

CLUB SPECIAL, SEAL BOARD, TIP BOARD AND PUNCHBOARD  
RECORDKEEPING FORMS AND INSTRUCTIONS

This booklet contains recordkeeping forms, instructions for each form, and a completed sample of each form. The instructions are designed to assist an employee in completing a line or section of a form that may not be readily understood by the title or instructions found on the form itself. Instructions for lines that are considered self-explanatory, such as simple math computations, are not included.

Sample forms have been provided to illustrate the proper completion of this office's standard forms. The instructions will answer the most commonly asked questions about the recordkeeping forms. Please remove the master forms from the booklet and make copies for your site(s). Note that some forms are two sided.

*If you have any questions or comments, please contact this office  
in writing or by calling 1-800-326-9240.*

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**Master Game Inventory Log**  
**(SFN 9935)**

This form is used to account for all games requiring a N.D. gaming stamp purchased by an organization. A separate form is used for each game and each game type. For example, if an organization purchased Hooked pull tab games and seal boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed. If an organization has more than one site, or if it has inventory at more than one location, the Master Game Inventory Log and Site Game Inventory Log would be used.

1. Date Placed - Enter the date that deal is actually put into play, not the date the deal was sent to the site.
2. Date Closed - Enter the last date the game was in play.
3. Quarter Reported on Tax Return - Enter the quarter this deal was reported on the tax return. This can be entered as 10-1, 1st qtr of 10, 9/30/10, or any other entry that indicates the quarter.
4. Date Unplayed Deal Returned to Home Office - If an unplayed deal is returned from a site, enter the date that deal is received at the home office. Played deals are not entered in this column.
5. Date Deal Returned to Distributor - If a deal is returned to a distributor, enter the date the deal was returned. When the credit invoice is received, enter the invoice number on this form.

If a game is returned to master inventory and is re-issued to a site, the gaming stamp number is entered a second time on the master inventory in the next available row to allow for tracking of the deal at the 'new' site.

See sample form on page 5.

**Site Game Inventory Log**  
**(SFN 9934)**

This form is used to account for all games requiring a N.D. gaming stamp at a site. A separate form is used for each game and each game type. For example, if an organization played Hooked pull tab games and seal boards, two forms would be used.

If an organization has only one site which is the home office, only the Master Game Inventory Log is needed.

See instructions for the Master Game Inventory Log for instructions in completing "Date Placed", "Date Closed" and "Date Unplayed Deal Returned to Home Office".

See sample form on page 6.

**Club Special, Seal Board, Tip Board and**  
**Punchboard Daily Summary**  
**(SFN 19215)**

This form is used to account for the activity of one single game at a site for up to ten days. This form and redeemed winning pull tabs (if applicable) should be sent to the home office when the game is closed.

**Cash Bank**

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amounts.
2. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier recorded. When both persons agree to the amount, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

3. At the end of the day's activity, the cashier counts the actual ending cash and records the amount.
4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount recorded. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

The change in bank is computed each day the game is available for play.

Enter the amount of any deposits made for this game only.

Deposit Amount Verified to Bank Statement

An employee who did not have access to the bank deposit funds must verify to the bank statement that the amount recorded as the "Deposit Amount" was actually deposited in the gaming account.

This person initials each deposit and records the date verified indicating that the verification has been completed.

Summary for Schedule B2

If the person summarizing the game has conducted the game, has access to the total receipts or cash profit, or has sole signatory authority of the gaming account, the summarization must be audited by someone independent.

If the game is summarized by a person who meets the requirements listed above and is independent, the summary does not need to be reaudited.

Cash profit equals the sum of the change in the daily cash bank less any prizes paid by check.

See sample form on page 7.

**Record of Win**  
**(SFN 9939)**

This form is used whenever a single cash prize or retail value of a merchandise prize of greater than \$200 is paid to a player. It is also used when a last sale prize or a seal prize of any amount is awarded to a player.

The Record of Win must be pre-numbered.

1. Check the box next to the game type that this record of win relates to and complete the information related to that game type and record the gaming stamp number.
2. The player must sign the Record of Win, unless the prize is being mailed to the player.
3. If a partial payout is made, for example, the player is paid \$200 in cash and will be paid the remaining \$300 of the prize by a check issued from the home office, complete the bottom right section of the form.

See sample form on page 8.

**Reconciliation of Inventories**  
**(SFN 17937)**

This form is used by a person who has not had access to the inventory, for the annual reconciling of games requiring a N.D. gaming stamp, bingo cards, casino chips, and rolls of tickets to a physical count of these items back to the information on the inventory logs.

This form accounts for the master inventory and up to three additional site inventories.

The serial number is completed only for the reconciliation of bingo cards. However, when reconciling rolls of tickets use this field to document the starting ticket number as required by N.D.A.C. § 99-01.3-03-09(3).

If the physical count of inventory does not match the records, the action(s) taken by management to resolve the discrepancy must be noted.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 9.







