

Procedures for ticket and gate personnel for the selling of tickets and collection and reconciliation of gate receipts at athletic events

SECTION 1 SCHOOL SPONSORED GAMES/EVENTS THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED:

- ◆ Two or more employees will be used for the sale and taking of tickets at an event, the employee(s) selling the (numbered) tickets will always be different than the employee taking the tickets. One or more employee sells – one or more employee takes the tickets.
- ◆ At the end of the event, two employees working the gate will each count the total collected cash and reconcile to the number of tickets sold. Each of the two employees will sign off in agreement of the total cash collected in the cashbox.
- ◆ If more than one cashbox is used for an event, then the total cash in each cashbox will be counted and signed off by the two employees.

SECTION 2 PAYMENT FOR GAME WORKERS

- ◆ All officials and game workers must complete a services rendered form.
- ◆ Upon proper approvals, the form is forwarded to Central Office accounts payable department.
- ◆ New vendors must complete a W-9 form.
- ◆ All vendors are assigned a vendor number.
- ◆ Employees must use their NISD employee ID number.
- ◆ Vendor payment is made on the following Friday of the week after paperwork is received by deadline.
- ◆ Employee payment will be made on the following scheduled payroll.
- ◆ Workers will never be paid in cash.

SECTION 3 PROCEDURES FOR SELLING TICKETS

- ◆ Buyer tells ticket seller how many tickets he/she wishes to purchase.
- ◆ Seller takes the tickets off the roll and places on top of cash box.
- ◆ Seller takes money from buyer and places money on top of cash box - do not put money in trays until correct change is handed to and verified by the buyer.
- ◆ Ticket seller hands tickets and correct change to buyer.
- ◆ Ticket seller then places cash from sale into trays of cash box.

SECTION 4 DEPOSITING/SECURING OF GATE/TICKET RECIEPTS

- ◆ Gate receipts must be locked/secured in a school safe until the school bookkeeper/financial secretary is able to count, verify and deposit in the bank within three (3) business days.
- ◆ Large gate receipts (home games, playoffs, etc.) must be deposited directly in the bank (night deposit box) after the event. Expense and income sheets may be reconciled on the next school day.

Background checks for persons used by the District at athletic events will be conducted through Human Resources.

The District attempts to schedule District employees for all positions at athletic events. In the event no District employees are available, substitute employees from the district's approved substitute list are scheduled.