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Note 1: The controls in effect for participation machines will provide at least the level of control described by these standards.

Note 2: One slot route operator's employee may be used to fill the employee requirements except in a supervisory capacity.

Note 3: Any Board-authorized computer applications that provide controls comparable to the following standards will be acceptable.

Note 4: The MICS for on-line slot metering systems also apply to cashless wagering systems when the cashless wagering system is used to monitor, accumulate, and record meter information from gaming devices.

Coin Drop Standards

1. The coin drop and count for each slot machine must be performed at least monthly.
2. A minimum of three employees are involved in the removal and transport of the slot drop, at least one of whom is independent of the slot department. The employees removing and transporting the slot drop are involved as follows:
 - a. A member of the coin drop team removes the coin drop buckets from the slot drop cabinet.
 - b. To ensure funds are not removed from the coin buckets, a second employee must be able to monitor (witness) at all times the drop team member opening the slot drop cabinets, removing the coin drop buckets, and placing the coin buckets on the cart.
 - c. An employee provides security of the storage of the coin drop buckets on the cart until all coin drop buckets have been transported to the count room.
 - d. A minimum of two employees, at least one of whom is independent of the slot department, transports the coin drop buckets directly to the hard count room or other similarly restricted location where the drop proceeds are locked in a secure manner until the count takes place.
3. If more than one trip is required to remove the coin drop from the slot machines scheduled to be dropped, the filled carts or coins are either locked in the count room or secured in another equivalent manner.

Equipment Standards

4. A weigh scale calibration module is secured so as to prevent unauthorized access (e.g., prenumbered seal, lock and key, etc.).
5. Someone independent of the cage, vault, and slot departments, and count team is required to be present whenever the calibration module is accessed.
6. Such access is documented and maintained.
7. If a weigh scale interface is used, it is adequately restricted so as to prevent unauthorized access (passwords, keys, etc.).
8. If the weigh scale has a zero adjustment mechanism, it is either physically limited to minor adjustments (e.g., weight of a bucket) or physically situated such that any unnecessary adjustments to it during the weigh process would be observed by other count team members.

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9. Unannounced weigh scale and weigh scale interface (if applicable) tests are performed by someone who is independent of the cage, vault and slot departments and count team at least on a quarterly basis with the test results being documented and maintained. All denominations of coin and tokens accepted by the slot machines must be tested.

Note: This test is separate from the test required to be performed by internal audit.

10. Immediately prior to the coin count at least two count team members verify the accuracy of the weigh scale with varying weights or with varying amounts of previously counted coin for each denomination to ensure the scale is properly calibrated. (Varying weights/coin from drop to drop is acceptable.) The test results are documented and maintained.
11. If a mechanical coin counter is used (instead of a weigh scale), procedures are equivalent to those described in MICS #9 and #10.

Slot Coin Count and Wrap Standards

Note: "Wrapped coin" includes coins/tokens in coin wrappers, bags and racks.

12. The weigh/count is performed by a minimum of three employees.
13. At no time during the weigh/count will there be fewer than three employees in the count room. All coin, tokens, chips and/or cash inventory stored in the count room is secured from unauthorized access at all times. Access to the count room during a count is restricted to members of the drop and count teams, authorized observers, supervisors for resolution of problems, authorized maintenance personnel, and personnel performing coin transfers.
14. The coin count team is independent of the slot department and the subsequent accountability of coin count proceeds unless they are nonsupervisory slot employees and perform the laborer function only. (A nonsupervisory slot employee is defined as a person below the level of slot shift supervisor.)
15. The following functions are performed in the counting of the coin drop:
 - a. Recording function which involves the recording of the coin count.
 - b. Count team supervisor function which involves the control of the coin weigh and wrap process. The supervisor is precluded from performing the initial recording of the weigh/count unless a weigh scale with a printer is used.
16. The amount of the coin drop from each machine and in total for each denomination is recorded in ink on a coin count document by the recorder or mechanically printed by the weigh scale. If a weigh scale interface is used, the coin drop figures are transferred via direct line or computer storage media.
17. The recorder/scale operator and at least one other count team member sign the weigh tape/coin count document attesting to the accuracy of the weigh/count.
18. At least three employees who participate in the weigh/count and/or wrap process sign the coin count document or a summary report to attest to their presence. If all other count team members do not sign the coin count document or a summary report, they sign a supplemental document evidencing their participation in the weigh/count and/or wrap.

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19. The coins are wrapped and reconciled in a manner which precludes the commingling of the current coin drop with coin from the next coin drop. If the coins are not wrapped immediately after being weighed/counted, they are secured and not commingled with any other coin.
20. Bagged coin, if applicable, must be meter counted. Each bag is sealed and labeled with the dollar amount contained in the bag.
21. The wrapping of the coin drop is performed by a minimum of two employees until the proceeds have been accepted in the cage/vault accountability.

Note: If the coin count is conducted with a continuous mechanical count meter which is not reset during the count and is verified in writing by at least three employees at the start and end of each denomination count, then one employee may perform the wrap.

22. If the coins are transported off the property, a second (alternative) count procedure must be performed before the unwrapped coins leave the property. Any variances must be documented.
23. Coin transfers out of the count room during the coin count and wrap process are either strictly prohibited or, if transfers are permitted during the count and wrap, each transfer is recorded on a separate multi-part form used solely for coin count transfers.
24. Coin transfers, as noted above, are counted and transfer forms are signed by at least two members of the count team and by someone independent of the count team. At least one part of the transfer form remains in the count room until all the coin drop has been accepted into cage/vault accountability. The other part of the transfer form accompanies the funds being transferred from the count room.

Non-Segregated Coin Room

If the count room also serves as a coin room and the coin room inventory is not secured so as to preclude access by the count team, then the next two standards are applicable:

25. At the commencement of the coin count the following requirements are met:
 - a. The coin room inventory is counted by at least two employees, one of whom is a member of the count team and the other is independent of the weigh/count and wrap process.
 - b. The above count is recorded on an appropriate inventory form.
26. Upon completion of the wrap of the coin drop, the following requirements are met:
 - a. At least two members of the count team (wrap team), independently from each other, count the ending coin room inventory.
 - b. The final count figures, in total and by denomination, are recorded on a summary report(s) which evidences the calculation of the final wrap by subtracting the beginning inventory from the sum of the ending inventory and transfers in and out of the coin room.
 - c. Prior to verification of the count by the cage/vault personnel, the same count team members as discussed above (or accounting personnel) compare the final wrap and transfers, if applicable, to the weigh/count in total and by denomination, recording the comparison and noting any variances in the summary report.
 - d. An employee of the cage/vault department (who is independent of the count team) performs an independent

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count of the ending coin room inventory by denomination and reconciles it to the beginning inventory, wrap, transfers and weigh/count. Any reconciliation variance is documented.

- e. At the conclusion of the reconciliation, at least two count/wrap team members and the cage/vault employee who assumes accountability of the proceeds sign the summary report(s), or other reconciling document, attesting to its accuracy.

Segregated Coin Room

If the count room is segregated from the coin room, or if the coin room is used as a count room and the coin room inventory is secured to preclude access by the count team, the following standard is applicable:

- 27. Upon completion of the wrap of the coin drop:
 - a. At least two members of the count/wrap team count the final wrapped slot drop independently from each other.
 - b. The final count figures, in total and by denomination, are recorded on a summary report.
 - c. Prior to verification of the count by the cage/vault personnel, the same count team members as discussed above (or accounting personnel) compare the final wrap and transfers, if applicable, to the weigh/count in total and by denomination, recording the comparison and noting any variances in the summary report.
 - d. An employee of the cage/vault department (who is independent of the count team) performs an independent count of the wrapped coin drop by denomination that is being turned over to the cage/vault accountability and reconciles it to the coin drop amount recorded on the summary report, less any transfers, if applicable. Any variance is reconciled and documented.
 - e. At the conclusion of the reconciliation, at least two count team members and the cage/vault employee, who assumes accountability of the coin drop proceeds, sign the summary report, or other reconciling document, attesting to its accuracy.
 - f. The wrapped coins (exclusive of proper transfers) are transported to the cage or vault after the reconciliation of the weigh/count to the wrap.
- 28. Large (by denomination, either \$1,000 or 2% of the drop, whichever is less) or unusual (e.g., zero for weigh count or patterned for all counts) variances between the weigh/count and wrap are investigated by management personnel independent of the slot department, count team and the cage/vault functions before the start of the next coin drop and count. The results of such investigation are documented and maintained.
- 29. All coin count and wrap documentation, including coin drop transfer forms and any applicable computer storage media, is promptly delivered to the accounting department by a count team member or someone other than a cage/vault employee. Alternatively, these documents may be adequately secured (e.g., locked container to which only accounting personnel can gain access) to preclude cage personnel from accessing the documents until retrieved by the accounting department.
- 30. Corrections on any coin count documentation and transfer forms are made by crossing out the error, entering the correct figure, and then obtaining the initials of at least two count team members who verified the change. If a weigh scale interface is used, corrections to coin count data are made using one of the following methods:
 - a. Crossing out the error on the document, entering the correct figure, and then obtaining the initials of at least two count team members who verified the change. If this procedure is used, an employee independent of the

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slot department and count team enters the correct figure into the computer system prior to the generation of related slot reports.

- b. During the count process, correct the error in the computer system and enter the passwords of at least two count team members. If this procedure is used, an exception report is generated by the computer system identifying the slot machine number, the error, the correction and the count team members attesting to the propriety of the correction.
31. The count team does not have access to coin drop amounts per the slot machine meters until after the count is completed and the drop proceeds have been accepted into cage/vault accountability.

Currency Acceptor Drop and Count Standards

Note 1: Throughout these slot standards the term “wagering instrument” refers to slot machine wagering vouchers and slot machine coupons, terms defined in NGC regulations. The currency acceptor drop and count standards also apply to wagering instruments.

Note 2: The count begins with the opening of the first drop box and ends when a member of the cage/vault department signs the count sheet and assumes accountability of the proceeds.

32. The currency acceptor drop and count for each slot machine must be performed at least monthly.
33. A minimum of three employees are involved in the removal of the currency acceptor drop boxes from the slot machines, at least one of whom is independent of the slot department. The employees removing and transporting the slot drop are involved as follows:
- a. A member of the currency drop team removes the currency acceptor drop boxes from the slot machine.
 - b. To ensure funds are not removed from the currency acceptor drop boxes, a second employee must be able to monitor (witness) at all times the drop team member removing the currency acceptor drop boxes from the slot machine and placing the currency acceptor boxes on the cart.
 - c. An employee provides security over the storage of the currency acceptor drop boxes on the cart until all the currency acceptor drop boxes have been transported to the count room.
 - d. A minimum of two employees, at least one of whom is independent of the slot department, transports the currency acceptor drop boxes directly to the currency count room or other similarly restricted location where the drop proceeds are locked in a secure manner until the count takes place.
34. If more than one trip is required to remove the currency acceptor drop boxes from the slot machines scheduled to be dropped, the boxes are either locked in the count room or secured in another equivalent manner.
35. The currency acceptor count is performed in the soft count room or equivalently secure area with comparable controls.
36. If counts from various revenue centers occur simultaneously in the count room with the currency acceptor count, procedures that prevent the commingling of funds from different revenue centers are in effect.
37. The currency acceptor count is performed by a minimum of three employees until the proceeds have been accepted in the cage/vault accountability.
38. The currency acceptor count team is independent of the slot department and the subsequent accountability of

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currency acceptor proceeds unless they are nonsupervisory slot employees and perform the laborer function only. (A nonsupervisory slot employee is defined as a person below the level of slot shift supervisor.)

Note: A cage cashier may be used if this person is not allowed to perform the recording function. An accounting representative may be used if there is an independent audit of all currency acceptor count documentation.

39. The count team does not have access to bill-in amounts per the slot machine meters until after the count is completed and the drop proceeds are accepted into cage/vault accountability.
40. If a currency counter interface is used, it is adequately restricted so as to prevent unauthorized access (passwords, keys, etc.).
41. Unannounced currency counter and currency counter interface (if applicable) tests are performed by someone who is independent of the cage, vault and slot departments and count team on at least a quarterly basis with the test results being documented and maintained. All denominations of currency and all types of wagering instruments counted by the currency counter must be tested.

Note: This test is separate from the test required to be performed by internal audit.

42. Immediately prior to the currency acceptor count at least two count team members verify the accuracy of the currency counter with previously counted currency for each denomination and with each type of wagering instrument actually counted by the currency counter to ensure the counter is functioning properly. The test results are documented and maintained.

Note 1: The currency counter test may be performed with currency and wagering instruments from the first drop box as long as the currency and wagering instruments used to perform the test are manually counted and verified prior to inserting into the currency counter.

Note 2: If the same count team members complete a count for one revenue center (e.g., slots) and then immediately complete a count for a second revenue center (e.g., table games), the currency counter test would only need to be completed at the beginning of the first count.

43. The currency acceptor drop boxes are individually emptied and counted in such a manner as to prevent the commingling of contents between boxes before the box contents have been counted and recorded.
44. The dollar amount of the currency drop from each machine and in total for each denomination is recorded in ink or other permanent form of recordation on a slot count document. If a currency counter interface is used, the currency drop figures are transferred via direct line or computer storage media.
45. The dollar amount of wagering instruments removed from each drop box is recorded, by machine, in the cashless wagering system. The cashless wagering system will generate a slot count document indicating the wagering instruments counted by machine and in total.
46. If currency counters are utilized and the count room table is used only to empty boxes and sort/stack contents, a count team member other than the person(s) operating the currency counter must be able to witness the loading and unloading of all currency at the currency counter, including rejected currency. The count team member operating the currency counter does not need to be monitored by another count team member if an individual independent of the count process monitors the operator of the currency counter for a minimum of one hour during the count process from recorded or live surveillance at least monthly. The date, time, and results of the independent observation are documented.
47. When the currency counter rejects currency but does not record the amount of rejected currency, procedures are

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in effect to record the rejected currency amount, by slot machine, and to ensure that two counts of the rejected currency (by slot machine and in total) are performed to verify the correct amount of rejected currency is recorded on the count sheet.

48. Drop boxes, when empty, are shown to another member of the count team, to another person who is observing the count, or to recorded or live surveillance, provided the count is monitored in its entirety by someone independent of the count.
49. Corrections on any count documentation and transfer forms are made by crossing out the error, entering the correct figure, and then obtaining the initials of at least two count team members who verified the change. If a currency counter interface is used, corrections to count data are made using one of the following methods:
 - a. Crossing out the error on the document, entering the correct figure, and then obtaining the initials of at least two count team members who verified the change. If this procedure is used, an employee independent of the slot department and count team enters the correct figure into the computer system prior to the generation of related slot reports.
 - b. During the count process, correcting the error in the computer system and entering the passwords of at least two count team members. If this procedure is used, an exception report is generated by the computer system identifying the slot machine number, the error, the correction and the count team members attesting to the propriety of the correction.
50. Currency transfers out of the count room during the currency acceptor count process are either strictly prohibited or, if transfers are permitted during the count, each transfer is recorded on a separate multi-part form used solely for currency acceptor count transfers.
51. Currency transfers, as noted above, are counted and transfer forms are signed for by at least two count team members and by someone independent of the count team. At least one part of the transfer form remains in the count room until all the currency drop has been accepted into cage/vault accountability. The other part of the transfer form accompanies the funds being transferred from the count room.
52. At the conclusion of the count, the currency drop amount recorded on the count sheet is reconciled to the currency drop in the count room and the dollar amount of currency drop transfers, if applicable, by a count team member who does not function as the sole recorder, with variances reconciled and documented.

Note: This standard does not apply to wagering instruments removed from the currency acceptor drop boxes.

53. All members of the count team attest by signature to the accuracy of the currency and wagering instrument, if applicable, drop count. Three verifying signatures on the count sheet are adequate if all additional count team members sign a supplemental document evidencing their involvement in the count process.
54. An employee of the cage/vault department (who is independent of the count team) performs an independent count of the currency drop proceeds that are being turned over to the cage/vault department and reconciles it to the currency drop amount recorded on the count sheet, less any transfers, if applicable. Any variance is reconciled and documented.

Note: This standard does not apply to wagering instruments removed from the currency acceptor drop boxes.

55. The cage/vault employee signs the count sheet, or other reconciling document, and assumes accountability of the currency proceeds.
56. Access to stored full drop boxes is restricted to authorized members of the drop and count teams.

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57. All coin, tokens, chips and/or cash inventory stored in the count room is secured from unauthorized access at all times. Access to the count room during a count is restricted to members of the drop and count teams, authorized observers, supervisors for resolution of problems, authorized maintenance personnel, and personnel performing currency transfers.
58. The count sheet and all supporting documents including currency drop transfer forms, wagering instruments, and any applicable computer storage media, are promptly delivered to the accounting department by a count team member or someone other than a cage/vault employee. Alternatively, these documents may be adequately secured (e.g., locked container to which only accounting personnel can gain access) to preclude cage personnel from accessing the documents until retrieved by the accounting department.

Jackpot Payouts, Slot Fills, Short Pays, Cancelled Credit Payouts, Promotional Payouts, Drawings and Giveaway Programs

Promotional payouts are supplemental payouts which are not reflected in the slot machine payable.

59. For jackpot payouts, short pays exceeding \$10, payouts of cancelled credits, and slot fills, the payout form/documentation (minimum two-part form) includes the following information:

- a. Date and time.
- b. Machine number.
- c. Dollar amount of cash payout or slot fill (both alpha and numeric), or description of personal property awarded.

Note: Alpha is optional if another unalterable method is used for evidencing the amount of the payout or fill.

- d. Game outcome (including reel symbols, card values and suits, etc.) for jackpot payouts only.

Note: Stating "multi-line payout" is adequate as the game outcome recorded on the jackpot payout form.

- e. Signatures of at least two employees verifying and witnessing the payout or fill.

Note: For approved computerized slot payout systems that initiate, validate, and print the dollar amount of the jackpot payout on the computer-generated form, only one employee signature verifying and witnessing the jackpot payout is required on the payout form for a jackpot payout amount of less than \$1,200. For jackpot payouts of \$1,200 or more and in other situations that allow an employee to input or change the dollar amount of the jackpot payout by more than \$1 in the computer system, two employees must be physically involved in verifying and witnessing the payout.

- f. Preprinted or concurrently-printed sequential number.
- g. The type of payout (e.g., slot machine jackpot, fill, cancelled credits, short pay, external bonus, and external progressive).

60. Payouts over a predetermined amount not to exceed \$50,000 require the signature and verification of a supervisory or management employee independent of the slot department. This predetermined amount is authorized by management, documented, and maintained.

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61. For short pays of \$10 or less paid from an employee's bank, the payout form or log (single-part form is acceptable) includes:
- a. Date and time.
 - b. Machine number.
 - c. Dollar amount of payout (both alpha and numeric).

Note: Alpha is optional if another unalterable method is used for evidencing the amount of the payout.
 - d. Signature of employee making the payout.
 - e. Reason for payout (e.g., short pay).
62. The conditions for participating in promotional payouts, including drawings and giveaway programs, are prominently displayed or available for patron review at the licensed location.
63. Promotional payouts that are either deducted from gross gaming revenue, or are greater than or equal to \$100 and not deducted from gross gaming revenue, are documented on a slot payout form to include the following:
- a. Date and time.
 - b. Machine number.
 - c. Dollar amount of payout or description of personal property (e.g., jacket, toaster, car, etc.).
 - d. Reason for payout (e.g., double jackpots, four-of-a-kind bonus, etc.).
 - e. Signature(s) of the following number of employees verifying, authorizing, and completing the promotional payout:
 - 1) Two employee signatures for all payouts of \$100 or more; or
 - 2) One employee signature for payouts of less than \$100 that are deducted from gross gaming revenue.
64. If a promotional cash payout is less than \$100 and is not deducted from gross gaming revenue, documentation is created to support the decrease in bank accountability.
65. When a sequentially-numbered payout form is voided, the employee completing the void clearly marks "void" across the face of the form, signs across the face of the form, and submits all parts of the payout form to the accounting department for retention and accountability.
66. Payouts (that are recorded on a manual payout form), including jackpots, fills, cancelled credits, short pays in excess of \$10 and promotional payouts in excess of \$100, are controlled and completed in a manner that precludes a custodian of funds from altering the dollar amount on all parts of the payout form subsequent to the payout and misappropriating the funds.
67. Payouts (computerized or manual process), including jackpots, fills, cancelled credits, short pays in excess of \$10 and promotional payouts in excess of \$100, are controlled and completed in a manner that precludes any one individual from initiating and producing a fraudulent payout form, obtaining the funds, forging signatures on the payout form, routing all parts of the form, and misappropriating the funds.

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Note 1: Acceptable procedures in meeting the requirements of this standard include the following:

- a. Funds are issued either to a second verifier of the payout (i.e., someone other than the individual who generated/requested the ticket) or to two individuals concurrently (i.e., the generator/requestor of the form and the verifier of the payout). Both individuals witness the payout, or
- b. The routing of one part of the completed form is under the physical control (e.g., dropped in a locked box) of an individual other than the individual that obtained/issued the funds and the individual that obtained/issued the funds must not be able to place the form in the locked box, or
- c. Some other procedure which provides at least the same level of control as provided by (a) or (b) above.

Note 2: As referred to at MICS #59(e), for a computerized system, only one individual is required to witness, verify, and complete the jackpot payout transaction when the computer system validates, initiates, and prints the dollar amount of less than \$1,200 on the form. For jackpot payouts of \$1,200 or more and in other situations that allow an individual to input or change the dollar amount of the jackpot payout by more than \$1 in the computer system, two individuals must be physically involved in verifying and witnessing the payout as described in Note 1, above.

Slot Fill Cabinets

Note: The following standards apply when a fill is maintained in a slot fill cabinet that is used to replenish the slot machine hopper when empty.

68. A fill bag transfer from a slot fill cabinet to a slot machine's hopper requires the involvement of two persons and the completion of a fill form when the funds are placed in the slot machine's hopper.

Note: The transfer of funds from the slot fill cabinet to the slot machine hopper may be performed by one person if an on-line system records and generates a report indicating the person's name, date, time and purpose for each opening of the slot fill cabinet door, and a computerized slot payout system initiates and validates the fill transaction and prints the dollar amount of the fill on the computerized payout form.

69. A slot fill cabinet contains funds for only one hopper fill for only one specific slot machine. The dollar amount in the fill cabinet is either capitalized in the accounting records as part of the slot machine hopper load account or is included in the slot or cage department accountability.
70. Fill bag transfers from the cage or booth to the slot fill cabinet requires the physical involvement of two persons, whether or not an on-line system monitors the access to the slot fill cabinet, to witness and verify funds being placed into the slot fill cabinet.

Note: The transfer of fill bags from the cage or booth to the slot fill cabinet is not a fill transaction that requires the completion of a fill form.

71. All transfers of funds from the cage or booth to the slot fill cabinet are documented to support the decrease in the accountability and the documentation is retained for at least 7 days. The documentation is signed by the individuals involved with the transfer and is sent to the accounting department daily.

Note: When a fill form is used to support both the decrease in the accountability and the fill to the slot machine, the fill form is retained in accordance with Regulation 6.060.

Payment on Wagering Instruments

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72. Prior to making payment on a wagering instrument, an employee must verify the validity of the instrument through the cashless wagering system.

Note: An employee cannot verify the validity of the wagering instrument by inserting it into a slot machine bill validator.

73. In the event of system failure, supervisory personnel approve payment of wagering instruments in excess of an amount determined by management (not to exceed \$500) by initialing the wagering instrument. Supervisory personnel review the transaction history from the slot machine or any other similar method to verify the validity of the wagering instrument.
74. Wagering instruments paid during a period of system failure are written/stamped with a paid designation, initialed by the cashier and noted with the date paid. The wagering instruments paid without system validation must be entered into the cashless wagering system when the system resumes operation.
75. Payment of lost, stolen, mutilated or expired wagering instruments of \$50 or more that cannot be validated by the cashless wagering system are approved by supervisory personnel by initialing the wagering instrument, if provided by a patron. Supervisory personnel review the applicable slot machine's transaction history or other cashless wagering system records to verify the validity of the wagering instrument. The payment of the wagering instrument is entered into the cashless wagering system at the time the instrument is paid.
76. Unredeemed wagering instruments can only be voided in the cashless wagering system by personnel independent of the slot department. The employee completing the void clearly marks "void" across the face of the form and signs across the face of the form. The accounting department maintains the voided wagering instrument.
77. At least weekly:
- a. Wagering instruments and payout receipts redeemed at a wagering instrument redemption machine are removed by at least two employees.
 - b. At least two employees reconcile the cash remaining in each wagering instrument redemption machine to the beginning cash placed in the machine less the wagering instruments and payout receipts redeemed.
 - c. Wagering instruments and payout receipts are ultimately delivered to the accounting department.

Payout Receipt Systems

Note: A payout receipt system issues a receipt/report for cancelled credits that may not be rewagered and therefore is not a cashless wagering system. Some systems print a receipt only at the slot machine, while others only print a report at a printer station that is located within a cashier's area (including cage, booth, change banks, etc.).

78. Prior to making a payment on a payout receipt, the cashier must verify the validity of the payout through the payout receipt system.
79. In the event of system failure, supervisory personnel approve payment of payout receipts in excess of an amount determined by management (not to exceed \$500) by initialing the payout receipt.
80. Payout receipts paid during a period of system failure without system validation must be entered into the payout receipt system when the system resumes operation.

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81. For systems that generate payout receipts at the slot machine:
- a. Validity of the payout need not be verified at the slot machine.
 - b. The payout receipt is exchanged for funds and then placed in the cashier's bank for shift-end reconciliation purposes.
82. For systems that generate a report at a printer station in a cashier's area:
- a. Validity of the payout must be verified by examining the slot machine.
 - b. The slot machine may not be placed back into play through the use of an automatic or remote controlled reset device unless the cashier's area is immediately adjacent to the device and the validity of the payout can be determined by examining the slot machine from the cashier's area.
 - c. Funds may be transported from the cashier's area to the slot machine by the employee that verifies the validity of the payout. Alternatively, the employee verifying the validity of the payout may escort the patron to the cashier's area so the patron may receive the funds.
 - d. The report is used for shift-end reconciliation procedures.

Slot Department Funds Standards

83. All slot booths and change banks that are active during the shift are counted down and reconciled each shift by two employees utilizing appropriate accountability documentation. Unexplained variances are documented and maintained.
84. Cashless wagering systems generate reports that indicate the dollar amount of active wagering instruments and wagering account transactions (i.e., deposits, withdrawals, and account adjustments) that should be reflected in each cashier's accountability (includes the main cage). Such reports are utilized at the conclusion of each shift in the reconciling of funds.
85. The wrapping of loose slot booth and cage cashier coin is performed at a time or location that does not interfere with the coin count/wrap process or the accountability of that process.
86. All transfers of funds are documented and:
- a. Each even-money exchange is recorded on a separate multi-part form and retained for at least 24 hours.

Note: A form is not required to be completed when the funds for an even-money exchange are transferred from one bank to another bank instantaneously (e.g., \$100 denomination bills are exchanged for \$20 denomination bills).
 - b. Each increase/decrease to the inventory with funds from the cage/vault is recorded on a separate multi-part form with a preprinted or concurrently printed number. All parts of the form are sent to the accounting department daily and retained for at least 7 days.
87. Bagged coin created by slot booth and carousel attendants must be distinguishable from bags created in other areas, and the contents of these bags are verified by an individual independent of the person who created the bagged coin as follows:
- a. On at least a daily basis, a sample of bagged coin in each applicable area is weighed or counted and

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compared to the dollar amount indicated on the bag.

- b. All bagged coin being used as a fill bag for a slot machine hopper fill is weighed or counted prior to being placed into a slot machine hopper.
- c. Any variance of 1% or more of the bag amount is documented and investigated.
- d. Any fill bag with a dollar amount variance is adjusted to the correct bag amount prior to being used as a fill for a slot machine hopper.

