

## PULL TAB DISPENSING DEVICE 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.*

### TABLE OF CONTENTS

Master Game Inventory Log Instructions .....	Page 3
Sample form .....	Page 14
Site Game Inventory Log Instructions .....	Page 3
Sample form .....	Page 15
Dispensing Devices – Access Log .....	Page 3
Sample form .....	Page 16
Pull Tab Dispensing Device Record of Serial Numbers Instructions .....	Page 4
Sample form .....	Page 17
Credit Redemption Register Instructions .....	Page 4
Sample form .....	Page 18
Pull Tab Dispensing Device Interim Period Site Summary Instructions .....	Page 4
Sample form .....	Page 19
Sample form .....	Page 20
Pull Tab Disp. Device Interim Period Site Summary – Ticket Reader Instructions .....	Page 5
Sample form .....	Page 21
Pull Tab Dispensing Device Summary Instructions .....	Page 7
Sample form .....	Page 22
Pull Tab Dispensing Device Daily Employee Report Instructions .....	Page 9
Sample form .....	Page 23
Pull Tab Dispensing Device Daily Employee Report & Interim Period Site Summary Instructions .....	Page 10
Sample form .....	Page 24

I.O.U. Instructions .....	Page 10
Sample form .....	Page 25
Record of Win .....	Page 10
Sample form .....	Page 26
Pull Tab Dispensing Device - Weekly Interim Audit Instructions .....	Page 11
Sample form .....	Page 27
Ideal Cash Bank Master Record Instructions .....	Page 11
Sample form - Employee Cash Bank .....	Page 28
Sample form - Bar Loan .....	Page 29
Cumulative Ideal Cash Bank Record Instructions .....	Page 11
Sample form .....	Page 30
Reconciliation of Ideal Cash Banks Instructions .....	Page 12
Sample form .....	Page 31
Reconciliation of Inventories Instructions .....	Page 13
Sample form .....	Page 32
Cash Reserve Bank – Daily Report Instructions .....	Page 13
Sample form .....	Page 33

**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 Lucky Devil and Criss Cross pull tab games, 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. For example, if 10 deals were played in one game during a quarter and the game was closed on September 30, the entry for all 10 deals would be 9/30/xx.
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 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 14.

**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 Lucky Devil and Criss Cross pull tab games, 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 15.

**Dispensing Devices - Access Log**  
**(SFN 18113)**

This form is used to record the access into a pull tab device by any person. This form stays in the device throughout a quarter of activity.

When the device is accessed, the non-resettable currency meter must be recorded.

If a test vend is conducted to make sure the device is properly dispensing pull tabs, record the nonresettable currency meter reading before and after the test vend. The amount test vended must be entered in the "Reason for Entry" column.

When pull tabs are test vended, the pull tabs must be returned to the device in one of the columns.

See sample form on page 16.

**Dispensing Devices - Record of Serial Numbers (SFN 18619)**

When a new game is started, enter the serial numbers of the first two deals added to the device. This form is given to the bar and/or to the organization's gaming employee who will be redeeming winning pull tabs.

Whenever a deal is added, request this form from the bar and add the new serial number. Return the form to the bar and/or to the organization's gaming employee who will be redeeming winning pull tabs.

When the game is closed, send this form to the home office for retention.

See sample form on page 17.

**Credit Redemption Register (SFN 18127)**

This form is used to record the payment to players for pull tabs not properly dispensed by the device.

If credits are showing on the device, a bar employee may complete the register and immediately pay the player for the remaining credits.

If no credits are on the device, a bar employee may not pay the player. The bar employee completes the register and presents it to the gaming employee who services the device. If the device is cash long, the gaming employee must reimburse the player.

1. Person Who Paid Player and Date - If the bar has paid the player for remaining credits, the bar employee signs and dates the register. If the gaming employee paid the player, the gaming employee signs or initials and dates the register.
2. Bar Reimbursed By and Date - If the bar has paid the player, the gaming employee who services the device enters the amount being reimbursed and the date. If the gaming employee is paying the player, this column is left blank.

See sample form on page 18.

