

Athletic Gate Procedures

A receipt book is assigned to the Athletic Director at the beginning of the school year, which the bookkeeper keeps in her office. All athletic gates are written from this receipt book and totaled at the end of the school year.

Prior to game:

- AD completes the top part of the Cash Collections Activity Report:
 - School Name
 - Department/Team
 - Date of Activity
 - Game vs. Opposing team school

- Enters beginning ticket numbers.

- Provides startup funds for change and notes amount under beginning cash.

- Upon completion of ticket sales AD collects remaining tickets and notes ending ticket sold. Calculates number of tickets sold x ticket price and enters it as ticket revenue.

- AD then verifies that funds minus startup cash equals the number of tickets sold x price.

- Completes the Cash Collections Activity report and has all ticket sellers sign off.

- AD prepares deposit ticket and SRO takes deposit to the bank night deposit

Post Game-following day:

- AD brings the signed Cash Collection Activity report to bookkeeper.

- Bookkeeper writes a receipt and completes Analysis of Deposit and attaches receipt and signed Cash Collection Activity report to deposit.

- Bookkeeper posts income to General Athletic account.