

FINANCE

School Activity Funds

Ticket Management

This regulation supersedes Regulation 5812.3.

I. PURPOSE

To provide guidelines for the accounting for the sale of tickets for all school activities that charge admission.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been changed in its entirety for clarification and alignment with current business requirements.

III. GENERAL INFORMATION

All middle, high and secondary school activities involving students and/or faculty, utilizing the school facility, and that charge an admission fee must use serially numbered tickets. The tickets are available from a ticket inventory under the control and supervision of the principal or his or her designee. Principals must ensure that proper controls exist over the sale and storage of tickets.

A. Ticket Security

Tickets must be stored in a secure place with access restricted to authorized personnel. Tickets have monetary value and, if unsecured, can be exposed to theft and/or misuse.

B. Ticket Managers

One or more school staff shall be designated by the principal to control the issuance of tickets used for events in the school. The staff designated shall be referred to as ticket manager(s) for the purposes of this regulation. Any person receiving supplementary pay as ticket manager is expected to perform the ticket management duties. For certain events, the principal may delegate ticket management duties to the sponsor of the event for which tickets are used. To ensure proper segregation of duties, the school finance technician must not be designated as the ticket manager.

The ticket manager(s) is responsible for:

- a. Maintaining physical control of, and keeping an inventory of, all tickets used and issued for athletics and other student activities.

- b. Coordinating the distribution and sale of tickets.
- c. Ensuring deposits are submitted promptly to the school finance office in its original form. The practice of converting cash receipts to checks is prohibited.
- d. Reporting to the principal any instance in which sales reports (form FS 39-74) and unused tickets (form FS 87-78) are not returned within five business days of the event.
- e. Notifying the principal of any significant problems of accountability.

C. Inventory for Tickets

All tickets on hand at the beginning of a school year and all tickets acquired during the school year (including season passes) must be accounted for by the ticket manager on the Ticket Accounting Record (form FS 38-74) or Report of Ticket and Cash Accountability for Special Events (form FS 87-78). The Ticket Accounting Record for a specific batch of tickets shall consist of as many Ticket Accounting Record forms as necessary to record all transactions and uses that occur during a school year. Tickets must be batched for each separate event.

D. Accounting for Ticket Sales

Pre-sale tickets and multiple groups selling tickets for a single event must report sales to the ticket manager on a Report of Ticket Sales (form FS 39-74). Tickets for a one-time event, i.e., prom, shall be reported on a Record of Ticket and Cash Accountability for Special Events (form FS 87-78).

E. Accounting for Special Event Tickets and Ticket Sales

Tickets that are printed for a specific one-time event and special events tickets issued from Ticket Accounting Records (form FS 38-74) will be accounted for on the Record of Ticket and Cash Accountability for Special Events (form FS 87-78). The documentation required for special events will consist of the following:

1. Completed Record of Ticket and Cash Accountability for Special Events (form FS 87-78);
2. Copy of invoice (or other documentation) for tickets purchased;
3. Unused tickets.

The documentation must be retained for audit review.

F. Financial Report on Sharing of Revenue

When events require sharing of revenue, a financial report shall be prepared by the host school on a Sharing of Revenue Financial Report (form FS 163). A copy of the report shall be forwarded with the check to the visiting school.

G. Forms

The following forms are to be used for ticket management reporting. These forms are available online at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/forms.shtml. This link is available only through computers within the internal FCPS network (FCPSnet).

FS 38-74, Ticket Accounting Record

FS 39-74, Report of Ticket Sales

FS 87-78, Record of Ticket and Cash Accountability for Special Events

FS 163, Sharing of Revenue Financial Report