

## TICKET AND CASH ACCOUNTABILITY PROCEDURES

The following procedures are to be followed by the gate keepers for events. Gate keeper personnel must be board-approved to handle district monies. Pre-numbered tickets are to be utilized for district events.

### Gate Keeper Does NOT Complete Ticket Accountability Form

1. Supervisor in charge of the event is to complete the ticket accountability form. Prior to providing the gate keeper with the change fund, tickets and cash collection form, the supervisor is to attach the first ticket to the event to the ticket accountability form.
2. Supervisor gives the gate keeper a change fund, cash collection form and pre-numbered tickets.
3. The gate keeper issues tickets and collects fees.
4. When the gate closes, the gate keeper counts the cash and completes and signs the cash collection form.
5. The gate keeper gives the cash, completed cash collection form and any unused tickets to the supervisor.
6. Supervisor attaches the next ticket to the ticket accountability form. All tickets in between the first and last attached to the form represent the tickets sold and are to be reconciled on the ticket accountability form.
7. Supervisor counts cash and reconciles with the cash collection form completed by the gate keeper. Discrepancies are documented, and supervisor initials and dates the cash collection form.
8. Supervisor completes a deposit ticket and deposits funds.
9. Supervisor completes ticket accountability form.
10. Supervisor maintains a copy of both the cash collection and ticket accountability forms and forwards the originals to the treasurer's department.

### Gate Keeper DOES Complete Ticket Accountability Form

Follow above procedures, adding the completion of the ticket accountability form to the gate keeper's responsibilities.