**CLUB SPECIAL, SEAL BOARD, TIP BOARD, AND PUNCHBOARD DAILY SUMMARY**  
**OFFICE OF ATTORNEY GENERAL**  
 SFN 19215 (4-10)


"X" ONE GAME TYPE	<input type="checkbox"/> Club Special
	<input checked="" type="checkbox"/> Seal Board
	<input type="checkbox"/> Tip Board
	<input type="checkbox"/> Punchboard


Organization	Site	Gaming Stamp #	Serial #	Date Placed	Date Removed	Quarter Reported	Description of Merchandise Prize
<b>Charity, Inc.</b>	<b>The Bar</b>	<b>10443444</b>	<b>7611960</b>	<b>7/1/10</b>	<b>7/3/10</b>	<b>9/30/10</b>	<b>Jacket</b>

Date	(C) Starting Cash	Cashier	Verified By	(F) Ending Cash	Cashier	Verified By	Change In Bank (F - C)	Deposit Amount	Deposit Amount Verified to Bank Statement By and Date Verified		Cash Prizes
									Initials	Date	
7/1/10	<del>0</del>	MS	JS	10	MS	JS	10	<del>0</del>			
7/2/10	10	MS	JS	25	MS	JS	15	<del>0</del>			
7/3/10	25	MS	JS	50	MS	JS	25	50	LG	8/15/10	
<b>TOTALS</b>							<b>50</b>	<b>50</b>			

**Summary for Schedule B2**

	(A) Ideal Gross Proceeds	(C) Value of Unsolds	(D) Gross Proceeds (A - C)	Total Cash Prizes (1)	Total Cost of Merchandise Prizes (2)	(E) Total Prizes (1+ 2)	(F) Adj. Gross Proceeds (D - E)	(S) Total Change In Bank	(T) Prizes Paid By Check	(G) Cash Profit (S - T)	Cash Long (Short) (G - F)	Completed By and Date
Summary	<b>50</b>	<del>0</del>	<b>50</b>	<del>0</del>	<b>30</b>	<b>30</b>	<b>20</b>	<b>50</b>	<b>30</b>	<b>20</b>	<del>0</del>	<b>LG 7/5/10</b>
Audit of Summary		-			<b>+</b>				<b>-</b>			

 <b>RECORD OF WIN</b> <b>OFFICE OF ATTORNEY GENERAL</b> SFN 9939 (4-10)	Organization <b>Charity, Inc.</b>		Date <b>7/3/10</b>		NO. <b>001</b>
	Site <b>The Bar</b>		Completed By <b>MS</b>		Type of ID <b>ND Drivers Lic.</b>
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize <b>jacket</b>	Retail Value of Prize \$ <b>30</b>
<input type="checkbox"/> Bingo	Game Number		Name of Player <b>Bob Johnson</b>		
<input type="checkbox"/> Prize Board	Name of Game	Gaming Stamp Number	Address <b>PO Box 999</b>		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City <b>Anytown</b>	State <b>ND</b>	Zip Code <b>58999</b>
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Stamp Number	Signature of Player <b>Bob Johnson</b>		Date <b>7/3/10</b>
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input checked="" type="checkbox"/> Seal Board	Gaming Stamp Number <b>10443444</b>	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament	Date of Event				

 <b>RECORD OF WIN</b> <b>OFFICE OF ATTORNEY GENERAL</b> SFN 9939 (4-10)	Organization		Date		NO. <b>002</b>
	Site		Completed By		Type of ID
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player		
<input type="checkbox"/> Prize Board	Name of Game	Gaming Stamp Number	Address		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City	State	Zip Code
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Stamp Number	Signature of Player		Date
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input type="checkbox"/> Seal Board	Gaming Stamp Number	If Partial Cash Prize Payout, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament	Date of Event				



**RECONCILIATION OF INVENTORIES**  
**OFFICE OF ATTORNEY GENERAL**  
 SFN 17937 (4-10)

Organization **Charity, Inc.**

Master \*When completing the physical count for the deals and games with a state gaming stamp, include all deals and games in inventory and in play.  
 Site: \_\_\_\_\_

Master \*When completing the physical count for the deals and games with a state gaming stamp, include all deals and games in inventory and in play.  
 Site: **The Bar** \_\_\_\_\_

Reconciliation Completed By <b>Linda Green</b>		Job Title <b>Bookkeeper</b>		Date <b>10/1/10</b>
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
<b>Seal Boards</b>		<b>3</b>	<b>3</b>	<del>0</del>

Reconciliation Completed By <b>Linda Green</b>		Job Title <b>Bookkeeper</b>		Date <b>10/1/10</b>
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
<b>Seal Boards</b>		<b>1</b>	<b>1</b>	<del>0</del>

Result: **OK**

Result: **OK**

Corrective Action Taken:

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Initials **LG**

Initials **LG**