

## **Anthony Independent School District**

### **BULLETIN #4: GATE RECEIPTS**

#### **4.1 DESCRIPTION AND GENERAL OPERATING PROCEDURES**

1. Due to the liquid nature of cash, all transactions that involve the collection of cash have to be supported with adequate documentation. Therefore, it is vital that the gate receipt clerk (and all others collecting cash on behalf of the district) document all collection of cash by correctly using the sequentially numbered tickets.
2. Article 3, Section 52 of the Texas Constitution prohibits the lending of credit or anything of value for private purposes. Therefore, checks cannot be cashed and money cannot be borrowed and/or lent from the cash collected/receipted.
3. Only employees are allowed to collect gate receipts. Hourly employees will be compensated in accordance with the Fair Labor Standards Act.

#### **4.2 CASH CONTROL/TRAINING**

1. The Finance Director and Athletic Director shall ensure that employees assigned the task of collecting gate receipts receive adequate training regarding the guidelines illustrated in this Bulletin.
2. Employees collecting gate receipts must be provided with a copy of this Bulletin.
3. Designated employees must become familiar with this section of the accounting manual.

#### **4.3 ATHLETIC CHANGE FUND**

1. The Athletic Director will obtain a \$50.00 change fund from the Finance Office. This fund is not a petty cash fund and expenditures from said funds are not allowed. The petty cash fund must be remitted to the Finance Department for deposit when all activities allowing for gate receipts have been completed.

#### **4.4 GATE TICKETS - PROCESS**

1. The employee collecting gate receipts will tape a copy of the (a) admission prices, (2) NO REFUND POLICY, and (3) internal control notification in a place easily seen by the persons paying for admission.
2. The employee working to receipt gate receipts will collect \$4.00 adult entry fee (per person) and \$2.00 student entry fee (per student, age six and older).

3. The designated control stub will be kept in the cash receipts box and each payee will receive a copy of their ticket.
4. Ticket sales will cease at "half-time."
5. At half-time, the employee collecting gate receipts and the District's accounts payable support specialist will be escorted by the police guard to the central office.
6. The two employees will count the cash collected and reconcile said total to the ticket sales. A tally sheet will be completed for documentation purposes. Variances (over/short) must be resolved...
7. The cash receipted and change fund will be safeguarded in the vault. On the Monday following the football game, cash receipts will be deposited in accordance with the District's deposit guidelines.

#### **4.5 GATE TICKETS**

1. The Athletic Director shall obtain tickets that meet the following minimum criteria: (a) The tickets should provide a copy to the payer and a copy for internal control purposes, (b) the tickets should readily differentiate between adults and students, (c) the tickets should be numbered in numerical sequence, (d) the tickets should be in a spooled roll type basis.
2. The Athletic Director must maintain a file which tracks ticket sequence, tickets sold, cash collected (over/short), by sport on a fiscal year basis.
3. The Athletic Director must keep an inventory of ticket stock and said inventory must be kept on a ticket sequence basis.
4. The tickets in use and held as inventory must be safeguarded and inventoried at the end of the school year.

#### **4.6 ACCEPTING CHECKS**

1. All admissions are on a cash basis. Checks and credit cards are not honored.

#### **4.7 CHECK CASHING/BORROWING/LENDING**

1. Collected funds cannot be used to cash checks.
2. Collected funds cannot be lent or borrowed.

#### **4.8 AUTHORIZED AGENT**

1. The gate receipts clerk and accounts payable support specialist are assigned the task of accepting cash, receipting, reconciling and depositing funds collected on campus.

2. The Finance Director and Athletic Director will identify and train an alternate in an effort to ensure continuity of service in cases where either clerk is ill or on leave.

#### **4.9 REFUNDS FROM CASH RECEIPTS**

1. REFUNDS are not given under any circumstances.

# **ATTENTION:**

**Admission Fee for  
Anthony Independent School's  
Athletic Activities is on a  
CASH BASIS**

**Adult Admission is \$4.00  
(Per adult)**

**Student Admission is \$2.00  
(Per student - AGE 6 and  
older)**

# **NO REFUNDS**

**Please do not  
leave the cashier's  
box without an  
admission ticket**