



The Greenbriar Oceanaire Community Association (“GOCA”) has a desire to provide Bingo games to the community. The GOCA has chosen to operate Bingo and currently no license is necessary as long as the procedures listed below are followed. The GOCA Board of Directors reserves the right to choose which if any license the bingo games are operated under in the future.

Procedures

The Bingo Games fall under the jurisdiction of the NJ Division of Consumer Affairs - Legalized Games of Chance Control Commission (“Control Commission”). The “Bingo License Law” is monitored and enforced by the local authorities. In that endeavor, GOCA has established procedures that will be maintained by the volunteer residents. Such guidelines will include, but not be limited, to the following:

- No alcoholic beverages may be served or consumed during scheduled Bingo games.
- All persons working Bingo Nights will be volunteers from within the community.
- Volunteers will be assigned to the following roles: Bankers, Admission Package Sellers, Special Games Sellers, Marker Seller, and Floor Banker. Additional volunteers may be needed to verify “Bingo” called, and help with the general support of the game.
- The Social Committee will provide the volunteers.
- The association will provide start-up cash for change on Bingo Night. The start-up cash shall not exceed \$1,000.00 for a scheduled game.
- Supplies will be purchased from a Bingo Equipment Provider on an as need basis throughout the year to be funded by the Clubhouse Misc. Account. A receipt for supplies ordered and delivered shall be attached to payment invoices.
- Bingo supplies (i.e. cards, markers, signage, etc.) shall be maintained by the Clubhouse staff and stored appropriately for use.
- The Clubhouse Director will keep and maintain an independent ledger for bingo activities utilizing the various reports supplied by the Bingo personnel.
- The Clubhouse Director will need to ensure the Bingo operations comply with any licensing requirements including filing of game dates and required reports.

Every Bingo Game night, the Floor Banker must make every effort to ensure all monies received for play that night are dispersed to the paid participants on the same night. The last game should be adjusted to distribute all remaining monies received for that evening of play. As a result, the Caller will announce the payout of the final game.



Definitions

The following words and terms shall have the following meanings unless the context clearly indicates otherwise:

- “**Additional Card Seller**” means the volunteer selling additional bingo cards for use during regular (non-special or jackpot) bingo games.
- “**Admission Package Seller**” means the volunteer (usually two) that receive cash payment for the bingo card along with the bingo admission sheet to the participants.
- “**Bankers**” mean the two (2) volunteers that count the cash, disburse the start-up cash amounts, and tally the final proceeds during Bingo Night.
- “**Bingo Admission Sheet**” will be used as a document that identifies the various games played and the distribution of funds.
- “**Bingo**” means a specific kind of game of chance played for prizes with cards bearing letters and numbers designations.
- “**Bingo equipment provider**” means any person licensed by the Control Commission to provide equipment for use in, or in connection with, the holding, operating or conducting of bingo games.
- “**Bingo Night**” means a single gathering or session at which a series of successive bingo games is played not to exceed thirty-five (35) in number.
- “**Cash Box**” means a metal container that holds the start-up cash for each Bingo night.
- “**Marker Seller**” means the volunteer(s) selling colored daubers (“markers”) to the participants.
- “**Special Games Sellers**” mean two (2) or more volunteers selling multi-colored paper game cards to the participants.
- “**Start-Up Cash**” means the amount of monies available for change to the sellers not to exceed \$1,000.00 per scheduled Bingo Night.

Accounting for Cash Received & Disbursed

The Cash Box will hold only the start-up cash provided by GOCA. Only the Clubhouse Director and the Bankers will have access to the keys of the cash box. No one person can open or access the cash box alone. Only the Bankers will control the proceeds from Bingo Night. All other volunteers will work solely the bingo floor. At the end of each evening of play the \$1,000.00 cash fund should always continue to be maintained as a source for change going forward to the next evening of play. All other funds will be disbursed as prizes during a regularly scheduled Bingo Night.

Audit

All control sheets will be available at any time for review. In accordance with generally accepted auditing practices, GOCA’s bingo operations and cash balances will be audited at least once a year (or more) by members of the Finance Committee. A report of the Finance Committee audit findings with recommendations will be submitted to the Clubhouse Director, the chair of the Social Committee and the GOCA Board of Directors for further review and action as appropriate.