

COMBINED CONCEPT - TWENTY-ONE & PADDLEWHEEL
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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Casino Chips Inventory Log
(SFN 53031)

This form is used to track all casino chips owned by an organization. One form accounts for the master inventory at a home office and inventories at up to five sites. This form is maintained at the home office.

1. Enter the date of the transaction.
2. "Additions: Quantities" - Enter the quantity of each denomination of chip added to the inventory at this location.
3. "Received from or Transferred to" - If receiving chips, enter the source of the chips, such as a distributor or site. If transferring chips, enter the destination of the chips, such as the site.
4. "Reductions: Quantities" - Enter the quantity of each denomination of chip being removed from inventory.
5. Update the running total of chips, for each denomination, at this location.

When the annual reconciliation of inventory is completed, update the inventory log based on the physical count of chips in the master inventory and at each site. Indicate on the form the reason for the change, such as "Adjustment per inventory reconciliation".

See sample form on page 14.

Twenty-One and Paddlewheel
Daily Report
(SFN 53027)

This form is used to account for a day's combined twenty-one and paddlewheel activity at a site. This form accounts for a site with two twenty-one tables and one paddlewheel table.

Cash Bank

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amount, by denomination. If already completed by the count team, the cashier counts and verifies the amounts recorded.
2. The cashier reviews the I.O.U. form for any outstanding balance. If the running balance is negative, enters the amount as a negative on this form. If the running balance is positive, enters the amount as a positive on this form.
3. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier recorded and any I.O.U. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
4. At the end of the day's activity, the cashier counts the actual ending cash and records the amount, by denomination.
5. The cashier reviews the I.O.U. form for any outstanding I.O.U. balance. If the running balance is negative, the cashier enters the amount as a negative on this form. If the running balance is positive, the amount is entered as a positive on this form.
6. If a second employee is on duty, that employee recounts the ending cash and verifies the amounts the cashier recorded, and any I.O.U. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
7. If the count team counts the starting and ending cash bank, they should also initial the form verifying their count.

Casino Chip Bank

1. At the beginning of the day's activity, the cashier counts all the casino chips available at the site and records the amounts, including the quantity and value for each denomination and the total value, unless already completed by the count team. If a second employee is on duty, that employee recounts the casino chips and verifies the amounts recorded by the cashier.
2. When both persons agree to the amounts, 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 all casino chips at the site including chips in the chip trays and chips redeemed as prizes and records the amounts, including the quantity and value for each denomination and the total value. If a second employee is on duty, that employee recounts the chips and verifies the amounts recorded by the cashier.
4. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

The cashier computes and records the difference in chip bank.

Fills and Credits

Fill and credit slips must be two part carbonless forms according to N.D. Administrative Code § 99-01.3-08-05. The fill and credit slips for this combined concept must still be specifically identified by twenty-one or paddlewheel on the fill or credit form.

1. In the Fills and Credits for twenty-one, enter the consecutive pre-printed number of each fill slip, in the first

column titled "Fills" under "#". Enter the total dollar amount of each respective fill slip in the column titled "Amount".

2. In the last two columns titled "Credits", repeat the same procedures for each credit slip completed for the corresponding table.
3. Repeat procedures 2 and 3 for the paddlewheel table. If an additional twenty-one table is used, also repeat these procedures for table 2.

Drop Box Cash

(Refer to N.D.A.C. § 99-01.3-08-14)

1. While the first count team member observes, the second count team member counts and records, by denomination and total, the cash in the drop box for twenty-one - table 1. While the second count team member observes, the first count team member recounts the cash and verifies the amounts recorded by the second count team member. When both persons agree to the amounts, both count team members initial and date the form verifying the accuracy of the recorded amounts.
2. These procedures are repeated for each twenty-one and paddlewheel drop box.

Surveillance Review

1. This section is used by an organization that has a surveillance system to document on a daily basis that an employee has reviewed that a surveillance camera at each twenty-one and paddlewheel table at a site is recording an unobstructed view of the table activity. If a recording unit or camera for a table is not operating properly or is not producing an unobstructed view, comments should be noted. Refer to N.D.A.C. § 99-01.3-08-04(8).

Twenty-One Gross Proceeds, Prizes,
& Adjusted Gross Proceeds

1. Enter the total drop box cash from all twenty-one tables - add all letter P's from the tables used at the site.
2. Enter the total chips awarded from all twenty-one tables - add all letter K's from all tables used at the site.
3. If the chip bank difference (letter G) was positive, add Line 3 to Line 2. If the chip bank difference was negative, subtract Line 3 from Line 2.

Paddlewheel Gross Proceeds, Prizes,
& Adjusted Gross Proceeds

4. Enter the total drop box cash from the paddlewheel table, letter Q.
5. Enter the total chips awarded from the paddlewheel table, letter N.

Combined Cash Profit and Bank Deposit

6. Enter the total drop box cash from twenty-one and the paddlewheel by adding Line 1 and Line 6.
7. Enter the amount of the combined deposit for the twenty-one and paddlewheel activity only.

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.

See sample form on page 15.

I.O.U.
(SFN 9880)

This form is used at a site to record the lending of funds from one game to another, or from a cash reserve bank. This form accounts for all loans and payback of funds for all games at a site for one quarter.

