

## GUIDE TO WRITING YOUR INTERNAL CONTROLS

The Internal Controls should be specific for each Agent of the VFW Ohio Charities. They provide guidance as to how charitable funds from gaming are protected during each and every step of the process.

These are things to consider:

- What is your beginning bank?
- How much begins in the register and how much (if any) is kept as emergency funds or petty cash to help cover higher than normal cash payouts?
- Determine every point where the E Bingo funds are and have **activity**
- Determine **who** (which officers, managers, etc.) touch or count the E Bingo receipts at each point of the process.
- How are the E Bingo proceeds **verified** at each point before the proceeds are deposited in the bank? Are there reports ran? What are they?
- **When**, or how often, are these activities performed.

As, an example, Post 99999 begins with \$5,000 beginning cash; \$2,000 in the register and \$3,000 in the safe.

- Every Monday morning: Cash is taken out of the E Bingo machines by the Quarter Master and the Canteen Manager, counted, and verified with the reports each machine prints. Cash is counted twice, once by each officer.
- Using the cash received from the above steps, the cash drawer and the safe are filled back to \$2,000 in the register and \$3,000 in the safe if needed.
- The total amount placed in the drawer and safe are compared with the reports generated from the server.
- The remaining gross profit is placed in the safe or deposited at the bank. Specify where the funds are stored, how they are kept

separate from cash kept in the safe, who has access, or if they are taken directly to the bank.

- How often are the funds removed from the machines and what triggers the cash removal.
- Are the funds recounted before being deposited into the bank, by whom, and what are they verifying the deposit with.
- Who takes the E Bingo money to the bank? Who verifies the deposit receipt against the amount that is deposited.
- Who records the deposit in your ledger, register, or Quickbooks program? When is this done? Is the amount compared to with any reports?
- Do the Trustees, Directors, Officers review the Bingo financials and compare deposits with any reports (use specific reports from the server, or gross profit shown on the invoice).
- Post meetings should reflect that E Bingo was discussed during the meeting (either stand alone, or as a part of the finance report), any meaningful conversations, and if the report was approved by the members.