

## **GATE RECEIPTS AND ADMISSIONS**

The Superintendent shall ensure accountability and control of admission receipts from school events. The Principal or their designee is responsible for the administration and supervision of all phases of school events for which an admission is charged, including sales of tickets, collection of money, accounting and reporting of such sales and collections, and submittal of money and records to the Assistant Superintendent of Finance and Operations. Procedures for the collection, deposit and accounting of admission charges shall be determined by the Assistant Superintendent of Finance and Operations based on generally accepted accounting and auditing standards.

SOURCE: Weston

LEGAL REF.: M.G.L. 71:47

ADOPTED: January 9, 2023