

PADDLEWHEEL WITH A TABLE 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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Paddlewheel Chips Inventory Log
(SFN 51721)

This form is used to track all paddlewheel 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 to inventory" - 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 in inventory" - Enter the quantity of each denomination of chip being removed from inventory.
5. Update the running total of chips at this location, by denomination.

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, if needed. Indicate on the form the reason for the change, such as "per inventory reconciliation".

See sample forms on page 9.

Paddlewheel With A Table Daily Report
(SFN 17934)

This form is used to account for a day's paddlewheel activity at a site.

Cash Bank

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, enter the amount as a negative. If the running balance is positive, enter the amount as a positive.
3. If a second employee is on duty, that employee recounts the starting 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.
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 the amount as a negative. If the running balance is positive, enter the amount as a positive.
6. 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.

If the count team counts the closing cash bank, they should also initial the form verifying their count of the cash bank.

Chip Bank

1. At the beginning of the day's activity, the cashier counts all the paddlewheel chips at the site and records the amounts,

including the quantity and value for each denomination and value, unless already recorded by the count team.

2. If a second employee is on duty, that employee recounts the chips and verifies the amounts recorded by the cashier. 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 the paddlewheel chips at the site and records the amounts, including the quantity and value for each denomination and value.
4. If a second employee is on duty, that employee recounts the chips and verifies the amounts recorded by the cashier. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

Drop Box Cash
(Refer to N.D.A.C. § 99-01.3-08-14)

1. One member of the count team counts the cash in the drop box while the other member observes. The second member recounts the cash while the first member observes. When both persons agree to the amounts, one member of the count team records the cash amounts by denomination and the total for each table.

Both count team members initial and date the form verifying the accuracy of the recorded amounts.

Fill and Credit Slips

Fill and credit slips must be two-part carbonless forms according to N.D. Administrative Code § 99-01.3-08-05.

1. Enter the consecutive pre-printed number of each fill slip in the first column titled "Fill Slip Number".
2. Enter the total dollar amount of the fill slip in the column under "Fill Amount".
3. Repeat procedures 1 and 2 for each credit slip completed in the last column titled "Credit Slip Number".
4. Enter the total dollar amount of the credit slip in the column under "Credit Amount".

Gross Proceeds, Prizes,
Adjusted Gross Proceeds

1. If the chip bank difference (Letter E) was positive, add Line 3 to Line 2. If the chip bank difference was negative, subtract Line 3 from Line 2.

Cash Profit and Bank Deposit

Enter the amount of the deposit for only paddlewheel activity.

The person who completes the summary initials and dates the form.

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 10.

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 paddlewheel bank lends \$100 to the pull tab bank, the entries would be:

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

When the pull tab bank pays the paddlewheel bank back, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Paddlewheel	
D (\$100)	\$0
Pull Tabs – Hooked	
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 if the running balance is positive or as a negative amount if the running balance is negative.

See sample form on page 11.

Paddlewheel Summary
(SFN 18561)

This form is used to summarize the paddlewheel activity at a site for one quarter. The totals from this form will be reported on the quarterly tax return.

Enter the information from each day's Paddlewheel Daily Report. For example, "A. Gross Proceeds" is the amount from Line 1, "Gross Proceeds - Drop Box Cash".

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 the quarter. The totals from columns A, B, C, and D are reported on the tax return for that quarter. Follow the instructions in the tax return booklet.

See sample form on page 12.

Paddlewheel Operator Shift Report
(SFN 51722)

This form is used to track each 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 denomination, of the chips on the table when the shift changed. The betting chips are entered

as one amount, regardless of color. While the operator who was working counts the chips, the operator coming on the table should observe the count and record 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 "Total Value of Chips" plus "Shift Drop Box Cash", less "Fills", plus "Credits", less "Starting Chip Value".
9. Repeat steps 1 through 8 for each shift change.

After the count team counts the drop box:

1. Enter the total recorded drop box cash for all operators at the site in the box in the upper right part of the form.
2. Enter the actual drop box cash for the paddlewheel table.

3. 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 dealt.

Adjustment for Drop Box Cash

- A. Enter the total drop for this operator.
- B. Record the amount of the adjustment assigned to that operator from number 3 above.
- C. Enter the total shift results for this operator.

Record the Adjusted Drop Box Cash amount and the Adjusted Shift Results. If the difference is negative, reduce the drop box cash and shift results by the adjustment amount. If the difference is positive, increase the drop box cash and shift results by the adjustment amount.

See sample form on page 13.

Paddlewheel Percent-of-Hold (SFN 58511)

This form is used to summarize a site's percent-of-hold on a quarterly basis for all wheel operators who conducted paddlewheel at the site. A separate form is used for each site.

1. Enter the date of the activity.
2. Enter the name of the wheel operator that 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 \$155 and this day's result was \$110, enter \$265 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 \$155, and Cumulative Drop was \$105; percent-of-hold is 147.6%.

See sample form on page 14.

