

VIRTGAME  
Primeline Race Book Double Q Contest V4.6  
Suggested Trial Procedures

Race Book Double Q Module

1. Registered race book employees (Regulation 22.035) should provide close supervision of writers and cashiers.
2. Daily, accounting or auditing personnel shall:
  - a. Foot the take, total pay and voids on the Race Ticket Report Double Q and trace to the Double Q Summary Report.
  - b. Using the Track Performance Report regrade all winning tickets plus 3 other random tickets and verify the prize payout is accurate on the Race Ticket Report All Tickets, the Race Ticket Report Double Q and the Double Q Summary Report.
  - c. Prepare a spreadsheet tracking the increase in the total Carry Over jackpot on the Double Q Summary Report.  
  
Note: Carry Over is 80% of write. If the jackpot is hit, only the current day's Carry Over will go to the next day.
  - d. Review all voids for propriety and regulation compliance and trace to the Race Ticket Report Voided Tickets.
  - e. Review the Race Ticket Report Unpaid Tickets and Paid Tickets for propriety and regulation compliance.
  - f. Review the Race Ticket Report All Tickets to ensure continuous sequencing of tickets. An investigation should be performed where tickets are found to be missing or blank.
  - g. Review Exception Reports on a daily basis for propriety of transactions and unusual occurrences. Any follow-up which is performed is to be documented.