


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

NGC Regulation 6.090(9) requires the CPA to use “criteria established by the chairman” in determining whether a Group I licensee is in compliance with the Minimum Internal Control Standards (MICS). This checklist is to be used by the CPA in determining whether the licensee’s slots operation is in compliance with the Slots MICS.

Date of Inquiry	Person Interviewed	Position

Checklist Completion Notes:

- 1) Unless otherwise instructed, examine a completed document for compliance for those questions referring to records/documentation as indicated and recalculate where appropriate. Indicate (by tickmark) whether the procedures were confirmed via examination/review of documentation, through inquiry of licensee personnel or via observation of procedures. Tickmarks used are to be defined at the bottom of each page.
- 2) All "no" answers require referencing and/or comment, and should be cited as regulation violations, unless adequate alternative procedures exist (i.e., approval of alternative procedure granted by the Board Chairman, including computerized applications) or the question requires a "no" answer for acceptability. All "N/A" answers require referencing and/or comment, as to the reason the MICS is not applicable.
- 3) "(#)" refers to the Minimum Internal Control Standards for Slots, Version 6.

Minimum Internal Control Standard Notes (paraphrased from the standards)

- Note 1: The controls in effect for participation slot machines will provide at least the level of control described by these MICS.
- Note 2: One slot route operator’s employee may be used to fill the employee requirements except in a supervisory capacity.
- Note 3: For all licensees, employees participating in the drop and/or count at the licensed location must have registered pursuant to Regulation 5.105. Also, drop and/or count team members may be employees of an affiliate gaming operation or corporate employees as long as the drop/count members have registered as gaming employees for the licensed location where the drop/count is being performed.
- Note 4: For any Board-authorized computer applications, alternate documentation and/or procedures which provide at least the level of control described by these MICS as determined by the Audit Division will be acceptable, and a MICS variation pursuant to Regulation 6.090 will be unnecessary.
- Note 5: As used in these MICS, the following terms have the same meanings as delineated in Regulation 5.220, Regulation 14.010 and the Regulation 14 Technical Standards (“TS”), as applicable:
- System based game (“SBG”) [TS 1.010]
  - System supported game (“SSG”) [TS 1.010]
  - Mobile gaming system (“MGS”) [Regulation 5.220]

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Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

- Mobile communications device (“MCD”) [Regulation 5.220]
- Socket ID [TS 1.010]
- Wagering account [TS 1.010]
- Cashless wagering system (“CWS”) [Regulation 14.010(1)]

- Note 6: As used in these MICS, the term “WAT” means wagering account transfer.
- Note 7: As used in these MICS, any reference to "SBG" includes MGS unless MGS is specifically addressed in the MICS. Any reference to "slot machine" refers to a conventional gaming device, a client station used with SSG, or a client station used with SBG that is installed on the casino floor equipped with a bill validator and voucher printer. A reference to "socket ID" connotes the MICS is applicable to SBG client stations and mobile communication devices, and is generally used for those standards that address the accumulation, recording, and reporting of meter information and wagering account transfer data by SBG socket (and all SBG and MGS client stations accessing the socket) and not by slot machine.
- Note 8: As used in these MICS, the term “TS3 OSMS” means an approved on-line slot metering system that satisfies the requirements of Regulation 14 Technical Standard 3. The term “non TS3 OSMS” means an approved on-line slot metering system that does not satisfy the requirements of Regulation 14 Technical Standard 3.
- Note 9: As used in these MICS, the term “paytable” is used to identify a game and its related payout schedule unless otherwise specified.
- Note 10: Electronic funds transfers from a financial institution to a slot machine, or a SBG game server, are not permitted unless the licensee specifically receives Board approval to have such transfers.
- Note 11: As used in these MICS, the term “4% spread payable” means a payable with a difference in theoretical hold percentage exceeding 4 percent for single-coin play versus maximum-coin play (i.e., one coin, two coins, etc.)
- Note 12: These MICS apply to any Board-authorized inter-casino linked system. However, the operator of the inter-casino linked system and the licensee may share the responsibility for compliance, with some procedures performed by the licensee and other procedures performed by the operator of the inter-casino linked system. The procedures which the operator of the inter-casino linked system will perform are to be delineated as such within the slots section of the written system of internal control pursuant to Regulation 6.090.

Questions	Yes	No	N/A	Comments, W/P Reference
1. Has the licensee’s written system of internal control for slots been read prior to the completion of this checklist to obtain an understanding of the licensee’s slots operation?				
<b><u>Jackpot Payouts, Slot Fills, Short Pays, Cancelled Credit Payouts, Promotional Payouts, Drawings and Giveaway Programs</u></b> <b>Note:</b> Promotional payouts are supplemental payouts which are not reflected in the slot machine payable. <b>(Note before 58)</b>				

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**General Walk-Through**

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Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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<b>Testing of fill forms and all types of payout forms is required for Questions 2 – 4, as applicable. Select all payout and fill forms (with a maximum of 30 for payout forms and 15 for fill forms) per day for 2 days. Test days should be in non-consecutive months. Indicate test dates selected and results of testing.</b>				
2. For jackpot payouts, short pays exceeding \$10, payouts of cancelled credits, and slot fills, is the payout form/documentation a minimum of two-parts? <b>(58)</b> And does the form/documentation include the following:				
a) Date and time? <b>(58a)</b>				
b) Slot machine number or, for SBG, the socket ID number? <b>(58b)</b>				
c) Dollar amount of the cash payout or slot fill (both alpha and numeric), or a description of the personal property awarded? <b>(58c)</b> <b>Note:</b> The alpha amount is optional if another unalterable method is used for evidencing the amount of the payout or fill. <b>(58c)</b>				
d) Game outcome (e.g., reel symbols, video poker winning hand, etc.) for jackpot payouts only? <b>(58d)</b> <b>Note:</b> Stating “multi-line payout” is adequate as the game outcome recorded on the jackpot payout form. <b>(58d)</b>				
e) Signatures of at least two employees verifying and witnessing the payout or fill? <b>(58e)</b> <b>Note:</b> Only one individual is required to witness, verify, and complete certain transactions when the specific circumstances of MICS #66, Note 2 apply. <b>(58e)</b>				
f) Preprinted or concurrently-printed sequential number? <b>(58f)</b>				
g) The type of payout (e.g., jackpot, fill, cancelled credits, short pay, external bonus, and external progressive)? <b>(58g)</b>				

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**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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3. Do payouts over a predetermined amount not to exceed \$50,000 require the signature and verification of a supervisor or management employee independent of the slot department and is the predetermined amount authorized by management and delineated within the slot department section of the written system of internal control? <b>(59) State the amount and who must authorize. Verify compliance with written system of internal control.</b>				
4. For short pays of \$10 or less paid from an employee's bank and not paid from a slot machine's hopper, does the payout form or log, which can be a single-part form, include <ul style="list-style-type: none"> <li>• the date and time;</li> <li>• the slot machine number;</li> <li>• the dollar amount of the payout (both alpha and numeric);</li> <li>• the signature of the employee making the payout; and</li> <li>• the reason for the payout (e.g., short pay)? <b>(60a-e)</b></li> </ul> <b>Note:</b> For the dollar amount of the payout, alpha is optional if another unalterable method is used for evidencing the amount of the payout. <b>(60c)</b>				
5. Are the conditions for participating in promotional payouts, including drawings and giveaway programs, prominently displayed or available for patron review at the licensed location? <b>(61) Verify by examination.</b>				
<b>Testing of promotional payout documentation is required for Question 6, as applicable. Select all promotional payout documentation (maximum of 30 payouts) per day for 2 days. Test days should be in non-consecutive months. Indicate test dates selected and results of testing.</b>				
6. Are promotional payouts, including those as a result of drawings and giveaway programs, that are either deducted from gross gaming revenue, or are greater than or equal to \$500 and not deducted from gross gaming revenue, documented on a slot payout form, prepared at the time of the payout, and does the payout form include the following:				
a) Date and time? <b>(62a)</b>				

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**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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b) Slot machine number or, for SBG, socket ID number when the payout is associated with specific slot play? <b>(62b)</b>				
c) Dollar amount of payout or description of personal property (e.g., jacket, toaster, car, etc.)? <b>(62c)</b>				
d) Reason for payout (e.g., double jackpots, four-of-a-kind bonus, etc.)? <b>(62d)</b>				
e) Signature(s) of the following number of employees verifying, authorizing, and completing the transaction with the patron: i) two employees for all payouts of \$100 or more that are deducted from gross gaming revenue; ii) one employee for payouts of less than \$100 that are deducted from gross gaming revenue; or iii) one employee for payouts of \$500 or more that are not deducted from gross gaming revenue? <b>(62e1-3)</b>  <b>Note:</b> For the forms requiring two signatures, only one signature is required on the payout form for an approved computerized system that validates and prints the dollar amount of the payout on a computer-generated form. <b>(62e1, Note)</b>				
f) Patron's name (for drawings only)? <b>(62f)</b>				
<b>Note:</b> MICS #62 documentation may be prepared by an individual who is not a slot department employee as long as the required signatures are those of the employees completing the payout with the patron. <b>(62f, Note)</b>				
7. If the promotional cash (or cash equivalent) payout is less than \$500 and is not deducted from gross gaming revenue, is documentation created to support the decrease in bank accountability? <b>(63)</b>  <b>Note:</b> Required documentation may consist of a line item on a slot or cage accountability document (e.g., "43 \$10 slots cash giveaway coupons = \$430"). <b>(63, Note)</b>				

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**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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8. When a sequentially-numbered payout form is voided, does the employee completing the void clearly mark "void" across the face of the form, sign adjacent to the void indication and submit all parts of the payout form to the accounting department for retention and accountability? <b>(64)</b>				
9. Are 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 that are deducted from gross gaming revenue, 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? <b>(65) Describe the procedures that would prevent the custodian of funds from altering all parts of the payout form and misappropriating the funds.</b>				

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**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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<p>10. Are computerized and manual payouts, including jackpots, fills, cancelled credits, short pays in excess of \$10 and promotional payouts in excess of \$100 that are deducted from gross gaming revenue, 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? <b>(66)</b></p> <p><b>Note 1:</b> Acceptable procedures in meeting the requirements of this standard include the following:</p> <p>a. The 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) and both individuals witness the payout, <b>(66, Note 1)</b> or</p> <p>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, <b>(66, Note 1)</b> or</p> <p>c. Some other procedure which provides at least the same level of control as provided by (a) or (b) above. <b>(66, Note 1)</b></p>				<p>Indicate method used in "Note 1" to accomplish compliance with this standard for each of the following types of payouts (indicate a, b or c):</p> <p>Computerized*: _____</p> <p>Overrides: _____</p> <p>Manuals: _____</p> <p>If method "c" is used, write a description of the procedures used to ensure compliance.</p> <p>* - Pursuant to "Note 2", computerized <u>jackpots</u> can be witnessed, verified and completed by one person in some situations. Does the licensee allow this in the situations indicated? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>. If yes, the method indicated above applies to all but these situations.</p>

