



June 1, 2009

Charitable Gaming
Directive No. 1.01.02

Computerized Record Keeping

BACKGROUND

Bingo Rule 328(8), Millionaire Party Rule 414(7), Raffle Rule 518(7), and Charity Game Ticket Rule 618(8) all state: "Game records may be maintained using a computer if they are maintained in accordance with directives of the bureau." Licensees may use a computer to assist them in the preparation of game records and financial statements provided they comply with this directive.

NOTE: Computerized game forms and financial statements developed and distributed by the bureau do not need to be submitted for prior approval.

TERMS AND CONDITIONS FOR GAME RECORDS

1. The following items shall be submitted to the bureau in an electronic format, either on a disk or as an attachment to an email:
 - a. A list of all game functions to be performed by the computer (e.g., charity game ticket sales, disposable bingo card inventory, etc.).
 - b. Electronic copies of all game records to be produced by the computer.
2. All computerized game forms developed by the licensee shall be in the same format and contain all of the information that is required on bureau forms.

NOTE: Current game forms are available on the Charitable Gaming web site at www.michigan.gov/cg.

3. All computerized game forms not developed by the bureau shall be approved by the bureau, in writing, prior to their use.
4. The licensee may be required to provide the bureau with the software and system documentation.
5. Whenever the bureau updates or revises a game form, the licensees shall update or revise their computerized game form.
6. Game record entries shall be made on the computer as each transaction is completed. Game records shall not be completed manually and then entered into the computer.
7. All computer-assisted operations shall have the capability of being interrupted during the occasion for the printing of all information requested by a bureau representative.
8. An adequate backup system and a written contingency plan for power or system failure shall be available on site and used, if necessary.
9. All other provisions of the Administrative Rules pertaining to required game records shall be applicable.

10. Computerized game records shall be printed on paper immediately at the close of each occasion. The game records shall be identified with the date of the occasion and shall be signed by the chairperson and another worker certifying that the game records were printed at the close of the occasion.

TERMS AND CONDITIONS FOR FINANCIAL STATEMENTS

11. An electronic copy of the computerized financial statement not developed by the bureau shall be submitted on a disk or as an attachment to an email. The financial statement shall be approved by the bureau, in writing, prior to use by the licensee.
12. The computerized financial statement developed by the licensee shall be in a format identical to the bureau's financial statement.

NOTE: Current financial statements are available on the Charitable Gaming web site at www.michigan.gov/cg.

13. Whenever the bureau updates or revises the financial statement, the licensee shall update or revise their computerized financial statement.

WITHDRAWAL OF APPROVAL

14. The bureau reserves the right to withdraw approval of any computerized record keeping system. If approval is withdrawn, the licensee shall maintain game records and/or their financial statements manually on bureau approved forms.

Signed copy available on request

Scott M. Bowen, Lottery Commissioner

Date