

TWENTY-ONE RECORDKEEPING FORMS AND INSTRUCTIONS

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

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

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

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Casino Chips Inventory Log
(SFN 17930)

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

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

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

See sample form on page 12.

Twenty-One Daily Report
(SFN 50079)

This form is used to account for a day's twenty-one activity at a site. This form accounts for a site with up to three twenty-one tables. If there are more tables at a site, this form is used in conjunction with the Twenty-one Daily Count and Table Report for Sites with More than 3 Tables form (SFN 9924).

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 I.O.U. form for any outstanding balance. If the running balance is negative, enters the amount as a negative on this form. If the running balance is positive, enters the amount as a positive on this form.
3. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier recorded and any I.O.U. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
4. At the end of the day's activity, the cashier counts the actual ending cash and records the amount.
5. The cashier reviews the I.O.U. form for any outstanding I.O.U. balance. If the running balance is negative, the cashier enters the amount as a negative on this form. If the running balance is positive, the amount is entered as a positive on this form.
6. If a second employee is on duty, that employee recounts the ending cash and verifies the amounts the cashier recorded, and any I.O.U. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
7. The cashier computes and records the difference between the starting and ending cash banks.

8. If the count team counts the starting and ending cash bank, they should also initial the form verifying their count.

Casino Chip Bank

1. At the beginning of the day's activity, the cashier counts all the casino chips available at the site and records the amounts, including the quantity and value for each denomination and the total value, if not already recorded by the count team. 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.
2. At the end of the day's activity, the cashier counts the chips redeemed and records the amount in field D. The cashier compares the amount to the difference between the starting and ending cash bank. If there is a difference, the cashier recounts the cash and chips to reconcile the variance.
3. The cashier counts all casino chips at the site including chips in the chip trays and chips redeemed as prizes and records the amounts, including the quantity and value for each denomination and the total value. If a second employee is on duty, that employee recounts the chips and verifies the amounts recorded by the cashier. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

The cashier computes and records the difference in chip bank.

Fills and Credits

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

1. In the Table 1 – Fills and Credits, enter the consecutive pre-printed number of each fill slip, related to table 1, in the first column titled "Fills" under "#". Enter the total dollar amount of each respective fill slip, for table 1, in the column titled "Amount".
2. In the last two columns titled "Credits", repeat the same procedures for each credit slip completed for table 1.
3. Repeat procedures 1 and 2 for table 2, table 3, etc.

Drop Box Cash

(Refer to N.D.A.C. § 99-01.3-08-14 for proper count team procedures)

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

Surveillance Review

1. This section is used by an organization that has a surveillance system to document on a daily basis that an employee has reviewed that a surveillance camera at each twenty-one table at a site is recording an unobstructed view and clear picture of

the table activity. If a recording unit or camera for a table is not properly operating or is not producing an unobstructed view, comments should be noted. Refer to N.D.A.C. § 99-01.3-08-04(7).

Daily Report (SFN 50079). See the instructions for Drop Box Cash, Fills and Credits, and Surveillance Review in the previous section.

See sample form on page 15.

Gross Proceeds, Prizes, Adjusted Gross Proceeds

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

Cash Profit and Bank Deposit

1. Enter the amount of the deposit for only twenty-one activity.

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 13 and 14.

Twenty-One Daily Count and Table Report for Sites with More than 3 Tables (SFN 9924)

This form is used to account for the activity of tables 4 through 6 at a site. It is always used in conjunction with the Twenty-One

I.O.U. (SFN 9880)

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

The source of cash (the game lending the cash or paying back a previous loan) is always entered as a positive amount. The destination for the cash (the game borrowing the cash or the game being paid back for a previous loan) is always entered as a negative amount. For example, if the twenty-one cash bank lends \$300 to the pull tab bank – Goin’ Bananas cash bank, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One	
S \$300	\$300
Pull Tabs – Goin’ Bananas	
D (\$300)	(\$300)

When the pull tab – Goin’ Bananas cash bank pays the twenty-one cash bank back, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One	
D (\$300)	\$0
Pull Tabs – Goin’ Bananas	
S \$300	\$0

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

for that game. If the running balance is positive, the amount recorded on the daily accounting form is reported as a positive or a negative running balance is reported on the daily accounting form as a negative.

See sample form on page 16.

Twenty-One Summary **(SFN 50901)**

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

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

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 17.

Twenty-One Dealer Shift Report **(SFN 18862)**

This form is used to track each dealer's performance by shift. Two dealers' activity

can be documented on this form. For each dealer:

1. Enter the table number the dealer will be dealing on.
2. Enter the time the dealer begins dealing and the time the dealer left the table.
3. Enter the chip count, by quantity of each denomination, of the chips on the table when the shift changes. While the dealer who was dealing counts the chips, the dealer coming on the table should observe the count and record it on the form.
4. Enter the total value of the chips on the table. For example:

\$25 x 9 =	\$225
\$5 x 40 =	\$200
\$2 x 133 =	\$266
\$1 x 135 =	\$135
.50 x 38 =	<u>\$ 19</u>
Total value =	\$845

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

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

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

Adjustment for Drop Box Cash

13. Enter the total drop for this dealer.
14. Record the amount of the adjustment assigned to that dealer from number 11 above.
15. Enter the total shift results for this dealer.

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

See sample form on page 18.

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

This form is used to summarize a site's percent-of-hold on a quarterly basis for all dealers that conducted twenty-one at the site. A separate form is used for each site.

1. Enter the date of the activity.
2. Enter the name of the dealer that worked.

3. Enter the Dealer's Adjusted Result from the Twenty-One Dealer Shift Report.
4. Enter the Dealers Adjusted Drop Box Cash from the Twenty-One Dealer Shift Report.
5. In the cumulative column, if this is the first entry of the quarter, enter the same amounts as noted in instructions 3 and 4. Otherwise, add the previous amount in the cumulative column to this day's entries. For example, if the previous Cumulative Result was \$545 and this day's result was \$150, enter \$695 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 \$545, and Cumulative Drop was \$655; percent-of-hold is 83.2%.

See sample form on page 19.

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 Twenty-One Review Record.

See sample form on page 20.

Twenty-One Review Record
(SFN 50033)

According to N.D.A.C. § 99-01.3-08-03(9), 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 twenty-one 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 time of the tape where review began and the time of the tape where review ended.
3. Check the box that indicates which dealing procedure is used at this site.
4. Enter the name of the dealer being reviewed. There is room for two dealers on each form.
5. Check the box or record the time next to any dealer problem noted during the review for each dealer reviewed.
6. Review the record with the dealer if problems are noted. Dealer initials acknowledge that the dealer has been notified of the rule violations.
7. Complete the Comments section, noting any other problems or actions taken.
8. Check the proper boxes at the bottom of the form indicating whether or not the clarity of cards, chips, and currency, and all items required to be visible on the table are acceptable.

See sample form on page 21.

Ideal Cash Bank Master Record **(SFN 52534)**

This form is used to maintain a master record of the ideal cash bank amounts at a site for each game type. It is used to account for any permanent increases or decreases to the cash bank. (Note: Temporary increases or decreases in a daily cash bank do not need to be recorded.) This form is maintained at the home office.

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

amount. If a cash bank is being established or increased, a positive amount is recorded. If a cash bank is being discontinued or decreased, a negative amount is recorded.

5. Ideal Cash Bank Amount – Enter the ideal cash bank amount as established by the organization. When the ideal amount of a cash bank is increased or decreased, add the increase to or subtract the decrease from the previous ideal cash bank amount recorded for the bank.

See sample form on page 22.

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 23.

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 24.

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, or 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 25.

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

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.

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

See sample form on page 26.



TWENTY-ONE DAILY REPORT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 50079 (5-2016)

Organization Charity, Inc.	Site The Bar	Date 7/1/16
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CASH BANK				
Denomination	Starting Cash		Ending Cash	
Other				
\$20	1400		1100	
\$10	400		350	
\$5	700		650	
\$1	500		399	
Change				
Checks				
IOU			300	
TOTAL	(A) 3000	(B) 2799	(C) Difference (A - B) 201	
	Cashier MS	Verified By JS	Cashier MS	Verified By JS
	Count Team AA	Count Team BB	Count Team AA	Count Team BB
	Chips Redeemed - Cash Bank Difference (D - C) (1)			