**Pull Tab Dispensing Device Interim Period Site Summary (SFN 18124)**

This form is used whenever currency is withdrawn from the device, pull tabs are bought back from the bar, and/or deals are added to the device. The completed form and the pull tabs bought back from the bar and the organization's own employee, if applicable, are given to the person responsible for auditing the activity after the interim visit.

**Prizes Bought Back from Bar**

Do not include redeemed winning pull tabs paid by an organization employee in this section. The Pull Tab Dispensing Device Daily Employee Report accounts for those redeemed winning pull tabs.

For prizes bought back from the bar, record the number of winning pull tabs bought back, by denomination, and the total value of those winners. For example, a \$250 winning pull tab is recorded as 2 - \$100's for a total value of \$200 and 1 - \$50 for a total value of \$50.

A bar employee counts the prizes being bought back with the gaming employee.

When both agree to the amount of prizes being exchanged for cash or check, the bar employee signs the form.

The prizes recorded on this interim period site summary are separately banded and dated with the interim period date. The completed form and prizes are to be sent to the employee responsible for auditing the activity after the interim visit.

#### Top Tier Winners Redeemed

The top tier winning pull tabs are the highest level of individual winners in a deal. For example a deal may contain \$100, \$50, \$10, and \$2 winners. Only the \$100 winners are considered to be the top tier, regardless of what the organization posts or considers being the top tiers for the device. In the case of a criss cross pull tab, the individual denomination is the determining factor. For example, a deal may have a \$500 winner which is made up of 5 \$100 winning lines. The top tier would be \$100, not \$500.

For each top tier winner bought back, enter the number of top tier winners by serial number.

#### Cash Profit (Loss)

- B. "Total Prizes Paid" includes prizes bought back from the bar and redeemed winners from the organization's own employees, if applicable.
- C. From the Credit Redemption Register, enter the total of the amount reimbursed to the bar for credits paid and the amount paid directly to players since the last interim period.
- D. This field is used only if the organization has its own employees redeeming winning pull tabs for the device. Enter any cash long or short from the Pull Tab Dispensing Device Daily Employee Report.

#### Meter Readings

Unless a printed audit report is available, enter all four meter readings. Record the non-resettable meter readings before any test vends are done. Record the amount of currency and the number of pull tabs test vended since the last interim visit.

If a printed audit report is available, attach the printed audit report to this form.

#### Deals Added to Game

When a deal or deals are added to a game, record the gaming stamp number and game serial number for only the deal(s) being added for this interim period site visit.

If this is the start of a new game or the end of a game, mark the box that applies.

See sample forms on page 19 and 20.

#### **Pull Tab Dispensing Device** **Interim Period Site Summary –** **Ticket Reader** **(SFN 53740)**

This form is used to account for pull tab activity when a dispensing device equipped with a ticket reader is used to conduct pull tab dispensing device activity. This form is completed whenever currency is withdrawn from the dispensing device, pull tabs are bought back from the bar, prizes credited through the ticket reader are removed, and/or deals are added to the device. The completed form and the pull tabs bought back from the bar, removed from the ticket reader, and the organization's own employee, if applicable, are to be sent to the employee responsible for auditing the activity after the interim visit.

#### Prizes Bought Back from Bar

Do not include redeemed winning pull tabs credited through the ticket reader or paid by

an organization employee in this section. For redeemed winning pull tabs paid by the organization's employee, the Pull Tab Dispensing Device Daily Employee Report accounts for those redeemed winning pull tabs.

For prizes bought back from the bar, record the number of winning pull tabs bought back, by denomination, and the total value of those winners. For example, 2 winning pull tabs @ \$100 = \$200.

A bar employee counts the prizes being bought back with the gaming employee. When both agree to the amount of prizes being exchanged for cash, the bar employee signs the form.

The prizes recorded on this interim period site summary are separately grouped, banded, dated with the interim period date, and identified as pull tabs bought back from the bar. These tickets are to be retained separate from other pull tabs that may have been credited through the ticket reader or redeemed by the organization's own employees.

