

ATHLETIC AND FINE ARTS RECEIPTS

Background

The Board of School Directors recognizes that funds are collected at athletic and fine arts events and require controls to assure safekeeping of those funds.

Objective

It is the objective of this policy to assure that funds collected by the School District for athletic and fine arts events are consistently and appropriately handled and accounted for under the Administration's guidelines.

Policy

It shall be the policy of the Board that:

1. Admission fees be determined by the Superintendent or designee.
2. Adequate internal control including but not limited to pre-numbered tickets and separation of cash and reporting functions be maintained by the School District.

Administrative Responsibility

It shall be the responsibility of the Administration to assure that:

1. Rules and guidelines be established to assure that funds collected at athletic and fine arts events be appropriately handled and administered in accordance with sound business practices and adequate internal control.
2. Admission fee schedules shall be established by the Superintendent or designee.

Communication

This policy shall be communicated to all school personnel involved in implementation of this policy.

Adopted June 16, 1986
Revised June 16 2003
Reviewed November 4, 2015
Revised May 24, 2021