The source of cash (the game lending the cash or paying back a previous loan) is always entered as a positive amount. The destination for the cash (the game borrowing the cash or the game being paid back for a previous loan) is always entered as a negative amount. For example, if the twenty-one/paddlewheel cash bank lends \$100 to the pull tab bank – Hooked cash bank, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One/Paddlewheel	
S \$100	\$100
Pull Tabs – Hooked	
D (\$100)	(\$100)

When the pull tab – Hooked cash bank pays the twenty-one/paddlewheel cash bank back, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One/Paddlewheel	
D (\$100)	\$0
Pull Tabs – Hooked	
S \$100	\$0

If a game has an I.O.U. running balance at the beginning or end of the day's activity, that amount is entered in the opening cash or ending cash on the daily accounting form for that game. If the running balance is positive, the amount recorded on the daily accounting form is reported as a positive or a negative running balance is reported on the daily accounting form as a negative.

See sample form on page 16.

Twenty-One and Paddlewheel
Monthly Summary
(SFN 53028)

This form is used to summarize the combined activity for twenty-one and paddlewheels at a site for one month. The monthly totals for the entire quarter will be reported on the quarterly tax return.

1. Enter the information from each day's Twenty-One and Paddlewheel Daily Report. For example, "Gross Proceeds" for twenty-one, on the Twenty-One and Paddlewheel Monthly Summary, is the amount from Line 1, "Gross Proceeds - Drop Box Cash", on the Twenty-One and Paddlewheel Daily Report.
2. Enter the information from each day's Twenty-One and Paddlewheel Daily Report. For example, "Gross Proceeds" for the paddlewheel, on the Twenty-One and Paddlewheel Monthly Summary, is the amount from Line 6, "Gross Proceeds - Drop Box Cash", on the Twenty-One and Paddlewheel Daily Report.
3. Percent-of-hold for twenty-one or the paddlewheel is computed by dividing the adjusted gross proceeds by the gross proceeds for each game type. For example, if adjusted gross proceeds are \$47 and gross proceeds are \$195, the percent-of-hold is 24.1%.

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.

Total each column at the end of each month in the quarter.

See sample form on page 18.

Monthly Computation of Cash Long (Short)

4. Total Cash Long (Short), on a monthly basis, is assigned to each game type based on the ratio of each game's adjusted gross proceeds to the total adjusted gross proceeds of both games. For example, if the total adjusted gross proceeds for twenty-one and the paddlewheel is \$11,700. The total, \$11,700 is then divided by the adjusted gross proceeds amount for each individual game type. For twenty-one, the \$7,000 for adjusted gross proceeds is divided by the \$11,700 for a ratio of 60%. The same is completed for determining the paddlewheel ratio.
5. Cash Profit (Loss), is then computed by taking each game's total adjusted gross proceeds plus the cash long or minus the cash short.

See sample form on page 18.

Twenty-One Dealer Shift Report
(SFN 53030)

This form is used to track each dealer's performance by shift. Two dealers' activity can be documented on this form. For each dealer:

1. For twenty-one only, enter the table number the dealer will be dealing on.
2. Enter the time the dealer began their shift and the time the dealer ended their shift.
3. Enter the chip count, by quantity of each denomination, of the chips on the table when the shift changes. While the dealer who was dealing counts the

chips, the dealer coming on the table observes the count and records it on the form.

4. Enter the total value of the chips on the table. For example:

$\$25 \times 15 = \$ 375$
 $\$ 5 \times 20 = \$ 100$
 $\$ 2 \times 115 = \$ 230$
 $\$ 1 \times 135 = \$ 135$
 $.50 \times 40 = \underline{\$ 20}$
Total value \$ 860

5. Both dealers initial the form verifying the amounts recorded are correct.
6. Enter the amount of cash put in the drop box during this shift. The organization can use any method to track the amount dropped in the drop box.
7. If a fill or credit was taken during this shift, record the total amount of the fill or credit.
8. Enter the starting value of chips for this shift. If it is the first shift of the day, enter the starting fill slip amount. If not, enter the total relief chip count from the previous dealer.
9. "Shift Results" equals "Relief Chip Value" plus "Drop Box Cash", less "Fills", plus "Credits", less "Starting Chip Value". Repeat steps 1 through 8 for each shift change.

After the count team counts the drop box(es):

10. Enter the total recorded drop box cash for all dealers at the site in the box in the upper right part of the form.
11. Enter the actual drop box cash for all tables.
12. Enter the difference. If a difference, the amount must be assigned to the dealers

at the site in a fair manner, such as splitting the amount equally or based on the time dealt.

Adjustment for Drop Box Cash

13. Enter the total drop for this dealer.
14. Record the amount of the adjustment assigned to that dealer from number 12 above.
15. Enter the total shift results for this dealer.

Record the Adjusted Drop Box Cash amount and the Adjusted Shift Results. If the difference was negative, drop box cash and shift results are lowered by the adjustment amount. If the difference was positive, drop box cash and shift results are raised by the adjustment amount.

See sample form on page 19.

