

A POLICY STATEMENT OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

GATE RECEIPTS AND ADMISSIONS

Pre-numbered tickets are to be used at any event where an admission fee is charged or a donation accepted for admittance. Whenever practical, separate individuals should be used to sell and collect the tickets. Tickets should be torn in half, one half being kept by the individual and the other for school records.

A ticket reconciliation report must be prepared for each event. The report shall include beginning cash, number and type of ticket (i.e. adult, student), first and last number of tickets sold, price of each ticket, total sales, and ending cash balance. Advance sales of tickets must be a part of the report. The report must also show the type of activity and date, and must be signed by the preparer and the principal. Cash disbursements are not allowed from event collections. All proceeds from school sponsored events must be deposited intact into the school account.

Date Adopted: 3/28/16
Date Amended:
Date Reviewed: