

Bonham ISD

Athletic Cash Management Duties

Purpose

Ensure the athletic gate keepers and district administrators have an understanding of the roles and responsibilities with athletic gate collections. This document serves as a guideline. Each athletic gate keeper and district administrator should also be familiar with the district's Cash Management Procedures. All funds should remain in a dual control setting except when gate is being collected.

Athletic Gate Keeper

- Verify gate startup changes matches what is recorded on the BISD Gate Collections form with District Administrator on Duty.
- Sign as the Gate Collector and Date the BISD Gate Collection form under the Gate Startup Amount Section.
- Upon closing of the athletic event gate, cash and checks will be recorded on the BISD Gate Collections Form under the Reconciliation section.
- Fill out the provided deposit slip for the gate revenue.
- Fill out the provided change order form for any needed change for the next event.
- Upon the completion of the gate collections and ticket sales by the District Administrator on Duty, sign and date as the Gate Collector.

District Administrator on Duty

- Verify startup gate change matches what is recorded on the BISD Gate Collection form with the assigned Athletic Gate Keeper.
- Sign as the Administrator on Duty and Date the BISD Gate Collection form under the Gate Startup Amount Section.
- Record the starting ticket numbers for both student and adult tickets.
- Verify the amounts recorded under the Reconciliation section with the gate keeper present.
- Record the ending ticket number for both student and adult tickets
- Fill out the total tickets sold by subtracting the ending ticket number from the beginning ticket number

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- Calculate the student and adult ticket sales by multiplying the ticket price by the number of tickets sold.
- Fill out the reconciliation for tickets sold to gate money collected. Record any differences between the gate collections and the ticket sales.
- Upon the completion of the gate collections and ticket sales, sign and date as the District Administrator on Duty.
- Verify the deposit slip for the gate revenue.
- Place the gate deposit in the locked bag provided with the deposit slip and BISD Gate Collection form.
- Lock the bag
- Verify the change order form for any needed change for the next event.
- Place the change order form and funds in the second locked bag, provided.
- Lock the bag
- Place the remaining gate startup funds in the locked box, provided.
- Secure all locked bags in a locked safe overnight
- The next business day, remove the locked bags from the locked safe.

District Administrator/Campus Bookkeeper

- Carry the locked bags to the district's depository for processing.
- After the bags have been processed, either 1) place the gate change in the locked gate box and submit the Bank Deposit Receipt, Deposit Slip, Gate Change Order form and BISD Gate Collection form to the district's business office or 2) return the processed bags to the administrator on duty.