Paddlewheel Operator Shift Report (SFN 51722)

This form is used to track each wheel operator's performance by shift. Two operators' activity can be documented on this form. For each operator:

1. Enter the time the operator began their shift and the time the operator ended their shift.
2. Enter the chip count, by quantity of each denomination, of the chips on the table when the shift changes. The betting chips for the paddlewheel are entered as one amount, regardless of color. While the operator who was dealing counts the chips, the operator coming on the table observes the count and records it on the form.
3. Enter the total value of the chips on the table. For example:

\$100 x 20 =	\$2000
\$25 x 100 =	\$2500
\$5 x 400 =	\$2000
\$1 x 200 =	\$ 200
\$1 betting x 220 =	<u>\$ 220</u>
Total value =	\$6920

4. Both operators initial the form verifying the amounts recorded are correct.
5. Enter the amount of cash put in the drop box during this shift. The organization can use any method to track the amount dropped in the drop box.
6. If a fill or credit was taken during this shift, record the total amount of the fill or credit.
7. Enter the starting value of chips for this shift. If it is the first shift of the day, enter the opening fill slip amount. If not, enter the total relief chip count from the previous operator.
8. "Shift Results" equals "Relief Chip Value" plus "Drop Box Cash", less "Fills", plus "Credits", less "Starting Chip Value". Repeat steps 1 through 7 for each shift change.

After the count team counts the drop box(es):

9. Enter the total recorded drop box cash for all operators at the site in the box in the upper right part of the form.
10. Enter the actual drop box cash for all tables.
11. Enter the difference. If a difference, the amount must be assigned to the operators at the site in a fair manner, such as splitting the amount equally or based on the time they conducted the paddlewheel.

Adjustment for Drop Box Cash

12. Enter the total drop for this operator.
13. Record the amount of the adjustment assigned to that operator from number 11 above.
14. Enter the total shift results for this operator.
15. Record the Adjusted Drop Box Cash amount and the Adjusted Shift Results. If the difference was negative, drop box cash and shift results are lowered by the adjustment amount. If the difference was positive, drop box cash and shift results are raised by the adjustment amount.

See sample form on page 19.

Twenty-One Percent-of-Hold (SFN 18863)

This form is used to summarize each dealer's performance on a quarterly basis. A separate form is used for each dealer.

1. Enter the date of the activity.
2. Enter the site where the dealer worked.
3. Enter the Dealer's Adjusted Result from the Twenty-One Dealer Shift Report.
4. Enter the Dealer's Adjusted Drop Box Cash from the Twenty-One Dealer Shift Report.
5. In the cumulative column, if this is the first entry of the quarter, enter the same amounts as noted in instructions 3 and 4. Otherwise, add the previous amount in the cumulative column to this day's entries. For example, if the previous Cumulative Result was \$67 and this day's result was \$72, enter \$139 as the new cumulative result. Follow the same procedures for Cumulative Drop.

6. Compute the percent-of-hold by dividing Cumulative Result by Cumulative Drop. For example, if Cumulative Result was \$67, and Cumulative Drop was \$73; percent-of-hold is 91.8%.

See sample form on page 21.

Paddlewheel Percent-of-Hold
(SFN 58511)

This form is used to summarize each wheel operator's performance on a quarterly basis. A separate form is used for each wheel operator.

1. Enter the date of the activity.
2. Enter the site where the operator worked.
3. Enter the Operator's Adjusted Result from the Paddlewheel Operator Shift Report.
4. Enter the Operator's Adjusted Drop Box Cash from the Paddlewheel Operator Shift Report.
5. In the cumulative column, if this is the first entry of the quarter, enter the same amounts as noted in instructions 3 and 4. Otherwise, add the previous amount in the cumulative column to this day's entries. For example, if the previous Cumulative Result was \$67 and this day's result was \$72, enter \$139 as the new cumulative result. Follow the same procedures for Cumulative Drop.
6. Compute the percent-of-hold by dividing Cumulative Result by Cumulative Drop. For example, if Cumulative Result was \$67, and Cumulative Drop was \$73; percent-of-hold is 91.8%.

See sample form on page 22.

Videotape Inventory Log
(SFN 50032)

This form is used by an organization that chooses to track the inventory of videotapes for twenty-one and paddlewheel by site.

A control number is assigned to each videotape. A control number describing the site, table number and date to which it is assigned is recommended. For example, a tape for table one at The Bar which is used on the first day of the month would be assigned control number B1-1. The tape for this site to be used on the second day of the month would be B1-2, etc.

1. Enter the date the videotape is issued to the site.
2. The person who issues the tape initials the form verifying the information recorded.
3. Enter the date of activity for which that tape was used.
4. Enter the date the tape was returned to master inventory.
5. The person who receives the tape initials the form verifying the information recorded.
6. If the tape is reviewed by an organization employee, enter the date of that review in the column "Date of Internal Review".
7. If the tape is reviewed by an outside agency, enter the date the tape is sent to that agency and the date it is returned to master inventory in the column "Outside Review -Reviewer".
8. If the tape is given to a law enforcement agency, enter the date the tape is sent to that agency and the date it is returned to master inventory in the column "Outside Review -Law Enforcement".

See sample form on page 23.