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<p><b>Note 2:</b> As referred to at MICS #58e, only one individual is required to witness, verify, and complete the following transactions:</p> <ul style="list-style-type: none"> <li>For jackpot payouts completed with an approved computerized slot payout system, when the computerized slot payout system validates, initiates, and prints the dollar amount of the jackpot payout on the form for jackpot payouts less than \$1,200. For jackpot payouts of \$1,200 or more and in other situations that allow an individual to add or edit the dollar amount of the jackpot payout by more than \$1 in the computerized slot payout system, two individuals must be physically involved in verifying and witnessing the payout as described in Note 1, above.</li> <li>For cancelled credits or jackpot payouts for less than \$1,200 manually paid during the time period the CWS or the computerized slot payout system is inoperative, when the TS3 OSMS connected and communicating with the slot machine reflects the meter payout transaction in slot performance reports pursuant to MICS #134a. Audit/accounting personnel must review for any variances when comparing the manual payouts made to the payouts recorded by the attendant paid meters as required by MICS #135 and #136. <b>(66, Note 2)</b></li> </ul>				

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**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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<p>11. For computerized systems, test the computer system, if possible, to further evaluate compliance with MICS #66. Do the results of any such tests indicate that the system achieves compliance with MICS #66. <b>Document any test(s) performed and the results of the test(s) performed.</b></p> <p><b>Note:</b> Consider performing any or all of the following tests in addition to any other tests that may be deemed appropriate:</p> <ul style="list-style-type: none"> <li>a. After determining what individual(s) have access to the system to print a payout form, have this/these individual(s) attempt to generate a payout form for a slot machine that does not need one. If the system does not prevent this, you may need to evaluate it as a manual system.</li> <li>b. If the procedures for overrides rely on the system requiring two passwords or swipe cards being used at the machine, test the system to ensure that the system does require this.</li> <li>c. If one person is allowed to witness, verify, and complete a computerized <u>jackpot</u> pursuant to Note 2 of MICS #66, test the system to ensure that the system will not allow the jackpot amount to be changed by more than \$1.</li> </ul>				
<p><b><u>Slot Fill Cabinets</u></b></p> <p><b>The following questions apply when a slot fill cabinet containing funds for one hopper fill for only one specific slot machine is maintained. The slot fill cabinet is typically located next to the drop cabinet of the slot machine.</b></p> <p><b>Note:</b> MICS #67 - #70 apply when fill bags are maintained in a slot fill cabinet that is used to replenish the slot machine hopper when empty. <b>(Note before 67)</b></p>				
<p>12. Does a fill bag transfer from a slot fill cabinet to a slot machine's hopper require one of the following:</p>				
<p>a) The involvement of two persons and the completion of a fill form when the funds are placed in the slot machine's hopper? <b>(67)</b> or</p>				

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**SLOTS**  
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Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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b) The involvement of only one person if an on-line computerized 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? <b>(67, Note)</b>				
13. Do slot fill cabinets contain funds for only one hopper fill for only one specific slot machine and is the dollar amount in the fill cabinet either capitalized in the accounting records as part of the slot machine hopper load account or is it included in the slot or cage department accountability? <b>(68) Verify by examination.</b>				
14. Do fill bag transfers from the cage or slot booth to the slot fill cabinet require the physical involvement of two persons to witness and verify the funds being placed into the slot fill cabinet even when an on-line computerized system monitors access to the slot fill cabinet? <b>(69)</b>  <b>Note:</b> 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. <b>(69)</b>				
15. Are all transfers of funds from the cage or booth to the slot fill cabinet documented to support the decrease in the cage or slot department accountability, is the documentation retained for at least 7 days, is it signed by the individuals involved with the transfer and is it sent to the accounting department daily? <b>(70) Verify by examination.</b>				
16. When a fill form is used to support both the decrease in the accountability and the fill to the slot machine, is the fill form retained in accordance with Regulation 6.060? <b>(70, Note)</b>				

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<b><u>Wagering Instruments</u></b>				
<b>The following questions apply when a cashless wagering system is used to issue wagering instruments and to validate wagering instruments for acceptance at a slot machine bill validator or redemption by a cashier.</b>				
17. Are employees not allowed to use a slot machine to create a wagering instrument for later sale or free play promotion to a patron? <b>(71)</b>				
18. Is the issuance of wagering instruments for promotional purposes, other than through actual slot play or through the purchase of wagering instruments by the patron, sufficiently documented and authorized by management personnel independent of the slot department?  -or- If slot supervisory employees authorize the issuance of wagering instruments for promotional purposes, is sufficient documentation generated and do employees of the slot department randomly verify the issuance on a quarterly basis? <b>(72)</b>  <b>Indicate the method used.</b>				
19. Prior to making a payment on a wagering instrument:				
a) Does an employee verify the validity of the instrument through the cashless wagering system and not by inserting the instrument into a slot machine bill validator? <b>(73)</b>				
b) Do supervisory personnel approve payment of wagering instruments in excess of an amount determined by management (not to exceed \$10,000) by signing, dating and writing/stamping with a paid designation on the wagering instrument? <b>(73) Indicate the supervisory personnel approving the payment and the dollar amount.</b>				
c) Is the threshold dollar amount delineated in the internal control system? <b>(73) Indicate threshold amount. Verify compliance with written system of internal control.</b>				

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Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

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20. Are the following procedures performed when a wagering instrument in excess of \$100 cannot be validated (scanned) for payment through the CWS other than because of a system failure (i.e., lost, stolen, mutilated or expired wagering instruments):				
a) Are they approved by supervisory personnel by signing, dating and writing/stamping with a paid designation on the wagering instrument? (74)				
b) Is the amount of the payment also recorded on the instrument if the pre-printed amount is not legible? (74)				
c) If an instrument is not available, is a document prepared evidencing the approval and the above required information along with the instrument's validation number, if available? (74)				
d) Prior to such payments, do supervisory personnel review the applicable slot play transaction history or other cashless wagering system records to verify the validity of the wagering instrument? (74)				
e) Is the payment of the wagering instrument entered into the cashless wagering system by cage/slot/accounting employees immediately, as applicable? (74)				
21. In the event of a system failure:				
a) Do supervisory personnel approve the payment of wagering instruments in excess of an amount determined by management (not to exceed \$500) by signing, dating and writing/stamping with a paid designation on the wagering instrument? (75) <b>Indicate the supervisory personnel approving the payment and the dollar amount.</b>				
b) Prior to such payments do the supervisory personnel review the slot play transaction history or any other similar method to verify the validity of the wagering instrument? (75)				
c) Is the payment of the wagering instrument entered into the cashless wagering system by cage/slot/accounting employees when the system resumes operation? (75)				

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**SLOTS**  
**General Walk-Through**

**All Procedures**

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d) Is the dollar amount threshold determined by management delineated within the slots section of the written system of internal control? <b>(75) Indicate threshold amount. Verify compliance with written system of internal control.</b>				
22. For wagering instruments paid during a period of system failure that do not require supervisory approval for payment when paid, are the instruments written/stamped with a paid designation, signed by the cashier and noted with the date paid, and is the payment of the wagering instrument entered into the cashless wagering system by cage/slot/accounting personnel when the system resumes operation? <b>(76)</b>				
23. Are unredeemed wagering instruments only voided in the cashless wagering system when the instrument is available and when voided by employees independent of the slot department, does the employee completing the void enter the void into the CWS and clearly mark "void" across the face of the instrument, date and sign the face of the instrument and does the accounting department maintain the voided wagering instrument? <b>(77)</b>				
24. Are wagering instruments found by employees held in a secure location until claimed by a patron or until such time as the instruments expire or are paid? <b>(78)</b>				
<b><u>Payout Receipt Systems</u></b> <b>Note:</b> A payout receipt system issues a receipt/report for cancelled credits that may not be rewaged and is therefore 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.) <b>(Note before 79)</b>				
25. Prior to making a payment on a payout receipt, does the cashier verify the validity of the payout through the payout receipt system? <b>(79)</b>				

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**SLOTS**  
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26. In the event of a system failure, do supervisory personnel approve the payment of payout receipts in excess of an amount determined by management (not to exceed \$500) by signing the payout receipt and is the dollar amount threshold determined by management delineated within the slots section of the internal control system? <b>(80) Indicate the supervisory personnel approving the payment and the dollar amount. Verify compliance with written system of internal control.</b>				
27. Are payout receipts paid during a period of system failure without system validation entered into the payout receipt system when the system resumes operation? <b>(81)</b>				
28. For systems that generate payout receipts at the slot machine, is the payout receipt exchanged for funds and then placed in the cashier's bank for shift-end reconciliation purposes? <b>(82b)</b> <b>Note:</b> For these types of systems the validity of the payout need not be verified at the slot machine. <b>(82a)</b>				
29. Are the following procedures performed for systems that generate a report at a printer station in a cashier's area:				
a) Is the validity of the payout verified by examining the slot machine? <b>(83a)</b>				
b) Is the slot machine not 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? <b>(83b)</b>				
c) Are the funds transported from the cashier's area to the slot machine by the employee that verifies the validity of the payout or does the employee verifying the validity of the payout escort the patron to the cashier's area so that the patron may receive the funds? <b>(83c)</b>				
d) Is the report used for shift-end reconciliation procedures? <b>(83d)</b>				

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<b>Slot Department Funds Standards</b>				
<p>30. Are all slot department cages, booths and banks that are active during the shift counted down and reconciled each shift by two employees utilizing the appropriate accountability documentation, are all bagged coins/tokens created by employees with funds from the same employee's bank weighed/counted on a sample basis and compared to the dollar amount indicated on the bag, and are unexplained variances documented and maintained? <b>(84) Verify by examination.</b></p> <p><b>Note:</b> Slot department automated kiosks (e.g., change machines, patron cashless wagering kiosks, jackpot payout kiosks, etc.) do not require counting/reconciling each shift. See MICS #89 and #90 for requirements for patron cashless wagering kiosks and jackpot payout kiosks. <b>(84, Note)</b></p>				
<p>31. Does the cashless wagering system provide records of the dollar amount of active wagering instruments created (i.e., available for sale or distributed for promotional purposes) and of wagering account transactions (i.e., deposits, withdrawals, and account adjustments) that should be reflected in the bank's accountability and are such records utilized in reconciling the inventory of active wagering instruments and funds held for wagering accounts at least once a day? <b>(85) Verify by examination.</b></p> <p><b>Note:</b> The above MICS is applicable to employee banks, including cage or other department banks, where such transactions occur. <b>(85, Note)</b></p>				
<p>32. Is the wrapping of loose coins/tokens from all departments' employee banks performed at a time or location that does not interfere with the coin weigh count/wrap process or the accountability of that process? <b>(86)</b></p>				
<p>33. Are all transfers of funds from one bank to another bank documented? <b>(87) Verify by examination.</b></p>				