International Gaming Salon

88. A salon gaming slot report (independent from the report required in MICS #110) is produced at least monthly showing month-to-date, year-to-date, and if practicable, life-to-date actual hold percentage computations for individual machines in the salon gaming area and a comparison to each machine's theoretical hold percentage. Slot machine performance data related to the international gaming salon is reflected in both the slot analysis reports for the casino as a whole and in a separate salon gaming slot report.

Note: "Life-to-Date" represents at least a previous two-year cumulative basis.

89. Each month the actual hold for each machine in the salon gaming area is compared to the applicable theoretical hold. Large variances between the theoretical hold and actual hold by machine are investigated with the results of the investigation documented and retained by the end of the following month.
90. Investigations must include a review of surveillance recordings of slot play in the gaming salon and/or a review of the transaction reports required by Regulation 5.200(4)(b), for all variances that are not satisfactorily explained otherwise.

EPROM Testing

91. At least annually, a minimum of one individual who is independent of the slot department, or outside vendors, test a sample of slot machine game program EPROMs to ensure that the EPROMs have not been tampered with.

EPROM Duplication

Note 1: EPROM duplication may only be performed by a licensed manufacturer or a licensee who has received Board approval to duplicate EPROMs.

Note 2: The EPROMs of some manufacturers may be protected by federal copyright laws. The licensee should ensure that all applicable laws are complied with when duplicating EPROMs.

Note 3: Equivalent controls must be in place should gaming device program storage media approved by the Board, other than EPROMs, be duplicated.

Note 4: A master game program EPROM is an EPROM that is secured from unrestricted access immediately when received from the manufacturer and after being verified to the manufacturer's par sheet. It also could be an EPROM from a slot machine that has been tested by personnel independent of the slot department or outside vendor immediately prior to duplication to ensure that the EPROM is a Board-approved program that has not been tampered with.

92. Procedures are developed and implemented for the following:

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- a. Copying from the master game program EPROM to another EPROM.
 - b. Verification of duplicated EPROMs prior to being offered for play.
 - c. Destruction, as needed, of EPROMs with electrical failures.
 - d. Securing the EPROM duplicator and master game program EPROMs from unrestricted access.
93. Records must be maintained documenting the above procedures. The records must include the following information:
- a. Date.
 - b. Number of machine in which a duplicated EPROM is placed. Additionally, indicate the number of the slot machine of the source EPROM when duplicated from an EPROM of another slot machine.
 - c. Manufacturer.
 - d. Program number.
 - e. Personnel involved.
 - f. Reason for duplication.
 - g. Disposition of any permanently removed EPROM.
 - h. GCB Lab approval number.
94. EPROMs placed in gaming devices must include the date and information identical to that shown on the manufacturer's label.

Slot Machine Performance – Slot Machine Records

95. Records are maintained for each machine which indicate the date the machine was placed into service, the date the machine was removed from operation, the date the machine was placed back into operation, and any changes in machine numbers and designations.
96. Accurate and current theoretical hold worksheets are maintained for each slot machine.
97. The master game program number, par percentage, and the paytable are verified to the par sheet when initially received from the manufacturer.
98. Records are maintained for each machine which indicate the dates and type of changes made and the recalculation of theoretical hold as a result of the changes.

Slot Machine Performance – Multi-Game and Multi-Game/Multi-Denomination Slot Machines and Slot Machines with Differences in Theoretical Hold Percentage exceeding a 4% Spread Between the Minimum and Maximum Theoretical Hold

Note: MICS #99 and #100 also apply to licensees that have installed an "On-Line Slot Metering System"

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approved by the Board pursuant to Regulation 14 Technical Standard 3 but the multi-game or multi-game/multi-denomination machines cannot communicate the coin-in amount by payable.

99. For licensees that have not installed an "On-Line Slot Metering System" approved by the Board pursuant to Regulation 14 Technical Standard 3, for each multi-game or multi-game/multi-denomination machine, maintain a record for each slot machine containing the following information:
- a. Machine number.
 - b. Date machine was placed on the floor.
 - c. The initial payable numbers activated for play along with each payable's theoretical hold percentage.
 - d. The simple average of the theoretical hold percentages of the paytables activated for play.
 - e. The date of each change to the activated paytables, the theoretical hold percentage for each payable activated for play, and the new simple average of the theoretical hold percentages of the paytables activated for play.
100. For licensees that have not installed an "On-Line Slot Metering System" approved by the Board pursuant to Regulation 14 Technical Standard 3, when multi-game or multi-game/multi-denomination machines are initially placed on the casino floor and when the active paytables within the slot machine are changed, the theoretical hold percentage used in the slot analysis report is a simple average of the theoretical holds, as set by the manufacturer, of all the active paytables of the slot machine. The slot analysis report is revised to indicate the new simple average theoretical hold percentage whenever a change is made to the active paytables within the slot machine.

Note 1: For multi-game and multi-game/multi-denomination machines, a new machine number is not assigned when paytables are changed within the same library of paytables.

Note 2: The theoretical hold percentage needs to be obtained for each active payable when multi-game/multi-denominational machines have different paytables for each denomination within a game that are activated for play.

101. For licensees that have installed an "On-Line Slot Metering System" approved by the Board pursuant to Regulation 14 Technical Standard 3, that is connected and communicating with the slot machines to read and record the coin-in amount by payable or by wager type of the slot machine, the system is utilized to complete the following procedures that applies only to multi-game and multi-denomination/multi-game machines and for slot machines which have a difference in theoretical hold percentage which exceeds 4 percent for a single-coin play versus maximum-bet play:

- a. Weekly record the total coin-in meter.
- b. Quarterly record the coin-in meters for each payable within all games of the slot machine and the coin-in meters of the slot machine that contain the number of plays by wager (i.e., one coin, two coins, etc.).

Note: The coin-in meter for each denomination within a game is recorded if a different payable (resulting in a different theoretical hold percentage) is activated for each denomination within a game.

- c. Annually adjust the theoretical hold percentage to a weighted average based upon the ratio of coin-in for each payable in play and based on the distribution of plays by wager type during the year. Include the new weighted average percentage in the fiscal year end slot analysis report.

Note: The adjusted theoretical hold percentage can be combined for machines with exactly the same payable

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mix throughout the year using a weighted average of the adjusted percentages.

Slot Machine Performance – Slot Machine Meters

102. All slot machines contain functioning coin-in, bill-in and voucher-out meters (hard or soft).

Note: The voucher-out meter is only required when a payout receipt system is utilized.

103. All slot machines communicating with a Board-approved cashless wagering system not meeting the requirements of Regulation 14 Technical Standard 3, contain properly functioning meters required by the Regulation 14 Technical Standards if those meters are required by the licensee to be in compliance with these Minimum Internal Control Standards.

104. Slot machine bill-in electronic (soft) meter readings are recorded immediately prior to or subsequent to a slot currency acceptor drop. Coin-in electronic (soft) meter readings are recorded at least weekly.

Note 1: The time between readings may extend beyond one week in order for a reading to coincide with the end of an accounting period only if such extension is for no longer than six days.

Note 2: If a licensee chooses to perform a slot coin or currency acceptor drop only once per month, the coin-in electronic (soft) meter readings still must be recorded at least weekly.

Note 3: The coin-in and/or bill-in hard meters of a slot machine are read and recorded only when the slot machine does not have electronic soft meters.

Note 4: For licensees that have installed an “On-Line Slot Metering System” approved by the Board pursuant to Regulation 14 Technical Standard 3, the meter readings are recorded and maintained at the time a drop box (coin or currency) is removed in conjunction with a slot drop as required by MICS #124.

105. If an employee manually records coin-in and bill-in meters, that employee either is independent of the coin/currency acceptor count teams or is assigned on a rotating basis unless the in-meter readings are randomly verified quarterly for all slot machines and currency acceptors by someone other than the regular in-meter reader.

106. The coin-in and bill-in meter readings, by slot machine, are documented and maintained.

107. For payout receipt systems, the slot machine voucher out electronic (soft) meter readings are recorded when the slot machine is dropped. The voucher out electronic (soft) meter readings, by slot machine, are documented and maintained.

108. Upon receipt of the meter reading summary, the accounting department reviews all coin-in meter readings for reasonableness using pre-established parameters.

109. Prior to final preparation of statistical reports, coin-in meter readings which do not appear reasonable are reviewed with slot department employees, and exceptions documented, so that meters can be repaired or clerical errors in the recording of meter readings can be corrected. The final statistical report is reviewed to ensure that the correct coin-in dollar amount has been recorded.

Note: When the correct coin-in amount cannot be determined (i.e., coin-in not recorded properly due to slot machine meter or system failure), the preferred method for recalculating a reasonable coin-in amount is to use an average coin-in from similar machines for the period in question. An alternative method is to use the actual average coin-in for the machine in question over the past four weeks.

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Slot Machine Performance – Slot Analysis Report

110. A report is produced at least monthly showing month-to-date, year-to-date, and if practicable, life-to-date actual hold percentage computations for individual machines and a comparison to each machine's theoretical hold percentage previously discussed.

Note 1: Actual hold = dollar amount of slot machine statistical win divided by dollar amount of coin-in. The wagering activity recorded on the coin-in meter of the slot machine includes all cashable and non-cashable credits wagered. The slot machine statistical win represents all drop and payout activity occurring through the slot machine regardless of whether the activity is subject to gross gaming revenue taxation. The drop and payout activity occurring through the slot machine includes the following:

- a. The payout activity represents only slot machine payouts associated with the manufacturer's payable of the slot machine. Jackpot payouts (as defined by Regulation 1.140) and fills recorded in the slot analysis report do not include promotional payouts and/or bonus payouts that are not reflected on the payable of the slot machine and/or not included in the calculation of the slot machine's theoretical hold percentage.
- b. The drop activity recorded in the slot analysis report includes all amounts placed into the coin or bill acceptor of the slot machine (e.g., free play wagering instruments accepted by the bill validator of the slot machine are included in the drop amount) or electronic money transfers made to the slot machine for wagering purposes.