Digital Surveillance Review Log
(SFN 54064)

This form is for organizations that have digital video surveillance systems. It is used if the organization chooses to track and document the review of the digital surveillance. This form is used in conjunction with the Twenty-One Review Record and Paddlewheel Review Record.

See sample form on page 24.

Twenty-One Review Record
(SFN 50033)

This form is used if an organization reviews video for twenty-one. It is used to document the review of the video.

1. Enter the time of the tape where review began and the time of the tape where review ended.
2. Check the box that indicates which dealing procedure is used at this site.
3. Enter the name of the dealer being reviewed. There is room for two dealers on each form.
4. Check the box next to any dealer problem noted during review for each dealer reviewed. The time on the tape that the problem is noted could be entered instead of a check mark.
5. Complete the Comments section, noting any other problems or actions taken.
6. Review the record with the dealer if problems are noted. Dealer initials acknowledge that the dealer has been notified of the rule violations.
7. Check the proper boxes at the bottom of the form. The reviewer initials and dates the form. If the reviewer is not an

employee of the organization, a signature is required.

See sample form on page 25.

Paddlewheel Review Record
(SFN 51725)

This form is used if an organization reviews video for paddlewheel. It is used to document the review of the video.

1. Enter the times of the tape where the review started and ended.
2. Enter the name of the operator being reviewed. Each form accommodates two operators.
3. If any operator problem is noted during the review, enter the time on the tape where the problem is, do not enter a check mark.
4. Complete the comments section, noting any other problems noted or actions taken.
5. Review the record with the operator if problems are noted. Operator initials acknowledge that the operator has been notified of the rule violations.
6. Check the proper boxes at the bottom of the form. The reviewer initials and dates the form. If the reviewer is not an employee of the organization, a signature is required.

See sample form on page 26.

Ideal Cash Bank Master Record
(SFN 52534)

This form is used to maintain a master record of the ideal cash bank amounts at a site for each game type. It is used to account for any permanent increases or decreases to the cash bank. (Note:

Temporary increases or decreases in a daily cash bank do not need to be recorded.) This form is maintained at the home office.

1. Cash Bank Reference No. – This is a number assigned by the organization to each cash bank for reference purposes. Each cash bank is assigned its own number. Once a number is assigned to a cash bank, that number cannot be duplicated or used again for any other cash bank.
2. Game Identifier/Name of Game – Enter the name of game that identifies which cash bank the master record is for. For example, pull tabs are identified by the name of the game such as “Century 100” and twenty-one would simply be “twenty-one.” If the Game Identifier changes at any time, an entry is made on the Ideal Cash Bank Master Record to show the new name for the Game Identifier with no increase or decrease, the ideal cash bank amount is completed and the record initialed.
3. Source/Destination - This identifies where the cash bank funds are coming from or where they are going. For example, if a check is being written from the Gaming Account to increase a cash bank the source is “Gaming Account.” If a cash bank is being decreased and the funds are being deposited into the Gaming Account the destination is the “Gaming Account.”
4. Increase/(Decrease) – This field is used to record any permanent increases or decreases to the ideal cash bank amount. If a cash bank is being established or increased, a positive amount is recorded. If a cash bank is being discontinued or decreased, a negative amount is recorded.
5. Ideal Cash Bank Amount – Enter the ideal cash bank amount as established

by the organization. When the ideal amount of a cash bank is increased or decreased, add the increase to or subtract the decrease from the previous ideal cash bank amount recorded for the bank.

See sample form on page 27.

Cumulative Ideal Cash Bank Record **(SFN 52533)**

This form is used to maintain a record of all organization cash banks at all sites. It is used in conjunction with the Ideal Cash Bank Master Record. It provides a cumulative total of the ideal value of all cash banks of the organization.

1. Cash Bank Reference No. – This is the same number assigned to the cash bank on the Ideal Cash Bank Master Record by the organization. If the ideal cash bank amount for a game is permanently increased or decreased, an entry is made on the next available line of this form and the cash bank reference no. for the game recorded.
2. Increase/(Decrease) – This field is used to record any increases or decreases to the ideal cash bank amount as indicated on the Ideal Cash Bank Master Record. If a cash bank is being established, record the amount of the bank. If a cash bank is being discontinued, record the previously recorded amount of the bank as a negative amount. If an established cash bank is being increased or decreased, only the amount of the increase - a positive amount or decrease - a negative amount, is recorded.
3. Ideal Cash Bank Amount – This is the same ideal cash bank amount as recorded on the Ideal Cash Bank Master Record. If an established cash

bank has been increased or decreased, the new ideal amount is recorded.

4. Cumulative Total – All Banks – This column maintains a running total of all cash banks at all sites. If an established cash bank is increased or decreased, the cumulative total is changed only by the amount of the increase or decrease to the bank. Add or subtract the amount of the increase or decrease to the previous amount recorded for Cumulative Total – All Banks to establish the current cumulative total for all cash banks.

See sample form on page 28.

Reconciliation of Ideal Cash Banks **(SFN 52532)**

This form is used to reconcile the gaming cash banks at a site on an annual basis. This form accounts for six cash banks at a site. The count and reconciliation must be done by a person who does not have access to the cash banks.

