



Runge Independent School District
Finance & Operations

CASH BOX & ATHLETIC CONTEST GUIDELINES

CASH BOX HANDLING

The cash box must be picked up before 4:00 pm on the event day. The gates and concession stands are to open 30 minutes before the event or contest starts. The Gate Keeper or Concession Stand Sponsor should complete the appropriate deposit form. If you are keeping the gate, please make sure and note your time in and time out. All deposit forms must be legible and signed by the person who kept the gate and the administrator who verified the cash box.

Any funds collected, regardless of the amount, must be taken by a school administrator to the school safe in the Central Office immediately following the event.

On the next business day, the cash box(es) should be reconciled and the appropriate amounts deposited into the District deposit bags. The total deposit of funds must match the amount on the deposit form. Any differences should be noted and investigated immediately.

Beginning event cash will be \$250 and will be kept in the cash box(es) located in the Central Office safe.

TIME CLOCK & BOOKKEEPER

Please use the provided Extra Duty Pay Sheet for Athletic Contests. This form must be legible and turned in to the game administrator. The game administrator will place all time sheets and official pay sheets in the gate cash box.

ADMINISTRATOR ON DUTY

Arrive 30 minutes prior to start time for both home and away games, contests, and events. If games are held in the gym, please make sure that doors are unlocked 30 minutes before the start time and locked at the conclusion of the game or event.

When placing cash box(es) in the Central Office Safe, please ensure that they are kept in numerical order. Should you need additional cash for a box, please take \$20 bills to make change from the change box located inside of the Central Office Safe.

COACHES

Please make sure that the game area is clean and presentable. If a game, contest, or event is inside of the gym, all PE equipment must be stored in the appropriate area. Before the game, unlock the foyer doors that lead into the gym from the concession stand and lock them before you leave.

CUSTODIANS & MAINTENANCE

Please make sure that the grass is mowed before a contest. If a game, contest, or event is inside of the gym, please make sure that all restrooms on the home and visitor side as well as the gym foyer are clean, swept, and mopped.

The bleachers inside of the gym should be clean and the gym floor should be dust mopped.

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Extra Duty Pay Form

Name: _____

Event: _____ Date: _____

Start Time: _____ End Time: _____ Total # of Games: _____

Employee Signature

Date

Administrator on Duty Signature

Date