

Procedure No. B-01.1	SUNY College at Old Westbury  Events Collection Policy	Page 1 of 3
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PURPOSE and SCOPE: This policy amends *Procedure No. B-01, Use of College Facilities for an Internal Event* by adding Section 4.4, "Events Collection Procedures." Section 4.4 identifies the procedures to use for revenue collection by staff, faculty and students when events (athletic, plays, musical performances or other functions) are held on the campus.

4.4 EVENTS COLLECTION PROCEDURES

4.4.1 *Pre-Collection Procedures:* Before holding an event in which revenue (cash or checks) is to be collected, the Event Coordinator must review the collection process with the Business Compliance Office (BCO).

4.4.2 The Event Coordinator should either provide the BCO information (email acceptable) or meet to discuss details regarding the event collection process, including:


- a) the person responsible for the collection of revenue
- b) the amount to be charged per individual or group
- c) the total expected revenue collections (\$\$) for the event
- d) the method used to account for all ticket sales and revenue (all tickets should be pre-numbered and comp tickets identified)


4.4.3. The Event Coordinator must also maintain a record of cash receipts. If revenue has been received prior to the event being held, the Event Coordinator should immediately deposit the revenue with the Bursar's Office. Subsequent receipts should be deposited daily by the close of business.

4.4.4 *Events Collection Procedures:* To ensure better internal control over the revenue, a counter (a person designated by the Event Coordinator) and a witness (a University Police Officer) must be present during the counting and verification process. In addition, the keys to the locked bank bags will be restricted to the University Police Officer and the Bursar's Office to limit custody of the proceeds. An Events Collection Checklist (*Exhibit 1*) is to be used to guide personnel through the collection process. Specific procedures follow:

- a) At or near the end of the event an Event Staff member counts the total proceeds and prepares an Event Record of Collections form (*Exhibit 2*) indicating the amount of cash, checks and coin collected at the event.
- b) Upon completion of the count by the Event Staff, a University Police Officer verifies (recounts) the proceeds collected and both the University Police Officer and the Event Staff sign the Record of Collections agreeing to the total proceeds counted.
- c) The Event Staff inserts the signed Record of Collections and the actual proceeds into the bank bag, locks its contents and gives the locked bank bag to the University Police Officer. Depending on the time when the event is held, the University Police Officer will either take the bag to the Bursar's Office for deposit or secure it overnight in University Police Headquarters. If the latter, the proceeds must be deposited with the Bursar's Office the next business day.
- d) The Bursar's Office will unlock the bank bag, count the proceeds and issue a receipt to the University Police Officer.
- e) Section 4.4.4 was reviewed and agreed to by the Chief of University Police.

4.4.5 Event forms, pre-numbered tickets and collection supplies may be obtained from the Business Compliance Office located in Campus Center, Room I -108.

Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury	Signature: 	Effective Date: August 12, 2004
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**SUNY COLLEGE at OLD WESTBURY
EVENTS COLLECTION CHECKLIST**

STEP	PROCEDURE	DONE BY	INITIALS
1	Count total proceeds collected at the event. (UP witnesses)	Event Staff	
2	Prepare <i>Record of Collections</i> form. Indicate amounts received by cash, checks, coins and total on the form.	Event Staff	
3	Verify (count) total proceeds collected. (Event Staff witnesses)	UP	
4	Agree amount of proceeds counted and sign <i>Event Record of Collections</i> form.	Event Staff & UP	
5	Insert signed <i>Event Record of Collections</i> and actual proceeds into sealed envelope.	Event Staff	
6	Place sealed envelope inside cloth bank bag, lock contents and give to UP.	Event Staff	
7	If event is held at a time other than normal operating hours of the College, secure cloth bank bag in UP headquarters. (<i>Skip this step if event held during normal operating hours.</i>)	UP	
8	Take locked bank bag and deposit with Bursar's Office.	UP	
9	Count proceeds and issue receipt to UP.	Bursar	

Comments:

7/04

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SUNY COLLEGE AT OLD WESTBURY
Event Record of Collections

Date: _____

EVENT: _____

EVENT NO. _____ ACCOUNT NO. _____

ORGANIZATION: _____

LOCATION: _____

EVENT STAFF COUNTER: _____

UNIVERSITY POLICE OFFICER: _____

EVENT PROCEEDS: (Insert amounts)

Cash Counted at Event	\$.	
Checks Included in Proceeds	\$.	
Coins Included in Proceeds	\$.	
TOTAL PROCEEDS COLLECTED:	\$.	

Total Proceeds Were Counted and Verified by:

COUNTER (Date)
UNIVERSITY POLICE (Date)

Comments:
