

TICKET SALES

Sale of tickets is required for cash control at all school sponsored events where an admission price is charged. Admission may not be charged, nor are tickets required, for school sponsored events occurring during the regular school day.

All tickets must pre-printed, pre-numbered, and color coded. Different colors are to be used when more than one admission price is charged for a single event. Do not use priced tickets for complimentary admission. Under special circumstances, custom tickets may be created. The creation of custom tickets must be approved by the ticket manager. The custom ticket stock must be pre-printed, pre-numbered and color coded.

Ticket Manager

The school principal shall appoint an individual to serve as ticket manager. This individual shall serve as the custodian of all admission tickets. The person having custody of the tickets is to take appropriate measures to safeguard the tickets. The ticket manager should maintain a detailed record for issuance of tickets and return of unused tickets. This record should contain a perpetual inventory of tickets on hand by color code (price) and ticket number. Resale of previously used tickets is prohibited.

Custom ticket stock must be reviewed and approved by the ticket manager prior to purchase and issuance of these tickets. The ticket manager must document the ticket number sequence for the entire population of tickets created. Any remaining ticket inventory at the conclusion of ticket sales must be provided to the ticket manager for inclusion in the school's perpetual ticket inventory.

Tickets are to be issued to the sponsor of the event. The sale of tickets by the SFA is prohibited. The person selling the tickets should not be the person responsible for collecting them at the door/gate. The sponsor is held totally accountable for tickets issued.

Ticket Seller Report

A Ticket Seller Report is required for each event where an admission price is charged. The properly completed Ticket Seller Report must accompany the ROMC when funds are submitted to the SFA for deposit. The ticket seller and the ticket manager should verify the collections against the Ticket Seller Report, verifying the cash receipts and the number of tickets remaining at the conclusion of the event. The ticket seller and ticket manager should sign and date the Ticket Seller Report evidencing this review and submit collections and supporting documentation to the SFA no later than the following business day. The ticket manager should observe the verification of funds by the SFA and wait for the issuance of an Official Receipt for the collection.

The loss or theft of tickets is to be reported to the internal auditor as soon after the occurrence as possible. Appropriate incident reports should be completed to report the loss or theft of tickets.

All monies generated by the event are to be deposited with the SFA intact. No expenditures are to be made from receipts.