

**Each VFW Post must abide by the following regarding E Bingo and E Bingo Operations:**

Establish, maintain and update an internal control system the internal control system must designed to reasonably insure that:

1. Critical assets associated with the operation of the E Bingo system are safeguarded:
  - a. The keys for the lock for a device's outer door must be keyed differently than the inner compartment that houses the computer logic and currency validator stacker area.
  - b. E Bingo machine cannot be reserved. A device may be held for an active player for no more than fifteen minutes
  - c. An employee may not modify the assembly or operational functions of an electronic instant bingo device.
2. Financial records are accurate and reliable
3. Transactions are performed only in accordance with the specific or general authorization of the electronic instant bingo operator
  - a. Must maintain a separate cash register for all monies associated with E Bingo. All monies shall be locked and separated in a safe devoted exclusively to E Bingo.
  - b. Access to the cash register, safe and E Bingo operations shall be limited to the E Bingo Operator(s) listed on the organization license application or amendment submitted to the attorney general.
  - c. After close of business on the last day of each month, an organization is required to separate its starting cash amount from the total cash contained in the register and to deposit the excess cash into its designated E Bingo account within 4 days
  - d. If at anytime during the month the proceeds of E Bingo exceeds two thousand dollars over the starting cash bank, the excess must be deposited into the designated bank account within four days
4. E-Bingo transactions are recorded adequately to permit proper reporting of gross and net revenue, to determine charitable distributions, prize payments, allowable expenses and to maintain accountability for assets;
5. Access to E Bingo system assets is permitted only authorized personnel
6. An organization shall maintain an access log prescribed by the attorney general for each E Bingo device. A person who accesses a device shall record the reason for access and date and initial the log. An organization shall retain the log in the device
7. A ticket voucher is only valid and must be presented for redemption within twenty-four hours of the end of the bingo session in which it was won, as listed on the licensed organizations license;
8. The internal control procedures must be in writing and available to the attorney general upon request. The attorney general may, in writing, approve, deny, or require a revision to any provision or proposed amendment to the internal control systems. If the licensed E Bingo organization is notified of a required revision, the licensed E-Bingo organization must work with the Attorney General to address the revision.