

Power Bingo King e-BOS Version 2.1.0.76 Computerized bingo system  
and Lil' Champ RF handsets as interfaced  
with the Melange EPIC software Version 6.28.06.  
Suggested Field Trial Procedures

Each day accounting and audit personnel shall:

Bingo System:

1. The bingo system must be configured to print duplicate receipts during the thirty-day trial period.
2. Bingo department supervisors are to provide bingo employees with adequate supervision and prior training in the use of the e-BOS system.
3. Bingo department employees should ensure that all patrons utilizing the Lil' Champ RF handsets fully understand their operation. The posting of detailed instructions is recommended.
4. Please be advised that it will be necessary for a bingo supervisor to close the session in the e-BOS system at the start of the calling of the third game. This will prevent the voiding of card sales after the calling of the game for which the bingo card was sold (Note: Manual procedures may be used to close the game in accordance with Bingo Minimum Internal Control Standard #7, Version 5. Procedures used should be adequately reflected in Internal Control Standards).
5. On a daily basis bingo department personnel should manually record the beginning and ending inventory of cards, paper and player hand-held units.
6. For each day of the trial period accounting or auditing personnel shall for each session:
  - a. Reconcile the manual paper inventory to the system generated cash receipts and change in inventory to the "Paper Sub-Totals" section of the Summary Balance report for the session. Note: Paper issuances and returns are generated by inventory counts manually entered into the system. Using the Detail Balance Vs. Z Tape Report reconcile manual inventory to system recorded "Net" amount by category. Variances between issuances and sales should be investigated.
  - b. Reconcile the change in the manual inventory of the electronic units to the quantity sold of non-issued paper as recorded on the Summary by Items Issued for each session.

- c. For two POS per session (randomly selected) foot the sales receipt totals from the duplicate sales receipts and trace to the Write (Sales) in the Sales Analysis section of the Summary Balance report for that session.
- d. For the two POS selected in step 6. c. review the duplicate sales receipts. Verify that the validation number on the receipt traces to the Transaction number on the Point of Sale Register-Sales Detail for the session.
- e. Trace each void (refund) by session to the Point of Sale Register – Sales Detail (For Refunds Only) for that session. Also trace each void to the Audit Trail Report.
- f. Review all voids (refunds) for propriety and regulation compliance. Using the Audit Trail Report and the Point of Sales Register - Sales Detail (For Refunds Only) (filtered by “Employee”) verify that the void (refund) was approved by a supervisor who is not the same agent assigned to the POS.
- g. Review the Audit Trail Report on a daily basis for propriety of transactions, changes in the system configuration and any other unusual occurrences. Verify that the sessions were closed in accordance with approved procedures.
- h. Foot the payout slips by game and trace totals to Cash Payouts on the Summary Balance report.
- i. Foot and cross-foot the Detail Balance-(by employee report) for the session. Trace “Cash and Equivalents” to the actual employee cash turn-in.
- j. Trace totals from the Detail Balance-(by employee report) for all sessions to the Summary Balance Report.

General:

1. Maintain a log of any problems occurring during the trial period (i.e., problems relating to the functioning of the system, customer disputes, player unit failures, false indication of a bingo, etc.) This log should include, at a minimum, the date and time, description of the problem, and the initials of the person recording the information.
2. Maintain all computer-generated reports, computer storage media and documentation in accordance with Regulation 6.040(1) and the Bingo Minimum Internal Control Standards. Also maintain documentation evidencing the performance of all trial procedures (logs, checklists, calculator tapes, etc.).

3. Perform any other procedures necessary to ensure that employees are complying with documented internal control procedures and NGC regulations.