



Gaming  
Commission

Division of  
Charitable  
Gaming

## ***Charitable Gaming Division Internal Controls for the Operation of Bell Jar Ticket Sales***

These controls are should be adopted by the general membership and adhered to in order to maintain accuracy and consistency at all times in the conduct of bell jar ticket sales. A Bell Jar Committee, consisting of at least four individuals, should be established to oversee the operation of the internal controls.

1. Designate a Point Person to order the bell jar tickets. These tickets must be purchased from a NYS Licensed Supplier. A copy of the sales invoice shall be received, filed and retained for a period of at least four years.
2. A deal or deals of tickets are to be given to a designed Committee Member who is a bona fide member of the licensed authorized organization or bona-fide member of its affiliated registered organization(s). The Point Person will give the Committee Member a Control Report. This Control Report is to be completed by end of the designated Committee Member's shift and given back to the Point Person. The Point Person is to make sure the Control Report is signed and dated by all parties. The Control Report should be kept with the winning and unsold tickets in a waterproof container such as a resealable plastic bag or bin. ***The Control Report is to be retained for a period of at least four years, the winning tickets for at least six months and the unsold tickets for at least one year.***
3. At the end of the Committee Member's shift the bell jar proceeds should be secured and given to the designated Point Person. The designated Point Person will put the Bell Jar proceeds into a secured safe. ***No more than three individuals should have a key or combination to this safe.***
4. A deal or deals of tickets are to be stacked into a dispensing machine (if applicable) by a designated Committee Member. The Committee Member will give the Point Person a Control Report. This report is to be completed when a deal of tickets in the machine have been closed and given back to the Committee Member. The Point Person is to make sure the Control Report is signed and dated by all parties. The Point Person will file the report and retain it for a period of at least four years.
5. At the end of each day, proceeds from the dispensing machine should be placed into a secured locked bag and given to the designed Point Person. This individual will put the bag into a secured safe. ***No more than three individuals should have a key or combination to this safe.***
6. It is the responsibility of at least two Bell Jar Committee Members to verify the information on the Control Reports such as the bell jar proceeds, unsold tickets and winning tickets are correct. ***It is important to report any shortages to the Charitable Gaming Division as soon as such shortage is noted.***
7. Two designated Bell Jar Committee Members must deposit bell jar proceeds no later than the Wednesday of each week. The deposit slip is to be given to the designated Financial Officer and retained for a period of at least four years.
8. It is the designated Financial Officer's responsibility to complete and submit the GC-7Q Financial Statement of Bell Jar Operations on a quarterly basis. This report may be prepared and submitted electronically via the Commission's website [www.gaming.state.ny.us](http://www.gaming.state.ny.us). A check in the amount of 5% of the net proceeds is to be remitted to the Board along with the electronic receipt and additional documentation. A copy of organization's meeting minutes (if applicable), a list of checks drafted and bank statements covering the most recent three month period must be submitted by mail or scanned electronically to the Charitable Gaming Division.