

Descriptor Term:

DKA

**ACTIVITY EVENT
GATE RECEIPTS**

ISSUE DATE: **5-22-00**

Gate receipts from all school activities shall be handled as follows:

1. At any event at a school for which a fee is charged for admission, pre-numbered, sequential tickets shall be used.
2. Numbered ticket boxes, containing a sequence of pre-numbered tickets and currency for making change, shall be prepared prior to activity event by the school bookkeeper. The ticket numbers and amount of currency shall be recorded.
3. Gatekeepers will be held accountable for the remainder of tickets and currency until the contents of the ticket box are counted and turned over to staff members in charge of the activity event.
4. The contents of all ticket boxes shall be counted and totals recorded prior to the pooling of currency.
5. Counting of currency shall be done by a minimum of three (3) members of the school staff with different staff members selected for each event. Those staff members in charge of currency counting will be held accountable for such funds until they are deposited in a bank night depository by all members involved.
6. Excess tickets, along with a recorded amount of currency collected, shall remain in the ticket box for the school bookkeeper to check against bank deposit.
7. The school bookkeeper shall record the amount of activity event deposit in such a manner that it will easily be identified.
8. If the school runs a concession, the counting and depositing of concession receipts shall be done in the same manner as gate receipts.