

**FIRE DEPARTMENT OF WESTFIELD**  
GAMES OF CHANCE CASH COLLECTION POLICY FOR THE  
JULY 8, 2012 WESTFIELD FIREMAN'S EXEMPT ASSOCIATION OX ROAST

FINAL

DATE: JULY 3, 2012

- The Fire Chief is responsible for implementing and enforcing this policy.
- The Fire Department Treasurer shall carry out this policy.
- Any deviations from this policy without the express consent of the BOFC Chair shall be deemed misconduct as defined in the Fire Department of Westfield's Disciplinary policy.
- A cash lock box will be provided for use by the Fire Department Treasurer for keeping and maintaining cash receipts received and dispersed for each Game of Chance ran by the Fire Department. One cash box for "Pull Tabs" and a separate cash box for the "Chuck Wheel."
- A separate ledger sheet will be kept for each of the Pull Tabs games and for the Chuck Wheel. Upon collection of any monies from these games by the Fire Department Treasurer, the money will be counted in front of a game worker, recorded on the ledger sheet the amount and time of collection then signed for by both the Department Treasurer and the worker.
- A record of the opening cash balance for each box shall be noted and recorded by the Fire Department Treasurer (Hereinafter Treasurer) and reviewed by the Fire Chief or his/her designated Fire Department Officer on a ledger type document or equivalent. The use of the ticket information that comes with each "Deal" may be used for this starting report for the Pull Tabs game(s).
- For the "Pull Tabs" game(s), each "Deal", will require the Treasurer to take an accounting of the cash receipts collected. The information contained in each deal packet has the maximum payout for each deal. Balances shall be confirmed by a comparison of the winning tickets paid out and the unsold tickets for each deal. These balances will be confirmed by the Fire Chief or one or more other Current Officers of the Department appointed by the Fire Chief for this specific purpose. It is very important to save all winning and/or all unsold tickets

- For the Chuck wheel the opening and closing balances, payouts and number of payouts are critical to keep track of for proper accounting for the Chuck Wheel.
- The Treasurer will make a copy of the actual ledger used at the event and said copy shall be delivered by the Fire Chief to the BOFC Chair no later than 24 hours after the close of the event.
- The BOFC Chair shall distribute copies of this report to the BOFC members no later than five days after the event.
- The Treasurer shall request, keep and maintain at all times an actual bank receipt showing the deposit of all cash receipts collected by the Fire Department for the Games of Chance events at the Ox Roast or any other authorized event.
- Bank statements showing all authorized deposits into and authorized expenditures or distributions made from the Games of Chance bank account shall be provided to the BOFC members for review before the next regularly scheduled BOFC meeting.
- The BOFC shall review and approve all said bank account statements and any other reports or printouts generated or developed for the proper tracking and accounting of the games.