

## Excerpt from Cash Management Procedures:

### Collected by High School Athletic Ticketed Events –Football & Soccer

- ❑ Cash and checks collected for High School Athletic Ticketed Events shall be reported on an **Athletic Ticket Sales Report**. The forms shall include the starting and ending ticket numbers for adults and students.
- ❑ The tickets taker shall complete the **Athletic Ticket Sales Report** for the event and submit to the Administrator on Duty with the cash collected on the same day of the event, as appropriate.
- ❑ The Administrator on Duty then recounts the money with the ticket taker to verify the money is counted correctly. The funds are then placed in the safe.
- ❑ The next business day, the FAAC Admin Assistant and FAAC Administrator count the money and prepare for deposit.
- ❑ The FAAC Office staff forward copy of **Deposit Slip** and **Deposit Coding Form** to the Accounting Office the FAAC office staff enter the deposit into Munis.
- ❑ **The Athletic Department for football and soccer games shall have a Change Account in the amount of \$3,000 to be supplied by the Athletic Department budget.**

### Collected by High School Athletic Ticketed Events – Non Football & Soccer

- ❑ Cash and checks collected for High School Athletic Ticketed Events shall be reported on an **Athletic Ticket Sales Report**. The forms shall include the starting and ending ticket numbers for adults and students.
- ❑ The tickets taker shall complete the **Athletic Ticket Sales Report** for the event and submit to the Head Coach with the cash collected on the same day of the event, as appropriate. Cash will be counted by both the Ticket Taker and the Campus Admin on duty.
- ❑ If the event is after hours, the ticket taker may submit the cash and deposit to a safe drop in a tamper resistant bag with the following information on the bag; Date, Event, and fund breakout.
- ❑ The Change Account shall be submitted to the safe drop in a separate tamper resistant bag for use with future gate events.
- ❑ The Campus Secretary shall retrieve the cash from the safe drop. The Campus secretary and one other person shall count the money and prepare a deposit slip and place in tamper resistant bag for transporting to bank via district armored courier service. The deposit slip shall include the following information; Date, Event, and Bag#. A copy of the deposit slip shall be sent to the Athletic Admin office via interoffice mail.
- ❑ The **Athletic Ticket Sales Report** along with tamper resistant bag receipts shall be submitted to the Head Coach. The Head Coach will mark information on **Ticket Distribution Worksheet** and forward onto Athletic Office. Head Coach will obtain the Change Account bag from Campus Secretary when needed for next gate event.
- ❑ **The Athletic Department on each campus shall have a Change Account in the amount of \$100 to be supplied by the Campus Activity account.**

### **Collected by Middle School Athletic Ticketed Events – Non Football**

- ❑ Cash and checks collected for Middle School Athletic Ticketed Events shall be reported on an **Athletic Ticket Sales Report**. The forms shall include the starting and ending ticket numbers for adults and students.
- ❑ The ticket taker shall complete the **Athletic Ticket Sales Report** for the event and submit to the Head Coach/Campus Admin with the cash collected on the same day of the event, as appropriate. Cash will be counted by both the Ticket Taker and the Campus Admin on duty and placed in Tamper Resistant Bag.
- ❑ Campus Admin shall place Cash and Athletic Ticket Sales Report in Campus Safe.
- ❑ The next business day, the Campus Secretary shall remove the cash and Athletic Ticket Sales Report and count the money with another party and prepare for bank deposit.
- ❑ The Campus Secretary will post the deposit into Muis for the Campus Activity Fund
- ❑ **The Athletic Department on each campus shall have a Change Account in the amount of \$100 to be supplied by the Campus Activity account.**