1. Current Cash Amount of Bank is the amount of cash in the cash bank per a physical count on the day of the reconciliation.
2. Plus - Any IOU's (when game is the source of the cash), cash losses from the previous day(s) of activity, or any other increases are added to the current cash bank amount.
3. Less - Any IOU's (when game is the destination of the cash), cash profit accumulated in bank and not yet deposited, or any other decreases are subtracted from the current cash bank amount.
4. Total Current Cash Bank Amount is computed accordingly.

5. Ideal Cash Bank Amount per the Ideal Cash Bank Master Record is recorded.

6. Difference is computed by subtracting the Ideal Cash Bank Amount from the Total Current Cash Bank Amount. If there is any difference, an explanation is required.

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

See sample form on page 29.

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 30.

Cash Reserve Bank – Daily Report
(SFN 50151)

This form is used by an organization that maintains a central or cash reserve bank for replenishing or lending cash to game banks.

For further information on the IOU form, see the instructions on page 5 of this booklet.

See sample form on page 31.

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amount. If already completed by the count team, the cashier counts and verifies the amounts recorded.
2. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enters the amount as a negative on this form. If the running balance is positive, enters the amount as a positive on this form.
3. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier or count team has recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
4. At the end of the day's activity, the cashier counts the actual ending cash and records the amount.
5. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enters the amount as a negative on this form. If the running balance is positive, enters the amount as a positive on this form. If a second employee is on duty, that employee recounts the ending cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.



CASINO CHIPS INVENTORY LOG
OFFICE OF ATTORNEY GENERAL
 SFN 53031 (4-10)

Organization
Charity, Inc.

MASTER																						
Date	ADDITIONS : QUANTITIES							Received From or Transferred To	REDUCTIONS : QUANTITIES							RUNNING TOTALS						
	\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting		\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting	\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting
6/30/10	100	500	500	500	1000	500	500	ABC Distributing							100	500	500	500	1000	500	500	
7/1/10								The Bar	(50)	(250)	(200)	(200)	(500)	(200)	(250)	50	250	300	300	500	300	250

SITE: The Bar																						
Date	ADDITIONS : QUANTITIES							Received From or Transferred To	REDUCTIONS : QUANTITIES							RUNNING TOTALS						
	\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting		\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting	\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting
7/1/10	50	250	200	200	500	200	250	Home Office							50	250	200	200	500	200	250	
10/1/10								adjustment per inventory reconciliation							50	250	200	195	497	198	250	

SITE:																						
Date	ADDITIONS : QUANTITIES							Received From or Transferred To	REDUCTIONS : QUANTITIES							RUNNING TOTALS						
	\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting		\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting	\$100	\$25	\$5	\$2	\$1	\$.50	\$1 Betting



TWENTY-ONE AND PADDLEWHEEL DAILY REPORT
OFFICE OF ATTORNEY GENERAL
 SFN 53027 (4-10)

Organization Charity, Inc.	Site The Bar	Date 7/1/10
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CASH BANK				
Denomination	Starting Cash		Ending Cash	
Other				
\$20	1000		500	
\$10	1000		700	
\$5	500		400	
\$1	500		338	
Change				
Checks			150	
IOU			100	
TOTAL	(A) 3000	(B) 2188	(C) Difference (A - B) 812	
	Cashier MS	Verified By JS	Cashier MS	Verified By JS
	Count Team AA	Count Team BB	Count Team AA	Count Team BB
	Chips Redeemed - Cash Bank Difference (D - C)			(2)

CASINO CHIP BANK					
Denomination	OPEN		CLOSE		Chips Redeemed
	Quantity	Value	Quantity	Value	
\$100	50	5000	50	5000	(D) 810
\$25	250	6250	250	6250	
\$5	200	1000	200	1000	
\$2	200	400	200	400	
\$1	500	500	497	497	Difference In Chip Bank (F - E)
\$.50	200	100	200	100	
\$1 Betting	250	250	250	250	
TOTAL	(E) 13500		(F) 13497		(G) (3)
Cashier MS	Verified By JS	Count Team AA	Count Team BB	Cashier MS	Verified By JS
					Count Team AA
					Count Team BB

TWENTY-ONE GROSS PROCEEDS, PRIZES, & ADJUSTED GROSS PROCEEDS		PADDLEWHEEL GROSS PROCEEDS, PRIZES, & ADJUSTED GROSS PROCEEDS		COMBINED CASH PROFIT & BANK DEPOSIT		COMBINED CASH LONG (SHORT)	
1. Gross Proceeds - Drop Box Cash (Total of all P's)	195	6. Gross Proceeds - Drop Box Cash (Q)	710	9. Total Ending Cash (B)	2188	14. Cash Profit (Loss) (Line 12)	93
2. Chips Awarded (Total of all K's)	151	7. Prizes (N)	662	10. Total Drop Box Cash (Lines 1 + 6)	+ 905	15. Total Adjusted Gross Proceeds (Line 5 + 8)	- 95
3. Chip Bank Difference (G)	+ / - (3)	8. Adjusted Gross Proceeds	48	11. Total Starting Cash (A)	- 3000	16. Cash Long (Short)	(2)
4. Total Prizes (2 + / - 3)	- 148			12. Cash Profit (Loss)	93	Summary Completed By and Date AA 7/2/10	
5. Adjusted Gross Proceeds (1 - 4)	47			13. Bank Deposit	93	Summary Audited By and Date LG 7/7/10	

