

Bonham ISD

Athletic Cash Management Duties

Purpose

Ensure the athletic box preparer, gatekeepers and district administrators have an understanding of the roles and responsibilities with athletic gate collections. This document serves as a guideline. Each box preparer, athletic gatekeeper 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.

Box Preparer

- Complete the following section of the BISD Gate Collections Form with the
 - Date, Sport, School and Opponent
 - Adult and student Ticket Price
 - Adult and student ticket starting number
- Prefill the Bank Change Order Form
- Ensure the gate box is ready for the gate keeper with the following items
 - Startup Money
 - Prefilled Change Order Form
 - Bank Deposit Slip
 - Gate Collection Form
 - Game Worker pay sheets
 - Paperclips
 - Pens

Athletic Gatekeeper

- Verify gate startup change matches what is recorded on the BISD Gate Collections form with District Administrator on Duty.
- Sign and date as the Gate Collector after the Administrator on Duty completes the gate collection and ticket sales section of the BISD Gate Collection Form
- Upon closing of the athletic event gate, cash and checks will be recorded on the BISD Gate Collections Form under the Reconciliation section.

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- 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 Gatekeeper.
- Sign as the Administrator on Duty and Date the BISD Gate Collection form under the Gate Startup Amount Section.
- Verify the amounts recorded under the Reconciliation section with the gatekeeper 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
- 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.
- Fill out the provided deposit slip for the gate revenue.
- Upon the completion of the gate collections and ticket sales, sign and date as the District Administrator on Duty.
- Place the deposit slip, deposit funds and BISD Gate Collections form in the locking bank bag.
- Paperclip the change order form to the change order funds , and place in the locking bank bag
- Lock the bag.
- Secure locked bag and boxes in a locked safe overnight.

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.

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Unlocking of Bag

- If the bag is unlocked by a district administrator prior to being deposited at the district's depository, the bag must remain under dual control.
 - The reason must be documented on the BISD Gate Collection Form and signed by the district administrator as well as the verifying person.