

II-6 Natchitoches/NSU Folk Festival

NORTHWESTERN STATE UNIVERSITY

Natchitoches-NSU Folk Festival

- I. Purpose and Scope:** This procedure outlines the method of physically accounting for cash receipts for ticket sales and items sold in areas other than the ticket window in conjunction with the Natchitoches-NSU Folk Festival.
- II. Reference:** None
- III. Responsible Area:** Academic Affairs
- IV. Procedure:**

Ticket Sales

Louisiana Folklife Center Director/Designee

1. Specifies the number of wristbands to order, along with the following:
 - a. type of wristbands
 - b. dates of festival and times wristbands are valid
 - c. design - colors/logos
 - d. prices

Also coordinates schedules for advance ticket sales and on site ticket sales.

2. Forwards cash advance request to Assistant Controller/Bursar for approval.
3. Requests a check from Accounts Payable for approved cash advance payable to the Director of Folklife Center.
4. Pick up the Cash Advance check and locking bank bags from Business Affairs – Cashier’s Office on the first day of the Festival. Will then go with University Police to the designated bank and cash the Cash Advance check. The money will be placed in locking bank bags. The Director and the University Police Officer will take the locking bank bags, containing the Festival funds, to the Festival Cashier at the Cashier’s Office in the designated Festival facility.

Folk Festival Cashier

5. The Festival Cashier will then count the money to verify the funds and prepare the cash boxes for the Country Store, ticket sellers, and any other areas.

Louisiana Folklife Center Administrative Assistant

6. Upon approval, purchases needed amount of pre-numbered wristbands as specified by Director of Louisiana Folklife Center. Receives and verifies that wristbands ordered were delivered intact. Documents all discrepancies.
7. Logs beginning and ending inventory of wristbands for Folk Festival. Records each disbursement of wristbands issued in advance of the Festival by logging date, wristband numbers, name of person/entity disbursed to, and reason for disbursement on a Department Ticket Control Log and will sign or initial the Log. All wristbands will be stored in a secure area at all times.

Note: Disbursements are to be made in sequential order.

8. Records the wristband serial numbers of those given to the Folk Festival Ticket Manager. At the end of the event, the Folk Festival Ticket Manager returns any remaining wristbands to the LFC Administrative Assistant who then verifies and records the serial numbers.
9. Records the wristband serial numbers of those given to the Louisiana State Fiddle Championship Ticket Manager. At the end of the event, the Louisiana State Fiddle Championship Ticket Manager returns any remaining wristbands to the LFC Administrative Assistant who then verifies and records the serial numbers.
10. When event is over, verifies and logs ending inventory of wristbands, retains for audit in a secured area for a minimum of five years. After five years, destroys unused wristbands according to “Forms Destruction” policy and procedures.

Folk Festival Cashier

11. Before the festival begins, the Folk Festival Cashier prepares cash boxes for the country store, first shifts of ticket sellers, and any other areas. The trays are verified by the sellers, the country store personnel, and any other personnel when they are picked up. The Festival Cashier and the personnel initial the tray verification form. Festival Cashier is responsible for filling out a daily log of receipts, cash receipts, and any other appropriate paperwork. Cash is to be counted and prepared for deposit each day after the day’s activity ends. Festival Cashier, accompanied by University Police, will deposit the cash in a designated local bank’s night depository. The following day, only the cash advance bag will be retrieved. Other full cash bags will stay at the bank. On the next business day after the Festival, the LFC Administrative Assistant, accompanied by University Police, will pick up the cash bags, and transport them to the Business Affairs - Cashier’s office for verification of funds, deposit of funds, and for appropriate paperwork completion.

***NOTE:** All cash advance proceeds and all money collected at the Festival should be adequately controlled and secured at all times. Access to the cash advance should be limited only to authorized personnel.*

Folk Festival Ticket Manager

12. Organizes personnel to work as ticket sellers.
13. Receives wristbands from Louisiana Folklife Center Administrative Assistant. Wristbands are numbered and the numbers have been verified upon receipt of order. LFC Administrative Assistant maintains the wristband serial numbers of those received by Folk Festival Ticket Manager.
14. Distributes wristbands to ticket sellers. Ticket sellers pick up cash trays from Festival Cashier. At the end of ticket selling shifts, sellers verify serial numbers of wristbands sold, and count the money in the cash drawer in the presence of the Festival Cashier. Festival Cashier will recount the cash drawer to verify that the totals for each seller are correct. Appropriate forms verifying serial numbers and money are completed and *must be completed in ink*. Cash receipt is filled out by cashier, and a ticket seller will sign for amount specified on receipt. Ticket manager fills out a Daily Reconciliation form after each ticket seller’s shift. This is turned in to the Folk Festival Cashier.
15. Folk Festival Ticket Manager and Festival Cashier work closely to maintain strict controls of wristbands and money collected and cash advance money. At the end of each day, wristbands will be stored in a locked and secure location and are the responsibility of the Folk Festival Ticket Manager. At the end of the event, the Folk Festival Ticket Manager returns any remaining wristbands to the LFC Administrative Assistant who then verifies the serial numbers.

