

**UAR Number:** 312.02  
**Title:** Procedures For Collection And Control Of Cash Receipts For Campus Events Requiring Ticket Sales

**Originator:** Vice President for Administration and Fiscal Services  
**Initial Adoption:** 09/22/1993

**Revision Dates:** 9/10/2010

**Purpose:** To standardize and control the procedures of collecting cash for events on campus and off campus that requires ticket (admission) sales.

**Procedural** BOR - PG-46 (Policy for Cash Receipts)

**References:**

**Scope (Who Is Covered By This UAR?):** All units, both on campus and off campus, that have the responsibility for events that require or necessitate the charging of an admission fee or require tickets in order to attend.

**Description:** Policy PG-46 Approved by the Board of Regents February 24, 1989  
Policy For Cash Receipts

The Office of Accounting and Budgetary Control is solely responsible for the collection and control of all University related cash receipts. All cash receipts must be deposited through the Office of Accounting and Budgetary Control into the proper University account.

The collection and control of cash receipts and all other financial affairs of Morehead State University shall be governed by the provisions of KRS 164A.555 through KRS 164A.630.

The Office of Accounting and Budgetary Control will routinely delegate the authority and responsibility to collect cash receipts. Designated cash collection centers may be allocated an amount of cash from the Office of Accounting and Budgetary Control to serve as a permanent change fund.

Kentucky Revised Statutes 164A.630(3) states that: "Any officer, agency, or employee of any institution who willfully fails or refuses to comply with any other provisions of KRS 164A.555 to KRS 164A.630 is subject to indictment in the appropriate circuit court and upon conviction shall be fined not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000) for each offense."

Any officer, agent or employee Morehead State University who willfully fails or refuses to comply with the provision of the Cash Receipts and Operating Cash Fund Policy or the procedures for either of these policies, may be held personally liable for any loss or other misuse of funds.

## **Procedures For Collection And Control Of Cash Receipts For Campus Events Requiring Ticket Sales**

### Promulgated under Policy PG-46

1. All tickets for all events must be pre-numbered (or have seat assignments, if applicable) by the company or facility that prints the tickets. These tickets must also have at least one stub which will be retained by the selling unit to use as an "audit stub".
2. If the tickets are purchased from an outside agency, the agency must be able to provide and certify listing of the tickets printed. This listing will denote reserved seating (section and row) and total tickets. It will also denote how many "general admission" tickets were printed.
3. If the tickets are printed on campus, they must be pre-printed and stubbed. MSU Document Center must account for all tickets printed and certify to the purchasing unit that all tickets are as represented, denoting how many of each kind of ticket were printed. If the event is a multi-day event, that must be disclosed to the purchasing unit by the day and numbers of tickets also.
4. If the event is of the type that pre-printed tickets are not necessary or desirable, theater type tickets may be purchased from outside agencies or the University Bookstore and the Office of Accounting and Budgetary Control will supply a "ticket admission packet", for a nominal charge, that will enable the unit to account for tickets sold. This "packet" will contain the necessary variety of tickets that are requested and a reconciliation form.
5. All sales of tickets must be reconciled. The number of tickets sold, by type, multiplied by the price(s) will determine the amount of the total sales. The total numbers of tickets sold plus the number of "complementary" tickets plus the number of unused tickets must equal the total number of tickets available.
6. All "complementary" tickets must be so stamped, on the ticket itself and on the stub thereof. If there are other circumstances wherein the price of the ticket is discounted, the ticket and the stub must be so stamped. This provision requires the unit to account for all the tickets available. This includes student discount, senior citizen discount, etc.
7. All records (non-sold tickets, retained stubs and reconciliations) must be retained by the selling unit for a period of not less than 3 years.
8. All cash receipts must be deposited through the Office of Accounting and Budgetary Control. In the case of Regional Campus Centers, receipts must be deposited according to procedures promulgated by

the Office of Accounting and Budgetary Control with the local banking institution.

9. Deposits are to be made on a daily basis at the Cashier's Window, Office of Accounting and Budgetary Control (or at the local banking institution in the case of Regional Campus Centers). A daily report of these deposits must be completed and maintained on file. The report must balance with the amount deposited with the Office of Accounting and Budgetary Control (or the local banking institution), and be dated and signed by an Office of Accounting and Budgetary Control cashier, except for Regional Campus Centers, which will have the duplicate deposit ticket validated by the local banking institution.
10. Daily deposits are to be made in the following manner (wording in parenthesis and italics pertain to Regional Campus Centers only):
  - a. The account must be approved by the Office of Accounting and Budgetary Control and established in advance of any deposits.
  - b. The Office of Accounting and Budgetary Control will provide an account number of all deposits.
  - c. After the deposit amount is determined, that amount of cash and checks must be presented, along with a copy of the daily report (duplicate deposit tickets), to the Office of Accounting and Budgetary Control cashier (Depository). The Cashier will complete a detailed receipt using the account number provided.
  - d. The Cashier (Depository) will verify the amount of the deposit and process the receipts, providing a numbered cash receipt (returning the duplicate deposit ticket).
  - e. The Cashier will also post the receipt number and amount to the daily report for verification.
  - f. All checks presented for deposit must be endorsed by Morehead State University at the time of receipt and prior to being presented for deposit by the person responsible for the deposit.
11. Provision must be made to secure cash on hand until the daily deposit is made. These provisions must be approved by the Office of Accounting and Budgetary Control.
12. Locations that expect to receive large sums of money during times other than normal University working hours, must make arrangements with the Office of Accounting and Budgetary Control to make "night deposits" with the University's depository bank (or in the case of the Regional Campus Centers, with the local, approved banking institution). These cash receipts must then be deposited with the University Cashier (or in the case of the Regional Campus

Centers, with the local, approved banking institution) on the next working day.

13. Any change in collection procedures must be approved in advance by the Office of Accounting and Budgetary Control.
14. All cash ticket sales points are subject to audit without notification by the Office of Accounting and Budgetary Control.

Approved by: Wayne D. Andrews, President Date: 9/22/2010