

Gate Receipt Guidelines

Note:

- **ALL** sports are treated the same (self-funded and district funded).
- **The district strongly encourages using a cashless system (i.e. Gofan.com) for events that have pre-sale of tickets.**
- The General Fund bank deposit tickets must be used for self-funded sports (hockey, lacrosse, etc.), tournaments, and invitationals. The internal ASN must be clearly written on the bank deposit ticket.
- In no means, can any persons who are related work together at the same event gate collecting tickets and/or money.
- New ticket sellers must have background check completed and provided a copy of the *Gate Receipt Guidelines*.
- Athletic personnel requests start-up cash at the beginning of the school year by completing the *District Check Request Form* and submitting it to the district's *Accounts Payable* department, Attention Laura Ziemianski. **ALL** start-up cash must be returned and deposited by the end of the school year.
- Gate Management Personnel (GMP) to communicate with Athletic Director regarding any cancellations, schedule changes, etc.

Forms used

- Gate Receipt Management Form
 - [CVHS Gate Receipt Management Form](#) (white)
 - [DHS Gate Receipt Management Form](#) (gold)
 - [MAC, Invitationals, Tournaments, Districts, Playoffs](#) (*Gate Receipt Management Form* on pink paper)
- [District Check Request Form](#) (use for start-up cash)
- General Fund bank deposit slip

All Onsite Ticket Sales

- Gate Management Personnel (GMP) ensures that all spools of pre-numbered tickets are received and match the packing slip from the ticket company (i.e. Huddle) and sufficient tickets are on hand at each game.
- Prior to the sporting event, GMP prepares and delivers: *Gate Receipt Management Form* (white/gold/pink), stampers, spools of pre-numbered tickets, deposit bag and bank deposit slip, scanners, and cash box, not to exceed \$600, to each ticket booth.
- At each event, one seller/taker for the low attended events (swim, volleyball, etc.) and two or more sellers/takers for the more attended events.
 - One person to collect money/issue tickets.
 - One person to collect tickets.

Gate Receipt Guidelines

All Onsite Ticket Sales - Continued

- A reasonable distance between those collecting money/issuing tickets and those taking the tickets should be maintained. This helps with security and dispersing the crowd.
- Ticket sellers/takers must hand a ticket to each person that a ticket is sold to.

Note: If checks are accepted they must be made payable to the school (CVHS or DHS). Bills of \$50 or more must be marked with a counterfeit pen immediately right in front of the customer.

- **Before ticket sales begin**, each ticket seller must pull the first ticket off the pre-numbered ticket roll and attach to the *Gate Receipt Management Form*.
- **After ticket sales have ended**, at the discretion of the Coach or Athletic Director, each ticket seller must record the serial numbers from the spools of numbered tickets on the *CVS/DHS Gate Receipt Management Form* (white/gold/pink). All should match gate receipts collected.
 - Last ticket number sold, not stapled to the form.
 - Last ticket number not sold, but stapled to the form.
- First money counter should take total start-up cash (not to exceed \$600) from the total receipts and replenish the cash box. The cash box and unused ticket rolls must then be kept in Athletic department safe when not in use.
- Gate Receipts should be counted by at least two individuals in each other's presence and documentation should be maintained certifying the amount collected. Each worker counts the cash separately. Both workers should then sign the *Gate Receipt Management Form*.
- The GMP must sign the *CVS/DHS Gate Receipt Management Form* (white/gold/pink) to verify monies collected.
- All deposits must be made within one week of the sporting events and all monies collected must be deposited intact. **NO** petty cash allowed; even if you are over or short.
 - GMP collects all cash boxes from ticket booths and puts in the Athletic department safe.
 - GMP makes deposits within one week of the sporting event and sends completed/signed *CVHS Gate Receipt Management Form* (white/gold/pink), General Fund bank deposit slip, and bag receipt to the Business department secretary.
- Funds are never to be taken home, left in cars or kept in classrooms, but locked in the Athletic department safe after every sporting event if not going directly to the bank.
- At the end of the year, GMP ensures that all unused spooled pre-numbered tickets are accounted for, inventoried, and sent to the district Auditor for review and storage.

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Offsite Ticket Sales

Follow the same procedures above for ticket sales, as well as, the following:

- **The district strongly encourages using a cashless system (i.e. Gofan.com) for events that have pre-sale of tickets.**
- Payments collected are counted and verified by two persons.
- A [CVS/DHS Gate Receipt Management Form](#) (white/gold/pink) is completed and payments are put into a Tampered Evident money bag.
- Another person, other than the person with the money, takes the bag receipt with the amount written on the receipt. Both receipt and money bag are then matched and the amount deposited. **Always** retain bag for backup documentation.
- Deposits need to be made immediately following the event or money is to be put in the Athletic department safe. GMP makes deposits within one week of the sporting event.