

SITE OPERATIONS CIRCULAR NO. 1047

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 14, 2022

To: Senior High School Principals

Subject: 2022-23 FOOTBALL, BASKETBALL & ASB CARD GATE
RECAP PROCESS

**Department and/or
Persons Concerned:** Senior High School Principals, Associate Principals, Administrative
Assistants, Timekeepers, Financial Clerks, and Athletic Directors

Due Date:

Football:

1. Friday, December 2, 2022: school site submits unsigned electronic football gate recap to the Athletics Office
2. Week of January 16, 2023: district reviews and returns the electronic football gate recap to the school site to with any required revisions
3. Week of January 30, 2023: school site makes any required edits/changes
4. Friday, February 10, 2023: school site submits the final approved electronic and hard copy football gate recap and checks to the Athletics Office

Basketball:

1. Friday, March 3, 2023: school site submits unsigned electronic basketball gate recap to the Athletics Office
2. Week of March 20, 2023: district reviews and returns the electronic basketball gate recap to the school site with any required revisions
3. Friday, April 14, 2023: school site submits the final approved electronic and hard copy basketball gate recap and checks to the Athletics Office

ASB Cards:

1. Friday, April 7, 2023 (due to Spring Break): school site submits the final electronic ASB Card recap report to the Athletics Office with the appropriate electronic signature (\$4 per card is remitted back to the district to help cover the cost of free football game and basketball game admission for students with an ASB Card)

References:

1. [Blue Book Appendix B- San Diego City Conference Admission Charges & Allowable Game Expenses](#)
2. [SDUSD Athletic Resource Allowable Expense Grid](#)

Action Requested:

Complete and return the football and basketball gate recaps, salary benefits calculators and ASB Card recap by the due dates listed above via email to Jordyn Stanley in the PE, Health & Athletics Office.

Brief Explanation:

This circular provides information on the annual gate recap process for high schools with athletic programs.

The School Sites, District Finance and the Athletics Office teams will all work together through this process. The responsibilities of each party are as follows:

School Sites:

- Complete and submit the recaps and salary benefits calculators in line with the above listed due dates.
- Provide backup documentation as requested as part of the recaps to ensure the district system matches the recap, such as 1) the Budget Overview for resource 00022- it should match the calculator total and if there's a discrepancy, an expense transfer should be submitted, 2) SchoolCash report- it should match Recap Total Gross Receipts, and 3) ArbiterPay Officials total from clearing account report, and utilizing these items when competing the recaps accordingly.
- Utilize GoFan electronic/online ticket sales.
- Distribute profit share checks in a timely manner and no later than 1-2 weeks after the game occurred.
- Enter any timekeeping in a timely manner (within 7 days of the game) following district policy and district deadlines.
- When entering the timekeeping, enter game duties and date into the comment section about the work that was completed. For example, enter "Football game supervision 8/20" or "Football game visitor side ticket taker 8/20". If details are not entered into the comment section, then the timecards will need to be provided during the review period.
- Once timekeeping is entered and posted, the appropriate person at the school site, such as the Financial Clerk, Administrative Assistant, etc. will review list of employees with their job duties and PeopleSoft HCM Audit Reported to Paid Time report provided by timekeeper to ensure the right accounts are being used.
- It is recommended that PeopleSoft HCM reports are run to compare to the recaps to ensure the district system matches the recap.
- Only use the current salary benefits calculator.
- Review [this memo](#) that was intended to help identify the responsibilities of the Timekeeper, Financial Clerk and Principal/Administrator.

- Transfer the appropriate gate income funds from SchoolCash accounts 2070 (for football) and 2065 (for basketball) to SchoolCash account 2050 (for ArbiterPay) to cover any negative balances caused by payment of gate officials.
 - Gate officials are funded by gate income and therefore are not to be claimed through the athletic reimbursement process (unless there are insufficient funds).
 - ArbiterPay transaction fees are not an allowable expense using gate funds.
- Do not utilize funds deposited to the school site's resource 00022, which school sites may see deposited around March.
- Look for a deposit to the school site's resource 96100 around September confirming the receipt of the 20% gate receipts from the prior year.
- Direct any questions to Area 6 Finance at area6finance@sandi.net.

District Finance:

- Updates the gate recap documents for football and basketball (yearly).
- Updates the salary benefits calculator (yearly).
- Once recaps have been submitted, reviews and game schedules for home games and double headers and verifies employee hours (Budget Analyst).
- Reviews and verifies allowable expenses per the Blue Book, schedules, etc. (Area 6 Finance Resource Teacher).
- Reviews unsigned recaps and sends any required revisions to school sites, with the Athletics Office Administrative Assistant on the CC.
- Once the entire recap process is complete, performs the 80/20 split depositing the school's 20% to their 96100 resource and the 80% to the Athletics Office for football helmet reconditioning, new purchases, and other mandated safety purchases. This usually occurs around the start of the new school year, sometime in the fall, after the recap school year has ended.
- Will support the Athletics Office to provide school sites with a final confirmation email.

Athletics Office:

- Director sends out the gate recap documents and salary benefits calculator (yearly).
- Program Manager sends out the SDUSD Athletic Resource Allowable Expense Grid for any updates and revisions (yearly).
- Administrative Assistant:
 - Updates the gate recap document for ASB Cards (yearly).
 - Provides any allowable expense updates from the San Diego City Conference (SDCC) to the Area 6 Finance Resource Teacher.
 - Collects all gate recap documents from the school sites within the deadlines.
 - Tracks the collection of all gate recap documents from the school sites following up with missing schools accordingly within the deadlines.
 - Works with the ASB Audit team to review the SchoolCash reports.
 - Collects all final reports and checks, following up with missing schools accordingly within the deadlines.
 - Confirms appropriate budget string(s) with District Finance (in the prior year, all five checks-two for football, two for basketball, and one for ASB Cards, were deposited to the school site resource 00022).
 - Deposits all checks to the appropriate resource(s).

- Processes ASB Card recaps.
- Will work with District Finance to provide school sites with a final confirmation email.

APPROVED:

Scott Giusti
Director of Interscholastic Athletics, ASB, JROTC, PE/APE & SHEP

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Attachments (4):

- Attachment 1 - 2022-23 Salary Benefits Calculator (was shared via email)
- Attachment 2 - 2022-23 Football Gate Recap Report (was shared via email)
- Attachment 3 - 2022-23 Basketball Gate Recap Report (will share via email when available)
- [Attachment 1 FY 2021-2022 Football Salary Bene Calc.xlsx](#) Attachment 4 - 2022-23 ASB Card Recap Report (will share via email when available)