

PULL TAB RECORDKEEPING FORMS AND INSTRUCTIONS

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

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

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

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Master Game Inventory Log
(SFN 9935)

This form is used to account for all games requiring a N.D. gaming stamp purchased by an organization. A separate form is used for each game and each game type. For example, if an organization purchased Diamond 7's and Lucky Duck pull tab games, two forms would be used.

If an organization has only one site and the inventory is stored at that site, 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 the 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 16-1, 1st qtr of 16, 9/30/16, or any other entry that indicates the quarter.
4. Date Unplayed Deal Returned to Master Inventory - If an unplayed deal is returned from a site, enter the date that deal is received back into the master inventory. 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 credit 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 9.

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 Diamond 7's and Lucky Duck pull tab games, two forms would be used.

If an organization has only one site and the inventory is stored at that site, 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 10.

Pull Tab Daily Activity Report
(SFN 50153)

This form is used to account for the activity of up to eight pull tab games at a site each day. The completed form and the day's redeemed winning pull tabs should be sent to the home office after each day's activity.

This form can also be used to record the activity separately for each shift. The cash on hand, prizes, and top tier winners would be accounted for at each shift change, and a new section of the form started.

Cash Bank

1. At the beginning of the day's activity, the jar operator counts the actual starting cash and records the amount.

2. The jar operator 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 recorded and any IOU. When both persons agree to the amounts, the jar operator and the second employee initial the form verifying the accuracy of the recorded amounts.
4. At the end of the day's activity, the jar operator counts the actual ending cash and records the amount.
5. The jar operator 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. 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 jar operator 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 4 in this booklet.

Enter the amount of the deposit for this pull tab game only.

Prizes

For each denomination of winner, record the number of winners redeemed this day, and the total value of those winners. For example, 3 winners @ \$100 = \$300.

The prizes recorded on this day's report are separately banded and dated with the date

of activity for each game. If recording prizes by shift, each shift's prizes are separately banded, identified for the shift, and dated with the date of activity, 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 jar. For a pull tab game, the individual denomination or value of each prize pattern 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 the total value of \$500.

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

Posted Winner Cross Check

1. "Beginning" is the number of winners, through whatever denomination is posted, remaining at the start of the day's activity. This number should already have been completed by the count team, bookkeeper, or the previous day's jar operator.
2. "Ending" is the number of winners, through whatever denomination is posted, remaining at the end of the day. Add the beginning number to the number of winners added to the game (by adding a deal) and subtract the number of winners that were redeemed that day. This should be the same as the amount posted for the jar. Enter this number as "Beginning" on the next day's form.

For example, if the organization posts \$100 and \$50 winners, and each deal of the game has 4 of each of these denominations:

Beginning number	16
One deal added	+ 8
\$100's & \$50's redeemed	- 9
Ending number	15

If recording prizes by shift, the posted winners would also be verified at the time of the shift change.

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 11.

I.O.U.
(SFN 50900)

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 \$200 to the pull tab cash bank – Lucky Duck, the entries would be:

Amount	Running Balance
Twenty-One	
S \$200	\$200
Pull Tabs – Lucky Duck	
D (\$200)	(\$200)

When the pull tab bank – Lucky Duck, pays the twenty-one cash bank back, the entries would be:

Amount	Running Balance
Twenty-One	
D (\$200)	\$0
Pull Tabs – Lucky Duck	
S \$200	\$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 12.

Record of Win
(SFN 9939)

This form is used whenever a single cash prize of greater than \$200 is paid to a player or when a last sale prize of any amount 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 box for pull tabs 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 13.

Pull Tab Summary
(SFN 50150)

This form is used to summarize each pull tab game using the information from the Pull Tab Daily Activity Report. This form is to be completed by the employee responsible for auditing the pull tab activity. Prizes and cash profit are audited as this form is completed.

For each Pull Tab Daily Activity Report:

1. Enter the gaming stamp and game 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 game serial number. As a top tier winner is redeemed, a tick mark (|) is recorded in the column next to the corresponding game serial number. This column is updated on an ongoing basis and it is not related to a particular day's activity.
3. Starting Cash should be the same as Ending Cash from the previous day's activity, less the amount of a deposit.
4. Total prizes are recounted and verified by the independent audit person before being recorded on the summary.
5. 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
By and Date Verified

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.

Monthly Interim Audits

If a game is not closed on a monthly basis, the pull tabs remaining as unsold must be counted by an employee who did not conduct the game, at the end of the first month of play and at the end of the second month of play. If weekly audits are required for this site, use the Pull Tabs - Weekly Interim Audit (SFN 3524).