CASINO CHIP BANK					
Denomination	STARTING		ENDING		Chips Redeemed
	Quantity	Value	Quantity	Value	
\$100	50	5000	50	5000	(D) 200
\$25	60	1500	59	1475	
\$5	140	700	140	700	
\$2	300	600	300	600	
\$1	400	400	400	400	Difference In Chip Bank (F - E)
\$.50	100	50	100	50	
	TOTAL	(E) 8250	TOTAL	(F) 8225	(G) (25)
	Cashier MS	Verified By JS	Cashier MS	Verified By JS	
	Count Team AA	Count Team BB	Count Team AA	Count Team BB	

TWENTY-ONE GROSS PROCEEDS, PRIZES, & ADJUSTED GROSS PROCEEDS		CASH PROFIT AND BANK DEPOSIT		CASH LONG (SHORT)	
1. Gross Proceeds - Drop Box Cash (Total of all L's)	856	6. Total Ending Cash (B)	2799	11. Cash Profit (Loss) (Line 9)	655
2. Chips Awarded (Total of all K's)	225	7. Drop Box Cash (Line 1)	+ 856	12. Adjusted Gross Proceeds (Line 5)	- 656
3. Chip Bank Difference (G)	+ / - (25)	8. Total Starting Cash (A)	- 3000	13. Cash Long (Short)	(1)
4. Total Prizes (2 + / - 3)	- 200	9. Cash Profit (Loss)	655	Summary Completed By and Date AA 7/2/16	
5. Adjusted Gross Proceeds (1 - 4)	656	10. Deposit Amount	655	Summary Audited By and Date LG 7/9/16	

TWENTY-ONE – TABLE 1		TWENTY-ONE – TABLE 2		TWENTY-ONE – TABLE 3	
FILL #	FILL AMOUNT	FILL #	FILL AMOUNT	FILL #	FILL AMOUNT
1001	900	1003	900		
1002	200				
TOTAL	(H) 1100	TOTAL	(H) 900	TOTAL	(H)
CREDIT #	CREDIT AMOUNT	CREDIT #	CREDIT AMOUNT	CREDIT #	CREDIT AMOUNT
9001	925	9002	850		
TOTAL	(J) 925	TOTAL	(J) 850	TOTAL	(J)
Chips Awarded (H – J)	(K) 175	Chips Awarded (H – J)	(K) 50	Chips Awarded (H – J)	(K)

TWENTY-ONE DROP BOX CASH TABLE 1		TWENTY-ONE DROP BOX CASH TABLE 2		TWENTY-ONE DROP BOX CASH TABLE 3	
Other		Other		Other	
	100				
\$20	600	\$20	60	\$20	
\$10	50	\$10	20	\$10	
\$5	15	\$5		\$5	
\$1	10	\$1	1	\$1	
TOTAL	(L) 775	TOTAL	(L) 81	TOTAL	(L)
Count Team AA	Count Team BB	Count Team AA	Count Team BB	Count Team	Count Team
Date 7/2/16	Date 7/2/16	Date 7/2/16	Date 7/2/16	Date	Date

SURVEILLANCE REVIEW - TABLE 1			SURVEILLANCE REVIEW - TABLE 2			SURVEILLANCE REVIEW - TABLE 3		
Recording Properly	Initials	Comments	Recording Properly	Initials	Comments	Recording Properly	Initials	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	AA		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	AA	Betting spaces 6 and 7 are not visible on video. Contacted the vendor to adjust the camera at the site.	<input type="checkbox"/> Yes <input type="checkbox"/> No		



TWENTY-ONE DAILY COUNT AND TABLE REPORT FOR SITES WITH MORE THAN 3 TABLES
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 9924 (6-2012)

Organization	Charity, Inc.	
Site	The Bar	Date 9/25/16

TABLE 4 - FILLS AND CREDITS		TABLE 5 - FILLS AND CREDITS		TABLE 6 - FILLS AND CREDITS	
FILL #	FILL AMOUNT	FILL #	FILL AMOUNT	FILL #	FILL AMOUNT
1105	900				
TOTAL	(H) 900	TOTAL	(H)	TOTAL	(H)
CREDIT #	CREDIT AMOUNT	CREDIT #	CREDIT AMOUNT	CREDIT #	CREDIT AMOUNT
9102	750				
TOTAL	(J) 750	TOTAL	(J)	TOTAL	(J)
Chips Awarded (H - J)	(K) 150	Chips Awarded (H - J)	(K)	Chips Awarded (H - J)	(K)