As a result, the slot machine statistical win recorded in the slot analysis report may not equal the amount of win reported on the NGC tax returns.

Note 2: "Life-to-Date" represents at least a previous two-year cumulative basis.

111. The theoretical hold percentages used in the slot analysis reports should be within the performance standards set by the manufacturer and should not include other fees (e.g., a percentage payment to operators of inter-casino linked slot machines).

Note 1: Machines with identical program (EPROM) numbers are included in the slot analysis reports using the same theoretical hold percentage. When a range is involved, the theoretical hold percentage used is consistent among games.

Note 2: The optimum hold percentage may be used for video skill machines.

112. The theoretical hold percentage used in the slot analysis report represents theoretical performance of the slot machine's payable and excludes promotional payouts and bonus payouts not included in the slot machine's payable.

113. Each change to a slot machine's theoretical hold percentage, including progressive percentage contributions, results in that machine being treated as a new machine in the statistical reports (i.e., not commingling various hold percentages).

Note 1: For multi-game and multi-game/multi-denomination machines, a new machine number is not assigned when paytables are changed within the same library of paytables.

Note 2: A new machine number is not assigned when a new par percentage used in the statistical reports is a result of a correction of an inaccurate par percentage.

114. Promotional payouts and/or bonus payouts, not reflected on the payable of the slot machine and /or not included in the calculation of the slot machine's theoretical hold percentage, are not included in slot machine statistical win

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for statistical performance purposes in the slot statistical reports. However, these payouts may be included in the slot statistical report for the calculation of slot machine reportable win reported in the NGC tax returns.

Note: Refer to "Note 1" of MICS #110 for further explanation.

115. A report is produced at least monthly showing year-to-date combined slot machine performance by denomination. All multi-denomination machines are grouped as a separate category from other denominations in the slot analysis report. The "International Gaming Salon" slot machines as addressed at MICS #88 are categorized within the appropriate denomination. The report shall include the following for each denomination and the multi-denomination category, if applicable:

a. Floor par.

Note: Floor pars are the sum of the theoretical hold percentages of all machines within a denomination weighted by coin-in contribution.

b. Combined actual hold percentage.

c. Percentage variance (b - a).

d. Projected dollar variance (i.e., coin-in times the percentage variance).

116. The statistical reports are reviewed by both slot department management and management employees independent of the slot department on at least a monthly basis.

117. Large variances between theoretical hold and actual hold, by machine and by denomination (including the multi-denomination category), are investigated and resolved with the findings documented no later than 30 days after the generation of the statistical report.

118. For purposes of analyzing large variances between actual hold and theoretical hold percentages, information to create floor par reports by similar machine type must be maintained.

Note 1: Type is defined as the manufacturer's program number.

Note 2: This standard does not apply to slot machines that have multiple paytables with different theoretical hold percentages (i.e., multi-game and multi-game/multi-denominational machines).

119. Maintenance of the slot machine computer data files is performed by a department independent of the slot department. Alternatively, maintenance of the theoretical hold percentage for each slot machine may be performed by slot supervisory employees if sufficient documentation is generated and it is randomly verified by employees independent of the slot department on a monthly basis.

Note: "Slot machine computer data files" include the theoretical hold percentage, coin-in amount, drop amounts, payout amounts, fill amount and win amount for each slot machine.

120. Updates to the slot machine computer data files to reflect additions, deletions or movements of slot machines are made at least weekly, and prior to in-meter readings and the slot count process.

On-line Slot Metering Systems

Applicability: MICS #121 - #135 apply to licensees that have installed an "On-Line Slot Metering System" and/or a cashless wagering system approved by the Board pursuant to Regulation 14 Technical Standard 3. MICS #121 - #135 also apply to licensees that have installed a Board-approved cashless wagering system not meeting

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the requirements of Regulation 14 Technical Standard 3. For these systems the MICS apply only as they relate to the meter information that can be obtained by the system.

Licenseses with a Board-approved cashless wagering system that do not use an on-line slot metering system that is capable of obtaining meter information directly from the slot machines only need to comply with MICS # 131(b), #132(a) and #133.

As of 5/22/05, certain licenseses, as required by Regulation 6.045, must have installed an "On-Line Slot Metering System" and cashless wagering system, if applicable, that have been approved by the Board pursuant to Regulation 14 Technical Standard 3.

121. For licenseses that have installed a Board-approved "On-Line Slot Metering System" and/or a cashless wagering system, the system is connected, functioning and communicating with slot machines in obtaining slot machine meter information as follows:
 - a. For all slot machines equipped with meters described by the Regulation 14 Technical Standards, approved on or after 2/1/04, all meter information, as applicable to the licensee's operation, is transmitted to the system, unless this requirement is waived by the chairman pursuant to Regulation 6.045.
 - b. For slot machines approved before 2/1/04 that are equipped with meters described by the Regulation 14 Technical Standards, a minimum of the coin-in, coin drop and bill-in meter information is transmitted to the system, unless this requirement is waived by the chairman pursuant to Regulation 6.045.
 - c. For any slot machines equipped with cashless wagering meters, the applicable cashless wagering meter information is transmitted to the cashless wagering system, unless this requirement is waived by the chairman.
122. At least monthly, prepare and maintain a list of slot machines not permanently connected to the on-line slot metering system and/or cashless wagering system along with the reason the slot machine is not permanently connected. Also, include separately on this list the slot machines connected to the on-line slot metering system that do not have all of the required meters for slot machines approved before 2/1/04.
123. For on-line slot metering systems that read the specific values indicated on slot machine meters, all required meters are read, recorded and maintained by the on-line slot metering system before and after any slot machine maintenance that involves the clearing or resetting of the meters. This meter information will be used when reviewing slot machine performance reports to ensure that the maintenance performed did not improperly affect the meter values recorded in the slot machine performance reports.
124. All required meters for each slot machine are read, meter amounts recorded and maintained at the time a drop box (coin or currency) is removed in conjunction with a slot drop.
125. Slot machine meters that accumulate wagering account transfers and electronic funds transfers are read, meter amount recorded and maintained at the end of the licensee's specified 24-hour accounting period. This same 24-hour cutoff is applied to the cashless wagering system when generating system reports.
126. For slot machines that are not dropped and counted, the on-line slot metering system shall read and record the following meters at the end of the licensee's specified 24-hour accounting period:
 - a. "Attendant Paid Meters" (jackpots, cancelled credits, external bonus payout, and progressive payout).
 - b. Physical coin-in.

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- c. Physical coin out.
 - d. "Drop Meters" (coin drop, bill-in, voucher in and coupon promotion in).
 - e. "Electronic Promotion Meters" (cashable in, cashable out, non-cashable in and non-cashable out).
 - f. "Machine Paid Meters" (external bonus payout and progressive payout).
127. For each 24-hour accounting period, the accounting department reviews all meter readings for reasonableness using pre-established parameters.
128. Prior to the preparation of metered slot machine performance reports, meter readings which do not appear reasonable are reviewed with slot department employees, and exceptions documented, so that any necessary repairs can be made and errors corrected. The final metered slot machine performance reports are reviewed to ensure that the correct meter amounts have been recorded.
129. Meter reading amounts may only be altered to correct amounts that were determined to be unreasonable. When correcting meter amounts, indicate the correct amount in the appropriate on-line slot metering system report.
130. The following slot machine performance reports, as applicable, are produced and maintained for each day for slot machines that have not been dropped (hard or soft):
- a. Meter attendant paid jackpots, cancelled credits, progressive payouts and external bonus payouts (in total) vs. actual attendant paid jackpots, cancelled credits, progressive payouts and external bonus payouts (in total).
 - b. Meter fills vs. actual fills.

Note: Refer to Regulation 14 Technical Standard 3 "Integrity of and Proper Accounting for On-Line Slot Systems" for the calculation used in determining the meter fill dollar amount.
 - c. Meter machine paid and attendant paid external bonus payouts vs. external bonusing system machine paid and attendant paid external bonus payouts.
 - d. Gaming device meter wagering account transfer (WAT) in vs. system wagering account transfer (WAT) in.
 - e. Gaming device meter wagering account transfer (WAT) out vs. system wagering account transfer (WAT) out.
 - f. Gaming device meter electronic funds transfer (EFT) in vs. system electronic funds transfer (EFT) in.
 - g. Gaming device meter cashable electronic promotion in vs. system cashable electronic promotion in.
 - h. Gaming device meter cashable electronic promotion out vs. system cashable electronic promotion out.
 - i. Gaming device meter non-cashable electronic promotion in vs. system non-cashable electronic promotion in.
 - j. Gaming device meter non-cashable electronic promotion out vs. system non-cashable electronic promotion out.
 - k. Meter voucher out vs. system voucher and payout receipt forms issued.
 - l. Gaming device meter coupon promotion out vs. system coupon promotion out forms issued.

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131. In addition to the slot machine performance reports under MICS #130, the following reports are produced and maintained for each drop (hard or soft) date, by machine and in total:

- a. Meter drop vs. actual drop for each drop type (e.g., coin and bills).
- b. System wagering instruments accepted vs. wagering instruments counted in the count room (e.g., vouchers and coupons).
- c. Meter win vs. actual taxable win.

