

# Treasurer Duties -Saturday- CMSA Bingo

**\*\*\* ENSURE YOU HAVE THE BINGO BAG FROM THE CMSA TREASURER! \*\*\***

These instructions are for *Pay as you Play* Bingo only. See the grey “Thursday to Sunday 3:45pm Twilight/Holiday Monday” session program at the bingo hall for assistance. It details the order of games, colour and prices of cards. Please refer patrons to the above-mentioned session program.

The games played are: “Regulars” in books or on TEDs (automated Bingo machines); Players Progressive, Accumulator, Super Jackpot, and Jackpot Specials; Double Action, U-Pick’em and Rapid Fire.

Five volunteers are usually scheduled to run Bingo: three (3) Runners, one (1) Member and one (1) Treasurer. Generally, four (4) or more are required, especially if someone is being trained. The absolute minimum number of volunteers needed is three (3), but only if all are very experienced.

If volunteers are missing at 2:15pm, call the Bingo Coordinator immediately to fill out the complement.

**The need for a full complement of volunteers cannot be overstressed.**

## Front Room:

- Ask all CMSA volunteers to sign in. You must also sign in.
  - Roles are:
    - T – Treasurer
    - M - Member
    - R - Runner
    - Tt – Treasurer in Training
    - Mt - Member in Training
    - Rt - Runner in Training
  - Put sign-in sheet into Clear Plastic Folder labeled “Return to Treasurer”
- Put on lanyard.
- When ready, the Shift Manager will bring the cart with the Bingo cards.
- The cart will include the following paperwork:
  - license: review date, time and name
    - post on clipboard hanging on the wall
  - “Twilight Session Report” worksheet for Treasurer (also known as TSR)
  - worksheet for Member (“Prize Payouts”)
- Transcribe license number to the TSR worksheet (include “M”)
- Obtain the \$300 Rapid Fire float from the previous group when they are ready. Count the float. Confirm with previous charity \$300 in float or return float if it doesn’t have \$300.

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- Assist counting all specials and regular cards with the Member: Time is of the essence, so get this step done before the shift manager goes on break.
  - **Note:** If you receive cards sealed in plastic from the Shift Manager, there are 100 cards in the bundle and they should not be opened until needed. Leave cards bundled in elastics as received, e.g. 50s, 100s to make recounts easier, if necessary.
  - Confirm/write number on back of bundles in pencil. If you require a recount then you may ask the Member to assist and may have or may not have to recount the bundles of 50s/100s
  - Record numbers in pencil on the TSR worksheet as told by Member or when you've done the count.
  - Verify counts with office by simply reading out the numbers in order, beginning at the top of the TSR. Skip the Accumulator, as you will not have the aqua cards yet.
- Obtain \$1000 float till from office once the card counts are confirmed.
  - Count it in the shift manager's office and initial on the line labelled "Twilight"
  - Initial for the \$300 Rapid Fire float as well, if you have it
  - Place the \$1000 till under the front counter, within reach of "Toonie Pot" terminals and out of view of patrons until you are ready to move to the back part of the room.
  - Ensure you or the Member is in the room with the float at all times.
- Obtain Accumulator (Aqua) cards from the last group when they are ready, usually after the other counts have been verified. Count and confirm with office and record the number.
- Verify monitors for "Toonie Pot" are on screen 2 (set in the middle of the screen) and 3:45pm game, a.k.a. Late Afternoon (found at the top left of the screen).

## Front Counter Sales

- Open the front counter gate when the caller thanks the crowd and starts the last game.
- Sell Regular Books (\$2), Double Action Books (\$3), Toonie Pot and Toonie Pot Plus (\$2 each)
  - Try to keep a sample of the Double Action and Regular books on the counter so customers know what you are selling,
  - Check the validity date of all coupons. The colour of the coupon will always be the same for a given validity period,
  - Leave their money on the counter while giving change,
  - Many customers are unclear about what they want. Always confirm when in doubt. For instance, "I'll have both" could mean one Double Action and one Regular book or it could mean both Toonie Pots,
  - There must be only one (1) Toonie Pot and/or Toonie Pot Plus per printed receipt from the Point-of-Sale terminal. Receipt must be signed and yellow copy left in the white tray.
  - Customers may buy a second Pot/Pot Plus for another customer and put the other customer's name on the receipt
- Once the initial line of customers at the front counter has been serviced, continue to sell to customers at the front counter, as the Member invites Runners to pick up their equipment.
- Stop selling and close the gate when the caller announces the start of the first game.
  - Leave a small stack of schedules outside the gate for late-arriving patrons.

