

Business/Non-Instructional Operations

Gate and Fund Raising Receipts

A special revenue account shall be established for the athletic revenue generated by the Board of Education. This athletic revenue account shall be maintained in the Business Office of the Board of Education. All gate receipts from all athletic events for which an admission is charged and all fund-raising and concession stand receipts from athletic activities shall be deposited in this account. Procedures shall be established and in place to account for all gate receipts.

Admission and concession stand receipts of school events shall be controlled. The Principal is responsible for the administration and supervision of all phases of school events for which an admission is charged and/or concessions available for purchase.

Admission to those school events for which an admission is charged shall be by serially numbered tickets only. However, persons presenting season, faculty, or special passes will be admitted to all events.

Records shall be maintained and audited by the Business Office to provide chronological and accounting data for subsequent review and analysis.

Sub-accounts shall be maintained for each athletic activity as approved by the Athletic Director and a general cumulative account ledger shall also be maintained for handling funds collected in the name of the school.

Funds are to be used for the athletic benefit of students.