#### Prizes Credited – Ticket Reader

Do not include redeemed winning pull tabs bought back from the bar or paid by an organization employee in this section. The Pull Tab Dispensing Device Daily Employee Report accounts for those redeemed winning pull tabs paid by an organization employee.

The dispensing device runner removes the redeemed tickets from the ticket reader bin and properly defaces them. The runner then records the number of prizes credited through the ticket reader. For prizes credited and removed from the ticket reader, record the number of winning pull tabs credited through the ticket reader, by denomination, and the total value of those winners. For example, 20 winning pull tabs @ \$2 = \$40.

The prizes recorded on this interim period site summary are separately grouped, banded, dated with the interim period date, and identified as prizes credited through the ticket reader. These tickets are to be retained separate from other pull tabs the organization may have had redeemed by the bar employee or the organization's own employee's.

#### Top Tier Winners Redeemed

The top tier winning pull tabs are the highest level of individual winners in a deal. For example a deal may contain \$100, \$50, \$10, and \$2 winners. Only the \$100 winners are considered being the top tier, regardless of what the organization may post for the device or considers being the top tiers. In the case of a criss cross pull tab, the individual denomination is the determining factor. For example, a deal may have a \$500 winner which is made up of 5 \$100 winning lines. The top tier would be \$100, not \$500.

For each top tier winner bought back from the bar, enter the number of top tier winners by game serial number.

#### Cash Profit (Loss)

- A. "Amount of Currency in Device," record the total amount of currency removed from the dispensing device.
- B. "Prizes Credited – Ticket Reader," record the total amount of prizes recorded as credited through the ticket reader. This is the number recorded in the "Total" field as "Prizes Credited– Ticket Reader."
- C. "Total," record the amount of currency in device plus the prizes credited through the ticket reader. This "Total" should reconcile to the resettable meter reading, Value of Currency– Dispensing Device (Field L).

- D. "Total Prizes Paid" record all prizes bought back from the bar, prizes credited through the ticket reader, and redeemed winners from the organization's own employee, if applicable.
- E. From the Credit Redemption Register, enter the total of the amount reimbursed to the bar for credits paid and/or the amount paid directly to players since the last interim period.
- F. This field is used only if the organization has its own employees redeeming winning pull tabs for the device. Enter any cash long or short determined from the Pull Tab Dispensing Device Daily Employee Report.

Meter Readings

- J. Record the resettable value of currency from the ticket reader. The resettable value of currency per the ticket reader should equal the amount recorded as "Amount of Currency in Device," field A.
- K. Record the resettable meter readings from the ticket reader for the prizes credited. The resettable value of pull tabs credited should be the same as the amount recorded as "Prizes Credited – Ticket Reader," field B.

Also record the four meter readings from the dispensing device which include the resettable and non-resettable value of currency and pull tabs. Record the non-resettable meter readings before any test vends are done. Record the amount of currency and the number of pull tabs test vended since the last interim visit.

If a printed audit report is available, attach it to this form in addition to recording the dispensing device meter readings on this form.

Deals Added to Game

When a deal or deals are added to a game, record the gaming stamp number and game serial number for only the deal(s) being added.

If this is the start of a new game or the end of a game, mark the box that applies.

See sample form on page 21.

**Pull Tab Dispensing Device Summary**  
**(SFN 18126)**

This form is used to summarize each pull tab game using the information on the applicable Pull Tab Dispensing Device Interim Period Site Summary. This form is completed in the home office by someone independent of the person who services the device. Prizes and cash profit are audited as this form is completed.

For each interim period site summary:

1. Enter the gaming stamp number and serial number of any deal(s) added to the game. Whenever two or more deals are added on the same day, a separate line is used for each deal.
2. The top tier winners redeemed are summarized by serial number. As a top tier winner is redeemed, a tick mark ( | ) is recorded in the column next to where the corresponding serial number was recorded. This column is updated on an ongoing basis, it is not related to a particular day's activity.
3. Total prizes should be verified by the person responsible for auditing the activity before being recorded on the summary.
4. The three cumulative columns are running totals for the game. These running totals are used for interim audits and for summarizing the closed game.

