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G003_FINANCIAL_RECONCILIATION_ADEQUACY

Financial reconciliation and financial adequacy

Guidelines

G 003



1. Preliminary

1.1 Authority

This document is issued by the Financial Services regulatory Commission (the Commission) pursuant to Regulation 105 of the Antigua & Barbuda Interactive Gaming and Interactive Wagering Regulations.

1.2 Confidentiality

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1.3 Disclaimer

The guidelines provided in this document are current at the time of writing. The Commission may in its absolute discretion amend these guidelines, or any definitions or interpretations pursuant to this or related documents at anytime.

Each licence holder should ensure it has the current version of each document.

1.4 Queries

All queries relating to this document should be made, in writing, to:

Director of Gaming
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Antigua and Barbuda

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A.1 References & related documents

The Financial Services Regulatory Commission utilised many documents and international standards when compiling the suite of guidelines.

The current list of related guidelines is available from the Commission's website at <http://www.antiguagaming.gov.ag>.

Licence holders and other interested parties should acquaint themselves with the contemporary documents before relying on them.

1.5 Table of contents

1.	Preliminary.....	2
1.1	Authority.....	2



1.2	Confidentiality	2
1.3	Disclaimer	2
1.4	Queries	2
A.1	References & related documents	2
1.5	Table of contents	2
2.	Guidelines	4
2.1	Reconciliations to be undertaken	4
2.2	Agency arrangements	4
	End of document	5

G 003



2. Guidelines

The licence holder should be responsible for developing an internal financial reporting structure that supports financial reconciliation and controls to ensure financial adequacy.

Reconciliation is the process of comparing the entries on key reports to supporting documentation and resolving any discrepancies. Reconciliation should also serve to verify that the correct codes from the chart of accounts were used or if any change to the chart of accounts was required. As part of the control system reconciliation should ensure:

- a. the accuracy and validity of the entries and balances;
- b. that records are accurately recorded;
- c. unauthorised changes/charges did not occur; and
- d. resolve discrepancies in a timely fashion.

2.1 Reconciliations to be undertaken

The following should be undertaken, reconciliation of:

- a. all bank accounts;
- b. all payment provider accounts;
- c. customer balances in the gaming software to the general ledger;
- d. credit card charge backs and outstanding balances;
- e. accounts receivable and accounts payable;
- f. jackpot prizes; and
- g. fixed assets, salaries, and deductions.

Reconciliation steps should include:

- h. review recorded transactions and investigate those that you don't recognise or appear unusual;
- i. compare transactions to source documents as needed;
- j. review infrequent transactions;
- k. investigate and resolve differences; and
- l. initial and date the reports to document that a review and reconciliation was performed.

2.2 Agency arrangements

Detailed procedures will be required to describe the receipt, payment, recording and reconciliation of funds if any approved agency arrangement is in place.



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G 003