

Paymaster Job Description

The Paymaster reports to the Chairperson and awards the cash prizes.

Duties include:

- Verifying prize amounts and counting, recording and signing off, cash transfers to the Chairperson and Hall Advisor.
- Check bingo equipment with the Caller to ensure it is operating properly. The Chairperson can also do this job.
- Transfer cash prizes for each game to the Money Runner for payout to the Players.
- Record all prize payouts on the control form provided and sign form at the end.
- Complete Discrepancy Reports if necessary.
- At the end of the event count cash tray with the Hall Advisor and transfer cash to the Chairperson.