

# Central Consolidated School District

## Athletic and Activity Deposit Procedures

### Club Sponsor or Sports Fund Raising:

1. The Financial Secretary will get a Fund Raising Packet ready for the Club Sponsor or Coach on the day of the Fund Raiser. The packet will consist of the following forms that the Sponsor or the Coach must fill out after their event before returning the paperwork and sealed deposit bag back to the Financial Secretary to receipt and put in the vault for deposit.
  - a. Deposit slip
  - b. Deposit Bag
  - c. Finance / Accounting Form (Proof of Cash). Two adults must verify the money collected by each counting and calculating the cash and coins. The Financial Secretary is prohibited from counting. Students are not allowed to handle the money. Both adults must legibly sign their name on the form.
  - d. Record of Transfer Form. This form is used each time money changes hands.
  - e. Copy of the Approved Fund Raising Form.
  - f. Start-Up Cash, if allowed.
2. The Financial Secretary will follow the same deposit steps. Refer to Financial Secretary section.

### Gate Receipts

1. The Financial Secretary will get the Gate Packet for a sporting event ready the day of the game. The packet will consist of the following forms and the start-up cash for the game workers.
  - a. Deposit Slip
  - b. Deposit Bag
  - c. Gate Reconciliation Report (The gate workers will need to fill out portions of the report before they start selling ticket and when they are done selling.
  - d. Finance / Accounting Form
  - e. Record of Transfer Form
  - f. Tickets for admission
  - g. Start-Up Cash

The gate workers will fill out the following areas of the Gate Reconciliation Report. The Financial Secretary is prohibited from counting. The remaining reconciliation of the report will be done by the Finance Department.

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Fill out School Name

Fill in Date of Game

Select Sport & Level of Sport

Fill in beginning ticket number, then ending ticket number for Adult, Student and Senior

CENTRAL CONSOLIDATED SCHOOL DISTRICT NO. 22

**CASH RECONCILIATION REPORT**

School Name:	Loc. Code:
DATE OF GAME:	vs.
ACTIVITY: <input type="checkbox"/> Basketball <input type="checkbox"/> Football <input type="checkbox"/> Volleyball <input type="checkbox"/> Wrestling <input type="checkbox"/> Other:	
<input type="checkbox"/> Freshmen <input type="checkbox"/> J.V. <input type="checkbox"/> Varsity <span style="float: right;"><input type="checkbox"/> Boys <input type="checkbox"/> Girls</span>	

**CHANGE FUND AND TICKETS**

CHANGE ISSUED: \$	ADULTS: _____
BEGINNING TICKET NUMBERS:	STUDENTS: _____
	SENIORS: _____

I / We hereby certify the amount of change and tickets: A1= \$

Ticket Seller Signature \_\_\_\_\_ Ticket Seller Signature \_\_\_\_\_

**TICKETS SOLD**

ADULT Ticket Sales:	TICKET NUMBER			
Ending Ticket Number				
Beginning Ticket Number				
TOTAL TICKET SALES		X	\$	B1= \$
STUDENT Ticket Sales:	TICKET NUMBER			
Ending Ticket Number				
Beginning Ticket Number				
TOTAL TICKET SALES		X	\$	B2= \$
SENIOR Ticket Sales:	TICKET NUMBER			
Ending Ticket Number				
Beginning Ticket Number				
TOTAL TICKET SALES		X	\$	B3= \$

**CASH AND TICKET SALES RECONCILIATION**

Cash Proceeds from Tickets Sold (B1 + B2 + B3)	=	\$
Cash Proceeds from Proof of Cash (E1) \$		
Less Change Fund (A1)	C1=	\$
Cash Over (+) or Short (-)	(+/-)	\$
<b>TOTAL DEPOSIT</b>		\$

Run No

Loc. Code:  
example 035

Fill in: example  
KCHS vs SHS

Select Gender

Verify cash and beginning ticket numbers and sign that cash / tickets were verified.

Tape beginning ticket stub for Adult, Student, Senior

Fill in Cost of Ticket for Adult, Student, Senior

2. The Financial Secretary will follow the same deposit steps. Refer to Financial Secretary section.