

Annandale Lions Club  
 PO Box 285  
 Annandale MN 55302

To date there is no hint when things may reopen. Whenever that is, it will be the first day of the month following your reopening (if that's midmonth). See page two for the reopening guidelines from the Gambling Control Board as they contain to lessors.

**Upon reopening:** We are finding ourselves in an impossible situation whenever we reopen. Like you, we have had no income but yet we have had ongoing expenses including a major tax payment. To reopen, we will have insufficient funds for start banks as they were prior to the shutdown.

Therefore, we will delay the opening some sites. Sites that are opened will have reduced **paper pulltab** start banks and no extra bank, at least initially. You will need to monitor games and play closely!

**Etab and dispensing devices:** We are asking you to fund the etab bank and dispensing devices if possible. The recommended bank for dispensing device is \$3000, etab is \$2000. As some of you have found in the past, there have been etab winnings over that amount. One of the (etab) house rules state that if there are insufficient funds available, the Lions club will issue a check to the winner. That rule still applies, but you are expected to have a sufficient bank for typical daily play.

No log is required for lessor funded dispensing devices, but highly recommended so you can track *your* funds.

The daily log for etabs when the lessor funds the bank is much simpler than if we supply the bank, (still requires deposits be made at \$2000+ net).

MINNESOTA LAWFUL GAMBLING				
<b>Worksheet - Electronic Game Occasion Deposits</b>				
Organization:			Month:	Year:
License #:		Site #:		This form may be used by organizations to track electronic game proceeds and deposits when the starting cash bank is provided by the lessor.
Site Name:				
Electronic game occasion date	Daily net from POS report*	Deposit amount**	Date deposited	Notes

\* For purposes of this form, net receipts includes electronic pull-tab gross receipts less prizes and electronic linked bingo gross receipts less prizes awarded in credits at the site. The actual net receipts for electronic linked bingo will vary from this amount.

\*\* If the cumulative net value of credits available for deposit at the close of an electronic game occasion reaches \$2,000 or more, the electronic game cash on hand less the starting cash bank amount must be removed from the cash drawer and secured in a safe until taken for deposit.

After the close of business on the last day of each month, but before the start of business on the first day of the next month, the electronic game cash on hand less the starting cash bank amount must be separated from the starting cash and secured in a safe until taken for deposit.

The funds must be taken from the safe and deposited within four business days.

**Reimbursement for low etab or dispensing banks:** We *buy back* the winning tabs at least once a week.

I will be in contact to work out details just as soon as we have a proposed reopen date.

Steven Bergesch  
 Gambling Manager

Reopen guidelines per the GCB as they may pertain to lessors/sites.

If you need anything, please let me know. Thanks

- Ensure house rules are at each site and visible by players from the location tickets are purchased. Also ensure the house rules sign contains your organization name, license number, the gambling hotline number, illegal gambling is prohibited, and that you must be 18 to play.
- Ensure you have a sufficient amount of prize receipts (generic slips and E-tab slips).
- Ensure the driver's license scanner is working, displaying the correct time and date, and has sufficient paper.
- Review ways to disinfect gambling supplies/equipment touched by employees, for example wiping down electronic game devices, license scanner, prize receipt pens after each use, wiping down sales area after each shift.
- Review ways for employees to safely transact business, for example wearing gloves and masks, installing sneeze guards.
- Social distancing, for example encouraging players to stand six feet apart while waiting in line.
- Emphasize constant washing/sanitizing hands.
- Refrain from physical contact with players, for example shaking hands, giving high fives.
- Consider all guidance from the CDC, the Minnesota Department of Health, and other medical professionals while conducting all lawful gambling.

More information for site owners: [www.annandalelionsclub.org/siteowners](http://www.annandalelionsclub.org/siteowners)