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CPA MICS Compliance Checklist

**SLOTS**  
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Questions	Yes	No	N/A	Comments, W/P Reference
<p>34. Is each even-money exchange (cash or noncash) recorded on a separate multi-part form and retained for at least 24 hours? <b>(87a)</b> <b>Verify by examination.</b></p> <p><b>Note:</b> A form is not required to be completed when the funds for even-money exchanges are transferred from one bank to another bank instantaneously (e.g., \$100 denomination bills are exchanged for \$20 denomination bills). <b>(87a, Note)</b></p>				
<p>35. Is each increase/decrease to the bank's accountability inventory with funds from the cage/vault recorded on a separate multi-part form with a preprinted or concurrently printed number and are all parts of the form sent to the accounting department daily and retained for at least 7 days? <b>(87b)</b> <b>Verify by examination.</b></p>				
<p>36. Are the following procedures performed for all bagged coins/tokens created by employees with funds from the same employee's bank, when the bagged coin is to be used as a fill bag for a slot machine hopper fill:</p>				
<p>a) Are they weighed or counted by a second employee immediately prior to being placed into a slot machine hopper? <b>(88)</b></p>				
<p>b) Is any variance between the weighed/counted amount and the labeled amount documented and maintained? <b>(88)</b> <b>Verify by examination.</b></p>				
<p>c) For all variances, is the fill bag adjusted to the correct standard fill amount prior to being used as a fill for a hopper? <b>(88)</b></p>				
<p>37. For each patron cashless wagering kiosk that redeems and/or sells wagering instruments:</p>				
<p>a) At least weekly, are wagering instruments redeemed at the kiosk removed by at least two employees? <b>(89a)</b></p>				
<p>b) At least weekly, do at least two employees remove the remaining bills (including cash from a currency acceptor) from the kiosk, count the cash and document the count? <b>(89b)</b></p>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
c) At least quarterly, do at least two employees remove the remaining coin from the kiosk, count the coin and document the count? <b>(89c)</b>				
d) Whenever employees remove wagering instruments from a kiosk, or cash is removed from or inserted into a kiosk, are kiosk reports generated from the kiosk regarding kiosk transactions and accountability? <b>(89d)</b>				
e) At least weekly, are the kiosk transactions reconciled by slot, cage or accounting employees as follows: the cash remaining in each kiosk (including cash accepted by the kiosk) to the cash initially loaded into the kiosk (i.e., imprest amount) less the wagering instruments redeemed plus wagering instruments sold; are the kiosk reports compared to the transactions recorded by the CWS and are variances documented and investigated? <b>(89e) Verify by examination.</b>				
f) Are wagering instruments ultimately delivered to the accounting department? <b>(89f)</b>				
38. Are the following procedures performed for each employee jackpot payout kiosk:				
a) At least weekly, are the kiosk reports obtained and compared to other system reports (e.g., slot jackpot reports)? <b>(90a)</b>				
b) At least weekly, do a minimum of two employees remove the remaining bills from the kiosk, count the cash and document the count? <b>(90b)</b>				
c) At least quarterly, do a minimum of two employees remove the remaining bills and coin from the kiosk, count the cash and document the count? <b>(90c)</b>				
d) Whenever cash is removed from or inserted into a kiosk, are kiosk reports generated from the kiosk regarding the kiosk transactions and accountability? <b>(90d)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
e) At least weekly, are the kiosk transactions reconciled by slot, cage or accounting employees as follows: the cash remaining in each kiosk to the cash loaded into the kiosk less the payouts from the kiosk; are the kiosk reports compared to the transactions recorded by the other systems (e.g., slot jackpot reports) and are variances documented and investigated? <b>(90e) Verify by examination.</b>				
<b><u>Slot Machine Drop Box and Hopper Contents Removal</u></b>				
39. When slot machines with a hopper and/or a currency acceptor are temporarily removed from the floor, are slot coin and currency drop and hopper contents removed from the slot machine and properly stored in a secured area to preclude the misappropriation of stored funds? <b>(139) Describe procedures.</b>				
40. When machines with a hopper and/or a currency acceptor are permanently removed from the floor, are the slot coin and currency drop and hopper contents removed from the slot machine and properly stored in a secured area until they are 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 the initial hopper loads? <b>(140) Verify by examination.</b>				
41. When machines are permanently removed from the floor is the general ledger account used to account for hopper loads reduced by the dollar amount of the initial hopper load amount, is the dollar amount of the initial hopper load not included in gross gaming revenue and is the slot revenue adjusted to reflect the difference between the hopper contents and the initial hopper load dollar amount? <b>(140, Note) Verify by examination.</b>				
<b><u>Slot Performance – Theoretical Hold Worksheets</u></b>				
42. Are accurate and current theoretical hold worksheets maintained or readily available for each payable on a slot machine and game programs on a SBG server? <b>(98) Verify by examination.</b>				
43. Are the master game program number, par percentage, and the payout schedule verified to the theoretical hold worksheet when initially received from the manufacturer? <b>(99)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<b><u>Slot Performance – Records for Slot Machines and SBG</u></b>				
44. Are records maintained for each slot machine/socket ID which indicate the date the slot machine/socket ID was placed into service, the date the slot machine/socket ID was removed from operation, the date the slot machine/socket ID was placed back into operation, and any changes in slot machine/socket ID numbers and designations? <b>(100) Verify by examination.</b>				
45. Are records maintained for each slot machine indicating the initial theoretical hold percentage (if available), dates and types of changes made affecting the slot machine’s theoretical hold percentage, and the recalculation of the theoretical hold percentage as a result of the changes? <b>(101) Verify by examination.</b>				
46. For SBG, are records created and maintained indicating the paytables on a SBG game server including the dates the paytables are added or deleted? <b>(101) Verify by examination.</b>				
47. Is maintenance of the slot machine/socket ID computer data files performed by a department independent of the slot department or is maintenance of the theoretical hold percentage for each slot machine/socket ID 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? <b>(102) Indicate the department performing the maintenance.</b>  <b>Note:</b> “Slot machine/socket ID computer data files” include the theoretical hold percentage, coin-in, drop, payouts, fills and win amounts for each slot machine/socket ID. <b>(102, Note)</b>				
48. Are updates to the slot machine/socket ID computer data files to reflect slot machine additions, deletions or movements and socket ID additions, deletions or changes made at least weekly and prior to in-meter readings, generation of system (e.g., CWS, TS3 OSMS, SBG) reports, and the slot count process? <b>(103)</b>				
<b><u>Slot Performance – Additional Records for Multi-Game and/or Multi-Denomination Slot Machines that do not Communicate Coin-In Amount by Paytable to a T3 OSMS</u></b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<b>Note 1:</b> MICS #104 - #105 apply even when only one payable is active for slot play per multi-game slot machine. <b>(Note 1 before 104)</b>				
<b>Note 2:</b> Adding and/or changing progressive percentage contributions to paytables requires the use of a new payable with a new theoretical hold percentage calculated. <b>(Note 2 before 104)</b>				
<b>Testing is required for Questions 49 – 52, as applicable. Select one multi-game slot machine and one multi-game/multi-denomination slot machine.</b>				
49. Is a record maintained for each multi-game and/or multi-denomination slot machine that includes the following information:				
a) The slot machine number? <b>(104a)</b>				
b) The date the machine was placed on the floor? <b>(104b)</b>				
c) The initial payable numbers activated for play (from a library of paytables) along with each payable's theoretical hold percentage as determined by the manufacturer? <b>(104c)</b>				
d) The simple average of the theoretical hold percentages of the paytables initially activated for play? <b>(104d)</b>				
e) The date of each change to the activated paytables, the revised 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? <b>(104e)</b>				
f) Is the theoretical hold percentage obtained for each activated payable when multi-game and/or multi-denomination slot machines have different paytables for each denomination within a game? <b>(104, Note 1)</b>				
g) Is a new slot machine considered to exist when the entire library of paytables within a slot machine is replaced with a new library of paytables and is a new slot machine number assigned in such cases? <b>(104, Note 2)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
h) Is a new slot machine not considered to exist when a new theoretical hold percentage is calculated as a result of a correction of an inaccurate par percentage and is a new slot machine number not assigned in such cases? <b>(104, Note 3)</b>				
50. Does the slot analysis report include the simple average of the theoretical hold percentages of all the active paytables and is it revised to indicate the new simple average theoretical hold percentage whenever there is a change in the simple average? <b>(105)</b>				
<b><u>Slot Performance – Additional Records for Multi-Game and/or Multi-Denomination Slot Machines and 4% Spread Paytable Slot Machines that Communicate Coin-in Amount by Paytable to a TS3 OSMS</u></b>				
51. Does the TS3 OSMS read and record the coin-in amount by payable and as needed by wager type for 4% spread paytables? <b>(106)</b>				
52. Is the TS3 OSMS utilized to complete and document the results of the following procedures (including the theoretical hold percentage reflected in the slot analysis report) for those slot machines connected and communicating to the TS3 OSMS:				
a) Weekly record the total coin-in meter by slot machine? <b>(106a)</b>				
b) Quarterly, record the coin-in meters for each payable, the coin-in meter for each payable by denomination when the payable has a different theoretical hold percentage for each denomination and the coin-in meters for each wager type for 4% spread paytables? <b>(106b)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>c) Within 30 days after the end of the fiscal year:</p> <ul style="list-style-type: none"> <li>• adjust the theoretical hold percentage for the slot machine to a weighted average based upon the ratio of coin-in for each payable in play during the year; and</li> <li>• for 4% spread paytables, adjust the payable theoretical hold percentage to a weighted average based on the distribution of plays by wager type during the year? <b>(106c)</b></li> </ul> <p><b>Note 1:</b> For multiple slot machines with exactly the same payable mix used throughout the year, the adjusted theoretical hold percentage may be calculated using a weighted average of the combined slot machines' percentages. <b>(106c, Note 1)</b></p> <p><b>Note 2:</b> Adding and/or changing progressive percentage contributions to paytables requires the use of a new payable with a new theoretical hold percentage calculated. <b>(106c, Note 2)</b></p>				
<p>d) Based on the above, include the new weighted average percentage for the slot machine in the fiscal year end slot analysis report? <b>(106c)</b></p>				
<b>Slot Performance – Additional Records for SBG that Communicates Coin-in Amount by Paytable to a TS3 OSMS</b>				
53. Is the TS3 OSMS utilized to complete and document the results of the following procedures (including the theoretical hold percentage reflected in the slot analysis report) for each socket ID: <b>Verify by examination, as applicable.</b>				
<p>a) Weekly record the total coin-in meter by socket ID? <b>(107a)</b></p>				
<p>b) Quarterly, for the paytables with activity associated with the socket ID, record the coin-in meters for the payable, the coin-in meter for each payable by denomination when the payable has a different theoretical hold percentage for each denomination and the coin-in meters for each wager type for 4% spread paytables? <b>(107b)</b></p>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>c) Within 30 days after the end of the fiscal year:</p> <ul style="list-style-type: none"> <li>• adjust the theoretical hold percentage for each socket ID to a weighted average based upon the ratio of coin-in for each payable in play during the year; and</li> <li>• for 4% spread paytables adjust the payable theoretical hold percentage to a weighted average based on the distribution of plays by wager type during the year? <b>(107c)</b></li> </ul> <p><b>Note:</b> Adding and/or changing progressive percentage contributions to paytables requires the use of a new payable with a new theoretical hold percentage calculated. <b>(107c, Note)</b></p>				
<p>d) Based on the above, include the new weighted average percentage for the socket ID in the fiscal year end slot analysis report. <b>(107c)</b></p>				
<b>Slot Performance – Slot Machine/Socket ID Meters</b>				
<p>54. Do all slot machines, at a minimum, contain functioning coin-in, bill-in and voucher-out meters (hard or soft)? <b>(108)</b></p> <p><b>Note:</b> Voucher-out meters are only required when a payout receipt system is utilized. <b>(108, Note)</b></p>				
<p>55. Do all slot machines communicating with a cashless wagering system contain properly functioning meters as specified in TS 2.040 for metering cashless wagering transactions (e.g., voucher in, voucher out, etc.) to enable compliance with Slots MICS? <b>(109)</b></p>				
<p>56. Are bill-in electronic (soft) meter readings recorded immediately prior to or subsequent to a slot currency acceptor drop and are coin-in electronic (soft) meter readings recorded at least weekly? <b>(110) Verify by examination.</b></p>				
<p>57. Regarding the meter readings mentioned in the previous question, do the following guidelines/procedures also apply:</p>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
a) If the time between meter readings extends beyond one week, is it only to allow the reading to coincide with the end of an accounting period and is the extension for no longer than six days? <b>(110, Note 1)</b>				
b) If a licensee chooses to perform a slot coin or currency acceptor drop only once per month, are the coin-in electronic (soft) meter readings still recorded at least weekly? <b>(110, Note 2)</b>				
c) Are the coin-in and/or bill-in <u>hard</u> meters of a slot machine read and recorded only when the slot machine does not have electronic soft meters? <b>(110, Note 3)</b>				
d) For licensee that have installed a TS3 OSMS, are the meter readings recorded and maintained at the time a drop box (coin or currency) is removed in conjunction with a slot drop as required by MICS #129? <b>(110, Note 4)</b>				
58. If an employee manually records coin-in and bill-in meters, is that employee either independent of the coin/currency acceptor count teams or 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? <b>(111)</b>				
59. Are the coin-in and bill-in meter readings documented and maintained by slot machines/socket ID? <b>(112) Verify by examination.</b>				
60. For payout receipt systems, are the slot machine voucher out electronic (soft) meter readings recorded when the slot machine is dropped and are the voucher out electronic (soft) meter readings documented and maintained by slot machine? <b>(113) Verify by examination.</b>				
61. Upon receipt of the meter readings information, does the accounting department review all coin-in meter readings for reasonableness using pre-established parameters? <b>(114)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>62. Prior to the final preparation of slot analysis and performance reports, are the coin-in meter readings which do not appear reasonable 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 and is the final slot analysis report reviewed to ensure that the correct coin-in dollar amount has been recorded? <b>(115) Verify by examination.</b></p> <p><b>Note:</b> When the correct coin-in amount cannot be determined (i.e., coin-in is not recorded properly due to meter or system failure), the preferred method for recalculating a reasonable coin-in amount is to use an average coin-in from similar slot machines/socket IDs for the period in question. An alternative method is to use the actual average coin-in for the slot machine/socket ID in question over the past four weeks. <b>(115, Note)</b></p>				
<b>Slot Performance – Slot Analysis Report</b>				
<b>Testing is required for Questions 63 – 72, as applicable. Select the most recent year-to-date slot analysis report. Indicate the year-to-date slot analysis report selected.</b>				
<p>63. Is a slot analysis report generated at least monthly summarizing month-to-date, year-to-date, and, if practicable, life-to-date slot machine/socket ID performance? <b>(116)</b></p> <p><b>Note:</b> “Life-to-Date” represents at least a previous two-year cumulative basis. <b>(116b, Note 2)</b></p>				
64. Does the slot analysis report referred to above include the following:				
a) By slot machine/socket ID:				
i) Denomination or an indication that the slot machine/socket ID is multi-denomination? <b>(116a1)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
ii) Slot machine/socket ID number and game type? <b>(116a2)</b>  <b>Note:</b> "Game type" is a code (or abbreviation) associated with a specific game. For multi-game slot machines, the code is "MG". For a SBG, the code is "SBG". <b>(116a2, Note)</b>				
iii) Coin-in? <b>(116a3)</b>				
iv) Metered or actual drop (system configurable)? <b>(116a4)</b>				
v) Actual jackpot payout slips issued? <b>(116a5)</b>				
vi) Actual fill slips issued? <b>(116a6)</b>				
vii) Statistical win? <b>(116a7)</b>				
viii) Theoretical hold percentage? <b>(116a8)</b>				
ix) Actual hold percentage? <b>(116a9)</b>				
x) Percentage variance (theoretical hold vs. actual hold)? <b>(116a10)</b>				
xi) Projected dollar variance (i.e., coin in times the percentage variance)? <b>(116a11)</b>				
<b>b) By denomination and in total:</b>				
i) Floor par (weighted average theoretical hold)? <b>(116b1)</b>				
ii) Combined actual hold percentage (all statistical win divided by all coin in)? <b>(116b2)</b>				
iii) Percentage variance (floor par vs. combined actual hold percentage)? <b>(116b3)</b>				
iv) Projected dollar variance (i.e., total coin in times the percentage variance)? <b>(116b4)</b>				
<b>65. Regarding the information noted in the previous question:</b>				
a) Does the actual hold equal the dollar amount of the slot machine's statistical win divided by the dollar amount of coin-in? <b>(116b, Note 1)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
b) Does the slot machine's statistical win represent all drop and payout activity occurring through the gaming device regardless of whether the activity is subject to gross gaming revenue taxation? <b>(116b, Note 1)</b>				
c) Does the wagering activity recorded on the coin-in meter of the slot machine/socket ID include all cashable and non-cashable credits wagered? <b>(116b, Note 1)</b>				
d) Does the payout activity represent only slot machine payouts associated with the manufacturer's payable and do jackpot payouts (as defined by Regulation 1.140) and fills recorded in the slot analysis report include promotional payouts and/or bonus payouts only when the payouts are reflected on the payable and included in the calculation of the theoretical hold percentage? <b>(116b, Note 1)</b>				
e) Does the drop activity for slot machines/socket IDs recorded in the slot analysis report include all amounts placed into bill acceptors (e.g., free play wagering instruments accepted by the bill validator of the slot machine are included in the drop amount), coin in drop buckets and electronic money transfers made to the gaming device for wagering purposes (drop as defined by Regulation 1.095) and is the slot analysis report configured for drop to match the method used to report gaming revenue for tax purposes (metered or actual)? <b>(116b, Note 1)</b>  <b>Note:</b> As a result of (d) and (e) above, the slot machine statistical win recorded in the slot analysis report may not equal the amount of win reported on the NGC tax returns. <b>(116b, Note 1)</b>				
f) Are floor pars the sum of the theoretical hold percentages of all slot machines/socket IDs within a denomination weighted by coin in contribution? <b>(116b, Note 3)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>g) Is one report generated which includes all slot machines/socket IDs including the slot machines not communicating with a TS3 OSMS? <b>(116b, Note 4)</b></p> <p><b>Note:</b> For SBG and/or MGS, a separate section of the report with applicable subtotals or, alternatively, a separate report may be generated. <b>(116b, Note 4)</b></p>				
<p>h) When a TS3 OSMS is utilized, is “multi-denomination” a separate denomination category in the slot analysis report? <b>(116b, Note 5)</b></p> <p><b>Note:</b> When a TS3 OSMS is not utilized, multi-denomination slot machines may be grouped in any denomination as appropriate. <b>(116b, Note 5)</b></p>				
<p>66. Are the gaming devices located in a gaming salon readily identifiable on the slot analysis report so that a separate slot analysis report may be generated, if requested, for those slot machines/socket IDs? <b>(117)</b></p> <p><b>Note:</b> MICS #117 does not apply to MCDs used in gaming salons. <b>(117, Note)</b></p>				
<p>67. Are the theoretical hold percentages used in the slot analysis reports within the performance standards set by the manufacturer and do they not include any other fees (e.g., a percentage payment to operators of inter-casino linked slot machines)? <b>(118)</b></p> <p><b>Note:</b> The optimum hold percentage may be used for video skill based game paytables. <b>(118, Note 2)</b></p>				
<p>68. For single payable slot machines with identical game programs, is the theoretical hold percentage used for like slot machines in the slot analysis reports the same theoretical hold percentage and when a range of theoretical hold percentages is provided by a manufacturer for a single payable, is the theoretical hold percentage used consistent among slot machines? <b>(118, Note 1)</b></p>				

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CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
69. Does the theoretical hold percentage used in the slot analysis report represent the theoretical performance of the payable and does it exclude promotional payouts and bonus payouts not included in the payable? <b>(119) Describe how promotional payouts and bonus payouts are handled.</b>				
70. For other than SSG/SBG:				
a) Does each change to a slot machine's theoretical hold percentage, including adding and/or changing progressive percentage contributions, require the use of a new theoretical hold percentage (see MICS #104 - #106 regarding a multi-game and/or multi-denomination slot machine's theoretical hold percentage)? <b>(120)</b>				
b) When changes as referred to above are made, is the slot machine treated as a new slot machine in the slot analysis reports with a new theoretical hold percentage (i.e., not commingling various hold percentages)? <b>(120)</b>				
c) For multi-game and/or multi-denomination slot machines, is a new slot machine considered to exist when the entire library of paytables within a slot machine is replaced with a new library of paytables and is a new slot machine number assigned in such cases? <b>(120, Note 1)</b>				
d) Is a new slot machine number not assigned when a new par percentage is used in the slot analysis reports that is the result of a correction of an inaccurate par percentage? <b>(120, Note 2)</b>				
71. For a SSG:				
a) Does each change to a slot machine's theoretical hold percentage, including adding and/or changing progressive percentage contributions, require the use of a new theoretical hold percentage? <b>(121)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
b) When changes as referred to above are made is the slot machine treated as a new slot machine in the slot analysis reports with a new theoretical hold percentage (i.e., not commingling various hold percentages) unless meter readings are taken to calculate a weighted average theoretical hold percentage for use in the slot analysis report in a manner similar to MICS #106? <b>(121)</b>				
c) For multi-game and/or multi-denomination slot machines, is a new slot machine number not assigned when paytables with metered activity remain stored on the slot machine? <b>(121, Note 1)</b>				
d) Is a new slot machine number not assigned when a new par percentage used in the slot analysis reports is a result of a correction of an inaccurate par percentage? <b>(121, Note 2)</b>				
72. Are promotional payouts and/or bonus payouts, not reflected on the payable and/or not included in the calculation of the theoretical hold percentage not included in the slot statistical win for statistical performance purposes in the slot analysis reports? <b>(122)</b>  <b>Note 1:</b> However, these payouts may be included in the slot analysis report as a separate disclosure for the calculation of slot win as reported in the NGC tax returns. <b>(122)</b>  <b>Note 2:</b> Refer to “Note 1” of MICS #116 for further explanation. <b>(122, Note)</b>				
73. Are monthly slot analysis reports reviewed by both slot department management and management employees independent of the slot department on at least a monthly basis? <b>(123)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
74. At a minimum, are large year-to-date variances, or life-to-date variances when there is insufficient coin-in activity resulting in large year-to-date variances, between the theoretical hold and actual hold by slot machine/socket ID and by denomination (including the multi-denomination category) investigated and resolved with the findings documented no later than 30 days after the generation of the slot analysis report? <b>(124) Describe large variance criteria.</b>				
75. For purposes of analyzing large variances between actual hold and theoretical hold percentages, is information to create floor par reports by similar slot machine type maintained? <b>(125)</b> <b>Note 1:</b> Type is defined as the manufacturer’s game program number. <b>(125, Note 1)</b> <b>Note 2:</b> MICS #125 not apply to slot machines that have multiple paytables with different theoretical hold percentages (i.e., multi-game and/or multi-denominational slot machines) and to SBG. <b>(125, Note 2)</b>				
<b><u>On-Line Slot Metering Systems</u></b> <b>Note 1:</b> MICS #126 - #138 apply to licensees that have installed a “TS3 OSMS”. Licensees with a Board-approved CWS that interfaces with a non TS3 OSMS only need to comply with MICS #134n, #135a and #136, instead of MICS #126 - #138. <b>(Note 1 before 126)</b> <b>Note 2:</b> For SBG, meter information is compiled by socket ID rather than by slot machine. <b>(Note 2 before 126)</b>				
76. Does the licensee have a TS3 OSMS? <b>(Note 1 before 126)</b> If yes, complete the On-Line Slot Metering System Walk-Through Checklist and mark the remaining questions in this heading N/A.				
77. Does the licensee have a Board-approved CWS that interfaces with a non TS3 OSMS? <b>(Note 1 before 126)</b> If yes, answer the next three questions. If no, mark these as N/A.				
78. For slot machines dropped, is a CWS wagering instruments accepted vs. wagering instruments counted in the count room (e.g., vouchers and coupons) report produced and maintained? <b>(134n)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
79. Regarding the previous question, are any variances noted for slot machines dropped, by slot machine/socket ID, in excess of one percent or \$100, whichever is greater, for each drop type (coin, bills, vouchers and coupons) reviewed by the accounting department? <b>(135a)</b>				
80. Are the results of the variance investigation required by the standard in the previous question, including the date of and personnel involved in the investigations, documented in the appropriate report and retained, do the results also include any corrective action taken (e.g., meter replaced, interface component repaired, software debugged, etc.), and is the investigation completed and results documented within seven days of the day the variance was noted? <b>(136)</b>				
<b>Game Program Testing</b>				
81. Does a minimum of one individual who is independent of the slot department and of any other department involved with the operation of SBG or SSG, or a representative of an outside entity, perform the following:				
a) At least annually, test a sample of slot machine game programs (as described in TS 1.080; e.g., game programs stored on ROMs, EPROMs, FLASH ROMs, DVD, CD-ROM, hard drive or Compact Flash), including those stored on the game server of a SBG, to ensure that the game program is an unaltered Board-approved game program? <b>(91a) Describe procedures.</b>				
b) For SSG and SBG, for one day per quarter, review a sample of SSG/SBG logs required by TS 1.084(6) and 1.086(6) to identify any changes to the existing game programs provided by the SSG or on the game server of a SBG, are the results of the review documented and maintained, and are all noted improper changes to game programs, improper transactions or unusual occurrences investigated with the results documented? <b>(91b) Verify by examination.</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<b>Testing is required for Question 82. Examine one slot machine's circuit board and the results of the examination.</b>				
82. For all slot machines with game programs stored on EPROMs/circuit boards that have potential jackpots in excess of an amount determined by management (not to exceed \$100,000), are the following procedures performed:				
a) Are the EPROMs/circuit locked or physically sealed? <b>(92)</b>				
b) Does the lock or seal necessitate the presence of an individual independent of the slot department to access the device game program EPROM/board? <b>(92)</b>				
c) If a seal is used to secure the EPROM/board to the frame of the gaming device, is it identifiable (e.g., pre-numbered)? <b>(92)</b>				
d) Is the dollar amount threshold determined by management delineated within the slot section of the written system of internal control? <b>(92) Indicate threshold amount. Verify compliance with written system of internal control.</b>				
<b><u>EPROM Game Program Duplication</u></b>				
<b>Note 1:</b> MICS #93 - #95 regarding EPROM duplication only apply to slot machines or promotional devices with game programs stored in EPROMs. <b>(Note 1 before 93)</b>				
<b>Note 2:</b> As used in MICS # 93, 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. Alternatively, a master game program may be an EPROM from a slot machine that has been tested pursuant to MICS #91 immediately prior to duplication. <b>(Note 4 before 93)</b>				
83. Does the licensee duplicate game program EPROMs? If yes, answer the questions within this section. If no, answer these questions as N/A.				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
84. If EPROMs are duplicated, is the licensee a licensed manufacturer or has the licensee received Board approval to duplicate EPROM's? <b>(Note 2 before 93)</b>				
85. The EPROMs of some manufacturers may be protected by federal copyright laws. Does the licensee ensure that all applicable laws are complied with when duplicating EPROMs? <b>(Note 3 before 93)</b>				
86. Are procedures developed, implemented and delineated within the written system of internal control for the following: <b>Verify compliance with written system of internal control.</b>				
a) Copying from the master game program EPROM to another EPROM? <b>(93a)</b>				
b) Verification of duplicated EPROMs prior to being offered for play? <b>(93b)</b>				
c) Destruction, as needed, of EPROMs with electrical failures? <b>(93c)</b>				
d) Securing the EPROM duplicator and master game program EPROMs from unrestricted access? <b>(93d)</b>				
87. Are records maintained documenting the procedures required by MICS #93 and do the records include: <ul style="list-style-type: none"> <li>• the date;</li> <li>• the number of the slot machine in which a duplicated EPROM is placed;</li> <li>• the number of the slot machine of the source EPROM when duplicated from an EPROM of another slot machine or that the secured master game program was used for duplicating;</li> <li>• the manufacturer name;</li> <li>• the program number;</li> <li>• personnel involved;</li> <li>• the reason for duplication;</li> <li>• the disposition of any permanently removed EPROM; and</li> <li>• the GCB Lab approval number? <b>(94a-h) Verify by examination.</b></li> </ul>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
88. Do EPROMs placed in gaming devices include the date and information identical to that shown on the manufacturer's label? <b>(95) Verify by examination.</b>				
<b>Other Game Program Storage Media Duplication</b>				
<b>Note 1:</b> MICS #96 - #97 apply to slot machines, gaming devices and SSG/SBG game servers using any storage media other than EPROMS. <b>(Note 1 before 96)</b>				
<b>Note 2:</b> It is not considered game program duplication when game programs are transferred from a SSG game server to client stations. <b>(Note 4 before 96)</b>				
89. Does the licensee duplicate game program storage media? If yes, answer the questions within this section. If no, answer these questions N/A				
90. If game programs are duplicated, is the licensee a licensed manufacturer or have they received Board approval to do so? <b>(Note 2 before 96)</b>				
91. The game programs of some manufacturers may be protected by federal copyright laws. Does the licensee ensure that all applicable laws are complied with when duplicating game programs? <b>(Note 3 before 96)</b>				
92. If a game program currently being used is to be duplicated, is the game program tested pursuant to MICS #91 immediately prior to duplication? <b>(Note 5 before 96)</b>				
93. Are procedures developed, implemented and delineated within the written system of internal control for the following: <b>Verify compliance with written system of internal control.</b>				
a) Copying a game program to the storage media? <b>(96a)</b>				
b) Verification of duplicated game program immediately after duplication is complete? <b>(96b)</b>				
c) Verification of duplicated game programs on slot machine, gaming device or game server prior to being offered for play? <b>(96c)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
d) Securing the game program from unrestricted access? <b>(96d)</b>				
94. Are records maintained documenting the MICS #96 procedures and do the records include the date, manufacturer's name, program number, personnel involved, reason for duplication, and GCB Lab approval number? <b>(97a-f)</b>				
<p><b><u>Computerized Player Tracking, Promotional Accounts, Promotion and External Bonusing Systems</u></b></p> <p><b>Note 1:</b> Compliance with MICS #165 - #172 is required for all computerized slot player tracking, promotional accounts, promotion and external bonusing systems. Theses systems include those that communicate with slot machines as to the amount of electronic cashable/non-cashable credits added to the credit meter. <b>(Note 1 before 165)</b></p> <p><b>Note 2:</b> As used in these MICS, the term "point" or "points" is a generic term and refers to a representative of value awarded to a patron based upon specific criterion established by the licensee. Commonly, points are earned by patrons placing wagers or purchasing room, food, beverage or entertainment admissions. Patron accounts in a player tracking system are used to track points earned/awarded to patrons. <b>(Note 2 before 165)</b></p>				
