USD 345 Seaman
District Athletic/Gate Receipt Process & Procedures

District activity funds are used to support co-curricular activities which take place outside the classroom. The Board of Education has discretion over the allocated funds and must approve all expenditures. All revenue generated from district activities must be deposited into the district's bank account at Silver Lake Bank.

USD 345 Seaman
Internal Controls

1. All district activity funds are subjected to a sound internal control procedures
2. All funds should be accounted for on the same fiscal year basis as the district budget
3. All funds will be audited internally and externally
4. All employees responsible for any part of the district activity fund procedure should have adequate training.
5. All funds must be deposited in the district's bank account as designated by the board.
6. All activity funds operate on a cash basis
7. All expenditures must be processed at the district level with the proper approval process
8. A system of receipting cash should be adopted that includes using pre-numbered receipts and the ticket sales reconciliation sheet
9. An appropriate segregation of duties should be put into place by the building administrator
10. The district office will perform monthly bank reconciliation which will include the activity funds to ensure deposits and receipts match and expenditures are correctly accounted

USD 345 Seaman
Roles & Responsibilities

Board of Education: Adopt policies to govern the district activity account
Superintendent: Responsible for administering all board policies
District Treasurer: Overall responsibility for accounting and reporting of activity funds to the board. Oversee implementation and enforcement of internal control procedures
Principal: Responsible for the oversight of the activity funds at the building level
Athletic/Activity Director: Enforce policies and procedures at the events, with coaches, and other staff. Responsible for bookkeeping, cash boxes and day to day operations.

USD 345 Seaman
Start of School Year Process

1. Make sure all cash boxes are accounted for and have the ability to lock.
2. Make a requisition for the cash box prior to the first game of the year. The max to be held at the high school is $5,200 and the max to be held at the middle school is $1,400.

If at any time, an amount greater than the one listed above is needed, the district office will need to approve the request prior.

3. Update the cash box summary report with the number of the box, remove or add any boxes, and update the start up cash amount.

USD 345 Seaman
Gate/Ticket Cash Collections & Deposits

All cash counts for the cash boxes should be counted by two individuals. All counts should be documented and signed by the individual working the gate, and the two individuals reconciling the box and creating the deposit.

Cash Boxes: Each cash box will be numbered and accounted for at the end of each event. A cash box summary showing the location, box number and amount of start-up cash will be kept at the office and audited by the district office spontaneously.

Ticket Sales: Pre-numbered tickets are to be used for school events so that the number of tickets sold can be reconciled with the cash collected. Tickets should be placed in the locked ticket box and the approved district staff member should retain the key at all times. The ticket sales reconciliation sheet will be used to reconcile sales at the end of each event.

1. All unused ticket rolls and logs should be secured in the building administrator's office.
2. A log of used tickets should be kept to ensure the starting ticket number for the event matches the last ticket number used at the prior event.
3. Prior to the event, ensure that you have the appropriate starting cash in each box. If you need more, please reach out to the athletic director. If they wish to request more funds, they will need to reach out to the district office for approval.
4. After the event has ended, complete the ticket sales reconciliation form. This sheet must be signed by an approved representative of the district and the individual who sold tickets and collected cash. Any discrepancies should be researched and documented on the form.

Deposits: All deposits will be made at the district's bank account located at Silver Lake Bank. At the end of each event, funds will be reconciled on the ticket sales reconciliation form and a deposit will be created. All but the start-up funding will need to be deposited into the bank on the next business day, unless prior approval has been obtained from the district office (ex. all week or weekend tournament). Deposits should never be taken home. An employee or district courier must take the deposits to the bank.

1. After completing the ticket sales reconciliation form, a deposit slip will need to be completed. All but the start-up funding will need to be deposited into the bank.
2. Keep a copy of the ticket sales reconciliation form and deposit slip at the building to be filed with the athletic director. Once it is completed, the cash and original deposit slip will go into the lock bank bag. This will be sent to the bank on the next business day. An

employee or the district courier service are the only individuals who should take the deposit to the bank.

3. The carbon copy deposit slip and the completed ticket reconciliation sheet will be sent to the district office on the next business day. This can be sent via district interoffice mail or dropped off during business hours.

USD 345 Seaman
Expenditure Process

All expenditures should follow the current district requisition, approval and payment processes

1. All requisitions must be submitted through the accounting software
2. The requisition will be approved by the athletic director, building principal and district office prior to the orders being placed.
3. Upon receipt of the items, a building employee will verify all items have been received and notify the accounts payable department the invoice is ok to pay.
4. The check will go through the board approval process and the payment will be made following the board meeting.

USD 345 Seaman
End of Year Process

1. All funds will be deposited back into the district bank account at the end of the school year. Each building will need to complete the year end reconciliation form. The deposit process will be the same as above for completing the deposit, sending copies over to the district office, keeping a copy at the building and taking the deposit to the bank.