Note: Refer to Regulation 14 Technical Standard 3 "Integrity of and Proper Accounting for On-Line Slot Systems" for the calculation used in determining the meter win dollar amount.

- d. Gaming device meter voucher in vs. system voucher in forms accepted.
- e. Gaming device meter coupon promotion in vs. system coupon promotion in forms accepted.

132. Variances, by slot machine, noted in the reports required by MICS #130 and #131 that are in excess of the following parameters are reviewed by the accounting department:

- a. Variances in excess of one percent or \$100, whichever amount is greater, for each drop type (coin, bills, vouchers and coupons).
- b. Variances in excess of one percent or \$100, whichever amount is greater, for the total of attendant payouts.
- c. Variances in excess of one standard hopper fill dollar amount for fills.
- d. Variances in excess of one percent or \$100, whichever amount is greater, for win.
- e. Any variance noted between gaming device meters and system meters for wagering account transfers (WAT) in and out, electronic funds transfer (EFT) in, cashable electronic promotion in and out, non-cashable electronic promotion in and out, external bonus payouts, vouchers out and coupon promotion out.

133. The results of the variance investigation, including the date of and personnel involved in the investigations, are documented in the appropriate report and retained. The results shall also include any corrective action taken (e.g., meter replaced, interface component repaired, software debugged, etc.). The investigation is completed and the results are documented within seven days of the day the variance was noted.

Note: Material attendant payout variances noted in MICS #130(a) may be due to an attendant paid progressive jackpot payout amount or wide-area progressive payout amount not being recorded on the gaming device attendant paid progressive payout meter. The gaming device attendant paid progressive payout meter may not have the capability to obtain the dollar amount of the progressive amount displayed on the progressive sign. If the variance is due to a progressive jackpot payout the investigation should include the review of the daily progressive payoff dollar amounts recorded pursuant to Regulation 5.110 to determine that the decrease is reasonably equivalent to the actual progressive jackpot payout dollar amount. For a wide-area progressive payout the investigation should include the review of the report of payouts from the operator of the wide-area progressive system.

134. Exception reports are reviewed on a daily basis for propriety of transactions and unusual occurrences.

135. At least monthly, accounting/audit supervisory personnel confirm that the appropriate investigation has been

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completed for the above review of variances.

Slot Machine Hopper Contents

136. When machines are temporarily removed from the floor, slot coin and currency drop and hopper contents are removed from the slot machine and properly stored in a secured area to preclude the misappropriation of stored funds.
137. When machines are permanently removed from the floor, the slot coin and currency drop and hopper contents are removed from the slot machine and properly stored in a secured area until counted and recorded by three employees in the count room with appropriate documentation being routed to the accounting department for proper recording and accounting for initial hopper loads.

Note: Permanent removal of a machine from the floor requires an adjustment to the general ledger to reduce the initial hopper load asset account by the dollar amount of the initial hopper load asset amount. Additionally, the dollar amount of the initial hopper load is not included in gross gaming revenue. The difference between the hopper contents and the initial hopper load dollar amount are adjustments to slot revenue.

138. All slot machines with potential jackpots in excess of an amount determined by management (not to exceed \$100,000) must have the circuit boards locked or physically sealed. The lock or seal should necessitate the presence of an individual independent of the slot department to access the device game program EPROM. If a seal is used to secure the board to the frame of the gaming device, it must be identifiable (e.g., pre-numbered).

Key Controls

139. The slot machine coin drop cabinet keys, slot machine door keys, slot fill cabinet keys, currency acceptor drop box contents keys and currency acceptor drop box release keys are all separately keyed from each other.
140. The physical custody of the keys, including duplicates, needed to access slot machine coin drop cabinets requires the involvement of two employees, one of whom is independent of the slot department.
141. Two employees (separate from key custodian) are required to accompany slot machine coin drop cabinet keys while checked out and observe each time slot machine coin drop cabinets are accessed, unless surveillance is notified each time keys are checked out and surveillance observes the person throughout the period the keys are checked out. The date, time, and signature or electronic signature of employees signing out/in the aforementioned keys must be documented.

Note: "Electronic signature" includes a unique employee PIN or card, or employee biometric identification validated and recorded through a computerized system.

142. The physical custody of the keys, including duplicates, needed to access the contents of the currency acceptor drop box requires the physical involvement of employees from three separate departments.
143. Only the employees authorized to drop the currency acceptor drop boxes are allowed access to the currency drop box release keys. These same employees are precluded from having access to currency acceptor drop box contents keys and currency acceptor drop box release keys simultaneously.
144. Two employees are required to accompany currency acceptor drop box storage rack keys from the time of their issuance until the time of their return.
145. At least three count team members are required to be present when currency acceptor and coin count room and

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other count keys are issued for the count and accompany these keys until the time of their return.

146. Access to the slot machine coin drop cabinet keys and currency acceptor drop box release keys at other than scheduled drop times requires a separate report indicating the date, time, and signature or electronic signature of employees signing out/in the slot machine coin drop cabinet or currency acceptor drop box release keys.
147. Access to the currency acceptor drop box contents key at other than scheduled count times requires the involvement of at least three employees from separate departments, including management. A separate report is maintained indicating the date, time, machine number, reason for access, and signature or electronic signature of employees signing out/in the currency acceptor drop box contents key. Two employees from separate departments are required to accompany the currency acceptor drop box contents key from the time of their issuance until the time of their return.
148. Records are maintained for each duplicated key, as addressed in this section, which indicate the number of keys made and destroyed.
149. Computerized key security systems which restrict access to the slot drop and count keys through the use of passwords, keys or other means, other than a key custodian, must provide the same degree of control as indicated in the aforementioned key control standards.

Note: This standard does not apply to the system administrator. The system administrator is defined in MICS #150a.

150. For computerized key security systems, the following additional slot key control procedures apply:
 - a. Management personnel independent of the slot department assign and control user access to keys in the computerized key security system (i.e., system administrator) to ensure that slot drop and count keys are restricted to authorized employees.
 - b. Access to the emergency manual key(s) (a.k.a. override key), used to access the box containing the slot drop and count keys, requires the physical involvement of at least three persons from separate departments, including management. The date, time, and reason for access, must be documented with the signatures of all participating employees signing out/in the emergency manual key(s).
 - c. The custody of the keys issued pursuant to "b." above, requires the presence of two persons from separate departments from the time of their issuance until the time of their return.

Slot Wagering Account Transfers

Note: A wagering account transfer is a transfer of funds between an established patron's wagering account and a slot machine.

151. In order to facilitate the reconciliation required by MICS #159b., slot wagering accounts must be established at one area of accountability (e.g., main casino cage). Further, all subsequent deposits/withdrawals and account adjustments must be transacted at the same area of accountability.
152. For each wagering account established, an employee shall:
 - a. Require the patron to personally appear at the licensee's premises.
 - b. Examine in the patron's presence, the patron's valid driver's license or other reliable identity credential.

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c. Record:

- 1) The patron's name or other unique identifier of the patron, if requested by patron.
- 2) Type of identification credential, credential number, expiration date of credential, and date credential was examined.

Note: A patron's driver's license is the preferred method for verifying the patron's identity. A passport, non-resident alien identification card, other government issued identification credential or another picture identification credential normally acceptable as a means of identification when cashing checks, may also be used.

- 3) The dollar amount of the patron's initial deposit.
- 4) The patron's slot wagering account number.
- 5) The date the patron's account is opened.

153. Procedures are in place to provide a secure method for a patron to access a wagering account.
154. Prior to the patron making a cash withdrawal from a wagering account, the cashier must verify the identity of the patron and availability of funds through the cashless wagering system.
155. A deposit/withdrawal, other than through actual slot machine play, is evidenced by at least a two-part document, with one part remaining in the cashier's area and the other part given to the patron when a deposit or withdrawal is made. An adjustment to a patron's wagering account is also documented and maintained.
156. The document contains the following information:
 - a. Same document number on all copies.
 - b. Patron's name or other unique identifier of the patron, account number, and signature.

Note: Adjustments to the wagering account do not require the patron's signature.
 - c. Date of deposit/withdrawal or account adjustment.
 - d. Dollar amount of deposit/withdrawal or account adjustment.
 - e. Nature of deposit/withdrawal (e.g. cash, check, chips).
 - f. Reason for adjustment to wagering account, if applicable.
 - g. Signature of employee handling the transaction.
157. Adjustments to wagering accounts are made by personnel authorized by management.
158. Procedures are established to maintain a detailed record for each patron's wagering account that includes the dollar amount of all funds deposited and withdrawn specifically to or from the slot wagering account, account adjustments made, and the transfers to/from slot machines. This record is available to the patron upon request.

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159. The total of all slot wagering accounts are reconciled by employees of the designated area of accountability, as follows:
- a. For each shift, generate a report from the cashless wagering system that details the beginning and ending balance of wagering accounts, adjustments to wagering accounts, and the wagering account transfers to and from slot machines.
 - b. Reconcile the ending and beginning balances (per the system) to the hard copy deposit/withdrawal documentation, account adjustment documentation, and the wagering account transfers (per the system).
160. All slot wagering account deposits/withdrawals, account adjustments, and wagering account transfers to/from slot machines are summarized in total on an accountability form on at least a per shift basis.
161. Slot department wagering account revenue (transfers to slot machines less transfers from slot machines) is summarized and posted as a single line item on an accountability form on at least a daily basis.

