

# AS Cash Handling for Events

Describe the process	Step or Activity Include who does it & when this step occurs
<p>Include:</p> <ul style="list-style-type: none"> <li>• Purpose: Why do you do this?</li> <li>• Policies &amp; practices (e.g., standard or UC required accounting, cash handling, human resource, etc. practices)</li> </ul> <p>Specific goals should this process meet?</p> <p><b>Some information that might go here:</b></p> <p><u>Events:</u></p> <ul style="list-style-type: none"> <li>○ Cash bags as needed</li> </ul> <p>For IV Theater: Have keyed safe. Key is in the vault. Cashier working event signs out safe key. Freddie or Jesse take the money to the safe (Fri, Mon, Tues)</p> <p>Cash bag there on site. Cashier then brings the key back.</p> <p>Freddie/Jesse pick it up next day.</p>	<p><b><u>At least two weeks before event, students:</u></b></p> <ol style="list-style-type: none"> <li>1. Request on-site ticket seller for event. Using form, they identify:             <ol style="list-style-type: none"> <li>a. ticket price</li> <li>b. event date</li> <li>c. group contact</li> <li>d. times of ticket sales</li> <li>e. location of ticket sales</li> <li>f. OSL# (so money can be credited to correct account)</li> <li>g. Designate one of their group's representatives to be present with the ticket seller so 2 people are counting money</li> <li>h. Acknowledge that the tickets must be numbered</li> <li>i. Notes whether these will be cash ticket sales in an area open to the public. If yes, acknowledges responsibility to get/have a CSO present.</li> </ol> </li> </ol> <p><b><u>At least two weeks before event, student ticket manager:</u></b></p> <ol style="list-style-type: none"> <li>2. Lists the event on the ticket seller calendar</li> </ol> <p><b><u>Throughout week, cashiers:</u></b></p> <ol style="list-style-type: none"> <li>3. Consult calendar in ticket seller office and sign up for events</li> </ol> <p><b><u>On Friday, week of the event, the Student Ticket Manager:</u></b></p> <ol style="list-style-type: none"> <li>4. Makes up cash bag and fills out applicable portions of the paperwork in the cash bag and bag dispersal form with another person</li> </ol> <p><b><u>Day of the event, designated ticket seller:</u></b></p> <ol style="list-style-type: none"> <li>5. Signs out bags using form</li> <li>6. Goes to event and sells tickets</li> <li>7. <u>If sales are in an open area</u>, awaits arrival of CSO</li> <li>8. Notes beginning ticket number</li> <li>9. Notes ending ticket number</li> <li>10. Notes number of tickets sold at each price</li> <li>11. Reconciles (bag count) with designee from group</li> </ol> <p><b><u>At end of event, ticket seller:</u></b></p> <ol style="list-style-type: none"> <li>12. Returns bag to the ticket office:</li> <li>13. If daytime, may return to the ticket office</li> <li>14. If night, must request that police drop or CSO escort</li> </ol> <p><b><u>During daily deposit, other AS cashier manager or designee:</u></b></p> <ol style="list-style-type: none"> <li>15. Reconciles bag and tickets</li> <li>16. Follows deposit procedures</li> </ol> <p><b><u>Within one week after deposit, the Student Ticket Manager:</u></b></p> <ol style="list-style-type: none"> <li>17. Uses receipt and paperwork to prepare settlement (requisition or journal entry) and sends to admin office</li> <li>18. Also uses receipt &amp; paperwork to prepare the "invoice" for the event sponsor (ticket settlement report)</li> </ol>
<p><b>Who's Responsible for This Process:</b> Cindy Lopez, Associate Dir of Administration</p>	

<b>What Overall Organizational Goals Does This Process Support?</b>
<b>Measures?</b>
Notes: