

11th District Democratic Committee
18104 Yacri Lane
Livonia, Michigan 48152
1-313-256-1194

RECEIVED
FEDERAL ELECTION COMMISSION
ADMINISTRATIVE

JUL 21 10 19 AM '94

July 19, 1994

Mr. Neil Evans
Reports Analysis Division
Federal Election Commission
Washington, D.C. 20463

Identification Number: C00280941

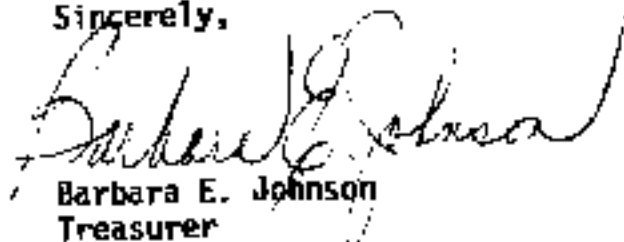
Dear Mr. Evans:

Enclosed is a copy of the Bingo rules from the Bureau of Michigan State Lottery per your request.

Please be advised that the 11th District Democratic Committee is an all volunteer organization. We do not have a headquarters, telephone lines, or paid staff. The address of our committee is my home address and I am a volunteer treasurer.

Please note that my letter to you was dated and mailed June 1, 1994 and received on June 7, 1994. Why did it take from June 7, 1994 until July 19, 1994 to call me regarding my response to your letter dated May 18, 1994? I do not appreciate being asked to respond by July 22, 1994.

Sincerely,


Barbara E. Johnson
Treasurer

Enclosure

94038134431

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*Attn: Neil
Gardner*



CHARITABLE GAMING DIVISION

CHARITABLE GAMING DIVISION
Bureau of Michigan State Lottery
P.O. Box 30023
Lansing, Michigan 48909
Phone (517) 335-5780

BUREAU OF MICHIGAN STATE LOTTERY

BSL-CG-781
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R 432.118 Records of license.

Rule 118. (1) Money deposited in the special bingo checking account shall be used only for the following purposes:

(a) The payment of the following necessary and reasonable bingo expenses incurred in connection with the conduct of bingo:

- (i) Bingo supplies and equipment.
- (ii) Rent.
- (iii) Security.
- (iv) Worker services.
- (v) Janitorial services and utility supplies.
- (vi) License fees.
- (vii) Cash prizes.
- (viii) The purchase of merchandise prizes.
- (ix) Other bingo-related expenses.

(b) The disbursement or transfer of net proceeds derived from the conduct of bingo into the general fund account of the licensed organization. The holding of profits for more than 1 year without transfer is prohibited.

(2) All moneys withdrawn from the special bingo checking account shall be withdrawn only by checks which have preprinted consecutive numbers, which are signed by the duly authorized person or persons, and which are made payable to a specific person, firm, partnership, corporation, or account. A check shall not be made payable to cash or bearer and shall not be drawn in blank.

(3) Special bingo savings accounts in existence before March 1, 1984, shall be closed out as of March 1, 1984. All money in any special bingo savings account shall be transferred to the licensee's special bingo checking account and handled in accordance with these rules. After March 1, 1984, a licensee shall not have, start, or maintain a special bingo savings account of any kind.

(4) Bingo records shall be kept up to date. Bingo records, including the following, shall be available and on the site of all bingo occasions and be available at other times as required by the bureau for examination:

- (a) A copy of the yearly bingo application with copies of the changes forwarded to the bureau.
- (b) The rental agreement.
- (c) Monthly financial reports.
- (d) Deposit books or slips.
- (e) Cancelled checks.
- (f) Voided checks.
- (g) Checkbooks.

(h) Bank statements.

(i) All other cash records.

All voided checks shall be accounted for, retained, and are part of the required records.

(5) All documents supporting entries made in the bingo records shall be kept by the licensee for not less than 6 years. These documents include all of the following:

(a) Bank statements.

(b) Cancelled and voided checks.

(c) Deposit books or slips.

(d) Invoices for all expenditures.

(e) All game records, such as attendance reports, receipts, and expenditures, including prize payout records.

(6) Payment for services shall comply with all of the following provisions:

(a) Not more than \$10.00 per month shall be paid for preparing and mailing monthly financial statements.

(b) Bona fide workers of a licensed organization may be paid up to \$10.00 for their services per occasion. Workers pay includes anything of value, including money, food, beverages, or any other item of value. The value of all items given for services shall not exceed \$10.00 per occasion. This payment shall be shown on the financial statement, and the names and amount paid shall become part of the required game records.

(c) All of the following information related to a worker payment shall be recorded:

(i) The name of worker printed out in full.

(ii) The worker's signature next to the name.

(iii) Amount of payment.

(iv) The date of the occasion worked.

(v) The chairperson's signature on the pay list and the signature of a witness to the signing and payment on the pay list. The witness may be a worker.

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**Federal Election Commission
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 FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

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JMH
PREPARER

7-21-94
DATE PREPARED

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