TWENTY-ONE – TABLE 1		TWENTY-ONE – TABLE 2		PADDLEWHEEL	
FILL #	FILL AMOUNT	FILL #	FILL AMOUNT	FILL #	FILL AMOUNT
1001	700	1003	700	1004	7000
1002	100				
TOTAL	(H) 800	TOTAL	(H) 700	TOTAL	(L) 7000
CREDIT #	CREDIT AMOUNT	CREDIT #	CREDIT AMOUNT	CREDIT #	CREDIT AMOUNT
9001	650	9002	699	9003	6338
TOTAL	(J) 650	TOTAL	(J) 699	TOTAL	(M) 6338
Chips Awarded (H – J)	(K) 150	Chips Awarded (H – J)	(K) 1	Chips Awarded (L – M)	(N) 662

TWENTY-ONE DROP BOX CASH TABLE 1		TWENTY-ONE DROP BOX CASH TABLE 2		PADDLEWHEEL DROP BOX CASH	
Other		Other		Other	
\$20	100	\$20		\$20	200
\$10	50	\$10	20	\$10	300
\$5	10	\$5	10	\$5	150
\$1	5	\$1		\$1	60
TOTAL	(P) 165	TOTAL	(P) 30	TOTAL	(Q) 710
Count Team AA	Count Team BB	Count Team AA	Count Team BB	Count Team AA	Count Team BB
Date 7/2/10	Date 7/2/10	Date 7/2/10	Date 7/2/10	Date 7/2/10	Date 7/2/10

SURVEILLANCE REVIEW - TABLE 1			SURVEILLANCE REVIEW - TABLE 2			SURVEILLANCE REVIEW - PADDLEWHEEL		
Recording Properly	Initials	Comments	Recording Properly	Initials	Comments	Recording Properly	Initials	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	AA		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AA	Betting spaces 6 and 7 are not visible on video. Contacted the vendor to adjust the camera at the site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	AA	



TWENTY-ONE DEALER SHIFT REPORT
OFFICE OF ATTORNEY GENERAL
 SFN 18862 (4-10)

Organization Charity, Inc.	Site The Bar	Date 7/1/10
Actual Drop Box Cash (A) 525	Recorded Drop Box Cash (B) 521	Difference (A-B) 4

Dealer Name	Table #	Time On Time Off	Relief (Ending) Chip Count					Total Value of Chips	Dealer Initials	Dealer Initials	+ Shift Drop Box Cash	- Fills	+ Credits	- Starting Chip Value	= Shift Result
			\$25	\$5	\$2	\$1	\$.50								
Mary Sharp	1	5 pm / 6 pm	15	20	115	135	40	\$ 860	JS	MS	110			900	70
	1	7 pm / 8 pm	13	10	110	120	36	\$ 733	JS	MS	40			707	66
	1	8:45 pm / 10 pm	13	10	114	120	36	\$ 741	JS	MS	85			733	93
								\$							
								\$							
								\$							
								\$							
								\$							
ADJUSTMENT FOR DROP BOX CASH COUNT										Total Drop (C) 235	Adj. Drop (C+D) 237	Adjustment (D) 2	Adj. Result (D+E) 231	Total Result (E) 229	

Dealer Name	Table #	Time On Time Off	Relief (Ending) Chip Count					Total Value of Chips	Dealer Initials	Dealer Initials	+ Shift Drop Box Cash	- Fills	+ Credits	- Starting Chip Value	= Shift Result
			\$25	\$5	\$2	\$1	\$.50								
Joe Smith	1	6 pm / 7 pm	12	15	100	115	34	\$ 707	MS	JS	50			860	(103)
	2	7:45 pm / 9 pm	12	20	110	130	38	\$ 769	MS	JS	136			900	5
	2	9:15 pm / 10 pm	9	17	110	130	38	\$ 679	MS	JS	100			769	10
								\$							
								\$							
								\$							
								\$							
								\$							
ADJUSTMENT FOR DROP BOX CASH COUNT										Total Drop (C) 286	Adj. Drop (C+D) 288	Adjustment (D) 2	Adj. Result (D+E) (86)	Total Result (E) (88)	



PADDLEWHEEL OPERATOR SHIFT REPORT
OFFICE OF ATTORNEY GENERAL
 SFN 51722 (4-10)

Organization Charity, Inc.	Site The Bar	Date 7/1/10
Actual Drop Box Cash (A) 710	Recorded Drop Box Cash (B) 690	Difference (A-B) 20

Operator Name	Time On Time Off	Relief (Ending) Chip Count					Total Value of Chips	Operator Initials	Operator Initials	+ Shift Drop Box Cash	- Fills	+ Credits	- Starting Chip Value	= Shift Result
		\$100	\$25	\$5	\$1	\$1 Betting								
Mary Sharp	5 pm 6 pm	20	100	400	200	220	\$ 6920	JS	MS	250			7000	170
	8 pm 9 pm	20	95	320	113	250	\$ 6338	JS	MS	340			6970	(292)
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
									Adjustment For Drop Box	Total Drop (C) 590	Adj. Drop (C+D) 605	Adjustment (D) 15	Adj. Result (D+E) (107)	Total Result (E) (122)

