer is to process the approved request within 7-14 days of approval.**
5. Treasurer to provide schedule of activity at the next meeting showing the receipts of event.
6. Treasurer to keep a file with the supporting papers with signatures stating the amount requested (#2 above); copies of bank statements showing checks issued and bank reconciliation.

### **CHECK SIGNING PRIVILEGES**

1. Treasurer and President have check signing privileges.
2. Both parties listed in #1 above are to sign the bank signature card.
3. Treasurer is to keep custody of the checks and bank statements.