95. Are the addition/deletion of points to player tracking accounts other than through an automated process related to actual slot play sufficiently documented (including substantiation of reasons for the increases), are they authorized/performed by supervisory personnel of the player tracking, promotions, or slot department and is the supervisory authorization documented and randomly verified by accounting/audit personnel on a quarterly basis? <b>(165)</b>				
<p><b>Note:</b> MICS #165 does not apply to the deletion of points related to inactive or closed accounts through an automated process. <b>(165)</b></p>				
96. Is the issuance of wagering credits, both through and other than through actual slot play performed in one of the following methods: <b>Verify by examination.</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
a) Are they sufficiently documented and authorized by management personnel independent of the slot department? <b>(166)</b> , or				
b) Are they performed by slot supervisory personnel authorizing the issuance of wagering credits if sufficient documentation is generated and personnel independent of the slot department randomly verify the issuance on a quarterly basis? <b>(166)</b>				
97. Does the player tracking system create and maintain documentation indicating the wagering credits issued? <b>(166)</b>				
98. Are employees who redeem points for patrons not allowed to have access to inactive or closed accounts without supervisory personnel authorization and is documentation of such access documented and maintained? <b>(167) Verify by examination.</b>				
99. Is patron identification required when redeeming points without a player tracking card? <b>(168)</b>				
100. Are changes to the player tracking system parameters, such as point structures and employee access, performed in one of the following two methods:				
a) Are they performed by supervisory personnel independent of the slot department? <b>(169)</b> , or				
b) Are they performed by slot supervisory personnel if sufficient documentation is generated and the propriety of the changes are randomly verified by personnel independent of the slot department on a quarterly basis? <b>(169) Verify by examination.</b>				
101. Are changes to the promotional accounts, promotion and external bonus system parameters, such as the awarding of bonuses, the issuance of cashable credits, non-cashable credits, wagering instruments and employee access, performed in one of the following two methods:				
a) Are they performed by supervisory personnel independent of the slot department? <b>(170)</b> , or				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
b) Are they performed by slot supervisory personnel if sufficient documentation is generated and the propriety of the changes is randomly verified by personnel independent of the slot department on a quarterly basis? <b>(170) Verify by examination.</b>				
102. Are all other changes to the player tracking, promotional accounts, promotion and external bonusing systems appropriately documented? <b>(171)</b>				
103. Are rules and policies for player tracking accounts including the awarding, redeeming and expiration of points prominently displayed or available for patron review at the licensed location? <b>(172)</b>				
<b>Contests/Tournaments</b>				
<b>Testing two contests/tournaments is required, as applicable. Contests/tournaments should be in non-consecutive months. Indicate contests/tournaments selected and results of ..</b>				
104. Are all contest/tournament entry fees and prize payouts (including mail transactions) summarized on a cash accountability document on a daily basis? <b>(173)</b>				
105. When contest/tournament entry fees and payouts are transacted, are they recorded on a document which contains:				
a) Patron's name? <b>(174a)</b>				
b) Date of entry/payout? <b>(174b)</b>				
c) Dollar amount of entry fee/payout (both alpha and numeric, or unalterable numeric) and/or the nature and dollar value of any noncash payout? <b>(174c)</b>				
d) Signature of the individual completing the transaction attesting to the receipt or disbursement of the entry fee/payout with the patron? <b>(174d)</b>				
e) Name of contest/tournament? <b>(174e)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
106. Are the contest/tournament entry fees and payouts summarized and posted to the accounting records on at least a monthly basis? <b>(175)</b>				
107. Are contest/tournament rules included on all entry forms/brochures and prominently displayed or available for patron review at the licensed location? <b>(176)</b>				
108. Do the rules mentioned in the preceding question contain at least the following:				
a) All conditions that patrons must meet to qualify for entry into, and advancement through, the contest/tournament? <b>(176a)</b>				
b) Specific information pertaining to any single contest/tournament, including the dollar amount of money placed into the prize pool? <b>(176b)</b>				
c) The distribution of funds based on specific outcomes? <b>(176c)</b>				
d) The name of the organizations (or persons) registered pursuant to NRS 463.169 that conducted the contest/tournament on behalf of, or in conjunction with, the licensee, if applicable? <b>(176d)</b>				
109. Are the results of each contest/tournament, including the name of the event, date(s) of the event, total number of entries, dollar amount of entry fees, total prize pool, and the dollar amount paid for each winning category, recorded and available for participants to review? <b>(177)</b>				
110. Is the name of each winner recorded and maintained, but not made available to the participants unless authorized by management personnel? <b>(177)</b>				
111. For free tournaments (i.e., patron does not pay an entry fee), is the information required by MICS #177 recorded except for the number of entries, dollar amount of entry fees and total prize pool? <b>(177, Note)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
112. Are the aforementioned contest/tournament records maintained for each event? <b>(178)</b>				
<b>Slot Wagering Account Transfers</b> <b>Note:</b> A wagering account transfer is a transfer of funds between an established patron's wagering account and a SBG game server or a slot machine. <b>(Note 1 before 153)</b>				
113. In order to facilitate the reconciliation required by MICS #161(b), which is addressed in a subsequent question, are slot wagering accounts established at one designated area of accountability (e.g., main casino cage) and are all subsequent deposits/withdrawals and account adjustments transacted through the same designated area of accountability? <b>(153)</b>  <b>Note:</b> MICS #153 does not require all patron transactions to be performed at the designated area of accountability (e.g., deposit may be accepted at slot booth and accountability is at the main cage). <b>(153, Note)</b>				
114. For each wagering account established, does an employee:				
a) Require the patron to personally appear at the licensee's premises prior to the patron completing a wagering account transaction? <b>(154a)</b>				
b) Examine in the patron's presence, the patron's valid identification credential? <b>(154b)</b>				
c) Record the following: <b>Verify by examination.</b>				
i) The patron's name and signature? <b>(154c1)</b>				
ii) The type of identification credential, the credential number, the expiration date of the credential, and the date the credential was examined? <b>(154c2)</b>  <b>Note:</b> 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. <b>(154c2)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
iii) The dollar amount of the patron's initial deposit? <b>(154c3)</b>				
iv) The patron's slot wagering account number? <b>(154c4)</b>				
v) The date the patron's account is opened? <b>(154c5)</b>				
115. Are procedures in place to provide a secure method for a patron to access a wagering account? <b>(155) Briefly describe the procedures.</b>				
116. Prior to a patron making a cash withdrawal from a wagering account, does an employee verify the identity of the patron and the availability of funds through the cashless wagering system? <b>(156)</b>				
117. Are deposits/withdrawals, other than through actual slot play, evidenced by at least a two-part document, with one part remaining in the area of the employee handling the transaction and the other part given to the patron when a deposit or withdrawal is made and are adjustments to the patron's wagering account also documented and maintained? <b>(157)</b>				
118. Does the deposit/withdrawal/adjustment document addressed in the previous question include the following information: <b>Verify by examination.</b>				
a) The same document number on all copies? <b>(158a)</b>				
b) The patron's name, account number and signature? <b>(158b)</b> <b>Note:</b> Adjustments to the wagering account do not require the patron's signature. <b>(158b, Note)</b>				
c) The date of deposit/withdrawal or account adjustment? <b>(158c)</b>				
d) The dollar amount of the deposit/withdrawal or account adjustment? <b>(158d)</b>				
e) The nature of the deposit/withdrawal (e.g., cash, check, chips)? <b>(158e)</b>				
f) The reason for an adjustment to a wagering account, if applicable? <b>(158f)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
g) The signature of the employee handling the transaction? <b>(158g)</b>				
119. Are adjustments to wagering accounts made by personnel authorized by management with such personnel's job titles delineated within the slots section of the written system of internal control? <b>(159) Indicate who can perform this function.</b>				
120. Is a CWS patron wagering account detail report created on demand, and at least daily, is it maintained indicating, for each patron's wagering account, 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 (WAT in and WAT out) and WAT win (i.e., transfers to slot machines less transfers from slot machines) and is this record made available to the patron upon request? <b>(160) Verify by examination.</b>				
121. Is the total of all slot wagering accounts reconciled by employees of the designated area of accountability as follows:				
a) For each shift, obtain a CWS patron wagering account detail (or summary) report? <b>(161a) Verify by examination.</b>				
b) Are the ending and beginning balances (per the CWS) reconciled to the hard copy deposit/withdrawal documentation, account adjustment documentation, and the wagering account transfers (per the CWS)? <b>(161b)</b>				
122. Are all slot wagering account deposits/withdrawals, account adjustments, and wagering account transfers to/from slot machines summarized in total on an accountability form on at least a per shift basis? <b>(162) Verify by examination.</b>				
123. Is slot department wagering account revenue (WAT win) summarized and posted as a single line item on an accountability form on at least a daily basis? <b>(163) Verify by examination.</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
124. If applicable, does the licensee comply with MICS #153 - #163 when a wagering account functions as a subsidiary account (or sub-account) of a patron's master account with the transfers to/from other sub-accounts and the master account of the licensee considered in any reconciliations and summaries? <b>(Note 2 before 153)</b>				
<b><u>Slot Electronic Funds Transfers</u></b> <b>Note:</b> 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. <b>(Note before 164)</b>				
125. Is only one specific bank account used to record all debit instrument electronic funds transfers into slot machines and is this account not used for any other types of transactions? <b>(164)</b> <b>Verify by examination.</b>			X	As of the date of this checklist, electronic funds transfers are not allowed pursuant to Regulations 14.260 and 14.290.
<b><u>Slot Accounting/Audit Procedures</u></b>				
<b>Review of documentation evidencing the performance of slot accounting/audit procedures is required. Select the appropriate documentation to determine that all required procedures are being performed.</b>				
126. Are the slot audit procedures conducted by someone independent of the slot operation? <b>(179)</b>				
127. For a computerized player tracking system, does an accounting/audit employee perform the following procedures at least one day per quarter:				
a) Review all point addition/deletion authorization documentation, other than for point additions/deletions made through an automated process, for propriety? <b>(180a)</b>				
b) Review exception reports including transfers between accounts? <b>(180b)</b>				
c) Review documentation related to access to inactive and closed accounts? <b>(180c)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
128. At least annually, are the following procedures performed for all computerized player tracking, promotional accounts, promotion and external bonusing slot systems (in-house developed and purchased systems):				
a) A review by personnel independent of the individuals that set up or make changes to the system parameters 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)? <b>(181)</b>				
b) If possible, a system test to further verify the accuracy of the configuration parameters (e.g., wagering at a slot machine to verify the accuracy of the amount of points/credits awarded)? <b>(181)</b>				
