

**SCHOOL BOARD OF BROWARD COUNTY, FL
INTERNAL FUNDS ACCOUNTING**

**STANDARD PRACTICE BULLETIN
AUGUST 1, 2000**

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ADMISSION TICKETS/TICKET REPORT

TOPICS IN BULLETIN:

- I. TICKET PURCHASES
- II. TICKET USAGE
- III. ACCOUNTING FOR TICKETS
- IV. PERPETUAL TICKET INVENTORY SHEET
- V. REPORT OF TICKETS SOLD
- VI. DESTRUCTION OF TICKETS

EXHIBITS REFERENCED:

- 1 School Activity Purchase Order
- 2 Perpetual Ticket Inventory Sheet
- 3 Report of Tickets Sold
- 4 Inventory Record of Tickets

GENERAL INFORMATION

Many student activities (plays, dances, etc.) will involve an admission charge. Tickets (either prenumbered or special print) **MUST** be used and issued for **ALL** events for which an admission is charged. This bulletin addresses the purchase, use, maintenance and reporting required for Admission Tickets.

It is advisable to minimize the inventory of tickets.

I. TICKET PURCHASES

- A. All prenumbered tickets and/or prenumbered/prepriced tickets are to be purchased from an approved vendor using a School Activity Purchase Order (Exhibit 1).
- B. All prenumbered Athletic tickets **MUST** have the selling price printed on the face of the ticket. Different colors for different prices is required.

I. TICKET PURCHASES (Continued)

- C. Vendor's invoice **MUST** include the following information:

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1. Ticket color
 2. Admission price printed on each color
 3. Beginning/ending ticket numbers
 4. Number of tickets on each roll
- D. Tickets **MUST** be delivered to the School Bookkeeper who will verify the ticket order information (number and color of rolls; prices, etc.) with the Vendor's invoice.
- E. The School Bookkeeper will retain the School Activity Purchase Order (SAPO) copy and vendor invoice copy for audit purposes. In addition, the School Bookkeeper will record each new ticket roll received and applicable information (color, price, etc.) on a Perpetual Ticket Inventory Sheet (Exhibit 2).
- F. **IF** "SEASON TICKETS" are utilized by a school, the above procedures apply to the ordering of "SEASON TICKETS", **AND** the words "SEASON TICKET" **MUST** be imprinted.

II. TICKET USAGE-Prenumbered/Prepriced

Most prenumbered, prepriced tickets will be purchased for use at Athletic events (admissions to football, basketball, etc.).

II. TICKET USAGE-Prenumbered/Prepriced (Continued)

A. ATHLETIC TICKETS

1. Prenumbered, prepriced tickets **MUST** be issued and used for all athletic events where admissions are charged.
2. **NO** admission should be granted without a ticket.

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3. **ALL** tickets presented for admission to an event **MUST** be torn in half upon presentation for entry to the event.
4. Tickets which have been presented for admission **ARE NOT** to be retained for any reason.
5. Athletic tickets **ARE NOT** to be used for any other activity in the school for which an admission is charged.
6. Prepriced tickets for any event **CANNOT** be sold for a different price than printed on the ticket.
7. The Athletic Director **MUST** complete the **PERPETUAL TICKET INVENTORY SHEET** each time tickets are issued to a seller.

B. NON ATHLETIC TICKETS

1. Bookkeeper will complete the **PERPETUAL TICKET INVENTORY SHEET** each time tickets are issued to a seller for a non athletic event (drama production, dance, etc.).

II. TICKET USAGE-Prenumbered/Prepriced (Continued)

2. Special print tickets (Prom, Homecoming dance, etc.) **MUST** be verifiable as to number printed. Unused tickets should be retained by Bookkeeper for audit purposes.
3. Non athletic tickets should **NEVER** be used as a means of admission to an athletic event.

C. COMPLIMENTARY TICKETS

1. Each school should order tickets which have the words '**COMPLIMENTARY**' imprinted on the front of the ticket. Complimentary tickets are to be used when **NO** admission charge is made.

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2. **'COMPLIMENTARY'** tickets **ARE** to be prenumbered.
3. **ATHLETIC COMPLIMENTARY TICKETS** do not need to be issued to School Staff.
4. **ATHLETIC COMPLIMENTARY TICKETS** may be supplied by the home/host school to a visiting school.
5. Complimentary tickets **MUST** be accounted for on a ticket report even though there are no monies associated with the complimentary tickets.

III. ACCOUNTING FOR TICKETS

The purpose of ticket accounting is to assign responsibility to the ticket seller. The assignment of responsibility provides for a verification of sales and/or collections.

- A. The **PERPETUAL TICKET INVENTORY SHEET** (Exhibit 2) **MUST** be initiated upon the receipt of ticket rolls from the vendor. This inventory sheet is applicable and auditable until all tickets have been sold and audited or the ticket inventory destroyed.
- B. It is strongly recommended **ALL** Perpetual Ticket Inventory Sheets be placed and stored in a binder and kept in the School Bookkeeper's Office at the end of the school year.
- C. The School Bookkeeper will be responsible for maintaining the non athletic preprinted, prenumbered Perpetual Ticket Inventory Sheets.
- D. The Athletic Director will be responsible for maintaining the athletic Perpetual Ticket Inventory Sheets during the school year and is accountable for the total sales value of **ALL** athletic tickets available for sale as indicated by the Perpetual Ticket Inventory Sheets.