- I. Ideal Gross Proceeds per Deal - The number of pull tabs 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 into play through the date of the interim audit.
- C. Enter the value of the unsold pull tabs. For example if there were 500 pull tabs remaining in a \$2 cost per play game, the amount entered would be \$1000.
- E. Enter the cumulative prizes to date.
- G. Enter the cumulative cash profit to date in column G. Do not enter cumulative deposits, since deposits may differ from actual cash profit due to changes in the cash bank.

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.

See sample form on page 14.

Pull Tabs - Weekly Interim Audit
(SFN 3524)

North Dakota Administrative Code § 99-01.3-06-02(12) requires when the percent-of-accuracy of all games of a site for the previous quarter was less than ninety-eight and one-half percent, and there is a cash shortage of more than one hundred dollars, an employee who did not conduct the game shall do a weekly interim audit of the games for that site for up to twelve continuous weeks or until the organization determines, resolves, and documents the cause. One of the weekly interim audits may be the final audit of the closed game.

See the "Monthly Interim Audits" section on page 5 for instructions on completing this form.

See sample form on page 15.

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 "Diamond 7's" 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 16.

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 17.

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. There should be no difference however if a difference is identified an explanation is required.

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

See sample form on page 18.

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 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 19.

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.

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amount unless already completed by the count team.
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.
4. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
5. At the end of the day's activity, the cashier counts the actual ending cash and records the amount.
6. 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.
7. If a second employee is on duty, that employee recounts the ending cash and verifies the amount the cashier recorded and any IOU.
8. 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, see the instructions on page 4 of this booklet.

See sample form on page 20.



PULL TAB DAILY ACTIVITY REPORT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 50153 (6-2012)

Organization Charity, Inc.	Date 6/29/16
Site The Bar	Completed By MS

		Name of Game Diamond 7's			Name of Game Lucky Duck			Name of Game			Name of Game			
(A) Starting Cash		1000			1000									
(B) IOU - Opening		0			0									
(C) Total Starting Cash (A + / - B)		1000			1000									
Jar Operator	Verified By	MS		JS	MS		JS							
(D) Ending Cash		1080			108									
(E) IOU - Ending		0			(200)									
(F) Total Ending Cash (D + / - E)		1080			(92)									
Jar Operator	Verified By	MS		JS	MS		JS							
Cash Profit (Loss) (F - C - prizes paid by check)		80			(1092)									
Deposit Amount		80			0									
Prizes		Denom.	#	\$ Value	Denom.	#	\$ Value	Denom.	#	\$ Value	Denom.	#	\$ Value	
		50	1	50	100	2	200							
		2	9	18	50	13	650							
					2	71	142							
Total Prizes		\$ 68			\$ 992			\$			\$			
Top Tier Winners Redeemed		#	Serial #		#	Serial #		#	Serial #		#	Serial #		
					2	800272								
Posted Winners Cross Check		Beginning 84 Ending 83		Beginning 30 Ending 15		Beginning		Ending		Beginning		Ending		
Deals Added To Game		<input checked="" type="checkbox"/> Start Game <input type="checkbox"/> End Game			<input checked="" type="checkbox"/> Start Game <input type="checkbox"/> End Game			<input type="checkbox"/> Start Game <input type="checkbox"/> End Game			<input type="checkbox"/> Start Game <input type="checkbox"/> End Game			
Gaming Stamp Number		10479678			10470582									
Game Serial Number		547479			800272									
Gaming Stamp Number		10479679			10470583									
Game Serial Number		547412			800270									

 RECORD OF WIN ND OFFICE OF ATTORNEY GENERAL GAMING DIVISION SFN 9939 (5-2016)	Organization	Date	NO. 001
	Charity, Inc.	9/28/16	
	Site	Completed By	Type of ID
	The Bar	MS	ND Drivers Lic.
Game Type (Check One) and Complete Information for that Game Type	Cash Prize Amount	Description Merchandise Prize	Retail Price of Prize
	\$ 100		\$
<input type="checkbox"/> Bingo	Game Number	Name of Player	
		John Smith	
<input type="checkbox"/> Prize Board	Name of Game	Gaming Stamp Number	Address
			PO Box 999
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City
			Anytown
			State
			ND
			Zip Code
			58999
<input checked="" type="checkbox"/> Pull Tabs	Name of Game	Gaming Stamp Number	Signature of Player
	Diamond 7's	10479733	John Smith
			Date
			9/28/16
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input type="checkbox"/> Seal Board	Gaming Stamp Number	If Partial Cash Prize Payout, Complete This Section
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now
			\$
			Paid By
			Amt. Yet To Be Paid
			\$
<input type="checkbox"/> Raffle Board	Date of Drawing	Gaming Stamp Number	Check Number
			Paid By
			Date
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	
<input type="checkbox"/> Twenty-One Tournament	Date of Event		
<input type="checkbox"/> Poker Tournament			