Operator Name	Time On Time Off	Relief (Ending) Chip Count					Total Value of Chips	Operator Initials	Operator Initials	+ Shift Drop Box Cash	- Fills	+ Credits	- Starting Chip Value	= Shift Result
		\$100	\$25	\$5	\$1	\$1 Betting								
Jim Smith	6 pm 7 pm	20	100	400	220	250	\$ 6970	MS	JS	100			6920	150
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
									Adjustment For Drop Box	Total Drop (C) 100	Adj. Drop (C+D) 105	Adjustment (D) 5	Adj. Result (D+E) 155	Total Result (E) 150



TWENTY-ONE REVIEW RECORD
OFFICE OF ATTORNEY GENERAL
 SFN 50033 (4-10)



TWENTY-ONE REVIEW RECORD
OFFICE OF ATTORNEY GENERAL
 SFN 50033 (4-10)

Organization Charity, Inc.		Site The Bar	Date of Activity 7/3/10	Control # B1-3	Table # 1
Time Start 9:10 p.m.	Time End 10:10 p.m.	Dealing Procedure: <input checked="" type="checkbox"/> Right Hand Only <input type="checkbox"/> Right or Left Hand			
Dealer: Mary	Dealer: Joe	Description of Dealer Problem			
		Fails to place currency face down on buy-in of chips.			
		Fails to properly position cards when dealing or splitting the first two cards.			
		Fails to properly position payoff chips on winning insurance wagers.			
		Fails to stop a player from placing an initial wager or adding to a wager after the first card of the round has been dealt.			
	X	Fails to fan the players' chips during a payoff.			
		Fails to fan chips with only the right hand when the dealing procedure is restricted to the dealer's right hand.			
		Fails to fan and pay with the dealer's right or left hand at different times when both hands are used.			
		Fails to correctly calculate payoff chips on winning hands.			
		Fails to fan the players' chips and payoff at different times when using the same hand.			
	X	Fails to properly position the payoff chips for winning hands.			
		Fails to reposition winning tip bets in the inner table area with the left hand.			
		Fails to match a winning tip bet with the same denomination chip.			
		Fails to move the dealer's hands or upper body away from tip bet chips for the camera's view.			
		Fails to collect tip bets and matching chips and place them in tip receptacle only after all cards have been picked up.			
		Other:			
Initials	Initials JS	Acknowledgment by dealer that the dealer has been notified of the rule violations noted.			
Comments: Conducted additional training with Joe to correct violations noted above					
Equipment resolution problem? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		May videotape be reused? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Completed By DS	Date 7/11/10

Organization		Site	Date of Activity	Control #	Table #
Time Start :	Time End :	Dealing Procedure: <input type="checkbox"/> Right Hand Only <input type="checkbox"/> Right or Left Hand			
Dealer:	Dealer:	Description of Dealer Problem			
		Fails to place currency face down on buy-in of chips.			
		Fails to properly position cards when dealing or splitting the first two cards.			
		Fails to properly position payoff chips on winning insurance wagers.			
		Fails to stop a player from placing an initial wager or adding to a wager after the first card of the round has been dealt.			
		Fails to fan the players' chips during a payoff.			
		Fails to fan chips with only the right hand when the dealing procedure is restricted to the dealer's right hand.			
		Fails to fan and pay with the dealer's right or left hand at different times when both hands are used.			
		Fails to correctly calculate payoff chips on winning hands.			
		Fails to fan the players' chips and payoff at different times when using the same hand.			
		Fails to properly position the payoff chips for winning hands.			
		Fails to reposition winning tip bets in the inner table area with the left hand.			
		Fails to match a winning tip bet with the same denomination chip.			
		Fails to move the dealer's hands or upper body away from tip bet chips for the camera's view.			
		Fails to collect tip bets and matching chips and place them in tip receptacle only after all cards have been picked up.			
		Other:			
Initials	Initials	Acknowledgment by dealer that the dealer has been notified of the rule violations noted.			
Comments:					
Equipment resolution problem? <input type="checkbox"/> Yes <input type="checkbox"/> No		May videotape be reused? <input type="checkbox"/> Yes <input type="checkbox"/> No		Completed By	Date



PADDLEWHEEL REVIEW RECORD
OFFICE OF ATTORNEY GENERAL
 SFN 51725 (4-10)

Organization
Charity, Inc.