Digital Surveillance Review Log
(SFN 54064)

This form is for organizations that have digital video surveillance systems. It is used when the organization reviews digital surveillance to track and document the review. Any notes from the review can be recorded on this form. This form is used in conjunction with the Paddlewheel Review Record.

See sample form on page 15.

Paddlewheel Review Record
(SFN 51725)

According to N.D.A.C. § 99-01.3-11-03(5), for a site that requires video surveillance, if the percent-of-hold at that site is less than ten percent for a quarter, a minimum of one hour per week of video surveillance for each table at that site must be reviewed and documented by a person who did not conduct paddlewheel at the site on the day selected for review. The review must be continued until the organization has determined and documented the reason the percent-of-hold is less than ten percent at

that site. This form is used to document the review of the video.

1. The person completing the review initials and dates the form. If the reviewer is not an employee of the organization, a signature is completed.
2. Enter the times of the video where the review started and ended.
3. Enter the name of the operator being reviewed. There is room for two operators on the form.
4. Check the box or record the time next to any operator problem noted during the review for each operator reviewed.
4. Review the record with the operator if problems are noted. Operator initials acknowledge that the operator has been notified of the rule violations.
5. Complete the comments section, noting any other problems noted or actions taken.
6. Check the proper boxes at the bottom of the form indicating whether or not the clarity of chips and currency, and all items required to be visible on the table are acceptable.

See sample form on page 16.

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 “Hooked” and paddlewheel would simply be “paddlewheel.” 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 17.

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 18.

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 19.

Reconciliation of Inventories
(SFN 17937)

This form is used by a person who has not had access to the inventory, for the quarterly reconciling of games requiring a North Dakota 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 20.



PADDLEWHEEL WITH A TABLE DAILY REPORT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 17934 (6-2012)

Organization Charity, Inc.	Site The Bar	Date 7/1/16
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CASH BANK				
Denomination	Starting Cash	Ending Cash		
Other				
\$20	1000	480		
\$10	500	350		
\$5	300	250		
\$1	200	158		
Checks				
IOU		100		
TOTAL	(A) 2000	(B) 1338	(C) Difference (A - B) 662	
	Cashier MS Verified By JS	Cashier MS Verified By JS	Chips Redeemed - Cash Bank Difference (D - C)	
	Count Team AA	Count Team BB	(2)	

CASINO CHIP BANK					
Denomination	STARTING		CLOSING		Chips Redeemed
	Quantity	Value	Quantity	Value	
\$100	50	5000	50	5000	(D) 660
\$25	200	5000	200	5000	
\$5	800	4000	800	4000	
\$1	500	500	498	498	Difference In Chip Bank (F - E)
\$1 Betting		500		500	
TOTAL	(E) 15000		TOTAL	(F) 14998	(G) (2)
	Cashier MS Verified By JS		Cashier MS Verified By JS		
	Count Team AA		Count Team BB		

PADDLEWHEEL - FILLS AND CREDITS	
FILL SLIP NUMBER	FILL AMOUNT
1001	7000
TOTAL	(H) 7000
CREDIT SLIP NUMBER	CREDIT AMOUNT
9001	6338
TOTAL	(J) 6338
Chips Awarded (H - J)	(K) 662

PADDLEWHEEL - DROP BOX CASH	
Other	
\$20	200
\$10	300
\$5	150
\$1	60
TOTAL	(L) 710
Count Team AA	Count Team BB
Date 7/2/16	Date 7/2/16

PADDLEWHEEL SURVEILLANCE REVIEW	
Recording Properly	Initials
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AA
Comments	
Only one-half of the chip tray is visible on the video. Contacted the vendor to adjust the camera at the site.	

GROSS PROCEEDS, PRIZES AND ADJUSTED GROSS PROCEEDS		CASH PROFIT AND BANK DEPOSIT		CASH LONG (SHORT)	
1. Gross Proceeds - Drop Box Cash (L)	710	6. Total Ending Cash (B)	1338	11. Cash Profit (Loss) (Line 9)	48
2. Chips Awarded (K)	662	7. Drop Box Cash (L)	+ 710	12. Adjusted Gross Proceeds (Line 5)	- 50
3. Chip Bank Difference (G)	+ / - (2)	8. Total Starting Cash	- 2000	13. Cash Long (Short)	(2)
4. Prizes (2 +/- 3)	- 660	9. Cash Profit (Loss)	48	Summary Completed By and Date AA 7/2/16	
5. Adjusted Gross Proceeds (1 - 4)	50	10. Bank Deposit	48	Summary Audited By and Date LG 7/7/16	



PADDLEWHEEL OPERATOR SHIFT REPORT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 51722 (6-2012)

Organization Charity, Inc.	Site The Bar	Date 7/1/16
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)	Adj. Drop (C+D)	Adjustment (D)	Adj. Result (D+E)	Total Result (E)	
									590	605	15	(107)	(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								
Joe Smith	6 pm													
	7 pm	20	100	400	220	250	\$ 6970	MS	JS	100			6920	150
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
							\$							
Adjustment For Drop Box									Total Drop (C)	Adj. Drop (C+D)	Adjustment (D)	Adj. Result (D+E)	Total Result (E)	
									100	105	5	155	150	



