

MCB CONTROL PROCEDURE

END OF SESSION BANKING

1. At the end of each session, you will need to work out your BANKING FIGURE. To work this out you need specific printouts from the MCB computer. To access the Printouts, on the MCB keypad, push MENU, AUDITORS MENU, (ENTER PASSWORD), PRINTOUTS;
 - CASH BINGO AUDIT
 - o 1 – CASH BINGO AUDITS
 - LINK AUDIT
 - o 3 – LINKED GAME AUDITS (After printing each audit, you will be asked if you want to CLEAR AUDITS – some clubs print 2 copies, in this case, do not clear until you have printed the 2nd copy)
 - GAME PRINTS. To print these, push MENU, then LAST GAME, then use the arrow buttons to move through the games to the correct one.
 - o NATIONAL LIVE GAMES (there are 2 games, you need both)
 - o Some clubs also print 'SPECIAL GAMES'; 55 Specials or National Cash Games – your Team Leader will confirm this.
2. To start working out your banking figure you should ADD the CASH INPUT from both the CASH BINGO AUDITS and the LINK BINGO AUDITS then minus the TOTAL PAYOUT from both the CASH BINGO AUDITS and the LINK BINGO AUDITS.
3. An ELECTRONIC FIGURE will be given from the cashier. This could be a positive or minus so will either increase or decrease your banking figure. Complete your banking paperwork (different in each club) to get an overall BANKING FIGURE. If this is a positive, you should take this amount to the Cashier. If it is a negative, the cashier will owe you the money.

- If you DO NOT have a separate MCB safe, this process will be slightly different *See Club Specific Guide*
4. You must then re-count your MCB float. This includes all of the cash left over in your float PLUS all money that has come out of the zones.
 - Remember to carry forward any zone shortage/overage from the previous session
 5. ANY cash difference after the above is to be immediately reported to your Duty Manager before a CASH DIFFERENCE slip is signed.
 - The Cash Control Procedure highlights trigger points for each department – you must be aware of these.
 6. All prize receipts and refund slips should be placed in an envelope and all paperwork should be stapled together neatly before it is given to the Cashier