

INTERNAL CONTROLS

1. REGISTER BANKS \$ RESERVE FUNDS PROCEDURES

VFW POST _____ beginning bank is \$_____ of which \$_____ is kept in a locked pouch in the safe and \$_____ is placed in the register on a daily basis. The \$_____ kept in the safe is for higher than normal cash payouts. The locked pouch in the safe will have limited access, only the Canteen Manager, Quartermaster or a designated bonded Bingo Operator will have access in case of the need for payouts exceeding the register bank amount or if the register bank has been depleted due to payouts.

2. OPERATIONS

Every day before the Canteen is opened; the _____ removes the money from the E-Bingo machines. The _____ will count and verify with the receipts taken from the E-Bingo machines the amount of cash taken from each machine. The cash is counted again by a second designated Bingo Operator or Post Officer who also verifies the amounts taken from each machine with the printout from each machine.

The cash drawer (register) is filled back to \$_____ and if higher than normal payouts occur, the cash in the locked pouch is removed from the safe and filled back to \$_____. The Post maintains a log of any cash payouts above the \$_____ in the register and the funds used to fill the cash in the safe and register back to \$_____ each. The log records the amounts needed to refill the register and the amount in the safe and are initialed by the Canteen Manager and Quartermaster. If the Quartermaster is unavailable then a designated Post Bingo Operator or Post Officer will co-sign.

The total amounts placed in the drawer and the safe are compared with the reports generated from the server and they must match.

3. FUNDS STORAGE, ACCOUNTABILITY, BANKING & DEPOSITS

The remaining gross profit is placed in the safe and is deposited at a minimum weekly into the E-Bingo Checking Account at the _____ bank. On the last day of the month, any amount over the \$_____ in the register and the safe will be deposited in the E-Bingo Checking Account at _____ Bank.

The Quartermaster or Canteen Manager deposits the funds in the bank. The verification of the deposits made is done by the Trustees each month. The Trustees verify the deposit receipts and provide a random sample review of the slips from each machine along with the bank's deposit slips and the E-Bingo banks statements. This should be done on the Quartermaster Monthly Financial Report.

Trustees count the register funds and the pouch funds to determine if they are at \$_____ and \$_____ each.

Trustees will review the Quartermaster's and Canteen Manager's reports and all financial documents to ensure the amounts deposited into the E-Bingo Account match the deposit transactions, the invoices and/or server printouts.

The Quartermaster and/or the Canteen Manager will provide for review, all documents from the E-Bingo Point of Sale System (POS) and from the Vendor Website showing weekly & monthly sales, payouts, expenses and profit.

Post Quartermaster Monthly & Quarterly Trustee Report will have the financial report provided to the Post members to include E-Bingo Information. Any questions regarding the E-Bingo report will be recorded and where possible addressed at the meeting by the Quartermaster or a Trustee.