Slot Electronic Funds Transfers

Note: A debit instrument electronic funds transfer is a transfer of funds from an external financial institution to a slot machine through the use of a cashless wagering system.

162. Only one specific bank account is used to record all debit instrument electronic funds transfers into slot machines. This account is not used for any other types of transactions.

Computerized Player Tracking, Promotional Accounts, Promotion and External Bonusing Systems

Compliance with the following standards is required for all computerized player tracking, promotional accounts, promotion and external bonusing systems.

163. The player tracking, promotional accounts, promotion and external bonusing systems are secured so as to prevent unauthorized access (e.g., changing passwords at least quarterly and physical access to computer hardware, etc.).
164. The addition/deletion of points to player tracking accounts and the addition/deletion of cashable credits and noncashable credits to promotional accounts other than through actual slot machine play must be sufficiently documented (including substantiation of reasons for increases) and authorized/performed by supervisory personnel of the player tracking, promotions, or slot department. The addition/deletion of points to player tracking accounts and the addition/deletion of cashable credits and noncashable credits to promotional accounts authorized by supervisory personnel is documented and is randomly verified by accounting/audit personnel on a quarterly basis.

Note: This standard does not apply to the deletion of points related to inactive or closed accounts through an automated process.

165. The issuance of wagering instruments, other than through actual slot machine play or through the purchase of wagering instruments by the patron at a cashier's station, must be sufficiently documented and authorized by management personnel independent of the slot department. Alternatively, slot supervisory employees may authorize the issuance of the wagering instruments if sufficient documentation is generated and employees independent of the slot department on a quarterly basis randomly verify the issuance.
166. Employees who redeem points for members cannot have access to inactive or closed accounts without supervisory personnel authorization.

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167. Patron identification is required when redeeming points without a slot card.
168. Changes to the player tracking system parameters, such as point structures and employee access, must be performed by supervisory employees independent of the slot department. Alternatively, changes to player tracking system parameters may be performed by slot supervisory employees if sufficient documentation is generated and the propriety of the changes are randomly verified by supervisory employees independent of the slot department on a monthly basis.
169. Changes to the promotional accounts, promotion and external bonusing system parameters, such as the awarding of bonuses, the issuance of cashable credits, noncashable credits, wagering instruments and employee access, must be performed by supervisory employees independent of the slot department. Alternatively, changes to promotional accounts, promotion and external bonusing system parameters may be performed by slot supervisory employees if sufficient documentation is generated and the propriety of the changes are randomly verified by supervisory employees independent of the slot department on a monthly basis.
170. All other changes to the player tracking, promotional accounts, promotion and external bonusing systems must be appropriately documented.

Contests/Tournaments

171. All contest/tournament entry fees and prize payouts (including mail transactions) are summarized on an accountability document on a daily basis.
172. When contest/tournament entry fees and payouts are transacted, they are recorded on a document which contains:
 - a. Patron's name.
 - b. Date of entry/payout.
 - c. Dollar amount of entry fee/payout (both alpha and numeric).
 - d. Signature or initials of individual completing transaction.
 - e. Name of contest/tournament.
173. The contest/tournament entry fees and payouts are summarized and posted to the accounting records on at least a monthly basis.
174. Contest/tournament rules are included on all entry forms/brochures and are prominently displayed or available for patron review at the licensed location. The rules must include at a minimum:
 - a. All conditions patrons must meet to qualify for entry into, and advancement through, the contest/tournament.
 - b. Specific information pertaining to any single contest/tournament, including the dollar amount of money placed into the prize pool.
 - c. The distribution of funds based on specific outcomes.
175. Results of each contest/tournament are recorded and available for participants to review. The recording includes the name of the event, date(s) of event, total number of entries, dollar amount of entry fees, total prize pool, and the dollar amount paid for each winning category. The name of each winner is recorded and maintained but not

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made available to the participants unless authorized by management personnel.

176. The aforementioned contest/tournament records are maintained for each event.

Slot Accounting/Audit Procedures

177. The slot audit is conducted by someone independent of the slot operation.

178. For computerized player tracking systems, an accounting/audit employee shall perform the following procedures at least one day per month:

- a. Foot all points-redeemed documentation and trace to the system-generated totals.
- b. Review all points-redeemed documentation for propriety.

179. At least annually, all computerized player tracking, promotional accounts, promotion and external bonusing slot systems (in-house developed and vendor systems) are reviewed by personnel independent of the individuals that set up or make changes to the system parameters. The review is performed to determine that the configuration parameters are accurate and that the configuration parameters have not been altered without appropriate management authorization (e.g., player tracking system - verify the accuracy of the awarding of points based on the dollar amount wagered). The system should also be tested, if possible, to further verify the accuracy of the configuration parameters (e.g., player tracking system - wager at the slot machine to verify the accuracy of the amount of points awarded). The test results are documented and maintained.

180. For weigh scale interface systems and currency counter interface systems, for a least one drop period per month accounting/audit employees shall compare the totals on the weigh tape/currency counter report to the system-generated weigh/currency count, recorded in the slot statistical report. Discrepancies should be resolved prior to generation/distribution of slot count reports and the slot analysis report.

181. For licensees that have not installed an "On-Line Slot Metering System" approved by the Board pursuant to Regulation 14 Technical Standard 3, at least weekly, accounting/audit employees shall compare the bill-in meter reading to the total currency acceptor drop amount for the week. Discrepancies as defined in MICS #182 should be resolved prior to the generation/distribution of slot statistical reports.

182. For licensees that have not installed an "On-Line Slot Metering System" approved by the Board pursuant to Regulation 14 Technical Standard 3, follow-up is performed for any one machine having an unresolved variance in excess of \$200 between actual drop and bill-in meter reading. The follow-up performed by accounting/audit personnel and results of investigation must be documented and maintained.

183. For payout receipt systems, the actual payout receipts issued per the system report must be reconciled to the slot machine voucher out meter, by slot machine, each drop period. Follow-up is performed for any one machine having any unresolved variance between actual payout receipts issued and the voucher out meter reading. The follow-up performed and results of investigation must be documented and maintained.

184. For licensees that utilize an on-line slot metering system (including licensees that use a system only to obtain coin-in meter readings), at least monthly procedures are performed to verify that the on-line slot metering system is transmitting, receiving, and recording data from the slot machines properly for the following meters, as applicable to the operation:

- Coin-In (includes the coin-in by payable for multi-game and multi-denomination/multi-game slot machines, and the coin-in by wager type for machines which have a difference in theoretical payback percentage which

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- exceeds 4 percent for a single-coin play versus maximum-bet play)
- Electronic Promotion Meters (cashable in, cashable out, non-cashable in and non-cashable out)
 - Wagering Account Transfer In
 - Wagering Account Transfer Out
 - Electronic Funds Transfer In
 - Electronic Funds Transfer Out

These procedures will include at a minimum the following:

- a. Select a sample of at least 3 percent of the slot machines connected to the on-line slot metering system. Each slot machine interfaced with the on-line slot metering system should be reviewed at least once during a two-year calendar period. Maintain a record for each two-year calendar period indicating the date each slot machine was reviewed.
 - b. For the slot machines selected, manually read and record the electronic (soft) meters.
 - c. For on-line slot metering systems that read the specific value indicated on the slot machine meters, compare the slot machine meter amounts to the meter amounts per the on-line slot metering system to determine that the amounts agree. Compare the manual readings to the system-generated readings report and document all variances.
 - d. For on-line slot metering systems that have their own meters, perform two readings of the slot machine meters to determine that both the system meters and the slot machine meters are incrementing by the same amount. Compare the manual readings to the system-generated readings report and document all variances.
 - e. Document the results of investigations into all variances, by machine.
185. Quarterly, for multi-game and multi-denomination/multi-game machines and for machines that have a difference in theoretical payback percentage that exceeds 4 percent for a single-coin play versus maximum-bet play, reconcile the combined coin-in dollar amounts by payable and by wager type to the total coin-in dollar amount of the slot machine. Investigate unreconciled variances with slot department employees, and document exceptions, so that meters can be repaired or clerical errors in the recording of meter amounts can be corrected.
- Note: This standard applies only to licensees that have installed an "On-Line Slot Metering System", approved by the Board pursuant to Regulation 14 Technical Standard 3, that reads and records the coin-in amount by payable of the slot machine and by wager type of the slot machine.
186. Each month accounting personnel shall prepare documentation that supports the dollar amount of expired wagering instruments that are included in the computation of revenue in the NGC tax returns.
187. If gross gaming revenue, as indicated on the NGC tax returns and slot analysis reports, is reported on an accrual basis (e.g., currency/wagering instrument drop is computed using bill-in/voucher-in meters for those machines not dropped at the end of the month), the following must be performed:
- a. A computerized on-line slot metering system that has been approved according to technical standards established by the Board must be used in compliance with the on-line slot metering systems standards.
 - b. A report is maintained that supports the end-of-month accrued metered drop dollar amount by machine.
 - c. An investigation is performed for any currency acceptor with a variance in excess of one percent or \$100,

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whichever is greater, between actual drop and the bill-in/voucher-in meter reading.

