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Commissioner




Larry Gregory
Executive Director

MISSISSIPPI GAMING COMMISSION

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CHARITABLE GAMING INDUSTRY LETTER No. 2004-02

November 5, 2004

TO: All Charitable Gaming Licensees
FROM: Larry Gregory, Executive Director 
RE: Request for Internal Controls, House Rules and other Licensee Information

Mississippi Gaming Commission Charitable Bingo Law Miss Code Ann. § 97-33-109 (2)(f) states in part that:

- (2) In carrying out its enforcement responsibilities, the commission may:
 - (f) Mandate that internal controls be executed in accordance with the provisions of the Charitable Bingo Law and other applicable laws and regulations.

This letter serves as a request to each licensee for a current copy of any written internal controls procedures and an updated copy of any "House Rules" being utilized by your organization.

Additionally, due to the installation of a new electronic reporting system, we are in the process of updating and verifying all licensee records.

Please fill out the enclosed information request form completely leaving no space blank. If there is a section that does not pertain to your organization then place an N/A in the provided space.

In order to verify the accuracy of reported financial data, we are requiring all licensees to submit copies of bank statements on the Bingo account and the Charity account for the months of July, August, and September 2004. Assemble the requested information and contact your agent when all information is complete and ready for review and pick-up. Attach the enclosed information request form to the requested documents and have this information available for an agent to pick up within the **next 10 days**.

Summary of Information requested:

Internal Controls
House Rules
Information Request Form
Copies of July, August, and September bank statements

If you have any questions, please contact the Compliance Section of the Charitable Gaming Division at (601) 351-2850 or 1-800-504-7529.

This letter is available on the MGC website at www.mgc.state.ms.us under Forms and Procedures, Other, Industry Letters.