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- When the counter closes:
  - Count the remaining Double Action cards and record values on TSR worksheet.
  - Calculate the prize: (Total Sales - \$10) / 10, and round to the nearest dollar.  
**(NOTE: Do this as soon as possible after closing the counter, as the shift manager often takes a break at this point.)**
  - Verify the prize with shift manager,
  - Inform caller of the prize using the intercom phone
    - Pick up receiver
    - Press “Stage” button
    - Press bottom button to initiate call
  - Assist the Member with moving to the back room

## Back room:

- Count coupons collected and have coupons and toonie pot slips ready for the office, when the Shift Manager asks for them.
- Get a City of Kitchener form (“Charitable Gaming Event Reports” – CGER or #4225), the deposit book and a deposit bag. Fill these out as much as possible so there’s less to do at the end of session:
  - CGER – “M” in license # is pre-printed on the form; complete bottom section so only signatures are necessary at the end of the session.
  - Deposit slip – “CMSA” and Deposit Bag #[bag number] to be written at top of both sides
  - Deposit bag – Look on Back Room board for the sample information. Don’t forget later to write the dollar amount on the bag. Discard the wax non-adhesive strip.
- As games are played:
  - Record prizes and keep track of the number of cards sold per game on the TSR worksheet (**See “Notes on TSR” at end of this document**).
  - Be prepared to supply “Returns” number (unsold amount of cards) of each game to the office as the session progresses
  - Calculate Player’s Progressive, Accumulator, U-Pickem prizes as posted on formula sheet on Back Room board, after Returns are counted (NOTE: TED sales need to be factored in). Hand unsold cards to Shift Manager.
  - Verify Player’s Progressive, Accumulator, U-Pickem prizes with the Shift Manager.
  - Call prize in to caller
- Rapid Fire round:
  - During the Accumulator game, Member will obtain key for Rapid Fire from Shift Manager
  - After Rapid Fire is played, obtain Shift Manager-initialed computer printout from Member.
  - Record sales, receipts, and prizes totals on TSR.
  - Member will set up next Rapid Fire float
  - Verify \$300 and hand float to next charity

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- The Hall Employees (Runner and Pocket Slots Runner) will come to the back with receipts and cash from TED sales and Pocket Slots.
  - FIRST RECEIPT: Confirm the cash amount is equal to the receipt.
  - SUBSEQUENT RECEIPTS: Add to the previous receipt amount, and the Hall Employee will give the difference in cash. Write the amount being paid on the slip and initial it.
  - Ensure the Hall Employee has initialed the receipt.
  - Put the cash with the rest of the \$1000 float.
  - Treasurer will retain the receipts and record values on TSR in “TED Sales”
  - Update TSR as more receipts come in.
  - Each time a new TED sales slip comes in, update your total.
- U-Pickem
  - Count all U-Pickem (Paper/TED) lines from Work Station Reports for total sales amount
- Break Open Tickets (B.O.T.) /Pocket Slots/ “Balls”
  - At end of session, the Pocket Slots Hall employee will payout a large amount of money and a slip with Sales/Prizes Paid
  - Verify net amount - both member and hall employee sign slip
  - Record data on TSR worksheet – SOLD and SALES are the same amount
- If a cheque is issued for a prize, note it on the TSR in two places, next to the prizes paid column and in the deposit summary and then also on the CGER.
- As the last game is playing:
  - Runners drop off aprons and return to floor to call bingos and to clean the hall after the session ends.
  - Hall employee will cash out with cards and any money they have including float
  - Member will
    - Set up float till - as many small bills (\$5 & \$10) and rolled loonies and toonies as possible - each square of the till must have \$100 in it
    - Bundle \$20s in stacks of \$500 and roll any change as able
  - Treasurer will:
    - Follow “Balancing Procedure” on sheet posted on board
    - Complete in full City Hall CGER form – Member & Treasurer to sign
    - Sign 3 copies of computer printed TSR form received from Shift Manager
    - Complete Bank Deposit bag and Deposit slip, if not already done
    - Give Shift Manager:
      - yellow deposit slip
      - City Hall CGER form (#4225) completed in pen
      - 2 Signed TSR Print outs
    - Put white deposit slip into Bank Bag and seal it; deposit in safe in office- watch your hand!
    - **Staple and forward to CMSA Treasurer in clear plastic folder:**
      - Sign-in sheet
      - Copy of CGER form
      - Dougle-signed TSR computer printout
      - TSR work sheet (penciled in)

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- Member's worksheet
- Rapid Fire worksheet & printout
- Work Station Receipts

## Notes on TSR

- Create a Prizes Paid column right next to the Receipts column
- If a prize is paid out by cheque, create a Cheque column right next to the Prizes Paid column
- Complete each game line as the session proceeds; be up to date as much as possible with TSR to have less to finish at the end of the session when it's a "mad rush" to balance and get out
- Not all sections to be completed. Do not fill out the following information:
  - "Municipal Total Receipts" line (located in the second section)
  - "Provincial Games" and "Pocket Slots Sold" sections
  - NOTE: TED sales column does not apply to all games
- Top 4 sections and bottom right Deposit Summary are filled out
- **Know where to find on the sheet the following when verifying with the office:**
  - Total Receipts – \$ taken in (Total of Receipts column)
  - Total Prizes Paid – \$ paid out (Total of Prizes Paid Column)
  - Deposit amount – \$ on hand (Net Pooling amount, bottom right of Deposit Summary)

**\*\*\* Prize *calculations* are always rounded to the nearest dollar -- up or down. When split, prize *payouts* are always round UP to the nearest dollar.\*\*\***

**It is the Treasurer's responsibility to return the Bingo Bag to the CMSA Treasurer - not through students or the Music Dept. It should be returned immediately following the bingo shift unless arrangements have been made with the CMSA Treasurer in advance.**