

CHECKWRITER/SUPERVISOR RESPONSIBILITIES

- Arrive by 5:45 p.m.
- The Bingo briefcase, containing all necessary keys and start funds, will be in the concession stand.
- Unlock the right side of the Bingo cabinet and set out the evening's starting cards. They will be clearly marked in boxes. "Early Birds" (pink top sheet) and "Late Birds" (black top sheet) will be in separate boxes with each session's Bingo Worksheet on top. Early Birds get set on the first table (nearest the foyer) and Late Birds get set on the second table. In addition to the cards, set out the supplies and the cash raffle tickets, envelope & box.
- Licenses must be on display at the Bingo machine console. Verify they are posted with the current date showing.
- There are 2 covered cash drawers in the cabinet – one for Early Birds and one for Late Birds. One goes on each table.
- Start funds for Early Birds, Late Birds and Supplies are in the briefcase. Set out in the cash drawers. Supplies money bag may be set out with the supplies. There is no separate drawer for these monies.
- We conduct a 50/50 cash raffle. There is no start fund for the raffle. Monies are kept in a cigar box throughout the evening and profits are placed in the appropriate blue bag in the briefcase for Patty to take care of during the week. Be sure to have the floorworkers fill out the beginning and ending ticket numbers, along with the prize amount and profits.
- Set out the price lists for cards.
- Once everything is set up and enough workers have arrived, card sales can begin. Your help will be needed to sell and make change between the drawers, although it is recommended that someone other than the checkwriter make change between the drawers.
- **It is imperative that the monies in the Early Bird and Late Bird drawers be kept separate.** It is your responsibility, along with the floorworkers selling the cards, to make the proper change between the drawers and to gather any large sums of money from the drawers as it accumulates and put it into the appropriate cash bag. Record the amounts taken out on the back of the appropriate worksheet. Two floorworkers should verify the money counts and initial the back of the worksheet.
- There should be enough change in the drawers for the evening. However, if you have run out of change and cannot make it by exchanging larger bills for smaller ones from the raffle, supplies and card sales, you can always check with the kitchen. In turn, they may need change from us, but be sure they have also exhausted their change funds. There are usually extra rolls of change in the kitchen's bank bag. (Kitchen monies are separate from ours and we are not responsible for them. However, the money bag from the kitchen does go in the briefcase at the end of the night. Servais' take care of depositing that money at church and setting up the kitchen start fund for the next week.)

- As 7:00 draws near, collect the large sums of money, the briefcase and that evening's Bingo Program and take them into the coaches' room. Pre-sign about 20 checks.
- As Bingo is won and verified, the caller should announce how many winners there are for each game. It's helpful to mark the # of winners next to the prize amount before making out the checks. The prize is divided equally among the number of winners for that game. Should the divided prize amount be an odd amount, such as \$16.67, we round the prize up to the nearest nickel. In this case, prizes would be \$16.70. Refer to the chart on the inside of the checkbook.
- When making out the checks, please be sure to record the date, person's name and city, and the prize amount on the check stub.
- Should you make a mistake and need to void a check, clearly write "VOID" on the check stub and the check. Tear the check off and place it in the vinyl zippered envelope behind the last page of the checkbook. **Do not throw the check away!** **When our books are audited, I need to be able to account for all checks.**
- All winners must be paid by check unless the prize amount per winner is \$10 or less. In this case, one check may be written for "Cash – Game #____" for the full amount and cash may be given to the winners. For example, if a \$100 game has 10 winners, one check may be written to "Cash – Game #____" for \$100 and each winner may be paid \$10 cash. The check then goes in the appropriate money bag for later. All winners names & cities should be recorded on the checkstub.
- **Note: We pay a minimum prize of \$5.00.** The likelihood of having prizes this small is minimal due to the size of our prizes, but it could happen. For example (and this is a stretch!), if 25 people won a \$100 game, prizes would be \$4 each. However, our minimum prize is \$5, so one check for "Cash – Game ____" in the amount of \$120 (24 x \$5) is written and all winners are paid \$5 cash.
- **Cashing Checks – We can only cash checks written from our account.** No personal checks may be accepted for payment for cards or exchanged for cash. Winners must endorse the check. Use monies from the Early Birds and Late Birds sales. Whichever bag you take the money from to cash the check, that's the bag you put the check into.
- At the end of the first session, you may collect the Early Birds cash drawer. Two people from the floor should count the ending amounts of cards and fill in the totals on the Bingo Worksheet. Complete the Worksheet, figuring the card counts as outlined on the sheet. You can also figure how much cash you should have:

# of 9-	ons sold	X	\$12	
	+	# of 6-ons sold	X	\$ 9
	+	# of 3-ons sold	X	\$ 5
	+	<u># of singles sold</u>	X	<u>\$.50</u>
	=	TOTAL SALES		

- Remember to set aside the start funds in the amounts and denominations indicated on the sheet inside the briefcase. If you do not have the bills or change necessary, keep as many small bills as possible. Patty can get change during the week.
- If your money does not balance based on the counts from the Worksheet, have someone re-count the cards. If you still don't balance, wait until the end of the evening and see if it shows up in the Late Birds.
- After the second session, again collect the card counts and cash drawers. Repeat the balancing procedures above. Add the supplies money to the Late Birds Worksheet and work your totals.
- After all monies are balanced, the 2 sessions may be combined into one deposit. The total deposit you are making to the bank should equal the total of the 2 Worksheets.
- **Again, remember to put all start funds aside.**
- When filling out the deposit ticket, list all check #'s and their amounts along with the currency & coin. Please sign or initial the deposit ticket in case there are any questions later. You should also have another bingo worker verify your deposit and initial the ticket.
- Bundle the winner slips and place them, along with the worksheets, start funds, and raffle money in the briefcase. In addition, the concessions monies should be given to the bookkeeper and put in the briefcase for the Servais'. You do not need to count or anything else with this money bag.
- Make sure the cash drawers, supplies, leftover cards, signs, etc. have been returned to the Bingo cabinet and that the cabinet is locked.
- The deposit gets made at **Waukesha State Bank** (Forest Grove & Capitol Drive). The night deposit key can be found on the key ring. For safety reasons, please have another worker go with you to the bank. Return the keys to the briefcase.
- **Return the briefcase to Patty Servais by Tuesday evening at 254 Parkview Court.**

NOTE: As the checkwriter, you are also listed as a supervisor on our license. This means that you are responsible for conducting our Bingo by the State's rules and regulations. Please familiarize yourself with these rules. A copy may be found in the briefcase.

If you have any questions, please do not hesitate to call me. Thanks for your help!

Patty
691-2891

START FUNDS:

Early Birds:	20 nickels	= \$ 1.00
	10 dimes	= \$ 1.00
	12 quarters	= \$ 3.00
	1 ten	= \$10.00
	17 fives	= \$85.00
	75 singles	= <u>\$75.00</u>
		\$175.00

Late Birds:	20 quarters	= \$ 5.00
	1 ten	= \$10.00
	17 fives	= \$85.00
	75 singles	= <u>\$75.00</u>
		\$175.00

Supplies:	8 quarters	= \$ 2.00
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