

DFE

GATE RECEIPTS AND ADMISSIONS

Admissions receipts of school events shall be adequately controlled.

Adopted by the Conway School Board – December 5, 1983

Reviewed with no change – April 1999

Reviewed with no change – November 20, 2003

Procedures

The principal is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Adequate records shall be maintained by the principal to provide chronological and accounting data for subsequent review and analysis.