

 <p data-bbox="228 247 456 352">ASB PROCEDURES MANUAL</p>	<p data-bbox="646 205 993 254">TICKET SALES</p>	<p data-bbox="1214 279 1364 352">REVISED 10/18</p>
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INTRODUCTION

The following procedures are to ensure the proper accounting and deposit of cash from ticket sales. **No complimentary tickets may be given.** District staff who are not working at the event may not be admitted without paying. A checklist of names should be provided to gate officials/ticket sellers of those people who are working the event and are not required to pay.

PROCEDURES

A. Safeguarding Tickets

- Tickets represent cash and must be safeguarded accordingly.
- They must be secured in a locked safe or cabinet until issued to a ticket seller.

B. Use Pre-numbered Tickets

- Pre-numbered tickets must be used for all activities for which admission is charged.
- It is recommended that different colored tickets be used for different admission fees.

C. Issue Tickets

- Prepare a Ticket Log (See Attached) of the tickets to be issued. Record the ticket number sequence, purpose, name and signature of the ticket seller responsible.
- Issue each ticket seller the tickets, Ticket Sellers Report (See Attached) and a change fund. Each ticket seller should record their name, event, beginning and ending ticket numbers sold and amount of change fund issued on the sales form.

D. Ticket Sales and Admissions

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- It is recommended that two individuals control admissions. One collects money and issues tickets, the other individual collects and tears tickets.
- Tickets must be sold in number sequence.
- The ticket collector will tear the ticket in half, place the numbered half in a box and give the other half to the purchaser. Tearing prevents tickets from being reused and the numbered half of the ticket provides a way to reconcile receipts.

Allowing individuals to enter an ASB event -when the event charges admission- without paying the posted fee, is a violation of the law.

I. School districts may have a gate list for those individuals who are performing services during regular season events. A Pass gate is designed for those who have a legitimate reason to be in the event without paying for admission. The term pass is a misnomer- the correct term would be identification card, the holder would then have to identify their job at the event.

Depending on District policies, a “Pass” gate might include these:

- Game Officials
- Scouts (using interlocal agreements between Districts)
- Official Supervisors (this could include faculty and board members for home events if they agree to help supervise)
- Band Members
- Scorekeepers
- Announcers
- Media professionals
- Cheerleaders and/or Dance team
- Concession stand workers
- Half-time entertainment

Retirement passes for employees, Booster Club passes, Bus Drivers, and family members of any of the above are not entitled to enter without paying or having a job to perform. Note that a student with an ASB card actually has paid for the admittance at a reduced rate as approved by the student government and school board.

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II. In the matter of season tickets (aka passes) purchased by individuals or families, the WAC and RCW allow the board to approve fee structures for this purpose.

WAC 392-138-105 Associated student body public moneys – Fees optional noncredit extracurricular events.

The board of directors of any common school district may establish and collect a fee from students and nonstudents as a condition to their attendance at any optional noncredit extracurricular event of the district which is of a cultural, social, recreational, or athletic nature:

RCW 28A.325.010 Fees for optional noncredit extracurricular events--Disposition.

The board of directors of any common school district may establish and collect a fee from students and nonstudents as a condition to their attendance at any optional noncredit extracurricular event of the district which is of a cultural, social, recreational, or athletic nature: PROVIDED, That in so establishing such fee or fees, the district shall adopt regulations for waiving and reducing such fees in the cases of those students whose families, by reason of their low income, would have difficulty in paying the entire amount of such fees and may likewise waive or reduce such fees for nonstudents of the age of sixty-five or over who, by reason of their low income, would have difficulty in paying the entire amount of such fees. An optional comprehensive fee may be established and collected for any combination or all of such events or, in the alternative, a fee may be established and collected as a condition to attendance at any single event. Fees collected pursuant to this section shall be deposited in the associated student body program fund of the school district and may be expended to defray the costs of optional noncredit extracurricular events of such a cultural, social, recreational, or athletic nature, or to otherwise support the activities and programs of associated student bodies.

E. Complete the Ticket Sellers Report

- Count money and complete cash summary on Ticket Sellers Report daily.
- Total Sold should equal cash summary total. Any difference must be explained.
- To calculate the number of tickets sold, take the ending ticket number minus the beginning ticket number plus one and multiply by the selling price. Return the completed daily Ticket Sellers Report and all money collected to the ASB bookkeeper or secretary.

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- Follow district procedures to safely secure monies collected after school hours.

F. Completion of Event

- Return all unused tickets and change fund to ASB bookkeeper or secretary with the final Ticket Sellers Report.
- The ASB bookkeeper or secretary logs in and verifies all tickets are accounted for and that the change fund has been returned intact.
- Complete Ticket Sales Reconciliation Report (see attached). This form summarizes all the daily Ticket Sellers Reports to reconcile the value of actual tickets sold to actual deposits. Any differences must be explained.