

Revenue and Reconciliation of Funds (Athletic Events)

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

School Sponsored games/events with a projected attendance of fifty (50) or more the following procedures are to be followed:

1. Two or more persons will be used for the sale and taking of tickets at an event, the person(s) selling the (numbered) tickets will always be different than the person taking the tickets. One or more person sells – one or more person takes the tickets.
2. At the end of the event, two persons working the gate will each count the total collected cash and reconcile to the number of tickets sold. Each of the two persons will sign off in agreement of the total cash collected in the cashbox.
3. 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 persons.

School Sponsored games/events with a projected attendance of less than fifty (50) or more the following procedures are to be followed:

1. When only one person is used at an event, then the ticket seller/taker and the Site Director or Game Supervisor will each count the total cash at the end of the event and reconcile to the number of tickets issued and sign off on the amount on the tally sheet.
2. Ticket sellers must focus on giving each buyer the correct amount of change.
3. Procedure for selling tickets:
 - a) Buyer tells ticket seller how many tickets he/she wishes to purchase.
 - b) Seller takes the tickets off the roll and places on top of cash box.
 - c) 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.
 - d) Ticket seller hands tickets and correct change to buyer.
 - e) Ticket seller then places cash from sale into trays of cash box.

Payment of Game Workers.

1. Game Officials: game officials will be paid each game they officiate by check.
2. All employees must complete a W-9 form once a year.
3. All other game workers (ticket sellers, ticket takers, announcers, scorers, timers, etc.) will be paid by check at the end of each month.
4. Workers will never be paid in cash.

General Guidelines for Gate Personnel.

1. Twenty dollar bills and higher must be swiped/checked with a bank pen.
2. Personal checks may be accepted – payable to the school.
3. Change may not be given for a check. Checks must be written for the exact amount for tickets purchased.

Depositing/Securing of Gate/Ticket Receipts.

1. 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.
2. Large gate receipts (Thanksgiving Game, Playoffs, etc.) must be deposited directly in the bank (night deposit box if necessary) after the event. Expense and income sheet may be reconciled next school day.

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

**Stratford Public Schools
Extra-Curricular Activity Income and Expense Report
Departmental Form**

Event: _____ Date: _____ Site: _____

Schools Competing: _____ vs. _____

<u>Income:</u>	<u>Beginning #</u>	<u>Ending #</u>	<u>Total Tix</u>	<u>Price</u>	<u>Total</u>
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Pre-Sale

Location: _____

Student:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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Location: _____

Student:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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Location: _____

Student:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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	Gross Pre-Sale	\$ _____
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	Less Startup Cash	\$ _____
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	Net Pre-Sale	\$ _____
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Plays/Concerts/Events:

Student:	_____	_____	_____	_____	\$ _____
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Student:	_____	_____	_____	_____	\$ _____
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Student:	_____	_____	_____	_____	\$ _____
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Student:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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Adult:	_____	_____	_____	_____	\$ _____
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	Gross Game Day	\$ _____
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	Less Startup Cash	\$ _____
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	Net Game Day	\$ _____
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Total Income (Pre-Sale + Gameday) \$ _____

Expenses:

Officials	\$ _____
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\$ _____

Ticket Takers	\$ _____
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\$ _____

Ticket Sellers	\$ _____
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\$ _____

Scorebook	\$ _____
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\$ _____

Timer	\$ _____
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\$ _____

Announcer	\$ _____
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\$ _____

Site Director	\$ _____
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\$ _____

Supervisor	\$ _____
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\$ _____

Supervisor	\$ _____
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\$ _____

Other	\$ _____
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\$ _____

Total Expenses	\$ _____
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Total Income	\$ _____
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Less Expenses	\$ _____
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Net	\$ _____
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Form completed by: _____ Date: _____

Stratford Public Schools
Extra-Curricular Activity
Income and Ticket Sales Summary

Cash Box #: _____

Event: _____

Date: _____ Site: _____

	<u>Ticket Beginning #</u>	<u>Ending #</u>	<u>Total Tix</u>	<u>Price</u>	<u>Total</u>
<i>Student/ Sen. Cit.</i>	_____	_____	_____	\$ _____	\$ _____
<i>Adult</i>	_____	_____	_____	\$ _____	\$ _____
				Total	\$ _____

Starting Cash in Box: \$ _____

Total Cash in Box at end of event: \$ _____

Total Income: \$ _____

Over/Under: \$ _____

Ticket Seller (print name): _____

Ticket Seller (signature): _____

Ticket Taker (print name): _____

Ticket Taker (signature): _____

Site Supervisor (print name): _____

Site Supervisor (signature): _____