### 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.

The Reconciliation of Non-Resettable Meters for Currency, Reconciliation of Non-Resettable Meters for Number of Pull Tabs Dispensed, and Summary for Schedule B1 are completed when the game is closed.

### Reconciliation of Non-Resettable Meters

1. Enter the non-resettable currency meter reading from the last Interim Period Site Summary for the game.
2. Enter the total test vends of currency for the game.
3. Enter the non-resettable currency meter reading from the first Interim Period Site Summary for the game.
4. When the game is closed, record the total currency that was in the device during the play of the game. This information is the sum of "Currency in Device" from all Interim Period Site Summaries for this game. If using the Interim Period Site Summary – Ticket Reader form, this information is the sum of all field C's "Total – (A+B)" for this game.
5. Repeat steps 1 through 3 using the non-resettable pull tab meter readings.
6. Gross proceeds is obtained from the Summary for Schedule B1 section, column D.

The currency in device, currency validated, value of pull tabs dispensed, and gross proceeds should be the same.

### Summary for Schedule B1

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.

- I. Ideal Gross Proceeds per Deal - The number of tickets in one deal times the cost per play. This information is from the game information sheet.
- J. Number of Deals - Enter the number of deals that have been placed in play for the game.
- C. Enter the value of the unsold pull tabs. For example, if there are 250 pull tabs remaining at a cost per play of \$2, the amount entered would be \$500.
- D. Gross Proceeds should be the same as Currency in Device, Currency Validated, and Value of Pull Tabs Dispensed from the Reconciliation of Non-Resettable Meters.
- E. Enter the last entry in the "Cumulative Prizes" column.
- G. Enter the last entry in the "Cumulative Profit(Loss)" column. Do not enter cumulative deposits.

See sample form on page 22.

**Pull Tab Dispensing Device Daily  
Employee Report (SFN 50006)**

This form is used by an organization employee who is redeeming winning pull tabs. The employee must use a separate cash bank provided by the organization, not the loan of funds given to the bar.

This form can be used to record the activity daily, or by shift. If by shift, the cash, prizes, and top tier winning pull tabs would be accounted for at each shift change, and a section of the form would be used for each shift.

**Cash Bank**

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

6. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

For further information on the IOU form (SFN 9880), see the instructions on page 10 in this booklet.

7. Enter the total prizes paid plus any credits paid to players by the organization employee. The amount of credits paid to players is from the Credit Redemption Register.

**Prizes**

For each denomination of winner, record the number of winners redeemed this day, and the total value of those winners. For example, 2 winners @ \$100 = \$200.

The prizes recorded on this day's report are separately banded and dated for each game.

**Top Tier Winners Redeemed**

The top tier winners are the highest level of individual winners in a deal. For example, a deal may contain \$100, \$50, \$10, and \$2 winners. Only the \$100 winners are considered to be the top tier, regardless of what the organization posts for the game. In the case of a criss cross pull tab, the individual denomination is the determining factor. For example, a deal may have a \$500 winner which is made up of 5 \$100 winning lines. The top tier would be \$100, not \$500.

For each top tier winner redeemed this day, enter the number of top tier winners by serial number.

**Reimbursement to Bank**

The person who services the device verifies the "Total Prizes and Credits Paid" for each day's activity since the last interim visit.

The person who services the device reimburses the cash bank from currency in the device, enters the amount and initials the last day's Daily Employee Report. The amount reimbursed should bring the cash bank back to its normal amount if enough cash is available.

See sample form on page 23.

**Pull Tab Dispensing Device Daily  
Employee Report & Interim Period  
Site Summary (SFN 54067)**

This form is for an organization that has their employees redeeming winning pull tabs at all times from the dispensing device and also has their employees servicing the device. For information on completing the employee report see the instructions on page 9 in this booklet for the Pull Tab Dispensing Device Daily Employee Report (SFN 50006).

To complete the Interim Period Site Summary section of the form see the instructions on page 4 in this booklet for the Interim Period Site Summary (SFN 18124).