c) If applicable, are the test results mentioned in the preceding question documented and maintained? <b>(181)</b>				
129. For weigh scale interface systems and currency counter interface systems, for each drop do accounting/audit employees compare the totals on the weigh scale report/currency counter report to the system-generated coin weigh/currency count recorded in the slot analysis report and are any discrepancies noted resolved prior to the generation/distribution of the slot count reports and the slot analysis report? <b>(182)</b>				
130. For licensees that have not installed a TS3 OSMS, at least weekly do accounting/audit employees compare the bill-in meter reading to the total currency acceptor drop amount for the week, is follow-up performed for each slot machine having an unresolved variance in excess of \$200 between actual drop and bill-in meter reading, is the follow-up performed by accounting/audit personnel, are the results of the investigation documented and maintained and are discrepancies resolved prior to the generation/distribution of the slot analysis reports? <b>(183)</b>				
131. Are the following procedures performed for payout receipt systems:				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
a) For each drop period, are the actual payout receipts issued per the payout receipt system report reconciled to the slot voucher out meter by slot machine? <b>(184)</b>				
b) Is follow-up performed for any one slot machine having any unresolved variance between actual payout receipts issued and the voucher out meter reading? <b>(184)</b>				
c) Is the follow-up performed and the results of the investigation documented and maintained? <b>(184)</b>				
132. Daily, for SSG and SBG, does a minimum of one individual who is not authorized to add, delete or change game programs review the SSG/SBG report, required by TS 1.084(2) and 1.086(2), indicating the results of the automated execution in validating program components and are all noted invalid program components, improper transactions or unusual occurrences investigated with the results documented? <b>(185)</b>  <b>Note:</b> For the above MICS, the individual performing the review is not required to be independent of the slot operation. <b>(185, Note)</b>				
133. For other than a SBG, for licensees that utilize a TS3 OSMS or non TS3 OSMS (including licensees that use a metering system only to obtain coin-in meter readings), are procedures performed at least monthly to verify that the metering system is transmitting, receiving, and recording data from the slot machines properly for the following slot machine meters, as applicable to the operation:  <ul style="list-style-type: none"> <li>• Coin-In</li> <li>• Coin-In by payable for multi-game and/or multi-denomination slot machines (only required if utilizing TS3 OSMS, see MICS #106)</li> <li>• Coin-In by wager type for 4% spread paytables (only required if utilizing a TS3 OSMS, see MICS #106)? <b>(186)</b></li> </ul> <b>Indicate the meters reviewed.</b>				
134. Do the monthly procedures mentioned in the previous question include the following:				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
a) Is a sample of at least 3 percent of the slot machines connected to the metering system selected for review with each slot machine interfaced with the metering system reviewed at least once during a two-year calendar period? <b>(186a)</b>  <b>Note:</b> There is no requirement to review slot machines prior to being removed from patron availability even if the slot machines have not yet been reviewed during the current two-year period. <b>(186a)</b>				
b) Are records maintained for each two-year calendar period indicating the date each slot machine was reviewed? <b>(186a)</b>				
c) For each slot machine selected are the electronic (soft) meters manually read and recorded? <b>(186b)</b>				
d) Are the manual readings compared to the metering system-generated readings report and are variances documented for metering systems that:				
i) Read the specific value indicated on the slot machine meters, compare the slot machine meter amounts to the meter amounts per the metering system to determine that the amounts agree? <b>(186c1)</b>				
ii) Have system meters (e.g., delta system), perform two readings of the slot machine meters, calculate the change in the meter readings between the two readings, and determine that both the system meters and the slot machine meters are incrementing by the same amount? <b>(186c2)</b>				
e) Are the test and the results of investigations into all variances documented, by slot machine? <b>(186d)</b>				
135. Quarterly, for each SBG socket ID, is the total coin-in and combined coin-in by payable reconciled, are unreconciled variances investigated and exceptions documented? <b>(189)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
136. Quarterly, are procedures performed to verify the integrity of the CWS (e.g., ensure that vouchers are only being created by active slot machines on the floor), is the nature of the review delineated within the slots section of the written system of internal control; for the slot machines and socket IDs tested in MICS #186 and #187, is the sequential voucher exception report, if available, reviewed for breaks in the sequence or unusual activity; and are improper transactions or unusual occurrences investigated with the results documented? <b>(190)</b>				
137. Each month do accounting personnel review CWS documentation that supports the dollar amount of expired wagering instruments and is this dollar amount less any manually paid expired wagering instruments verified to be included in revenue on the NGC tax returns? <b>(191) For one month review the documentation to verify that the proper dollar amount of expired wagering instruments has been included in the computation of revenue in the NGC tax return. Indicate the month/year reviewed and the results of the review.</b>				
138. Is the CWS unpaid wagering instruments documentation, including wagering instrument numbers, restricted to authorized personnel? <b>(191)</b>				
139. If slot gross gaming revenue, as indicated on the NGC tax returns and the slot analysis reports, is reported on a modified accrual basis (e.g., coin/currency/wagering instrument drop is computed using coin drop, bill-in and voucher-in meters for those machines not dropped at the end of the month), are the following procedures performed:				
a) Is a TS3 OSMS or a non TS3 OSMS used to be in compliance with the Slots MICS? <b>(192a)</b>				
b) Is a report maintained that supports the end-of-month accrued metered drop dollar amount by machine/socket ID? <b>(192b)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
c) During the following month, is an investigation performed for any currency acceptor with a variance in excess of one percent or \$100, whichever is greater, between the actual drop and the bill-in/voucher-in meter reading? <b>(192c)</b>				
d) During the following month, is an investigation performed for any one slot machine having a variance in excess of one percent or \$100, whichever is greater, between the actual coin drop and the coin drop meter readings? <b>(192d)</b>				
e) Are the NGC tax returns and the slot statistical reports adjusted the following month for variances between the reported/recorded accrued drop dollar amounts and the actual drop dollar amounts? <b>(192e)</b>				
f) At least monthly, do accounting personnel prepare a reconciliation report for all slot machines/socket IDs 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? <b>(192f)</b>				
140. At least annually, for slot machines (other than a SBG), do accounting/audit personnel randomly verify that game program changes resulting in a change in par percentage or the assignment of a new machine number are properly reflected in the slot analysis reports? <b>(193)</b>				
141. Do accounting/audit employees review exception reports for all computerized slot systems on a daily basis for the propriety of transactions and unusual occurrences, and are all noted improper transactions or unusual occurrences investigated with the results being documented? <b>(194)</b>  <b>Note 1:</b> The computerized slot systems include, but are not limited to, CWS, jackpot/fill system, SSG and SBG. <b>(194)</b>  <b>Note 2:</b> An exception report is defined as a report generated by the computerized system identifying unusual occurrences, changes to system configuration parameters, alteration to initially recorded data, voids, etc. <b>(194, Note)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>142. For one day each month, do accounting/audit personnel reconcile the dollar amount of active wagering instruments created and wagering account transactions (i.e., deposits, withdrawals, and account adjustment) that are reflected in the slot banks' accountability documents, and does the reconciliation include using documents and CWS reports supporting all additions and reductions of active wagering instruments and of funds held for wagering accounts to the appropriate accountability area? <b>(195)</b></p> <p><b>Note:</b> Active wagering instruments are wagering instruments (paper or electronic) created through the CWS (not a slot machine) for purposes of wagering at a slot machine. The active wagering instruments are issued to an accountability area for subsequent distribution to patrons. <b>(195, Note)</b></p>				
143. Are the following procedures performed by accounting personnel for each day:				
a) Are the following slot payout (including promotional payouts) and fill forms reviewed for proper completion:				
i) All computer payout and fill forms prepared as a result of a computer system override? <b>(196a1)</b>				
ii) All manual payout and fill forms? <b>(196a2)</b>				
iii) A sample of all computer payout and fill forms? <b>(196a3)</b>				
iv) All voided sequentially-numbered payout forms? <b>(196a4)</b>				
b) Are the slot payout and fill forms reconciled as follows:				
i) For a manual payout process, are the payout and fill forms routed by the witness of the transaction footed and traced to the total payout and fill amounts recorded by the cashier in cashier's accountability document? <b>(196b1)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
ii) If the reconciliation performed results in a variance, is an investigation performed to determine whether all forms are accounted for with the investigation being documented? <b>(196b2)</b>				
iii) Are the accounting records used to prepare the NGC tax return verified to ensure that the correct total payout and fill amounts are recorded? <b>(196b3)</b>				
c) For one cashier, are the wagering instruments and/or payout receipts redeemed footed, and are the totals traced to the totals recorded in the system and to the amount recorded in the applicable cashier's accountability document? <b>(196c)</b>				
d) Are all parts of the form used for increases/decreases to bank accountability inventory (includes slot booths, change banks, and any other slot accountability areas) reconciled and are any variances noted investigated with the results of such investigations being documented? <b>(196d)</b>				
e) Are the following procedures performed using the count document completed by the count team members:				
i) Is the dollar amount of the coin/currency drop proceeds on the count sheet reconciled 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, and are any variances noted investigated and documented? <b>(196e1)</b>				
ii) Are the correct totals of coin/currency drop proceeds on the count sheet verified to the amount recorded in the accounting records used to prepare the NGC tax returns? <b>(196e2)</b>				
iii) Are the documents examined for propriety of signatures? <b>(196e3)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
f) Are all single-use slot promotional coupons redeemed at booths, cages, etc. (i.e., coupons that cannot be accepted by a slot machine for wagering purposes) reviewed to ensure that they are properly canceled to prevent improper recirculation, and do accounting/audit personnel cancel such coupons if not previously performed by slot/cage personnel? <b>(196f)</b>				
g) Are issued, voided, and redeemed wagering instruments reconciled to the unpaid and expired wagering instruments dollar amount using the reports generated by the CWS; are any variances noted investigated and documented; and are the paid expired wagering instruments examined for proper authorization and documentation pursuant to MICS #74 and #75? <b>(196g)</b>				
h) Is the dollar amount of wagering account deposit, withdrawal and account adjustment forms reconciled to the dollar amount recorded on the accountability form and the CWS reports? <b>(196h)</b>				
i) Is the dollar amount of debit instrument electronic funds transfers as recorded in the CWS reports reconciled to the dollar amount processed and recorded by the outside entity and to the dollar amount indicated in the bank account records? <b>(196i)</b>			X	As of the date of this checklist, electronic funds transfers are not allowed pursuant to Regulations 14.260 and 14.290.
j) Are verification procedures performed to ensure that the debit instrument electronic funds transfers recorded in the CWS reports did not exceed the daily transfer limit per debit instrument specified in TS 3.150(2), which is \$1,000? <b>(196j)</b>			X	As of the date of this checklist, electronic funds transfers are not allowed pursuant to Regulations 14.260 and 14.290.

