

Football Cash Box Policies

We have 2 separate deposits that should be made at the end of each home football game.

1. Gate Fees Collected (general admissions for that day/season passes)
2. Concessions

CASH BOXES

1. Starting Cash Balance for Gate Fee Cashbox - \$ 250.00
 - Gate has 3 20's, 4 10's, 10 5's and 100 1's (\$250)
2. Starting Cash Balance for Concession Cashbox - \$250.00
 - Concession has 2 20's, 5 10's, 8 5's, 100 1's and 2 rolls of quarters (\$250)

GATE

1. Gate Fees are to be collected and put in cash box provided by Asst Treasurer marked "Gate Fees".
2. At half time of the last game of the day, the Gate Fee Cashbox should be brought to the Concession Room with lid closed and placed behind the counter.
3. Once the last game of the day ends, the Football Game/Concession Coordinators will go to the Concession area and count the money that was collected.
4. Coordinator 1 should count the Gate fees collected for the day minus the starting cash of \$250. Then Coordinator 2 should re-count the money verifying the same result. After dual counting, they place the money above \$250 into a deposit bag marked with Sport, Date, and Total. They then fill out a deposit slip and put it in the bag with the money and seal it closed. The starting cash balance of \$250.00 is to be left in the cash box for the next contest game. **It is important to try to leave the Gate with proper bills 3 20's, 4 10's, 10 5's and 100 1's (\$250).**

CONCESSIONS

1. After the last game all the concession money should be in the box marked "Concessions". This money box will already be in the concession area. Coordinator 1 should count the Concession money collected for the day minus the starting cash of \$250. Coordinator 2 should re-count the money verifying the same result. After dual counting, the Football Game/Concession Coordinators will place the money above \$250 into a deposit bag marked with Sport, Date, and Total then fill out a deposit slip, place it in the bag and seal it closed. This is the total collected from the concession stand for that day for that sport. The starting cash balance of \$250.00 is to be left in the cash box

for the next game. **It is important to try to leave Concessions with proper bills 2 20's, 5 10's, 8 5's, 100 1's and 2 rolls of quarters (\$285).**

2. All sealed bank bags should be dropped at the 5/3 depository directly following the game.