

Central Consolidated Schools

Cash Controls-- Activity and Athletic Event Collection Process

The Event Authority Representative will prepare a gatekeeper kit consisting of:

- Change box
 - Pre-numbered ticket stock for each ticket price
 - Bank deposit slip
 - At least two sealed bank bags sufficient to handle event
1. Event Authority Representative records 1st ticket number of each ticket stock on Gate Reconciliation Sheet along with amount of initial change provided to gatekeeper and the pre-numbered tamper-proof evident bags.
 2. Gatekeeper signs reconciliation form acknowledging receipt of gate kit, including change received, first ticket numbers and the serial numbers of tamper evident bags.
 3. If additional change is provided during the event, the Event Authority Representative will record the additional amount on the reconciliation sheet and have the gatekeeper initial acknowledging any additional amount received.
 4. When ticket stock is no longer required, the Event Authority Representative will collect unused ticket stock and record the last ticket number USED for each ticket stock on the reconciliation sheet.
 5. The gatekeeper will verify the ticket number and initial.
 6. Event Authority Representative will e-mail the reconciliation sheet to the Finance Department's Comptroller the next working day. This will be used to reconcile the number of tickets sold with the amount of money collected and deposited.
 7. In a secure location, the gatekeeper will count the cash box, separating the change amounts provided and the actual proceeds of the event.
 8. The gatekeeper will complete a deposit slip recording the serial number of the tamper evident bag and secure the deposit slip and money collected in the bag. The change amount will be secured in a separate tamper evident bag writing on the exterior of the 'CHANGE BAG' with the '\$ _____', 'Date _____' and 'Event _____'.
 9. The Event Authority Representative will collect the pre-numbered sealed bank bags from the gate keepers initialing the removable tab as proof of delivery.
 10. The removable tab is retained by the gatekeeper as proof of delivery.
 11. The Event Authority Representative will secure the bags in the school vault for receipting and depositing by the financial secretary in accordance with district policy.