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>k) Are verification procedures performed to ensure 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, and is the dollar amount of WAT win reconciled to the dollar amount recorded on the accountability form and CWS reports? <b>(196k)</b></p> <p><b>Note:</b> As of the date of this checklist, electronic funds transfers are not allowed pursuant to Regulations 14.260 and 14.290. Therefore, this question is only applicable to wagering account transfers and wagering instruments.</p>				
<p>l) Are all contest/tournament entry and payout forms reconciled to the dollar amounts recorded in the appropriate accountability document? <b>(196l)</b></p>				
<p>m) When payment is made to the winners of a contest/tournament, are the contest/tournament entry fees collected reconciled to the actual contest/tournament payouts made? <b>(196m)</b></p> <p><b>Note:</b> 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. <b>(196m)</b></p>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<p>144. Do accounting/audit personnel prepare a monthly slot summary report that reconciles taxable win from the month-end slot analysis report to the monthly total slot gross revenue amount reported on the NGC tax return, and are the following adjustments, with supporting documents, reflected in the reconciliation if needed: <b>For one month, review the monthly slot summary report to verify proper preparation of the report and to determine the accuracy of the amounts on the report. Indicate the month/year reviewed and the results of the review.</b></p> <ul style="list-style-type: none"> <li>• Hopper load changes</li> <li>• Wagering vouchers and payout receipts</li> <li>• Promotions</li> <li>• Pro rata share of an inter-casino linked system payout</li> <li>• Other allowable adjustments impacting reported slot revenue <b>(197)</b></li> </ul> <p><b>Note 1:</b> If the slot analysis report indicates statistical win rather than taxable win, the statistical win is used in the monthly slot summary report. In such circumstances, the summary will also reflect the statistical win amount, adjustments to statistical win (e.g., coupons, electronic promotions, etc), and a resulting taxable win amount. <b>(197, Note 1)</b></p>				
<p><b>Note 2:</b> If a monthly slot revenue journal, rather than a slot analysis report, is used to record daily and month-to-date slot revenue, the taxable win from the slot revenue journal is used in the monthly slot summary report. In such circumstances, the summary will reconcile taxable win from the monthly revenue journal to the month-end slot analysis report and to the monthly total slot gross revenue amount reported on the NGC tax return. <b>(197, Note 2)</b></p> <p><b>Note 3:</b> Any special procedures or documents required to complete the monthly slot summary report are to be delineated in the slots section of the written internal control section pursuant to Regulation 6.090. <b>(197, Note 3)</b></p>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
145. Monthly, do accounting/audit personnel perform the following:				
a) Foot, for one day, the computer payout and fill forms and compare the total to the amount recorded in the computer system payout and fill reports? <b>(198a)</b>				
b) Reconcile gross revenue from the monthly slot summary report to the general ledger; document the reason for any variance between the gross revenue recorded in the monthly slot summary report and the general ledger that is identified; and document and maintain this reconciliation? <b>(198b) For one month review the reconciliation to verify the proper completion of the reconciliation and to determine that the variance amount is accurate. Indicate the month/year reviewed and the results of the review.</b>				
146. At least once a quarter, for each patron cashless wagering kiosk, are the wagering instruments redeemed for a week (or one drop period if dropped more frequently) footed and the totals traced to the totals recorded in the CWS system and the related accountability document, and are the test and the results of investigations into all variances, by kiosk, documented? <b>(199)</b>  <b>Note 1:</b> This procedure may be performed for different kiosks throughout the quarter as long as each kiosk is examined once a quarter. <b>(199)</b>  <b>Note 2:</b> This procedure may be performed by non accounting personnel as long as the individual has not performed the reconciliation required by MICS # 89. <b>(199, Note)</b>				
147. 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, are the following procedures performed daily:				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
a) Is the total dollar amount of slot machine fill forms reconciled 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>(200a)</b>				
b) Are the appropriate system reports reviewed to confirm that two individuals were involved in placing the funds into the slot fill cabinet as a result of a slot fill? <b>(200b)</b>				
148. Monthly, do accounting/audit personnel review all contests, tournaments, promotional payouts, drawings, and giveaway programs to determine proper accounting treatment and proper slot gross revenue win/loss computation? <b>(201)</b>				
149. For all contests, tournaments, promotional payouts (including payouts resulting from computerized player tracking activity), drawings, and giveaway programs is the following documentation maintained:				
a) Copies of the information provided to the patrons describing the contests, tournaments, promotional payouts, drawings and giveaway programs (i.e., brochures, fliers)? <b>(202a)</b>				
b) Effective dates? <b>(202b)</b>				
c) Accounting treatment, including general ledger accounts, if applicable? <b>(202c)</b>				
d) For tournaments and contests, the name of the organizations (or persons) registered pursuant to NRS 463.169 that conducted the contest/tournament on behalf of, or in conjunction with the licensee, if any, with the extent of responsibilities (including MICS compliance responsibilities) each organization and the licensee had in the contest/tournament (e.g., ABC nonprofit is to receive 100% of the entry fees and provide noncash prizes for the winners with the licensee collecting entry fees, operating the tournament and distributing prizes to winners) also being documented? <b>(202d)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
150. Monthly, do accounting/audit personnel perform procedures which include a review of documents along with employee interviews and/or observations to ensure that promotional payouts, drawings and giveaway programs are conducted in accordance with the conditions provided to the patrons? <b>(203)</b>				
151. For computerized key security systems controlling access to the slot drop and count keys, do accounting/audit personnel, independent of the system administrator, perform the following procedures:				
a) Daily, is the report generated by the computerized key security system that indicates the transactions performed by the individual(s) that adds, deletes, and changes user's access within the system (i.e., the system administrator) reviewed to determine whether the transactions completed by the system administrator provide an adequate control over the access to the slot drop and count keys and to determine whether any slot drop and count key(s) removed or returned to the key cabinet by the system administrator was properly authorized? <b>(204a)</b>				
b) For at least one day each month is the report generated by the computerized key security system that indicates all transactions performed reviewed to determine whether any unusual slot drop and count key removals or key returns occurred? <b>(204b)</b>				
c) At least quarterly are a sample of users that are assigned access to the slot drop and count keys reviewed to determine that their access to the assigned keys is adequate relative to their job position? <b>(204c)</b>				
d) Are all noted improper transactions or unusual occurrences investigated with the results being documented? <b>(204d)</b>				
152. Is a quarterly inventory of all slot machine door keys, slot fill cabinet keys, count room, drop box release, storage rack and contents keys performed and reconciled to records of keys made, issued, and destroyed and are investigations performed for all keys unaccounted for with the investigation being documented? <b>(205)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
153. At least annually do accounting/audit personnel recalculate the floor par for a sample denomination to ensure the accuracy of the floor par report on the slot analysis report? <b>(206)</b>				
154. Is documentation (e.g., a log, checklist, notation on reports, and tapes attached to original documents) maintained evidencing the performance of slot audit procedures, the exceptions noted and any follow-up of all slot audit exceptions? <b>(207) Verify by examination.</b>				
<b>SBG Accounting/Audit Procedures</b>				
155. For each day, do accounting/audit personnel compare the total dollar amount of WAT In, total dollar amount of WAT Out and the total dollar amount of WAT Win indicated on the SBG revenue report to the total dollar amount of WAT In, total dollar amount of WAT Out and total dollar amount of WAT Win on the SBG WAT In and WAT Out detail report (by socket ID)? <b>(208)</b>				
156. For each day, do accounting audit/personnel compare the total dollar amount of WAT In, total dollar amount of WAT Out and the total dollar amount of WAT Win indicated on the SBG revenue report to the total dollar amount of WAT In, total dollar amount of WAT Out and the total dollar amount of WAT Win on the CWS patron wagering account detail report? <b>(209)</b>				
157. For each day, do accounting/audit personnel compare the WAT Win amount indicated on the CWS patron wagering account detail report to the total dollar amount of WAT Win indicated in the cage accountability? <b>(210)</b>				
158. For each day, do accounting/audit personnel randomly select two WAT In transactions and two WAT Out transactions from the SBG WAT In and WAT Out detail report (by wagering account) and trace the transaction to the CWS patron wagering account detail report? <b>(211)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
<b><u>Record Retention</u></b>				
159. Are all documents, including computer storage media, discussed in the Slot MICS retained for 5 years in accordance with Regulation 6.060 except for: <ul style="list-style-type: none"> <li>• documents specifically identified in a Slots MICS as requiring a lesser retention period; and</li> <li>• slot machine wagering instruments and payout receipts, which only require retention for a minimum of 14 days when: <ul style="list-style-type: none"> <li>a) all the information on the wagering instrument/payout receipt is contained on a separate report;</li> <li>b) the wagering instruments/payout receipts do not contain signatures or other evidence of internal control procedures having been performed; and</li> <li>c) the wagering instruments/payout receipts have been classified as “redeemed” or “expired” within the CWS/payout receipt system? <b>(212a-b)</b></li> </ul> </li> </ul>				
<b><u>Payout Procedures for Mail-In Slot Machine Wagering Instruments/Payout Receipts</u></b>				
160. Do accounting/audit personnel or personnel independent of the slot department receive the original wagering instruments/payout receipts? <b>(213)</b>				
161. Do accounting/audit personnel or personnel independent of the slot department record the wagering instruments/payout receipts on a log as a mail pay, and does the log include the date received, the patron’s name, the wagering instruments/payout receipt number and the dollar amount? <b>(214) Verify by examination.</b>				
162. Are the wagering instruments/payout receipts entered/scanned into the computer system by slot/cage/accounting/audit personnel for validation and then cancellation? <b>(215)</b>				
163. Do accounting/audit personnel compare the “paid” wagering instruments/payout receipts to the mail pay log and the system report for paid wagering instruments/payout receipts, and are any discrepancies documented and reviewed with slot and accounting management personnel? <b>(216)</b>				

Verified per representation.  
Verified per observation/examination.


CPA MICS Compliance Checklist

**SLOTS**  
**General Walk-Through**

**All Procedures**

Licensee \_\_\_\_\_ Review Period \_\_\_\_\_

Questions	Yes	No	N/A	Comments, W/P Reference
164. Do accounting/audit personnel independent of the individual(s) who processed the mail pay wagering instruments/payout receipt review the patron's correspondence submitted, the wagering instrument/payout receipt, the mail pay log and the system report for "paid" wagering instruments/payout receipts for any discrepancies, and are any discrepancies documented and resolved prior to remitting the proper payment amount to the patron? (217)				
165. <b>Complete the CPA MICS Compliance Checklist for Information Technology – MICS #1 - #28</b>				
<b><u>Written System of Internal Control</u></b>				
166. Has the licensee's written system of internal control for slots, been re-read prior to responding to the following question?				
167. Does the written system of internal control for slots reflect the actual control procedures in effect for compliance with the MICS, variations from the minimum internal control standards approved pursuant to Regulation 6.090(8), and Regulation 14 associated equipment approvals? [Regulation 6.090(13)]				

Verified per representation.  
Verified per observation/examination.