

**SITE OPERATIONS CIRCULAR NO. 1026**

Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 18, 2021

**To:** Senior High School Principals

**Subject:** 2021-22 FOOTBALL, BASKETBALL & ASB CARD GATE RECAP PROCESS

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

**(Due Date only if required)**

**Football:**

1. Friday, December 3, 2021: school site submits unsigned electronic football gate recap to the Athletics Office
2. Week of January 17, 2022: district reviews and returns the electronic football gate recap to the school site to with any required revisions
3. Week of January 31, 2022: school site makes any required edits/changes
4. Monday, February 28, 2022: school site submits the final approved electronic and hard copy football gate recap and checks to the Athletics Office

**Basketball:**

1. Friday, March 4, 2022: school site submits unsigned electronic basketball gate recap to the Athletics Office
2. Week of March 21, 2022: district reviews and returns the electronic basketball gate recap to the school site with any required revisions
3. Friday, April 15, 2022: school site submits the final approved electronic and hard copy basketball gate recap and checks to the Athletics Office

**ASB Cards:**

1. Friday, April 1, 2022: 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 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.
- Utilize and provide backup documentation as part of the recaps to ensure the district system matches the recap, such as the Budget Overview for resource 00022- it should match calculator total (if there's a discrepancy, submit an expense transfer), SchoolCash report- it should match Recap Total Gross Receipts, GoFan game summary reports, Employee list, PeopleSoft HCM report, Ticket Control Sheet, Security and ArbiterPay invoice information, etc.
- Incorporate GoFan electronic/online ticket sales.
- Enter any timekeeping in a timely manner 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.
- 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.
- Don't use old or out of date salary benefits calculators.
- Review [this memo](#) that was intended to help identify the responsibilities of the Timekeeper, Financial Clerk and Principal/Administrator.

#### District Finance:

- Creates the gate recap documents (yearly).
- Creates the salary benefits calculator (yearly).
- Once recaps have been submitted, reviews, 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.

- With work with the Athletics Office to provide school ties 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:

- 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.
- Tracks the collection of all gate recap documents from the school sites following up with missing schools accordingly.
- Collects all final reports and checks, following up with missing schools accordingly.
- Confirms appropriate budget string(s) with District Finance.
- Deposits all checks to the appropriate resource(s).
- Processes ASB Card recaps.
- With work with District Finance to provide school ties with a final confirmation email.

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

APPROVED:

Tavga Bustani  
Chief Leadership and Learning

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Attachments (4):

- Attachment 1 - 2021-22 Salary Benefits Calculator
- Attachment 2 - Football Gate Recap Report
- Attachment 3 - Basketball Gate Recap Report (will share via email when available)
- Attachment 4 - ASB Card Recap Report (will share via email when available)