

Bingo Cash Count Procedure

There are three cash boxes for each Bingo event; two for bingo sheet sales and one for dauber sales. In order to be able to make change, the bingo sheet boxes start with a beginning bank of \$200 each and the dauber box with \$50. In addition to the cash boxes each pair of sheet sellers is provided with a tally sheet.

Prior to Bingo the sheets are counted in batches of 10, a divider sheet is used to group the next batch of 10. The tally sheet has the total number of packs for both Box 1 and Box 2.

When a bingo sheet is sold, \$20 is collected and placed in the cash box and a hash mark is indicated on the tally sheet.

Each cash box and corresponding tally sheet is brought into the count room separately. The first bingo sheet sales cash box, Box 1, and tally sheet is brought in at 6:05pm, and the second cash box, Box 2, is brought in at 6:20pm when sheet sales are closed. The Dauber box, Box 3, is collected after Box 2, but is not reconciled in the Count Room. It is locked up for counting later.

There are two to three people in the count room. The money is double counted during reconciliation, filling of prize envelopes and binding cash for deposit.

The number of sheets sold from the tally sheet is entered into the spreadsheet that calculates the funds collected. The cash is counted and then is compared/reconciled to the total cash box per the spreadsheet.

The spreadsheet calculates the funds collected from each cash box based on inputting the number of sheets sold which is obtained from the corresponding tally sheets. In addition, after inputting the total sheets sold from each of the tally sheets, this spreadsheet also allocates expenses, calculates the contribution to the charity (based on the number of Bingo sheets sold) and the funds available for prizes and the prize amount for each game. Games 1-4 and 6-9 are calculated to receive 1/13th of the total prize fund, game 5: 2/13ths and game 10: 3/13ths. The prize funds are then rounded. For example if the prize amount was \$191.25 it would be rounded to \$190. Any extra from rounding is either added to the 5th or 10th games or a combination thereof. All prize money is distributed.

After all of the cash is counted and reconciled and the prize funds are rounded the cash is put into envelopes which indicate the game number and the amount of the prize for that game. The original bank for each of the cash boxes, the expense funds and the amount going to the charity are all separately accounted for and bound in a cash box for deposit into the Pet Club Bank account.

The next day the Bingo Supervisor does the following:

- Verifies that the expenses, charity donation, and dauber sales from the evening match the currency given to them
- Then deposits that amount into the Pet Club account at Wells Fargo on Hampton Road.

- The Bingo Supervisor then sends Amanda an email with the date, amount deposited, and a breakdown of how much is earmarked for expenses, dauber sales and charity donation.

Bingo Supervisor then prepares the following paperwork for Amanda in Accounting:

- Sun City Anthem Community Association Club Request to Sponsor
- Sun City Anthem Community Association Bingo Collections, Expenses & Donation Tracker
- The 501(c)3 for the Bingo Rescue
- Copy of the Excel Spreadsheet with all calculations used
- The original SCA Bingo Winning Tracker for the evening with all original signatures of the winners
- Copy of the Check Request and bank receipt for \$450 petty cash for the evening
- The Caller Sheet which lists payouts for Games 1 thru 10
- Copy of the check request, check signed by the President and the Treasurer, and cover letter from the Bingo Supervisor for the Rescue Donation for the evening
- Copy of the bank deposit slip to verify the funds have been deposited
- Delivers all of the above to Amanda in Accounting