

Athletics –

- **Maintain a file for GoFan for each sport** – Include:
 - Copy of the athletic schedule
 - Copy of the Event Summary Report
 - Verify the number of tickets sold is reasonably consistent with the number attended.
 - ACH report and Master receipt.
 - Verify amount received matches with Event Summary Report
 - Weekly Payment Statement
- **Maintain a file for Dragonfly for each sport** –EACH SPORT SHOULD HAVE THEIR OWN CASH ACCOUNT IN DRAGONFLY-include:
 - Copy of the athletic schedule
 - Signed Vouchers for each event
 - Should you need to “loan” the official’s cost from your Gen Athletic Activity (6010) to one of your athletic activities – the best process for this will be to transfer the funds (In Nextgen-TRN with the form) from 6010 to the activity needing the assistance. The expense will then come from the actual athletic activity and when they have the money to pay back the Gen Athletics you will do a transfer back to Gen Athletics in your Nextgen books. This will be the most consistent process since many loans and paybacks cross fiscal years.
 - Print transaction report for each account that is set up in Dragonfly at the end of the season. (Go to Payments – Accounts)
 - Verify payments/deposits submitted to Dragonfly are posted on report
 - Verify payments to officials posted as withdrawals on the report and are consistent with the Voucher.
 - Verify any fund transfers between Dragonfly accounts are consistent with transfers in NextGen
 - Copies of LSA Fund Transfer forms should be in file to show approval of any fund transfers made in NextGen (Use LSA created transfer form)
 - If any payments for AHSAA for event registration, coaching cards, or insurance is paid through Dragonfly, the expenses should be reflected in NextGen is with appropriate approvals and coding. These are the only payments that should be issued from your Dragonfly General Athletics cash account.
 - Documentation of these payments should be on file in the sport/athletic activity folder.
 - Payments to Dragonfly should be coded accurately according to the expense. Coaching Cards (2190-629-4500), Student Catastrophic Insurance (1100-395-4500), Officials (1100-397-4500), PD Registration 2215-623, etc...
- **Dragonfly:** Request to transfer funds back to your school by going to “School Funds”, “Accounts”, then “Transfer Funds”. You will transfer the **total** from your bank account to the sport with the above G/L directions
 - Payments for gate shares should be transferred back to the school to the appropriate activity as ticket sales revenue. 12-4-7110 (Not remain in the DragonFly cash account to pay officials.) Check your Dragonfly account regularly, especially during playoff time, these gate shares will appear in your Dragonfly General Athletic Cash Account.
 - Request an ACH transfer from Dragonfly for any remaining funds in your individual sport cash account back to your bank account. Once the funds are received you will create your J/E. If the refunded funds are received in the same FY the expense occurred, you will credit the expense code. If the funds are refunded in a different fiscal year, you will credit the Refund on Prior Year Expense GL: 12-4-9910...
- If concessions are sold at an athletic event, you should maintain that separately. “Canteen/concessions” accountability forms or Square reports would be required, along with copies of detailed invoices, currency count forms, and receipt/deposit information. I would include a detailed activity report and copy of athletic schedule too.