See sample form on page 24.

**I.O.U. (SFN 9880)**

This form is used at a site to record the lending of funds to one game from 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 being paid back for a previous loan) is always entered as a negative amount. For example, if the twenty-one cash bank lends \$100 to the Lucky Devil cash bank, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One	
S     \$100	\$100

Pull Tabs – Lucky Devil	
D     (\$100)	(\$100)

When the Pull Tab – Lucky Devil cash bank pays back the twenty-one cash bank, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One	
D     (\$100)	\$0

Pull Tabs – Lucky Devil	
S     \$100	\$0

If a game has a running balance at the beginning or end of the day's activity, that amount is entered on the daily accounting form for that game as a positive amount or negative amount.

See sample form on page 25.

**Record of Win  
(SFN 9939)**

This form is used whenever a single cash prize greater than \$200 is paid to a player. If a pull tab has two or more winning prize patterns, the requirement is based on the value of each prize pattern.

The Record of Win must be pre-numbered.

1. Check the pull tabs box and complete the name of game and 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 of a \$500 redeemed winning pull tab 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 26.

**Pull Tab Dispensing Device -  
Weekly Interim Audit (SFN 51685)**

This form is used to record interim audits of a game for twelve weeks. See N.D. Admin. Code § 99-01.3-12-03(14) for information on when weekly audits are required.

See "Summary for Schedule B1 and "Reconciliation of Meters" sections on page 8 for instructions on completing the meter reconciliation portion of this form.

See sample form on page 27.

**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 forms on page 28 and 29.

**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 30.

**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 (and who does not have sole signatory of the gaming account).

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 31.

**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.

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 32.

**Cash Reserve Bank – Daily Report**  
**(SFN 50151)**

This form is used by an organization that maintains a central or cash reserve bank for buying back redeemed prizes from the bar.

1. At the beginning of the day's activity, the employee who services the device counts the actual starting cash and records the amount.
2. The employee who services the device 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. The employee initials 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 employee who services the device 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.
6. The employee initials the form verifying the accuracy of the recorded amounts.

For further information on the IOU form, see the instructions on page 10 of this booklet.

See sample form on page 33.















**PULL TAB DISPENSING DEVICE INTERIM PERIOD SITE SUMMARY**  
**OFFICE OF ATTORNEY GENERAL**  
 SFN 18124 (4-10)

Organization <b>Charity, Inc.</b>	Site <b>The Bar</b>	Name of Game <b>Lucky Devil</b>	Completed By <b>AA</b>	Date <b>7/03/10</b>
--------------------------------------	------------------------	------------------------------------	---------------------------	------------------------

Prizes Bought Back From Bar			Cash Profit (Loss)		Meter Readings (Leave Blank if Printed Audit Report)	
Denomination	Quantity	\$ Value				
<b>100</b>	<b>1</b>	<b>100</b>	A. Amount of Currency In Device	\$ <b>895</b>	G. Resettable: Value of Currency	\$ <b>895</b>
<b>10</b>	<b>18</b>	<b>180</b>	B. Total Prizes Paid - Bar <u>and</u> Organization Employee	— <b>320</b>	H. Resettable: Number of Pull Tabs	<b>895</b>
<b>2</b>	<b>20</b>	<b>40</b>	C. Total Credits Paid	— <b>5</b>	I. Non-Resettable: Value of Currency	\$ <b>1415</b>
			D. Cash Long (Short) - Organization Employee <u>Only</u>	+/-	J. Non-Resettable: Number of Pull Tabs	<b>1415</b>
			E. Cash Profit (Loss) - (A - B - C +/- D)	\$ <b>570</b>	K. Value of Currency Test Vended	\$
			F. Bank Deposit	\$ <b>570</b>	L. Number of Pull Tabs Test Vended	
				<b>Top Tier Winners Redeemed</b>		<input type="checkbox"/> Start Game <input type="checkbox"/> End Game
				<b>Deals Added To Device</b>		
			#	Serial Number	#	Serial Number
			<b>1</b>	<b>1010902</b>		
			#	Serial Number	#	Serial Number
			#	Serial Number	#	Serial Number
<b>Total</b>		\$ <b>320</b>				
Bar Employee Signature			#	Serial Number	#	Serial Number
<i>Terry Watson</i>						





