



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

MOVIE THEATRE & AMUSEMENT PARK TICKETS PROCEDURES
POLICY 222

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SUBJECT: Amusement Park Ticket Sales Procedures

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1.0 PURPOSE:
To establish procedures for the supply of movie tickets and amusement park tickets from ASI-Associated Students, Inc. (ASI) to Cashiers Office for sale, and for the inventory management of tickets

2.0 REFERENCES:

3.0 POLICY:
The Associated Students, Inc. sells discounted tickets for movie theaters, theme parks and many other popular destinations in Southern California, amusement park tickets for Disneyland, Six Flags, Universal Studios, Legoland, Aquarium of the Pacific, Seaworld, and Knott's Berry Farm tickets. Audits of all ticket sales are conducted three monthly, with a monthly audit report of prepaid and consignment ticket sales.

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4.0 DEFINITIONS:
Cashiers Office – Located at Admin 128 window 6, conducts all cash transactions for ASI A.S.I.
Lock Box – Located at Cashiers Office is a box holding all reserved tickets.
Ticket Binder – Located at Cashiers Office is a binder containing sheets that hold smaller sums of all the tickets to be sold. -
Cashnet Report or Paid Items Report – Generated by Cashiers. Details the ticket sales for the month sold by Cashiers.
Sales Recap Form – ASI generated form used for the monthly reconciliation

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5.0 PROCEDURES:

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5.1 Ticket Binder: The ~~binder contains~~ binder contains sheets in various sizes that hold a small sum ~~of 25-30~~ of tickets for each Amusement Park and Movie Tickets.

~~5.1.1 Refilling Tickets: Tickets should be refilled to 15, 25, or 30 depending on how quickly the tickets sale out each week.~~

5.2 ~~Weekly~~ Monthly Audits: The ~~monthly weekly~~ audit is to ensure accurate sale and inventory of ticket items

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

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 prepaid tickets need to be signed by Cashiers and the ~~ASI~~ ASI 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 be compared 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 prepaid amusement park tickets. ~~Disneyland, Knotts Berry Farm, and Seaworld.~~

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 monthly weekly audit (see 5.2).

5.3.2 ~~BFS Audit~~ Sales Recap Form: The audit form should be completed to reflect current tickets on hand, any new ticket purchases, any ticket

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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 Amusement Park accounts. ~~ASI~~ ~~A.S.I.~~ is responsible for sorting this record and generating the relevant information to support and match the records from the Cashnet Report

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5.3.3.2 CashNet Report: is collected ~~monthly~~ ~~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 Amusement Park for the purchase of tickets should be attached.

5.3.3.5 Returned Ticket Check: Any ticket return check should be attached to verify that the value of the tickets have been refunded to ~~A.S.I.~~ ~~ASI~~ (see 5.6).

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5.4 Consignment Amusement Park Tickets: ~~The following amusement park tickets are sold via consignment: Universal Studios, Six Flags, Legoland, and Aquarium of the Pacific.~~

5.4.1 Payment for Consignment Sales: Sales are collected first, and payments for the value of the tickets sold are ~~issued at the end of the month~~ ~~assess at variable periods dependent on the agreed period payment.~~

5.4.1.1 ~~Universal Studios: Online Ticket Sales~~ ~~Ticket sales~~ are conducted online through the respective vendor ~~Universal Studios~~ website link. ~~Vendor~~ ~~Universal Studios~~ sends A.S.I. a check reflecting the consignment revenue.

5.4.1.1.1 On a monthly bases, the ~~ASI Office Manager~~ ~~A.S.I.~~ ~~General Manager~~ will log on to the ~~Universal Studios~~ ~~online vendor~~ website and reconcile tickets purchased to the monthly check sent by the vendor.

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5.4.1.2 ~~Six Flags~~ Consignment Tickets sold through Cashiers: Paid monthly. Record of Ticket sold during the month is generated from the sales recap, a RPP should be generated to pay ~~Six Flags~~ consignment vendors.

5.4.1.3 ~~Legoland & Aquarium of the Pacific: Paid Quarterly as outlined in contract agreement. A RPP should be~~

~~generated from the sales recap of the months prior to the scheduled quarterly payments.~~

5.4.2 Additional Ticket Orders: Additional Tickets can be order~~ed~~ via the order forms of each [Movie Theatre or Amusement park](#), new ticket arrivals should follow the procedure of New Tickets (5.5).

5.5 New Tickets:

5.5.1 Arrival: The new ticket package should be opened by the Executive Director ~~or ASI Office Manager~~ and reviewed for accuracy.

5.5.1.1 Received Confirmation Form: Often tickets come with a form that verifies that they have been received and needs to be faxed back to the [Movie Theatre or Amusement Park](#).

5.5.1.2 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

5.5.1.3 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.

5.5.1.4 Records: Update Sales Recap and Monthly Audit forms as appropriate to reflect new inventory.

5.6 Returning Expired Tickets: [Amusement Park](#) Tickets ~~that~~ generally expired at the end of the year they were issued. ~~They~~ will need to be returned to the appropriate amusement park vendor. [Movie Tickets do not expire](#)

5.6.1 ~~Six Flags:~~ A representative agent from [the Amusement Park may Six Flags will](#) come to count and verify the tickets that are being returned.

5.6.2 Preparation: Each amusement park will have a ticket return form. Fill out the form to accurately reflect the tickets that are to be returned. Email the corresponding agent to notify them of the return being mailed off.

5.6.3 ~~FedEx:~~ Utilize a [certified method to return expired tickets FedEx envelope](#) to ensure traceability and signature confirmation of the delivery.

Policy History:

- ~~Approved:~~ 6/7/12
- Revised: 1/16/14

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