

## **PROCEDURES FOR CASH COLLECTION AND ACCOUNTING AR 7080**

1. Community Education is responsible for engaging the services of an approved ticket seller for all college events at which cash transactions occur.
2. The ticket seller is recognized as “approved” when s/he had been trained by Community Education staff.
3. Training includes cash handling and ticket accounting procedures, along with appropriate customer communications.
4. All events for which cash is collected, whether as ticket sales or as donations, must be reported on a Cabrillo college ticket sellers report.
5. Trained students or faculty may support a college event by volunteering to work without compensation; other volunteers are not allowed.
6. All revenue collected as ticket sales and/or donations must be deposited into the College Bank. Generally, Community Education staff deposit these revenues through regular cash accounting procedures. The sponsoring college organization is responsible for designating an appropriate account number into which revenue is deposited.
7. Disbursements against revenue are made by the Business Office after receipt of appropriate back up to the request, including the authorizing signature of the college manager or administrator responsible for the account.

Revised: December 7, 1992