

(School District)

Athletic Receipt Procedures

The following procedures will be used in the Athletic Department for control of ticket stock and reconciling game receipts.

General Procedures:

1. The unused supply of tickets will be locked up in the Athletic Office (i.e. inside a locked file cabinet or closet) until they are ready to be used.
2. The only individuals who will have knowledge of the safe combination are the K-12 Athletic Director and the Athletic Director's Administrative Assistant. Under no circumstances will other individuals have knowledge of the combination.
3. Deposits will be taken to the bank on the night of the event if receipts are \$1,500 or greater or on the next business day following each sporting event if less than \$1,500.
4. All documentation should be completed in ink and any changes need to be initialed by the individual making the change.
5. When new ticket stock is received, a ticket log will be created for each group of tickets received. The date received, beginning and ending ticket numbers, and type of ticket will be recorded in the top section of the ticket log.

Before each sporting event:

1. The athletic director or game manager will prepare the cash box(es) (containing \$400 in change) as well as the tickets that will be used for that event.
2. The beginning ticket numbers for both adult and student tickets will be logged on the ticket log.
3. The ticket seller will count the money in the cash box to verify beginning cash balance of \$400.
4. The athletic director or game manager will indicate on their event reconciliation the beginning ticket numbers for both adult and student tickets and these numbers will be verified by the ticket seller as well and recorded on the ticket seller's reconciliation.

During the sporting event:

If the athletic director feels that large amounts of money will be collected, money may be removed from the ticket seller's cash box periodically. If this occurs, money must be counted by both the ticket seller and athletic director and recorded on the ticket seller's reconciliation.

After the sporting event:

1. At the end of the event, the ticket seller as well as the athletic director or game manager will verify the ending ticket numbers.
2. The ticket seller will then prepare their reconciliation of the sporting event's activities. The reconciliation will include the beginning cash amount, the beginning and ending ticket numbers for adults and students and the total cash which should have been collected.
3. The ticket seller will then count all cash in the drawer, record amounts counted, total, and sign the reconciliation, and complete a duplicate copy for themselves.
4. All money and the seller-prepared reconciliation will then be given to the athletic director or game manager at the end of the ticket selling time period.
5. The athletic director and game manager will then take all money collected (as well as the change drawer) and return to the locked athletic office to count the cash box.
6. After counting all cash, the athletic director and game manager will finish preparation of their event reconciliation and indicate any overage or shortage from the sporting event.
7. If the receipts meet or exceed \$1,500, a deposit will be made using the bank's night depository. Otherwise, the cash receipts will be placed in the safe in the athletic office until the next business day.
8. The ending ticket number(s) will be logged on the ticket log.
9. On the following business day, the cash deposit will be removed from the safe by the athletic director and given to the athletics department secretary who will recount the deposit and take the deposit to the bank.
10. Using the reconciliation prepared by the athletic director or game manager, the secretary will record the revenue and any overages or shortages in separate general ledger accounts.

Activities to occur monthly:

1. When preparing the monthly bank reconciliation, the secretary will “match up” each reconciliation for the month with the bank-encoded deposit slip, the ticket reconciliation(s) and event reconciliation(s).
2. The monthly bank reconciliation will be verified by the athletic director on a random basis by comparing the bank statement against the event reconciliation.
3. The secretary will also prepare a spreadsheet listing all sporting events that occurred during the month and the gross receipts collected at each event. This spreadsheet will be given to the Business Office by the fifteenth of the following month for their review.