

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DFC

GATE RECEIPTS AND ADMISSIONS

Statement of Purpose

The purpose of this policy is to ensure proper handling of any funds collected as admission charges for school-sponsored events.

Statement of Policy

Admissions receipts of school events shall be adequately controlled. The principal is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Adequate records shall be maintained and are subject to annual district audit requirements.

Related policy: DM - Cash in School Buildings

Original Effective: January 25, 1984

Revised: June 3, 1998

Reaffirmed: October 15, 2008

DFC

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