

Business/Non-Instructional Operations

Gate Receipts and Admission

Admission receipts of school events shall be controlled. The Principal or designee is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Admission to those school events for which an admission is charged shall be by serially numbered tickets only. However, persons presenting season, faculty, or special passes will be admitted to all regular season events.

Records shall be maintained and audited by the Business Office to provide chronological and accounting data for subsequent review and analysis.

Sub-accounts shall be maintained for each athletic activity as approved by the Athletic Director and a general cumulative account ledger shall also be maintained for handling funds collected in the name of the school.

Funds are to be used for the athletic benefit of students.