PADDLEWHEEL REVIEW RECORD
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 51725 (5-2016)

Organization Charity, Inc.		Completed By DS	Date 7/5/16
Site The Bar	Time Start 8:00 p.m.	Time End 9:00 p.m.	Date of Activity 7/1/16

Operator	Operator	Procedures
Joe Smith		
8:00 p.m.		Upon receiving currency from a player, fails to take each bill of currency spread face down and flat, in sequence of denomination, in the inner table area, perpendicular to the chip tray, and momentarily move the operator's hands away so the currency is within the camera's view.
		Upon receiving a payout or casino chip(s) from a player for betting chips, fails to place the chip(s) in the inner table area at the operator's left, sort, stack, and fan the chips.
		Fails to take betting chips from the chip tray, equal in value to the currency, payout chip(s), casino chip(s), fan the betting chips, momentarily move the wheel operator's hands away from the betting chips so they are within the camera's view, then restack the betting chips, push the betting chips to the player, and place the currency in the drop box, or place the payout or casino chip(s) in the chip tray.
		Operator fails to prohibit currency or casino chip(s) from being used to place bets.
		For each spin of the paddlewheel, fails to have bets placed by a player limited to twenty dollars in betting chips.
		Fails to stop a player from touching any placed betting chip(s), placing an initial wager, or adding to a wager after operator has announced that bets are closed.
		After bets are closed, fails to ensure that the camera view of the playing surface remains unobstructed until after the operator pays off all winning wagers.
		Operator fails to double spin the paddlewheel and ensure the wheel makes at least four full unrestricted revolutions.
		When the paddlewheel stops, fails to first remove all losing betting chips from the table and place them in the chip tray.
8:10 p.m.		When paying winning bets, fails to pay off the 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.
		The operator failed to correctly calculate payoffs on winning hands.
		Before paying winning betting chips, fails to fan all of a player's betting chips toward the wheel operator or side.
8:35 p.m.		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)
		Fails to have tips made with a betting or payout chip.
		For a tip bet made with a betting chip(s), fails to immediately exchange the betting chip(s) for a payout chip in the inner table area, momentarily move the operator's hands away from the chips so they are within the camera's view, place the betting chip(s) in the chip tray and payout chip in the tip receptacle.
		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)
		Other:
Operator Initials JS	Operator Initials	Acknowledgment by operator that the operator has been notified of the rule violations noted.

Comments:

Discussed violations noted with Joe. Used video to show wheel operator where problems occurred. Additional training provided to Joe.

Yes No Clarity of the video acceptable so the value of the chips and currency are easily identified.

Yes No Paddlewheel, chip tray, plunger, table number (if applicable), site identification (if applicable), and all betting spaces clearly visible on video.



RECONCILIATION OF IDEAL CASH BANKS
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 52532 (6-2012)

Organization Charity, Inc.	Site The Bar	Page 1 of 1
Name of Person Completing Reconciliation Linda Green	Job Title Bookkeeper	Date 10/1/16

Game Type <u>Paddlewheel</u> Game Identifier/Name of Game <u>Paddlewheel</u>	Game Type _____ Game Identifier/Name of Game _____	Game Type _____ Game Identifier/Name of Game _____
Current Cash Amount of Bank (per count) \$ <u>2800</u> Plus: IOU-When Game Is Source Of Cash <u>200</u> Cash Loss From Previous Day(s) Activity <u>500</u> Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ <u>3500</u> Ideal Cash Bank Amount (per master record) <u>3500</u> Difference (explanation required) <u>0</u> Explanations: <u>OK</u>	Current Cash Amount of Bank (per count) \$ _____ Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ _____ Ideal Cash Bank Amount (per master record) _____ Difference (explanation required) _____ Explanations: _____	Current Cash Amount of Bank (per count) \$ _____ Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ _____ Ideal Cash Bank Amount (per master record) _____ Difference (explanation required) _____ Explanations: _____
Initials LG	Initials	Initials



RECONCILIATION OF INVENTORIES
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 17937 (6-2012)

Organization
Charity, Inc.

Master
 Site: _____

*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.

Reconciliation Completed By Linda Green		Job Title Bookkeeper	Date 10/1/16	
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Bingo Card Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
\$100 chips		50	50	0
\$25 chips		300	300	0
\$5 chips		200	200	0
\$1 chips		500	500	0
Betting Chips		500	500	0

Result:
OK

Corrective Action Taken:

Initials
LG

Master
 Site: **The Bar** _____

*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.

Reconciliation Completed By Linda Green		Job Title Bookkeeper	Date 10/1/16	
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Bingo Card Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
\$100 chips		50	50	0
\$25 chips		200	199	(1)
\$5 chips		800	799	(1)
\$1 chips		500	498	(2)
Betting Chips		500	497	(3)

Result:
PW chips do not match inventory records

Corrective Action Taken:
Immaterial amounts, therefore inventory records will be adjusted to actual amounts.

Initials
LG