

## **ADVISORY COMMITTEE PAMPHLET No.18**

### **INFORMATION REQUIRED FOR AN OFFICE OF LIQUOR, GAMING & RACING AUDIT**

Registered Clubs should be aware that at any given time, they may be required to complete an OLGR audit. To quote from the OLGR website ([www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)), “Management and accountability will come under the microscope as our club taskforce conducts rigorous onsite audits in registered clubs across the state”.

Clubs should be aware that these audits will focus on such matters as RSA and RCG practices and procedures, gaming compliance, general administration compliance with the provisions of the Registered Clubs Act.

The specific matters which will be investigated and information required will include, but may not be limited to:

#### **Part 1 Club Overview**

- Balance Sheet details.
- Trading and Profit and Loss details

#### **Part 2 Administration and Finance**

- Cash Floats
- Banking accounts, signatories, details of payments and deposits, top ten payments, cheque cashing policies, etc.
- Petty cash procedures, limits, voucher authorisation etc.
- Directors’ allowances
- Details of board meetings, minutes, signatures etc.
- Gaming reports, analysis per machine etc.
- Certain details of the club’s secretary and employees
- Club constitution
- Membership records
- Entertainment, Keno and TAB details
- Functions
- Tender process for Contracts
- Asset register

- Stocktakes
- Quarterly financial statement
- CDSE scheme

### **Part 3 Corporate Governance**

- Executive salaries
- Supervisor and Manager remuneration
- Board members
- Affiliated bodies
- Contracts with the Club
- Directors Disclosure of Personal Interests in Club Affairs
- Disclosure of gifts from Affiliated bodies
- Disclosure of gifts from contractors
- Annual reporting requirements

### **Part 4 RCG and RSA Policy and Practice**

- Gaming prizes over \$2,000
- Credit provided to members
- Affiliation with Problem Gambling Counselling Service Provided
- Self exclusion scheme
- Gaming machine tickets
- Player accounts and activity statements
- RCG Certificates held for staff involved in the conduct of gaming
- RSA Certificates held for staff involved in the service of alcohol

### **Part 5 Other**

- Internet commerce
- Entry requirements (open door)

### **Part 6 Standards and Systems**

- Commitment to compliance (informal compliance program, OLGR checklist, compliance issues discussed etc.)
- Implementing and Monitoring a Compliance Program