**PULL TAB DISPENSING DEVICE SUMMARY**  
**OFFICE OF ATTORNEY GENERAL**  
 SFN 18126 (4-10)

Organization <b>Charity, Inc.</b>		Site <b>The Bar</b>	
Name of Game <b>Lucky Devil</b>	Quarter <b>Sept. 2010</b>	Date Placed <b>7/1/10</b>	Date Closed <b>9/30/10</b>
Plays Per Deal <b>2000</b>	X Cost Per Play <b>\$ 1</b>	= Ideal Gross Proceeds <b>2000</b>	- Ideal Prizes <b>1700</b>
		= Ideal Adj. Gross Proceeds <b>300</b>	

Date	Gaming Stamp Number	Serial Number	Top Tier Winners Redeemed	Cash Profit (Loss)	Deposit	Deposit Amount Verified To Bank Statement By and Date Verified	Total Prizes	Cumulative			Initials
								Cash Profit (Loss)	Deposit	Prizes	
7/1/10	10239995	1010902	I		\$	Initials Date	\$	\$	\$		
7/1/10	" " 9996	1010917	III								
7/3/10	" " 9997	1010906		570	570	LG 8/15/10	320	570	570	320	LG
9/30/10				190	190		708	6020	6020	33,910	LG

Reconciliation of Non-Resetable Meters for Currency					Reconciliation of Non-Resetable Meters for Number of Pull Tabs Dispensed						
Ending Currency Meter Reading	Less: Total Test Vends	Less: Beginning Meter Reading	Currency Validated	Currency In Device	Ending Pull Tab Meter Reading	Less: Total Test Vends	Less: Beginning Meter Reading	Number of Pull Tabs Dispensed	Times: Cost Per Play	Value of Pull Tabs Dispensed	(D) Gross Proceeds
40,550	- 120	- 500	= 39,930	39,930	40,550	- 120	- 500	= 39,930	X 1	= 39,930	39,950

Summary for Schedule B1											
	I. Ideal Gross Proceeds Per Deal	J. Number of Deals Conducted	A. Total Ideal Gross Proceeds	C. Value of Unsold Pull Tabs	D. Gross Proceeds	E. Prizes	F. Adjusted Gross Proceeds	G. Cash Profit	Cash Long (Short) (G - F)	Percent of Accuracy (G ÷ F)	Completed By and Date
Summary	2000	X 20	40,000	- 50	39,950	- 33,910	6040	6020	(20)	99.7 %	LG 10/2/10
Audit of Summary		X		-		-				%	



**PULL TAB DISPENSING DEVICE  
DAILY EMPLOYEE REPORT  
OFFICE OF ATTORNEY GENERAL  
SFN 50006 (4-10)**

Organization <b>Charity, Inc.</b>	Name of Game <b>Lucky Devil</b>
Site <b>The Bar</b>	Completed By <b>MS</b>