TABLE 4 - DROP BOX CASH		TABLE 5 - DROP BOX CASH		TABLE 6 - DROP BOX CASH	
Other		Other		Other	
\$20	100	\$20		\$20	
\$10	50	\$10		\$10	
\$5	10	\$5		\$5	
\$1	2	\$1		\$1	
TOTAL	(L) 162	TOTAL	(L)	TOTAL	(L)
Count Team AA	Count Team BB	Count Team	Count Team	Count Team	Count Team
Date 9/26/16	Date 9/26/16	Date	Date	Date	Date

TABLE 4 - SURVEILLANCE REVIEW			TABLE 5 - SURVEILLANCE REVIEW			TABLE 6 - SURVEILLANCE REVIEW		
Recording Properly	Initials	Comments	Recording Properly	Initials	Comments	Recording Properly	Initials	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	AA		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		



I.O.U.
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 9880 (6-2012)

CIRCLE ONE FOR EACH TRANSACTION

S = Source of cash
 (Game loaning or paying back)
 Always Positive

D = Destination for cash
 (Game borrowing or being paid back)
 Always Negative

Organization Charity, Inc.	
Site The Bar	Quarter Sept. 2016

DATE	TWENTY-ONE		PULL TABS			PULL TABS			PULL TABS			OTHER			INITIALS	
	Amount	Running Balance	NAME	Amount	Running Balance	NAME	Amount	Running Balance	NAME	Amount	Running Balance	NAME	Amount	Running Balance		
7/1/16	<input type="radio"/> S <input checked="" type="radio"/> D	300	300	<input type="radio"/> S <input checked="" type="radio"/> D	(300)	(300)	S D			S D			S D			MS
7/2/16	<input type="radio"/> S <input checked="" type="radio"/> D	(300)	0	<input type="radio"/> S <input checked="" type="radio"/> D	300	0	S D			S D			S D			AA
	<input type="radio"/> S <input type="radio"/> D			<input type="radio"/> S <input type="radio"/> D			S D			S D			S D			
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TWENTY-ONE DEALER SHIFT REPORT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 18862 (5-2016)

Organization Charity, Inc.	Site The Bar	Date 7/1/16
Actual Drop Box Cash (A) 856	Recorded Drop Box Cash (B) 836	Difference (A-B) 20

Dealer Name	Table #	Time On / Time Off	Relief (Ending) Chip Count					Total Value of Chips	Dealer Initials	Dealer Initials	+ Shift Drop Box Cash	- Fills	+ Credits	- Starting Chip Value	= Shift Result
			\$100	\$25	\$5	\$2	\$1								
Mary Sharp	1	5 pm / 6 pm		9	40	133	135	38	\$ 845	JS	MS	545		900	490
	1	7 pm / 10 pm		7	30	125	130	40	\$ 725	JS	MS	25	200	780	(230)
	1	11 pm / 12 pm		7	58	132	176	40	\$ 925	JS	MS	75		725	275
									\$						
									\$						
									\$						
									\$						
									\$						
ADJUSTMENT FOR DROP BOX CASH COUNT										Total Drop (C)	Adj. Drop (C+D)	Adjustment (D)	Adj. Result (D+E)	Total Result (E)	
										645	655	10	545	535	

Dealer Name	Table #	Time On / Time Off	Relief (Ending) Chip Count					Total Value of Chips	Dealer Initials	Dealer Initials	+ Shift Drop Box Cash	- Fills	+ Credits	- Starting Chip Value	= Shift Result
			\$100	\$25	\$5	\$2	\$1								
Joe Smith	1	6 pm / 7 pm		8	35	130	125	40	\$ 780	MS	JS	110		845	45
	2	7:45 pm / 9 pm		10	40	108	112	38	\$ 797	MS	JS	21		900	(82)
	2	11 pm / 12 pm		9	41	133	135	38	\$ 850	MS	JS	60		797	113
									\$						
									\$						
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									\$						
ADJUSTMENT FOR DROP BOX CASH COUNT										Total Drop (C)	Adj. Drop (C+D)	Adjustment (D)	Adj. Result (D+E)	Total Result (E)	
										191	201	10	86	76	