***NOTE:** All cash advance proceeds and all money collected at the Festival should be adequately controlled and secured at all times. Access to the cash advance should be limited only to authorized personnel.*

LA State Fiddle Championship Ticket Manager

16. LA State Fiddle Championship Ticket Manager receives wristbands from Louisiana Folklife Center Administrative Assistant. Wristbands are numbered and the numbers have been verified upon receipt of order. LFC Administrative Assistant maintains the wristband serial numbers of those received by LA State Fiddle Championship Ticket Manager.
17. LA State Fiddle Championship Ticket Manager distributes wristbands to ticket sellers. LA State Fiddle Championship Ticket Manager picks up cash trays from Festival Cashier. At the end of ticket selling shifts, sellers verify serial numbers of wristbands sold, and count the money in the cash drawer in the presence of the Festival Cashier. Festival Cashier will recount the cash drawer to verify that the totals for each seller are correct. Appropriate forms verifying serial numbers and money are completed and must be completed in ink. Cash receipt is filled out by cashier, and a ticket seller will sign for amount specified on receipt. LA State Fiddle Championship Ticket manager fills out a Daily Reconciliation form at the end of the event. This is turned in to the Folk Festival Cashier.
18. LA State Fiddle Championship Ticket Manager and Festival Cashier work closely to maintain strict controls of wristbands and money collected. At the end of the event, the LA State Fiddle Championship Ticket Manager returns any remaining wristbands to the LFC Administrative Assistant who then verifies the serial numbers.

Other Festival Sales and Services

Folk Festival Cashier

19. The Folk Festival Cashier will furnish cash trays for the Country Store and other fund-raising areas at the Festival such as program sales or other activities. These funds will come from the Cash Advance referred to in the Ticket Sales section previously.
20. Each day's collections (ticket sales, country store sales, other areas) are tabulated and receipted according to Business Affairs Departmental Receipting policy and procedure. Funds are secured in bank lock bags.
21. Each night after the festival closes, either the Folk Festival Cashier and one (1) University Police officer or two (2) University Police Officers will transport the funds to the bank in locked bank bags and place them in the night depository.
22. On the second day of the Festival, the Festival Cashier, accompanied by a University Police Officer, will go to the drive thru window of the local designated bank at a designated time and retrieve the locking bank bag containing the Cash Advance funds. Other full cash bags will remain at the bank. The University Police Officer will transport the Festival Cashier to the Festival location.
23. At the end of the Festival, one (1) University Police officer and either the Festival Cashier or two (2) University Police officers will transport all bank bags to the local designated bank and place them in the night depository for safe keeping.

Louisiana Folklife Center Administrative Assistant

24. Compiles a list of craft and food vendors contracted to sell at Folk Festival.
25. Compiles a list of groups or individuals providing exhibits and of groups or individuals providing demonstrations at the Folk Festival.
26. Orders T-shirts and any other memorabilia (as specified by the Director). The Director makes the decision as to the number of items to be purchased and the selling price of such items. The Louisiana Folklife Center Administrative Assistant or Designee will inventory and document the items when they are

received and will maintain a log of T-shirts or other memorabilia that is sold and of any complimentary items that are disbursed in advance of the Festival for promotional or other purposes.

27. Will inventory items before turning them over to the Manager of the Country Store and again after the Festival.
28. Will maintain a beginning and ending inventory of all items sold in areas other than the ticket window.
29. Will inventory items before turning them over to the Manager of the Country Store and again after the Festival.

Country Store Manager/Cashier

30. Will conduct a beginning inventory items before the Festival begins and will conduct an ending inventory when the Festival ends. The inventory sheets must be written in ink. The Country Store Manager will maintain the inventory sheets and will turn them in to the LFC Administrative Assistant at the end of the Festival.
31. The Folk Festival Cashier will furnish cash trays for the Country Store. These funds will come from the Cash Advance referred to in the Ticket Sales section previously.
32. Each time a deposit is made, and at the end of each day, the Country Store Manager/Cashier will count the money in the cash drawer in the presence of the Festival Cashier. Festival Cashier will recount the cash drawer to verify that the totals are correct. Appropriate forms verifying money are completed and must be completed in ink. Cash receipt is filled out by Festival Cashier, and the Country Store Manager/Cashier will sign for amount specified on receipt. Country Store Manager fills out a Daily Reconciliation form each time a deposit is made. This is turned in to the Folk Festival Cashier.
33. At the end of each day, the Country Store Manager will take a 'Z' reading on the cash register and turn in the cash register receipt to the Festival Cashier. The cash register receipt will be stapled to the copies of the Departmental Cash Receipts and/or other paperwork that will be turned in to Business Affairs – Cashier's Office.
34. The Country Store Manager will maintain a log of all Festival T-shirts or other memorabilia that is given to any individual on a complimentary or promotional basis. The log will contain the date, individual's name, T-shirt size, quantity of T-shirts disbursed, reason for disbursement, and the Country Store Manager will sign the log.

University Police

35. Each night after the Festival closes, one (1) University Police officer and either the Festival Cashier or two (2) University Police officers will transport the bank bags to the local designated bank and place them in the night depository for overnight safe keeping.
36. On the second day of the Festival, the Festival Cashier, accompanied by a University Police Officer, will go to the drive thru window of the local designated bank at a designated time and retrieve the locking bank bag containing the Cash Advance funds. Other full cash bags will remain at the bank. The University Police Officer will transport the Festival Cashier to the Festival location.
37. At the end of the Festival, one (1) University Police officer and either the Festival Cashier or two (2) University Police officers will transport all bank bags to the local designated bank and place them in the night depository for safe keeping.
38. On the next business day after the festival, the LA Folklife Center Administrative Assistant, accompanied by University Police, will pick up the locking cash bags and transport them to the Business Affairs-Cashier's office for verification of funds, deposit of funds, and for appropriate paperwork completion.