		Date <b>9/29/10</b>			Date <b>9/30/10</b>			Date			Date		
(A) Starting Cash		<b>500</b>			<b>500</b>								
(B) IOU - Starting		<del>0</del>			<del>0</del>								
(C) Total Starting Cash (A + / - B)		<b>500</b>			<b>500</b>								
Jar Operator	Verified By	<b>MS</b>	<b>JP</b>	<b>MS</b>	<b>JP</b>								
(D) Ending Cash		<b>146</b>			<b>90</b>								
(E) IOU - Ending		<del>0</del>			<del>0</del>								
(F) Total Ending Cash (D + / - E)		<b>146</b>			<b>90</b>								
Jar Operator	Verified By	<b>MS</b>	<b>JP</b>	<b>MS</b>	<b>JP</b>								
(G) Amount Paid Out of Bank (C - F)		<b>354</b>			<b>410</b>								
(H) Total Prizes and Credits Paid		<b>350</b>			<b>408</b>								
(I) Cash Long (Short) (H - G)		<b>(4)</b>			<b>(2)</b>								
Prizes	Denom.	#	\$ Value	Denom.	#	\$ Value	Denom.	#	\$ Value	Denom.	#	\$ Value	
	<b>100</b>	<b>2</b>	<b>200</b>	<b>100</b>	<b>2</b>	<b>200</b>							
	<b>50</b>	<b>3</b>	<b>150</b>	<b>50</b>	<b>2</b>	<b>100</b>							
				<b>10</b>	<b>5</b>	<b>50</b>							
				<b>2</b>	<b>29</b>	<b>58</b>							
Total Prizes	\$ <b>350</b>			\$ <b>408</b>			\$			\$			
Top Tier Winners Redeemed	#	Serial #		#	Serial #		#	Serial #		#	Serial #		
	<b>2</b>	<b>1033345</b>		<b>1</b>	<b>1033344</b>								
				<b>1</b>	<b>1033345</b>								
Reimbursement to Cash Bank													
Amount	\$ <b>354</b>			\$ <b>410</b>			\$			\$			
Completed By and Date	<b>AA 9/30/10</b>			<b>AA 10/1/10</b>									





**PULL TAB DISPENSING DEVICE DAILY  
EMPLOYEE REPORT & INTERIM PERIOD  
SITE SUMMARY**  
OFFICE OF ATTORNEY GENERAL  
SFN 54067 (4-10)

Organization <b>Charity, Inc.</b>	Date <b>9/30/10</b>
Site <b>The Bar</b>	Completed By <b>MS</b>

		Name of Game <b>Lucky Devil</b>		Interim Period Site Summary	
(A) Starting Cash		<b>500</b>		(A) Amount of Currency In Device	<b>600</b>
(B) IOU - Starting		<b>0</b>		(B) Total Prizes Paid - Organization Employee	<b>408</b>
(C) Total Starting Cash (A + / - B)		<b>500</b>		(C) Total Credits Paid	<b>0</b>
Jar Operator	Verified By	<b>MS</b>	<b>JP</b>	(D) Cash Long (Short) - Organization Employee	<b>(2)</b>
(D) Ending Cash		<b>90</b>		(E) Cash Profit (Loss) (A - B - C + / - D)	<b>190</b>
(E) IOU - Ending		<b>0</b>		(F) Bank Deposit	<b>190</b>
(F) Total Ending Cash (D + / - E)		<b>90</b>			
Jar Operator	Verified By	<b>MS</b>	<b>JP</b>	Prizes Bought Back From Employees	Date of Activity
(G) Amount Paid Out of Bank (C - F)		<b>410</b>			<b>9/30/10</b>
(H) Total Prizes and Credits Paid		<b>408</b>			<b>408</b>
(I) Cash Long (Short) (H - G)		<b>(2)</b>			
Prizes	Denom.	#	\$ Value		
	<b>100</b>	<b>2</b>	<b>200</b>		
	<b>50</b>	<b>2</b>	<b>100</b>		
	<b>10</b>	<b>5</b>	<b>50</b>	Total Prizes	<b>\$ 408</b>
	<b>2</b>	<b>29</b>	<b>58</b>		
<b>Meter Readings</b> (Leave Blank if Printed Audit Report)					
Total Prizes		<b>\$ 408</b>		G. Resettable: Value of Currency	<b>\$ 600</b>
Top Tier Winners Redeemed		#	Serial Number	H. Resettable: Value of Pull Tabs	<b>600</b>
	<b>1</b>	<b>1033344</b>		I. Non-Resettable: Value of Currency	<b>\$ 40250</b>
	<b>1</b>	<b>1033345</b>		J. Non-Resettable: Value of Pull Tabs	<b>40250</b>
				K. Value of Currency Test Vended	<b>\$</b>
				L. Number of Pull Tabs Test Vended	
Posted Winners Cross Check		Beginning	Ending	<b>Deals Added To Device</b>	
	<input type="checkbox"/> Start Game	<input checked="" type="checkbox"/> End Game		Gaming Stamp Number	
Reimbursement to Cash Bank				Serial Number	
Amount		<b>410</b>		Gaming Stamp Number	
Completed By and Date		<b>MS 10/1/10</b>		Serial Number	



