

GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events will be properly controlled. The principal is responsible for the proper collection, supervision, disbursement and/or remittance of these charges for school events and the athletic director is responsible for the proper collection, supervision, disbursement and/or remittance of these charges for all athletic events. Admission to those school events for which an admission is charged ordinarily will be by tickets or by special passes only. Accurate records will be maintained for accounting purposes. The Board of Education will determine the admission price for athletic events based on the recommendations of the Superintendent and the athletic director.

Receipts will be deposited within seven days. A copy of the checks being deposited must accompany the deposit slip and kept at each school. Each month, the school will reconcile its' student activity account. Upon completion of the reconciliation, a copy of the bank statement and deposit slips (with associated copies of deposited checks) will be forwarded to the Business Office.

Proposed: 8/11/87

Adopted: 9/8/87

Revised: 10/12/05

Revised: 10/09/13