 RECORD OF WIN ND OFFICE OF ATTORNEY GENERAL GAMING DIVISION SFN 9939 (5-2016)	Organization	Date	NO.
	Site	Completed By	Type of ID
Game Type (Check One) and Complete Information for that Game Type	Cash Prize Amount	Description Merchandise Prize	Retail Price of Prize
	\$		\$
<input type="checkbox"/> Bingo	Game Number	Name of Player	
<input type="checkbox"/> Prize Board	Name of Game	Gaming Stamp Number	Address
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City
			State
			Zip Code
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Stamp Number	Signature of Player
			Date
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input type="checkbox"/> Seal Board	Gaming Stamp Number	If Partial Cash Prize Payout, Complete This Section
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now
			\$
			Paid By
			Amt. Yet To Be Paid
			\$
<input type="checkbox"/> Raffle Board	Date of Drawing	Gaming Stamp Number	Check Number
			Paid By
			Date
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	
<input type="checkbox"/> Twenty-One Tournament	Date of Event		
<input type="checkbox"/> Poker Tournament			



PULL TAB SUMMARY
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 50150 (6-2012)

Organization Charity, Inc.		Site The Bar	
Name of Game Diamond 7's	Quarter Sept. 2016	Date Placed 6/29/16	Date Closed 9/28/16
Plays Per Deal 3960	X Cost Per Play \$ 1	= Ideal Gross Proceeds 3960	- Ideal Prizes = 3138
		Ideal Adj. Gross Proceeds 822	

Date	Stamp Number	Serial Number	Top Tier Winners Redeemed	Starting Cash	Ending Cash	Cash Profit (Loss)	Deposit	Deposit Amount Verified to Bank Statement By and Date Verified Initials Date	Total Prizes	Cumulative			Initials
										Cash Profit (Loss)	Deposit	Prizes	
6/29/16	10479678	547479	III III										LG
6/29/16	10479679	547412	III III	1000	1080	80	80	LG 7/5/16	68	80	80	68	LG
7/6/16				1000	1532	532	532	LG 8/6/16	2955	612	612	3023	LG
7/13/16				1000	359	(641)	Ø		1720	(29)	612	4743	LG
7/20/16				359	713	354	Ø		50	325	612	4793	LG
7/27/16				713	758	45	Ø		358	370	612	5151	LG
8/3/16				758	908	150	Ø		72	520	612	5223	LG
8/10/16	10479680	547394	III III	908	1123	215	123	LG 9/5/16	76	735	735	5299	LG
8/17/16				1000	1304	304	304	LG 9/5/16	650	1039	1039	5949	LG
8/24/16				1000	1761	761	761	LG 9/5/16	819	1800	1800	6768	LG
8/31/16	10479733	548223	III III	1000	1483	483	483	LG 10/5/16	2263	2283	2283	9031	LG
9/7/16				1000	1588	588	588	LG 10/5/16	528	2871	2871	9559	LG
9/14/16				1000	2024	1024	1024	LG 10/5/16	786	3895	3895	10345	LG
9/21/16				1000	(12)	(1012)	Ø		1280	2883	3895	11625	LG
9/28/16				(12)	253	265	Ø		889	3148	3895	12514	LG

MONTHLY INTERIM AUDITS AND SUMMARY FOR SCHEDULE B1

	I. Ideal Gross Proceeds per Deal	J. Number of Deals Conducted	A. Total Ideal Gross Proceeds (I X J)	C. Value of Unsold Pull Tabs	D. Gross Proceeds (A - C)	E. Prizes	F. Adjusted Gross Proceeds (D - E)	G. Cash Profit	H. Cash Long (Short) (G - F)	Percent-of-Accuracy (G ÷ F)	Completed By and Date
Interim Audit	3960	X 2	7920	- 2401	5519	- 5151	368	370	2	100.5 %	LG 8/1/16
Interim Audit	3960	X 4	15,840	- 4453	11,387	- 9031	2356	2283	(73)	96.9 %	LG 9/1/16
Summary	3960	X 4	15,840	- 112	15,728	- 12,514	3214	3148	(66)	98.0 %	LG 10/1/16
Audit of Summary		X		-		-				%	



PULL TABS - WEEKLY INTERIM AUDIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 3524 (6-2012)

Organization Charity, Inc.	Name of Game Diamond 7's
Site The Bar	Date Placed 6/29/16