 <b>RECORD OF WIN</b> <b>OFFICE OF ATTORNEY GENERAL</b> SFN 9939 (4-10)	Organization <b>Charity, Inc.</b>		Date <b>9/30/10</b>		<b>NO. 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 \$ <b>250</b>	Description Merchandise Prize	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player <b>John Smith</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 checked="" type="checkbox"/> Pull Tabs	Name of Game <b>Lucky Devil</b>	Gaming Stamp Number <b>10239999</b>	Signature of Player <b>John Smith</b>		Date <b>9/30/10</b>
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input type="checkbox"/> Seal Board	Gaming Stamp Number	<b>For Prize Paid By Check, Complete This Section</b>		
<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		<b>NO. 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	<b>For Prize Paid By Check, Complete This Section</b>		
<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				



**PULL TAB DISPENSING DEVICE - WEEKLY INTERIM AUDIT**  
**OFFICE OF ATTORNEY GENERAL**  
 SFN 51685 (4-10)

Organization <b>Charity, Inc.</b>	Site <b>The Bar</b>	Name of Game <b>Lucky Devil</b>	Date Placed <b>7/1/10</b>
Plays Per Deal <b>2000</b>	X Cost Per Play \$ <b>1</b>	= Ideal Gross Proceeds <b>2000</b>	- Ideal Prizes <b>1700</b>
			= Ideal Adjusted Gross Proceeds <b>300</b>

Date of Last Activity	<b>7/06/10</b>	<b>7/13/10</b>				
Ideal Gross Proceeds Per Deal	<b>2000</b>	<b>2000</b>				
Total Number of Deals Played	X <b>3</b>	X <b>5</b>	X	X	X	X
Total Ideal Gross Proceeds	<b>6000</b>	<b>10000</b>				
Value of Unsold/Defective Pull Tabs	- <b>920</b>	- <b>1150</b>	-	-	-	-
Actual Gross Proceeds	<b>5080</b>	<b>8850</b>				
Total Prizes	- <b>3820</b>	- <b>6030</b>	-	-	-	-
Adjusted Gross Proceeds	<b>1260</b>	<b>2820</b>				
Cash Profit	<b>1250</b>	<b>2790</b>				
Cash Long (Short) (Cash Profit less Adj. Gross Proceeds)	<b>(10)</b>	<b>(30)</b>				
Percent of Accuracy (Cash Profit divided by Adj. Gross Proceeds)	<b>99.2 %</b>	<b>98.9 %</b>	%	%	%	%
Ending Currency Meter Reading	<b>5630</b>	<b>9400</b>				
Less: Value of Test Vends To Date	- <b>50</b>	- <b>50</b>	-	-	-	-
Less: Beginning Currency Meter Reading	- <b>500</b>	- <b>500</b>	-	-	-	-
Currency Validated To Date	<b>5080</b>	<b>8850</b>				
Ending Pull Tab Meter Reading	<b>5630</b>	<b>9400</b>				
Less: Number of Pull Tabs Vended To Date	- <b>50</b>	- <b>50</b>	-	-	-	-
Less: Beginning Pull Tab Meter Reading	- <b>500</b>	- <b>500</b>	-	-	-	-
Number of Pull Tabs Dispensed	<b>5080</b>	<b>8850</b>				
Times: Cost Per Play	X <b>1</b>	X <b>1</b>	X	X	X	X
Value of Pull Tabs Dispensed To Date	<b>5080</b>	<b>8850</b>				
Completed By and Date	<b>LG 7/8/10</b>	<b>LG 7/15/10</b>				











**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>Lucky Devil</b>		<b>1</b>	<b>1</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>Lucky Devil</b>		<b>2</b>	<b>2</b>	<del>0</del>

Result: **OK**

Result: **OK**

Corrective Action Taken:

Corrective Action Taken:

Initials **LG**

Initials **LG**