- d. An investigation is performed for any one machine having a variance in excess of one percent or \$100, whichever is greater, between actual coin drop and coin drop meter readings.
- e. The NGC tax returns and the slot statistical reports are adjusted the following month for variances between reported/recorded accrued drop dollar amounts and actual drop dollar amounts.
- f. At least monthly, accounting personnel prepare a reconciliation report for all slot machines in total that reflects:

	Actual drop for the current period
plus (+)	Accrued metered drop for the current period
minus (-)	Accrued metered drop from the previous period
equals (=)	Reported NGC-31 drop

- 188. At least annually, accounting/audit personnel shall randomly verify that EPROM changes resulting in a change in par percentage or the assignment of a new machine number are properly reflected in the slot analysis reports.
- 189. Accounting/audit employees review exception reports for all computerized slot systems on a daily basis for propriety of transactions and unusual occurrences. All noted improper transactions or unusual occurrences are investigated with the results documented.
- 190. The following procedures are performed by accounting personnel for each day:
 - a. Review the following slot payout (includes promotional payouts) and fill forms for proper completion:
 - 1) All computer payout and fill forms prepared as a result of a computer system override.
 - 2) All manual payout and fill forms.
 - 3) For one day each month all computer and manual payout and fill forms.
 - 4) All voided sequentially-numbered payout forms.
 - b. Reconcile the slot payout and fill forms as follows:
 - 1) For computer systems, for at least one day each month, foot the payout and fill forms and compare the total to the amount recorded in the computer system payout and fill reports.
 - 2) For a manual payout process, foot the payout and fill forms routed by the witness of the transaction and trace to the total payout and fill amounts recorded by the cashier in their accountability document.
 - 3) If the reconciliation results in a variance, an investigation is performed to determine whether all forms are accounted for with the investigation being documented.
 - 4) Verify that the correct total payout and fill amounts are recorded in the accounting records used to prepare the NGC tax return.

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- c. For one cashier, foot the wagering instruments and/or payout receipts redeemed and trace the totals to the totals recorded in the system and to the amount recorded in the applicable cashier's accountability document.
 - d. Reconcile all parts of the form used for increases/decreases to inventory (includes slot booths, change banks, and any other slot accountability areas), investigate any variances noted, and document the results of such investigations.
 - e. The following procedures are performed using the count document completed by the count team members:
 - 1) Reconcile the dollar amount of coin/currency drop proceeds on the count sheet to the dollar amount recorded in the applicable accountability document using, if applicable, the transfer forms indicating all transfers in/out of the hard and currency acceptor count room, both during and at the end of the count. Investigate and document any variance noted.
 - 2) Verify that the correct totals of coin/currency drop proceeds on the count sheet are recorded in the accounting records used to prepare the NGC tax returns.
 - 3) Examine for propriety of signatures.
 - f. Ensure all slot promotional coupons redeemed at booths, cages, etc. (i.e., coupons that cannot be accepted by a slot machine for wagering purposes) are properly canceled to prevent improper recirculation.
 - g. Reconcile issued, voided, and redeemed wagering instruments to the unpaid and expired wagering instruments dollar amount using the reports produced by the system. Investigate and document any variance noted.
 - h. Reconcile the dollar amount of wagering account deposit, withdrawal and account adjustment forms to the dollar amount recorded on the accountability form and cashless wagering system reports.
 - i. Reconcile the dollar amount of debit instrument electronic funds transfers as recorded in the cashless wagering system reports to the dollar amount processed and recorded by the outside entity, and to the dollar amount indicated in the bank account records.
 - j. Verify that the debit instrument electronic funds transfers recorded in the cashless wagering system reports did not exceed the daily transfer limit per debit instrument specified in regulation.
 - k. Verify that the correct amount of slot revenue resulting from wagering account and/or electronic funds transfers and wagering instruments activity (drop and issuances) has been recorded in the accounting records used to prepare the NGC tax return.
 - l. Reconcile all contest/tournament entry and payout forms to the dollar amounts recorded in the appropriate accountability document.
 - m. When payment is made to the winners of a contest/tournament, reconcile the contest/tournament entry fees collected to the actual contest/tournament payouts made. This reconciliation is to determine whether based on the entry fees collected, the payouts made and the amounts withheld by the gaming establishment, if applicable, were distributed in accordance with the contest/tournament rules.
191. Monthly, accounting/audit personnel reconcile gross revenue from the accounting records to monthly NGC tax returns and the slot analysis report by denomination. This reconciliation is documented and maintained. All variances are reviewed, documented and maintained.

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192. At least weekly, for each wagering instrument redemption machine, foot the wagering instruments and payout receipts redeemed and trace the totals to the totals recorded in the system and the related accountability document.
193. For licensees that utilize a computerized system that monitors slot fill cabinet door openings and a slot computerized system that initiates a fill form, and as such, only one person is involved in transferring funds from the slot fill cabinet to the slot machine hopper, the following procedures must be performed daily:
- a. Reconcile the total dollar amount of slot machine fill forms to the total dollar amount of transfers recorded on the cage/booth accountability documentation for funds transferred from the cage/booth to the slot fill cabinets.
 - b. Review the appropriate system reports to confirm that two individuals were involved in placing funds into the slot fill cabinet as a result of a slot machine hopper fill.
194. Monthly, accounting/audit personnel review all contests, tournaments, promotional payouts, drawings, and giveaway programs to determine proper accounting treatment and proper win/loss computation.
195. For all contests, tournaments, promotional payouts, drawings, and giveaway programs the following documentation is maintained:
- Note: Promotional payouts include payouts resulting from computerized player tracking activity.
- a. Copies of the information provided to the patrons describing the contests, tournaments, promotional payouts, drawings, and giveaway programs (i.e., brochures, flyers).
 - b. Effective dates.
 - c. Accounting treatment, including general ledger accounts, if applicable.
196. Monthly, accounting/audit personnel perform procedures (e.g., interviews, review of payout documentation, etc.) to ensure that promotional payouts, drawings, and giveaway programs are conducted in accordance with the conditions provided to the patrons.
197. For computerized key security systems controlling access to slot drop and count keys, accounting/audit personnel, independent of the system administrator, will perform the following procedures:
- a. Daily, review the report generated by the computerized key security system indicating the transactions performed by the individual(s) that adds, deletes, and changes user's access within the system (i.e., system administrator). Determine whether the transactions completed by the system administrator provide an adequate control over the access to the slot drop and count keys. Also, determine whether any slot drop and count key(s) removed or returned to the key cabinet by the system administrator was properly authorized.
 - b. For at least one day each month, review the report generated by the computerized key security system indicating all transactions performed to determine whether any unusual slot drop and count key removals or key returns occurred.
 - c. At least quarterly, review a sample of users that are assigned access to the slot drop and count keys to determine that their access to the assigned keys is adequate relative to their job position.
 - d. All noted improper transactions or unusual occurrences are investigated with the results documented.
198. Quarterly, an inventory of all count room, drop box release, storage rack and contents keys is performed, and

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reconciled to records of keys made, issued, and destroyed. Investigations are performed for all keys unaccounted for, with the investigation being documented.

199. At least annually, accounting/audit personnel recalculate the floor par for a sample denomination to ensure the accuracy of the floor par report.
200. Documentation (e.g., a log, checklist, notation on reports, and tapes attached to original documents) is maintained evidencing the performance of slot audit procedures, the exceptions noted and any follow-up of all slot audit exceptions.

Record Retention

201. All documents, including computer storage media, discussed in these standards must be retained for 5 years in accordance with Regulation 6.060 except for slot machine wagering instruments which must only be retained for a minimum of 90 days if the following conditions apply:
 - a. All information on the wagering instrument is contained on a separate report.
 - b. The wagering instruments do not contain the signature of the verifier, or other evidence of internal control procedures having been performed.

Payout Procedures for Mail-In Slot Machine Wagering Vouchers/Payout Receipts

202. Accounting/audit personnel or personnel independent of the slot department receive the original wagering vouchers/payout receipts.
203. Accounting/audit personnel or personnel independent of the slot department record the wagering voucher/payout receipt on a log as a mail pay. The log includes the date received, patron's name, wagering voucher/payout receipt number and dollar amount.
204. The wagering vouchers/payout receipts are entered into the computer system for validation and then cancellation as a mail pay.
205. Accounting/audit personnel compare the "paid" wagering vouchers/payout receipts to the mail pay log and the system report for paid wagering vouchers/payout receipts. Any discrepancies are documented and reviewed with slot and accounting management personnel.
206. Accounting/audit personnel, independent of the individual(s) that processed the mail pay wagering voucher/payout receipt, review the patron's correspondence submitted, the wagering voucher/payout receipt, the mail pay log and the system report for "paid" wagering vouchers/payout receipts for any discrepancies. Any discrepancies are documented and resolved prior to remitting the proper payment amount to the patron.

Regulation 6.130(1)(a) Report

207. The Regulation 6.130(1)(a) count time filing will include specific drop and count days and times for the coin and currency drop and count, and must not be presented as approximate ranges except as provided in Notes (2) and (3) below.

Note 1: The start of the drop commences with the removal of the first currency acceptor drop box, first table games drop box, or the opening of the first slot coin drop cabinet door.

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Note 2: If one team counts both the slot currency acceptor drop and the table games soft drop, an approximate count time, as provided in Note 3, may be stated for the latter count during the indicated day. Also, state the order in which the counts are to take place (e.g., indicate that the slot currency acceptor drop is counted following the count of the table games soft drop).

Note 3: A count time range, not exceeding 30 minutes, may be indicated for counts starting after the completion of another count or drop (e.g., count starts no earlier than 7 a.m., but no later than 7:30 a.m.).

Note 4: If all slot machines are not dropped on the same days of the week, state which denomination, section of the floor, or percentage of machines are dropped and counted.

Note 5: Routine breaks longer than 15 minutes (i.e., meal, change of shift, or breaks by count team members to perform other functions) during a count must be indicated.