



**Vietnam Veterans of America, Inc.
The Villages Chapter 1036
PO Box 842, Oxford, FL 34484**

Fund Raising Revenue Policy Letter

All funds which are raised must be given to the Chapter Treasurer within forty-eight (48) hours of the event.

All required financial forms must be completed within thirty (30) days of the event.

A petty cash amount for sales will be determined by the Chapter Treasurer based on the size of the event. This petty cash amount will remain with the individual in charge of the event until its completion.

An interim review of the completed statements will be reviewed by the Audit and Compliance Committee within thirty (3) to forty-five (45) days after the event.

Board Approval **Date: ___10-05-2015___**

Membership Notification **Date: ___10-06-2015___**