

MISSISSIPPI LOTTERY CORPORATION

CHAPTER 11 - FINANCE POLICIES

11.0 GENERAL FINANCE DEPARTMENT POLICY

Rule 11.0.0 PURPOSE

This chapter documents the Mississippi Lottery Corporation's ("MLC"), general statement of policy regarding the function and purpose of the Finance Department. It is a broad guideline that establishes a tone of conduct, duties and responsibilities that are further defined in subsequent procedures developed and approved by Executive Staff.

Rule 11.0.1 CONDUCT

The Finance Department of the MLC will conduct its activities in a business-like manner consistent with the demeanor and intent of the Alyce G. Clarke Mississippi Lottery Law and established procedures. All employees of the Finance Department will adhere to the corporate ethics guidelines and the procedures established by senior management. Employees of the Finance Department will maintain strict confidentiality where applicable, except to the extent required by applicable law, concerning information obtained through their daily work. All financial transactions will be conducted with the highest standards of fairness, integrity and accuracy.

Rule 11.0.2 DUTIES

The duties of the Finance Department are defined by procedures developed and approved by the Vice President of Finance and Administration and Executive Staff. The composite duties incumbent upon all Finance Department personnel are to:

- A. Maintain accurate records and financial accounts.
- B. Safeguard the MLC's finances.
- C. Pay all financial obligations of the MLC in a timely manner.
- D. Obtain the best value available for goods and services of the MLC.
- E. Provide timely information upon authorized request.

Rule 11.0.3 RESPONSIBILITIES

The responsibilities of the Finance Department are broad in scope and apply to all personnel. These responsibilities include:

- A. Treat all transactions according to established procedures.
- B. Establish adequate internal accounting controls and monitor the same on an ongoing basis.
- C. Adhere to confidentiality guidelines.
- D. Maintain the highest degree of honesty and fairness.
- E. Provide for equal opportunity in all facets of the Finance Department's business.