PADDLEWHEEL REVIEW RECORD
OFFICE OF ATTORNEY GENERAL
 SFN 51725 (4-10)

Organization

Site	Control #	Date of Activity	Time Start/End
The Bar	PW-1	7/1/10	8 pm - 9 pm
Operator: Jim Smith	Operator:	Description of Operator Problem	
		Fails to place currency face down on buy-in of betting chips.	
8:10 p.m.		Fails to take betting chips from the chip tray, equal in value to the currency or payout chips, fan the betting chips, and move the operator's hand away from the betting chips, restack the betting chips, and push the betting chips to the player.	
		Fails to stop a player from placing and initial wager or adding to a wager after the operator announced that bets are closed.	
		Fails to double spin the paddlewheel.	
		Fails to first remove all losing betting chips from the table and place them in the chip tray.	
		Fails to pay off winning betting chips in the sequence of the payoff bets that are most accessible to the players first and to the payoff bets that are least accessible to the players last.	
		Fails to correctly calculate payoffs on winning wagers.	
		Fails to fan all of a player's betting chips toward the operator or side during payoff.	
		Fails to take betting and/or payout chips equal to the prize amount of the winning chips from the chip tray, place the betting and/or payout chips in a stacked manner beside the fanned betting chips, fan the chips, and move the operator's hands away from the chips. Excludes the use of a rack.	
Initials JS	Initials	Acknowledgment by the operator that the operator has been notified of the rule violations noted.	
Comments:			
Equipment Resolution Problem? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	May videotape be reused? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Completed By: DS 7/5/10	

Site	Control #	Date of Activity	Time Start/End
Operator:	Operator:	Description of Operator Problem	
		Fails to place currency face down on buy-in of betting chips.	
		Fails to take betting chips from the chip tray, equal in value to the currency or payout chips, fan the betting chips, and move the operator's hand away from the betting chips, restack the betting chips, and push the betting chips to the player.	
		Fails to stop a player from placing and initial wager or adding to a wager after the operator announced that bets are closed.	
		Fails to double spin the paddlewheel.	
		Fails to first remove all losing betting chips from the table and place them in the chip tray.	
		Fails to pay off winning betting chips in the sequence of the payoff bets that are most accessible to the players first and to the payoff bets that are least accessible to the players last.	
		Fails to correctly calculate payoffs on winning wagers.	
		Fails to fan all of a player's betting chips toward the operator or side during payoff.	
		Fails to take betting and/or payout chips equal to the prize amount of the winning chips from the chip tray, place the betting and/or payout chips in a stacked manner beside the fanned betting chips, fan the chips, and move the operator's hands away from the chips. Excludes the use of a rack.	
Initials	Initials	Acknowledgment by the operator that the operator has been notified of the rule violations noted.	
Comments:			
Equipment Resolution Problem? <input type="checkbox"/> Yes <input type="checkbox"/> No	May videotape be reused? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed By:	



RECONCILIATION OF IDEAL CASH BANKS
OFFICE OF ATTORNEY GENERAL
 SFN 52532 (4-10)

Organization Charity, Inc.	Site The Bar	Page 1 of 1
Name of Person Completing Reconciliation Linda Green	Job Title Bookkeeper	Date 10/1/10

Game Type <u>TO/PW</u>	Game Type _____	Game Type _____
Game Identifier/Name of Game <u>TO/PW</u>	Game Identifier/Name of Game _____	Game Identifier/Name of Game _____
Current Cash Amount of Bank (per count) \$ <u>3700</u>	Current Cash Amount of Bank (per count) \$ _____	Current Cash Amount of Bank (per count) \$ _____
Plus:	Plus:	Plus:
IOU-When Game Is Source Of Cash _____	IOU-When Game Is Source Of Cash _____	IOU-When Game Is Source Of Cash _____
Cash Loss From Previous Day(s) Activity _____	Cash Loss From Previous Day(s) Activity _____	Cash Loss From Previous Day(s) Activity _____
Other Increases (explain) _____	Other Increases (explain) _____	Other Increases (explain) _____
Less:	Less:	Less:
IOU-When Game Is Destination Of Cash _____	IOU-When Game Is Destination Of Cash _____	IOU-When Game Is Destination Of Cash _____
Cash Profit Not Yet Deposited <u>200</u>	Cash Profit Not Yet Deposited _____	Cash Profit Not Yet Deposited _____
Other Decreases (explain) _____	Other Decreases (explain) _____	Other Decreases (explain) _____
Total Current Cash Bank Amount \$ <u>3500</u>	Total Current Cash Bank Amount \$ _____	Total Current Cash Bank Amount \$ _____
Ideal Cash Bank Amount (per master record) <u>3500</u>	Ideal Cash Bank Amount (per master record) _____	Ideal Cash Bank Amount (per master record) _____
Difference (explanation required) <u>0</u>	Difference (explanation required) _____	Difference (explanation required) _____
Explanations: <u>OK</u>	Explanations: _____	Explanations: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Initials LG	Initials	Initials



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: _____

Reconciliation Completed By Linda Green		Job Title Bookkeeper		Date 10/1/10
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
\$100 chips		50	50	0
\$25 chips		250	250	0
\$5 chips		300	300	0
\$2 chips		300	300	0
\$1 chips		500	500	0
\$.50 chips		300	300	0
\$1 Betting		250	250	0

Result: **OK**

Corrective Action Taken:

Initials **LG**

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 Linda Green		Job Title Bookkeeper		Date 10/1/10
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
\$100 chips		50	50	0
\$25 chips		250	250	0
\$5 chips		200	200	0
\$2 chips		200	195	(5)
\$1 chips		500	497	(3)
\$.50 chips		200	198	(2)
\$1 Betting		250	250	0

Result: **casino chips do not match inventory records**

Corrective Action Taken: **Immaterial amounts, therefore inventory records will be adjusted to actual amounts per the physical count.**

Initials **LG**