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- E. At the end of the school year, the Athletic Director's inventory sheets and unused ticket rolls will be turned in to the School Bookkeeper for safekeeping, verification and inclusion on the year-end closing inventory.
- F. At year end, the School Bookkeeper will complete the PRE-NUMBERED TICKET INVENTORY (Exhibit D) as part of the year-end closing requirements.

IV. PERPETUAL TICKET INVENTORY SHEET

- A. A Perpetual Ticket Inventory Sheet (Exhibit 2) **MUST** be completed for **EACH** roll of tickets in the school's inventory. Each roll must have its own Perpetual Ticket Inventory Sheet.
- B. The School Bookkeeper should retain a copy of **ALL** Perpetual Ticket Inventory Sheets issued to the Athletic Director for use at athletic events. A copy should be retained until year end when the Athletic Director returns the Perpetual Ticket Inventory Sheets and unused ticket rolls to the School Bookkeeper for summer break safekeeping and inclusion on year-end closing inventory.
- C. The Perpetual Inventory Sheet(s) when used by either the Athletic Director (athletic event tickets) or the School Bookkeeper (non athletic event tickets) will be completed each time tickets are issued. The information required when issuing tickets is:
 - 1. Name of individual to whom tickets are being issued
 - 2. First number available to be sold on the roll
 - 3. Identification of event for which tickets are being used.
- D. When the ticket sale is completed, the following information will be recorded on the Perpetual Ticket Inventory Sheet:
 - 1. Last ticket number used (next available ticket on roll minus one).
 - 2. Date ticket roll returned.
 - 3. Corresponding Ticket Report Number.

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IV. PERPETUAL TICKET INVENTORY SHEET (Continued)

- E. School Bookkeeper at year-end will red line the last entry on each **PERPETUAL TICKET INVENTORY SHEET**. The sheet will then be reissued the following school year.
- F. ALL Perpetual Ticket Inventory Sheets **MUST** be retained for the annual Audit.

V. REPORT OF TICKETS SOLD

- A. A Report of Tickets Sold (Exhibit 3) **MUST** be completed every time tickets are used even if money is not collected.
- B. The School Bookkeeper will issue the **REPORT #**. It is advisable to distinguish between Athletic Ticket Reports and non athletic Ticket Reports by the report number.
- C. The Report of Tickets Sold is to be completed by the sponsor/Athletic Director responsible for the activity.
- D. The School Bookkeeper **MUST** verify the following areas:
 - 1. Quantity of Tickets Sold
 - 2. Ticket Price
 - 3. Total Value of Tickets Sold
 - 4. Net Cash Receipts
- E. The School Bookkeeper must receipt the collections and reference the official receipt number to the ticket report and the ticket report number.
- F. Collections and deposits equals the Total Net Cash Receipts.
- G. Overages/Shortages in receipts **MUST** be reflected on Report of Tickets Sold.

V. REPORT OF TICKETS SOLD (Continued)

- H. Sales Tax computations must be completed and verified for events **NOT** using student/faculty talent (i.e. - dance using a disc jockey as entertainment).

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- I. Distribute copies of the Report of Tickets Sold as specified on bottom of the form.

VI. DESTRUCTION OF TICKETS

If it is decided tickets are to be destroyed, the following steps are to be followed:

- A. On the Perpetual Ticket Inventory Sheet indicate the remaining ticket numbers of the roll to be destroyed. The School Bookkeeper and the Principal **MUST** sign the Perpetual Ticket Inventory sheet. Sheet must be retained for Audit.
- B. **IF** special print tickets are to be destroyed at the conclusion of the sale, the remaining ticket numbers of the destroyed tickets should be recorded on the bottom of the Report of Tickets Sold form and be signed by the School Bookkeeper and Principal.

EXHIBIT 1

SCHOOL ACTIVITY PURCHASE ORDER

Invoice to:

NAME OF SCHOOL:

ADDRESS:

Order No.

DELIVER TO: SAME AS ABOVE

Above P.O. Number must appear on i_____

Note: Please ship all material purchased by this card to the address on the back of the card. **PURCHASE NOT VALID WITHOUT THE SIGNATURE OF THE PRINCIPAL'S AUTHORIZING OFFICIAL.**

DATE WANTED: A.S.A.P.

DATE:

[illegible]

VENDOR MUST FOLLOW BILLING INSTRUCTIONS (SEE ABOVE)

VENDOR:

Activity Sponsor

Principal

Order No.

TICKET SERIES: _____

Each roll of tickets purchased must be represented by one Perpetual Ticket Inventory Sheet. Each Perpetual Ticket Inventory Sheet must be utilized until the last ticket is used or destroyed. Only upon completion of the audit, will the auditor authorize the removal of the Perpetual Ticket Inventory Sheet.

DATE: _____

REPORT #: _____

Official Receipt #: _____

I Hereby Certify That This Report Is True And Accurate

COMPUTATION OF SALES TAX WORKSHEET:

(A) Minus(-) (B)

Form #4383
W18802 7/92

