

CODIFICATION REFERENCE NUMBER: 6630

DATE: December 8, 2005

ATHLETIC EVENT RECEIPTS

RESPONSIBILITY:

The Board of Education directs the establishment of an athletic fund for the financial administration of the interscholastic athletic program. Moneys may be collected from and disbursed for only the interscholastic athletic program duly approved by the Board of Education.

PROCEDURES:

The Athletic Director shall be responsible for the administration of the athletic fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will include income and expenses separately for each approved athletic program.

All gate receipts must be turned in to the Athletic Director within 2 hours of collection and must be deposited on the day they are received or by Monday following Friday events.

All payments for supplies, equipment, and services for the interscholastic athletic program will be made in accordance with established purchasing procedures of the district except that fees for referees, ticket takers, and security personnel. Purchase orders for goods and services purchased through the athletic fund will be approved by the Business Administrator. Disbursements from the athletic fund will be made by check and approved by the Athletic Director.

N.J.S.A. 18A:19-14; 18A:23-2

Cross reference: Policy Guide No. 2431