



## **ATHLETIC EVENT CASH HANDLING/DEPOSIT PROCEDURES**

- A. The Gate Keeper Ticket Summary Sheet (the form that summarizes the total sales less expenses and reports over/under deposit) should be signed and dated by the person who completes it, and the Gate Staff Coordinator. Receipt Summaries must include the date, sport, and game title before submission to the Business Office. All forms must be legible.
- B. The Receipt Summary Sheet total and the total deposit of funds must match. Any differences should be noted and investigated immediately.
- C. Any funds collected at an athletic event, regardless of the amount, must be taken to the night deposit box with police escort immediately following the event.
- D. On the next business day, the funds along with the Receipt Summary sheet will be retrieved from the bank and returned to the Business Office by the Gate Staff Coordinator or designee.
- E. The Gate Staff Coordinator or designee and the District Accountant or designee will count the gate receipt funds and both parties will sign the Receipt Summary Sheet.
- F. Deposit slips will be created by the Business Office, and funds will be deposited by the Business Office. The deposit amount and the total amount collected on the Receipt Summary sheet must be equal. Any differences will be noted and investigated immediately.
- G. “Beginning” event cash will be kept in bank bags and locked in the Business Office safe.
- H. All checks must be endorsed using the Burkburnett ISD “For Deposit Only” endorsement stamp, provided by the Business Office.
- I. “Gate Proceeds” must be written along with the date and type of sport on the deposit ticket in the lower left section (This must be done on all three deposit ticket copies). The corresponding revenue code for the sport proceeds must also be written on the deposit slip. **DO NOT USE** the lower right section, as this is where the bank will validate the deposit. Ensure that all three deposit copies are readable.