TWENTY-ONE REVIEW RECORD
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 50033 (5-2016)

Organization Charity, Inc.	Completed By DS	Date 7/11/16
Site The Bar	Time Start 10:00 p.m.	Time End 11:00 p.m.
Dealing Procedure <input checked="" type="checkbox"/> Right Hand Only <input type="checkbox"/> Right or Left Hand	Table No. 2	Date of Activity 7/5/16

Dealer	Dealer	Procedures
Mary Sharp	Joe Smith	
10:00 p.m.		Prior to starting to deal, failed to take the cards and spread them face upwards, by deck, according to suit and in sequence within the suit for review by the first player.
	10:45 p.m.	Upon receiving currency from a player, failed to take each bill spread them face down and flat, in sequence of denomination, in the inner table area, perpendicular to the chip tray, and momentarily move the dealer's hands away so the currency is within the camera's view.
		Failed to take chips from the chip tray, equal in value to the currency, place the chips in a stacked manner in the inner table area with only the dealer's right hand, and then fan the chips.
		When the dealer exchanged chips for other chips in the chip tray, failed to use proper procedures to make the exchange which included placing the chips in the inner table area at the dealer's left, and sorting, stacking, and fanning the chips and momentarily moving the dealer's hands away from the chip tray so they are within the camera's view and then take chips from the chip tray, equal in value to the chips and fan the chips.
		After the first card was dealt, the dealer allowed an original wager or tip bet to be changed.
		The dealer failed to properly position the cards when dealing, including when hands are split or doubled-down (one additional card placed at a right angle).
10:05 p.m.		The dealer takes a hit card from the dealing shoe before a player requests a card.
		When collecting chips for losing hands, the dealer did not collect players wagered chips with either only the left or right hand.
		When paying a winning player's hand, the dealer failed to take chips, equal to the player's wagered chips, only with the dealer's right hand and fan the payoff.
		For a doubled down wager, the dealer failed to only deal one additional card.
		The dealer failed to correctly calculate payoffs on winning hands.
		Fails to fan and pay chips with only the dealer's right or left hand however not using both hands at the same time.
	10:35 p.m.	The dealer failed to reposition and fan winning tip bets in the inner table area and for each separate winning tip bet, with the right hand only, take chips from the chip tray equal in value as the tip bet chips and place it beside the fanned wagered tip bet chips and then fan the payoff chips and move their hands and/or upper body away from tip bet chips for the camera's view.
		The dealer failed to collect tip bets and payoff chips and place them in the tip receptacle only after all cards had been picked up.
		When the dealer exchanged tips for other chips in the chip tray, the dealer failed to use proper procedures to make the exchange, including taking all of the chips out of the tip receptacle and placing the chips in the inner table area, to the dealer's left, and sort, stack, and fan only the chips to be exchanged.
		The dealer failed to properly handle dealing mistakes according to the organization's policy.
		Other:
Dealer Initials MS	Dealer Initials JS	Acknowledgment by dealer that the dealer has been notified of the rule violations noted.

Comments:

Discussed dealing violations noted with Mary and Joe. Used video to show each dealer where problems occurred. Additional training provided to each dealer.

Yes No Clarity of the video acceptable so the cards, value of the chips, and currency is easily identified.

Yes No Chip tray, dealing shoe, plunger, discard holder, table number (if required), site identification (if required), and all betting spaces clearly visible on video.



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 10/2/16
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Bingo Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
\$25 chips		440	440	0
\$5 chips		360	360	0
\$2 chips		700	700	0
\$1 chips		600	600	0
\$.50 chips		400	400	0

Reconciliation Completed By Linda Green		Job Title Bookkeeper		Date 10/2/16
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Bingo Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
\$25 chips		60	60	0
\$5 chips		140	139	(1)
\$2 chips		300	298	(2)
\$1 chips		400	396	(4)
\$.50 chips		100	100	0

Result: **OK**

Result: **Physical count of chips identified differences when compared to the inventory record.**

Corrective Action Taken:

Corrective Action Taken: **Immaterial amounts, inventory records updated to reflect actual amounts.**

Initials **LG**

Initials **LG**

