

GATE RECEIPTS AND ADMISSIONS

PROCEDURE

- I. Accounting for Athletic Events:
 - A. A gate collection person will be assigned by the athletic director for each game. Proceeds will be collected and forwarded to the Business Office, so they are deposited to the Athletic Gate Receipts Fund. This fund will pay for the gate manager and related gate collection supplies.
 - B. Two-Part tickets will be used at all events where admission is charged. One ticket will be given to the person paying admission. The second part/ticket will be placed in the cash box. Beginning and ending numbers of tickets will be identified and verified by the gate collection person.
 - C. A gate collection form that details the date, opponent/event, amount and confirming signatures of the attendants attesting to cash collected, will be completed after each event.
 - D. Any group or individual that collects gate receipts will remit all proceeds after an individual event/game to the Business Office within one business day.
- II. Accounting for Performance Arts Events
 - A. A gate collection person will be assigned by the Performance Arts Chair for each performance/event. Proceeds will be collected and forwarded to the Business Office, so they are deposited to the Performance Gate Receipts Fund. This fund will pay for the gate manager and related gate collection supplies.
 - B. Two-Part tickets will be used at all events where admission is charged. One ticket will be given to the person paying admission. The second part/ticket will be placed in the cash box. Beginning and ending numbers of tickets will be identified and verified by the gate collection person.
 - C. A gate collection form that details the date, opponent/event, amount and confirming signatures of the attendants attesting to cash collected, will be completed after each event.
 - D. Any group or individual that collects gate receipts will remit all proceeds after an individual performance/event to the Business Office within one business day. (NK)

Adopted

Cross References: DFD

Legal References:

BRISTOL WARREN REGIONAL SCHOOL DISTRICT