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## **ADMINISTRATIVE MANUAL**

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### **MOVIE TICKET PROCEDURES**

#### **POLICY 224**

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#### 1.0 PURPOSE:

To establish procedures for the supply of movie ticket sales from A.S.I. to Cashiers Office for sale, and for the inventory and management of movie tickets.

#### 2.0 REFERENCES:

#### 3.0 POLICY:

The Associated Students, Inc. shall sell single movie tickets for Regal and AMC theatres at a discounted price of \$8.50 and the respective movie bundles at the price of \$26.00 to students during regular business hours on a cash only basis. Movie tickets are audited thrice monthly, and a monthly audit form is generated with Business Financial Services.

3.1 There are no refunds for any A.S.I. cash transactions under any circumstances.

#### 4.0 DEFINITIONS

Cashiers Office – Located at Admin 128 window 6, conducts all cash transactions for A.S.I.

Lock Box – A box holding all reserved tickets.

Ticket Binder – A binder containing sheets that hold smaller sums of all the tickets to be sold.

#### 5.0 PROCEDURES

5.1 Ticket Binder: The binder contain sheets that 25 single tickets and 15 Bundle packages each for Regal/AMC.

5.1.1 Refilling Tickets: Tickets should be refilled to 25 single and 15 bundle packages at each weekly audit.

5.2 Weekly Audits: The weekly audit is to ensure accurate sale and inventory of movie tickets.

5.2.1 Inventory Count: Record the serial sequence and inventory count of each ticket.

5.2.1.1 Ticket Binder Count: Count the number of tickets in the binder and verify that the serial numbers are in sequential order. Refill as necessary (see 5.1.1).

5.2.1.2 Lock Box Count: Count the number of tickets that are in reserve in the lock box and verify that the serial numbers are in sequential order.

5.2.1.3 Signature of Inventory Forms: Inventory count of movie tickets need to be signed by Cashiers and the A.S.I. individual doing the counting.

5.2.2 Sales Recap: Is a verification of the printout from Cashnet and the actual inventory count.

- 5.2.2.1 Cashnet Report: Request that Cashiers print out the transaction report from the date range since the past ticket audit.
- 5.2.2.2 Enter the transactions into the sales recap excel file. The file should reflect the total inventory that should match with the inventory count. Any discrepancy in inventory count should be addressed with Cashiers.
- 5.2.2.3 Monthly Updating: The sales recap file will need to be updated monthly. The items that need to be updated are the date range, and beginning inventory.
- 5.2.2.4 Prices/Ticket Sales Updating: Any changes in price or tickets need to be appended a column, after the month clears the old ticket pricing column can be removed.
- 5.3 Prepaid Monthly Audit: A monthly audit is conducted with Business Financial Services to verify the inventory and sales of movie tickets.
  - 5.3.1 Beginning Month Audit: An audit should be conducted the first day of the month to review the previous month's sales and see follow the procedure of the weekly audit (see 5.2).
  - 5.3.2 BFS Audit Form: The audit form should be completed to reflect current tickets on hand, any new ticket purchases, any ticket returns, any changes to ticket pricing, total deposits from cashiers, and revenue to be moved into the revenue account.
  - 5.3.3 Back Up Documents: are necessary to support and validate sales, purchases, and ticket returns.
    - 5.3.3.1 ASI Query: BFS will send A.S.I. a query of all accounting records of the previous month regarding the movie ticket accounts. A.S.I. is responsible for sorting this record and generating the relevant information to support and match the records from the Cashnet Report
    - 5.3.3.2 CashNet Report: is collected weekly, and the complete record for the month should be copied and attached.
    - 5.3.3.3 Signed Inventory Count Form: The signed form collected at the First of the month should be attached.
    - 5.3.3.4 Request for Payment Purchase: Any payments made to the corresponding movie ticket vendor for the purchase of tickets should be attached.
- 5.4 Additional Ticket Orders: Additional Tickets can be order via the order forms of each movie ticket vendor.
- 5.5 New Tickets:
  - 5.5.1 Arrival: The new ticket package should be opened by the Executive Director and reviewed for accuracy.
    - 5.5.1.1 Notification of Delivery: Email Cashiers to notify them of new ticket arrivals and schedule a drop off appointment. In addition, any pricing changes should be included in the notification
    - 5.5.1.2 Delivery: New Tickets should be delivered to the Cashier's Ticket Binder and Lock box as appropriate. Any price changes should be reconfirmed in person with cashiers office .
    - 5.5.1.3 Records: Update Sales Recap and Monthly Audit forms as appropriate to reflect new inventory.