

LHPA EVENT BILLING, CASH BOX & CASH COLLECTION PROTOCOL

Dear Chairperson,

Thank you in advance for the planning and hard work required to ensure your LHPA event is successful. With respect to the many responsibilities you handle as Chairperson, we thought it would be helpful to outline the process of requesting petty cash, cash boxes and the accounting for/collection of cash at your event. Please know that each LHPA event is unique, so if for any reason you have a special need not addressed below, please don't hesitate to contact us to discuss. We are happy to help in any way to ensure that you have the petty cash on hand needed, cash box(es) and the safe and timely collection of cash and/or checks. Please review the following:

- Prior to the event, Treasurer or Treasurer-Elect will contact Event Chairperson to discuss billing and cash collection, including cash box (how many/placement) and petty cash (amount and denomination breakdown) needs. Feel free to contact us first if desired.
- Treasurer-Elect will deliver cash box/petty cash to Chairperson the day before or day of event.
- Chairperson will arrange for an adult attendee at each cash box during the event. Should Treasurer or Board Members be requested to help with sales or cash collection, Chairperson will make those arrangements.
- For events lasting several hours, Treasurer or Treasurer-Elect will arrange for the periodic collection of cash/checks for safe storage (specifically Halloween Carnival).
- Treasurer, Treasurer-Elect or appointed Board Member will arrange for collection of cash box, cash, student billing and credit card receipts at the culmination of event. This may be at the end of the event or as quickly as possible afterward (preferably within 24 hours).
- Maureen Phillips is available to safeguard cash in the LS Office safe, so feel free to contact her at mphillips@lhps.org if needed.
- Treasurer-Elect will count all monies, minus petty cash for deposit. Chairperson will be emailed of the total cash/check deposit in a timely manner.

Any questions or special requests, please do not hesitate to contact Janie Miles at milesvero@yahoo.com or Karen Witter at Keswcpa@cfl.rr.com.