

## GATE RECEIPTS AND ADMISSIONS

### **POLICY:**

The Bristol Warren Regional School District establishes this policy to provide guidelines to all organizations, except for the School District employees during the course of their job, on how to collect and account for money collected from students and adults at Athletic and Performing Arts events that occur within the District. It is the District's responsibility to ensure money collected from spectators is handled properly and reported correctly. It is best practice in all organizations which handle money, to have a system of checks and balances.

Gate receipts for all athletic and/or other performance events in Bristol Warren Regional School District shall be used for the benefit of the BWRSD as recommended by the Superintendent and as approved by the School Committee. All funds shall be segregated and placed into special revenue funds. All requests for the use of these funds are to be submitted in writing to the Superintendent of Schools who will forward such requests to the School Committee for consideration.

Use of funds requests will come from the Athletic Director or Performance Arts Department Chair with the approval of the building principal. Funds will be used to enhance the department; funds will not be used for operational expenses. At the end of the school year, half of the total collected can be earmarked for a future project in collaboration with the Athletic Director and/or Performance Arts Department Chair, building principal, CFO and Superintendent.

All proceeds of the Gate Accounts will support the appropriate Athletic and/or Performance Arts Gate Receipt Funds as administered by MHHS and KMS. The intent of this policy is to retain the gate receipts to support Athletic and Performance Arts expenses for students. This decision is in conference with RI UCOA regulations. All expenditures must follow BWRSD Purchasing guidelines.

A quarterly report of money collected, and funds disbursed shall be compiled by the District's Business Office and then presented to the School Committee.

**Adopted:** April 25, 2022  
**Cross References:** Gate Receipts & Admissions Policy (DFD-E)  
 Fiscal Accounting and Reporting Policy (DI)  
 Financial Internal Controls and Procedures Policy (DJA)  
**Legal References:** RI UCOA Regulations

**BRISTOL WARREN REGIONAL SCHOOL DISTRICT**