

COLLECTING GATE RECEIPTS

PURPOSE:

The North Kingstown School District establishes this policy to provide guidelines to all organizations, except for the School District employees during the course of their job, on how to collect and account for money collected from students and adults at home events.

PHILOSOPHY:

The North Kingstown School District encourages the community to donate to student activities and clubs. It is the District's moral and ethical responsibility to ensure money collected from students is handled properly and reported correctly. It is best practice in all organizations which handle money, to have a system with checks and balance.

POLICY STATEMENT:

1. The Superintendent or designee will approve group(s) or individuals that may collect gate receipts. Those chosen to collect gate receipts will be selected based upon the needs of the district and the schedule and events anticipated. When possible the North Kingstown School District will utilize volunteers to collect at the Gate, but if volunteers cannot be found, collecting of gate receipts may be accomplished by use of a gate manager to be paid a stipend of \$40.00 to collect and account for receipts.
2. Accounting
 - a) A gate collection person will be assigned by the Athletic Director for each game that charges for admission. Proceeds will be collected and forwarded to the Business Office so they are deposited to the Athletic Gate Receipts Fund. This fund will pay for the gate manager and related gate collection supplies.
 - b) A gate collection form that details the date, opponent/event, amount and confirming signatures of attendants attesting to cash collected, will be completed after each event.
 - c) Any group or individual that collects gate receipts will remit all proceeds after an individual event/game to the Business Office within one business day.
 - d) As of September 2011, the proceeds of the Gate account will support the appropriate Athletic Gate Receipt Fund as administered by NKHS, DMS and WMS. The intent of this policy is to retain the gate receipts to support athletic expenses for students. This decision is in conference with the RI UCOA regulations. All expenditures must follow NKSD Purchasing guidelines under NKSD Policy DFJ and DFJ-R.
3. A quarterly report of money collected and funds disbursed shall be compiled by the Business Office and then presented to the School Committee.

First Read: 06/23/09

Second Read: 06/9/09

Adopted: 06/9/09, 4/13/12