



ADMINISTRATIVE PROCEDURE

TICKET SALES, MONEY COLLECTION, AND ACCOUNTING FOR ATHLETIC EVENTS

3702

Procedure No.

August 1, 2010

Date

- I. **PURPOSE:** To provide direction for the sale of tickets, as well as the collection of money and accounting procedures for all athletic events.
- II. **POLICY:** Board of Education Policy 5135 provides overall guidance for fund raising activities and specifically requires all funds raised in the name of the school or for school organizations to be deposited in the school's depository as a part of the school's activities account for Interscholastic Athletics.
- III. **INFORMATION:** Each year the Director of Interscholastic Athletics will distribute, at least fourteen (14) days before any athletic events, tickets to be sold for all athletic contests at middle schools and high schools. All athletic contests shall have a designated Game Manager.

All athletic directors will receive an invoice for tickets received. (Form A). Gate receipts from varsity football ticket sales are to be returned to the Office of Interscholastic Athletics. The Director of Interscholastic Athletics or his/her designee will account for those ticket sales.

Gate receipts for all other athletic event ticket sales are the responsibility of the school principal or his/her designee. Tickets are to be kept in a secure location and accounted for at the end of each sports season.

- IV. **DEFINITIONS:** The following definitions apply to the content of these procedures:
 - A. **Game Manager:** The person designated by the principal of the home school to be in charge of ticket sales, admittance into the contests, collection and deposit of all money involved with the school bookkeeper, and other actions necessary to ensure good results.
 - B. **Designee:** The person appointed by the principal to oversee the successful completion of a task (typically the athletic director).
- V. **PROCEDURES:** The following general procedures apply:
 - A. Procedures for the Selling and the Collection of Tickets:
 - Step I Ticket seller will collect money.
 - Step II Ticket seller will give ticket to customer.
 - Step III Ticket taker must take ticket from customer.



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- Step IV Ticket taker will tear ticket in half or remove the stub.
- Step V Ticket taker will stamp the back of the customer's hand.
- Step VI Ticket taker will return half of the ticket or the ticket if there is a stub to the customer.
- Step VII Ticket taker will retain the other half for accounting purposes.
- Step VIII The Game Manager will attach the numbered portion or stub of the first and last tickets sold to the Mandatory Athletic Ticket Report (Form B). The report will remain on file with the bookkeeper and athletic director for all sports.
- Step IX For varsity football only – The original Mandatory Ticket Sales Report with a check for the gate receipts must be sent to the Office of Interscholastic Athletics 96 hours of event completion.

Note: Ticket sellers and ticket takers must be employed for all Varsity Football, Varsity Basketball, and Junior Varsity Football games.

The ticket seller and ticket taker should not be the same person.

Spectators who are allowed to leave should be stamped. They must show the stamp to return to the contest. Torn tickets or tickets with detached stubs are not to be used for re-entry.

- B. Close Out for Ticket Sales:
1. Varsity football – The principal or the principal's designee must complete the Football Ticket Sales Report (Form C) and the Varsity Football Ticket Cumulative Report (Form D).
 2. All other sports – the principal or the principal's designee must account for all tickets assigned by the Office of Interscholastic Athletics by completing the General Admission Ticket Sales Report (Form E).
- C. Accounting for Funds: The Game Manager should use the drop safe at the school to secure the money collected or deposit the funds in the night



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deposit at the appropriate bank branch. Supporting documentation shall be provided to the bookkeeper on the next teacher work day.

- D. Game managers must arrange with security personnel on site to be escorted to the drop safe or the bank.
- E. Settlement of Accounts: Upon satisfactory completion of all matters with the events, the athletic director will report to the operating school principal and turn over all money collected to the school's bookkeeper for deposit in the student activity account for Interscholastic Athletics.
- VI. **RELATED PROCEDURES**: Administrative Procedure 3701, Operation of Concession Stands at Night Outdoor Athletic Events.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: These procedures originate with the Office of Interscholastic Athletics and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedure 3702, dated September 2, 2008.
- VIII. **EFFECTIVE DATE**: August 1, 2010.

Approved by:
William R. Hite
Superintendent of Schools

Attachments: Athletics Ticket Report Forms (5)

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11