



Whitfield County Schools

Since

1872

Where Excellence is a Tradition

Gate Receipt Accounting

Gate Receipt Accounting

- ▶ Cash transactions have the highest inherent risk of all transactions
- ▶ Controls are developed to minimize risk
- ▶ Gate receipt controls will assist us in minimizing the risk of theft

Gate Receipt Accounting

- ▶ Tickets must be used for all events that charge admission.
- ▶ Comp Tickets are defined as tickets given to individuals as approved by Principal or his/her designee.
- ▶ A “ticket seller” and a “ticket agent” should be present to receive funds and administer tickets for all events.

Gate Receipt Accounting

- ▶ Tickets must be pre-numbered for control purposes.
- ▶ A ticket control sheet must be issued to designated individual along with tickets before an event takes place. Quantity of issued tickets must be sufficient.
- ▶ Each pre-numbered cash box/bag must contain a calculator.

Gate Receipt Accounting

- The ticket control sheet must contain the following information
 1. Ticket seller/agent names
 2. Cash box number
 3. Event Date
 4. Event description (including the name of opposing team...etc.)
 5. Ticket classification information:
 - **Description (adult ticket, student ticket...etc.)**
 - **Ticket color**
 - **Starting ticket number**
 - **Ending ticket number – unsold on ticket roll**
 - **Tickets sold – quantity**
 - **Ticket price**
 - **Ticket Sales**
 - **# Comp Tickets**
 6. Total Ticket Sales (total for all ticket classifications)
 7. Signature – Ticket Seller/Agent (as listed on top of form)
 8. Signature – Bookkeeper (verification of ticket numbers)

Gate Receipt Accounting

Immediately following the event, all unused tickets must be returned to bookkeeper or designee along with signed ticket control sheet. Cash box/bag must be stored in vault or other secure location.

Ticket control sheet may serve as the deposit form for currency, coins and checks.

Gate Receipt Accounting

If comp tickets are issued, please list quantity and explanation on the ticket control sheet

Procedures should result in no discrepancies a majority of the time.

If discrepancies do exist, please list an explanation on the ticket control sheet.

If negative discrepancies or shortages are common, please discuss with immediate supervisor.

WHITFIELD COUNTY BOARD OF EDUCATION
Ticket Control Sheet

Ticket Seller/Agent: Susy Que Cash Box/Bag #: 3
 Ticket Seller/Agent: John Doe
 Event Date: 8/29/2008
 Event Description: Varsity football game - NHS vs. SMS

Ticket Classification 1	
Description: <u>General Admission</u>	Ticket Color: <u>White</u>
Starting Ticket Number: <u>42135</u>	Tickets Sold: <u>1204</u>
Ending Ticket Number: <u>42239</u> (last unsold ticket)	Ticket Price: <u>\$7.00</u>
	Ticket Sales: <u>\$8,428.00</u>
Comp Tickets: _____	

Ticket Classification 2	
Description: <u>Student</u>	Ticket Color: <u>Orange</u>
Starting Ticket Number: <u>00010</u>	Tickets Sold: <u>323</u>
Ending Ticket Number: <u>00243</u> (last unsold ticket)	Ticket Price: <u>\$3.00</u>
	Ticket Sales: <u>\$969.00</u>
Comp Tickets: <u>10</u>	

DEPOSIT INFORMATION:

Currency: <u>\$9,841.00</u>	* Total Ticket Sales: <u>\$9,397.00</u>
Checks: <u>\$70.00</u>	
Coins: <u>\$6.00</u>	
Total In Cash Box: <u>\$9,917.00</u>	
Less Beginning Amount: <u>\$500.00</u>	
* Total Event Sales: <u>\$9,417.00</u>	

Ima MoneyMaker
Signature - Bookkeeper - verification of ticket numbers as stated above

Please provide an explanation for "Comp Tickets" or any discrepancies that may exist:

10 tickets were given away to students with perfect attendance for the first 8 weeks of school.
\$20.00 cash donation was made by parent.

Susy Que Signature - Ticket Seller/Agent
John Doe Signature - Ticket Seller/Agent

* Amounts must equal