No. of Plays Per Deal	X	Cost Per Play	=	Ideal Gross Proceeds Per Deal	-	Ideal Prizes Per Deal	=	Ideal Adjusted Gross Proceeds
3960		\$ 1		\$ 3960		3138		822

Date of Last Activity	6/29/16	7/6/16	7/13/16	7/20/16	7/27/16	8/3/16
Ideal Gross Proceeds Per Deal	3960	3960	3960	3960	3960	3960
Total Number of Deals Played	X 2	X 2	X 2	X 2	X 2	X 2
Total Ideal Gross Proceeds	7920	7920	7920	7920	7920	7920
Value of Unsold / Defective Pull Tabs	- 7769	- 4267	- 3206	- 2796	- 2401	- 2187
Actual Gross Proceeds	151	3653	4714	5124	5519	5733
Total Prizes	- 68	- 3023	- 4743	- 4793	- 5151	- 5223
Adjusted Gross Proceeds	83	630	(29)	331	368	510
Cash Profit	80	612	(29)	325	370	520
Cash Long (Short) (Cash Profit less Adjusted Gross Proceeds)	(3)	(18)	0	(6)	2	10
Percent-of-Accuracy (Cash Profit divided by Adj. Gross Proceeds)	96.4 %	97.1 %	100 %	98.1 %	100.5 %	102 %
Completed By and Date	LG 7/2/16	LG 7/9/16	LG 7/16/16	LG 7/23/16	LG 7/30/16	LG 8/6/16

Date of Last Activity	8/10/16	8/17/16	8/24/16	8/31/16	9/7/16	9/14/16
Ideal Gross Proceeds Per Deal	3960	3960	3960	3960	3960	3960
Total Number of Deals Played	X 3	X 3	X 3	X 4	X 4	X 4
Total Ideal Gross Proceeds	11,880	11,880	11,880	15,840	15,840	15,840
Value of Unsold / Defective Pull Tabs	- 5849	- 4890	- 3270	- 4453	- 3325	- 1523
Actual Gross Proceeds	6031	6990	8610	11,387	12,515	14,317
Total Prizes	- 5299	- 5949	- 6768	- 9031	- 9559	- 10,345
Adjusted Gross Proceeds	732	1041	1842	2356	2956	3,972
Cash Profit	735	1039	1800	2283	2871	3,895
Cash Long (Short) (Cash Profit less Adjusted Gross Proceeds)	3	(2)	(42)	(73)	(85)	(77)
Percent-of-Accuracy (Cash Profit divided by Adj. Gross Proceeds)	100.4 %	99.8 %	97.7 %	96.9 %	97.1 %	98.1 %
Completed By and Date	LG 8/13/16	LG 8/20/16	LG 8/27/16	LG 9/3/16	LG 9/10/16	LG 9/17/16



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
Reconciliation Completed By Linda Green	Job Title Bookkeeper	Date 9/30/16

Game Type <u>Pull Tabs</u>	Game Type <u>Pull Tabs</u>	Game Type _____
Game Identifier/Name of Game <u>Diamond 7's</u>	Game Identifier/Name of Game <u>Lucky Duck</u>	Game Identifier/Name of Game _____
Current Cash Amount of Bank (per count) \$ <u>253</u>	Current Cash Amount of Bank (per count) \$ <u>1100</u>	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 <u>747</u>	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 _____	Cash Profit Not Yet Deposited <u>100</u>	Cash Profit Not Yet Deposited _____
Other Decreases (explain) _____	Other Decreases (explain) _____	Other Decreases (explain) _____
Total Current Cash Bank Amount \$ <u>1000</u>	Total Current Cash Bank Amount \$ <u>1000</u>	Total Current Cash Bank Amount \$ _____
Ideal Cash Bank Amount (per master record) <u>1000</u>	Ideal Cash Bank Amount (per master record) <u>1000</u>	Ideal Cash Bank Amount (per master record) _____
Difference (explanation required) <u>0</u>	Difference (explanation required) <u>0</u>	Difference (explanation required) _____
Explanations: <u>OK</u>	Explanations: <u>OK</u>	Explanations: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Initials LG	Initials LG	Initials _____



RECONCILIATION OF INVENTORIES
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 17937 (5-2016)

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 Linda Green		Job Title Bookkeeper		Date 9/30/16
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
Diamond 7's		1	1	0

Reconciliation Completed By Linda Green		Job Title Bookkeeper		Date 9/30/16
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
Diamond 7's		2	2	0

Result: **OK**

Result: **OK**

Corrective Action Taken:

Corrective Action Taken:

Initials **LG**

Initials **LG**

