

NEVADA GAMING CONTROL BOARD INTERNAL CONTROL PROCEDURES

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Note 1: For any Nevada Gaming Control Board (“Board”) authorized computer applications, alternate documentation and/or procedures which provide at least the level of control described by these Internal Control Procedures (“ICP” or “ICPs”) as determined by the Tax and License Division will be acceptable and an ICP variation pursuant to Regulation 6.100 will be unnecessary.

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

Note 3: The controls in effect for participation machines will provide at least the level of control described by these ICPs.

Note 4: As used in these ICPs, the following definitions or systems are defined in NRS 463.369, Regulation 5.220, Regulation 5.225, Regulation 14.010, and the Regulation 14 Technical Standards, as applicable:

Cashless wagering system (“CWS”)

Multi-game and multi-denomination/multi-game (“multi-game”)

Wagering voucher (“voucher”)

Note 5: Licensees utilizing the following defined terms/systems, devices or wagering accounts will be required to follow the applicable Minimum Internal Control Standards (“MICS”), pursuant to Regulation 6.090, as they relate to each specific item(s):

Duplication of program storage media

Mobile communication device

Mobile gaming system (“MGS”)

System based game (“SBG”)

System supported game (“SSG”)

Note 6: As used in these ICPs, the term Technical Standard 3 On-Line Slot Metering System (“TS3 OSMS”) means an approved online slot metering system that satisfies the requirements of Regulation 14 TS3. The term “non TS3 OSMS” means an approved online slot metering system that does not satisfy the requirements of Regulation 14 TS3.

Note 7: As used in these ICPs, the term “paytable” is used to identify a game and its related payout schedule unless otherwise specified.

Note 8: A “signature” on a document provides evidence of the person’s involvement and/or authorization of the intentions reflected in the document. A signature is either handwritten or electronic.

A “handwritten signature” is typically in the form of a stylized script associated with a person. The stylized script signature may include the first letter of the person’s first name along with the person’s full last name. The “initials” of the person does not meet the requirements of a “signature,” or;

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An “electronic signature” is defined in NRS 719.100. The “electronic signature” is linked with an electronic document which uniquely identifies the individual (e.g., employee, patron) entering the “signature.”

Note 9: For all licensees utilizing wagering accounts [Regulation 5.225], the Cage and Credit and/or Information Technology Minimum Internal Control Standards (MICS) are required to be followed, pursuant to Regulation 6.090, as they relate to wagering accounts.

Jackpot Payouts, Short Pays, Canceled Credit Payouts, Promotional Payouts, and Slot Fills

1. For payouts of \$20 or more, including jackpot payouts, short pays, payouts of canceled credits, promotional payout forms, and slot fills a multi-part form (minimum two-part form) is required and includes the following information:

- a. Date and time;
- b. Gaming device number;
- c. Dollar amount of cash payout or slot fill (both alpha and numeric);

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

- d. Game outcome (e.g., reel symbols, video poker winning hand, etc.) for jackpot payouts only;
- e. Signatures of at least two employees verifying, authorizing, and completing the payout or slot fill;

Note: For approved computerized systems that validate, initiate, and print the dollar amount of the payout and the amount cannot be altered on a computer-generated form, only one employee signature is required on the payout form.

- f. The type of payout (e.g., gaming device jackpot, fill, canceled credits, short pay, external bonus, or external progressive); and
- g. Preprinted or concurrently printed sequential numbers.

2. For payouts less than \$20, a single-part payout form or log is acceptable and requires the following information:

- a. Date and time;
- b. Gaming device number;
- c. Dollar amount of payout (numeric);

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- d. Signature of employee making the payout; and
 - e. Reason for payout (e.g., short pay).
3. The conditions for participating in promotional payouts, including drawings and giveaway programs, are prominently displayed or available for patron review at the licensed location.
4. Promotional payouts of \$500 or more, that are not deducted from gross gaming revenue, are documented on a multi-part payout form that includes the following:
 - a. Date and time;
 - b. Gaming device number, when payout is associated with specific slot play;
 - c. Dollar amount of payout (both alpha and numeric) or description of personal property (e.g., jacket, toaster, car, etc.);
 - d. Reason for payout (e.g., double jackpots, four-of-a-kind bonus, etc.);
 - e. Signatures of two employees verifying, authorizing, and completing the promotional payout with the patron; and

Note: For approved computerized systems that validate initiate and print the dollar amount of the payout on a computer-generated form, only one employee signature is required on the payout form.

 - f. Patron's name (for drawings only).
5. If the promotional cash (or cash equivalent) payout is less than \$500, documentation is created to support the decrease in the bank accountability from which the payout was made.
6. When a sequentially-numbered payout form is voided, the following steps are performed:
 - a. Preparer clearly marks "VOID" across the face of all non-restricted copies of the form;
 - b. Preparer and another employee sign adjacent to the void indication on all non-restricted copies of the form; and
 - c. All parts of the form are delivered to the accounting/audit department for retention and accountability.
7. Payouts of \$20 or more, including jackpot payouts, short pays, payouts of canceled credits, and promotional payouts, are controlled and completed in a manner that precludes any one individual from initiating and producing a fraudulent payout form, obtaining the funds, forging signatures on the payout form, routing all parts of the payout form, and misappropriating the funds, or that precludes a custodian of funds from altering the dollar amount on all parts of the payout form

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subsequent to the payout and misappropriating the funds. The procedures include, at a minimum, the following:

- a. Two employees are physically required to witness, verify, and complete the following transactions:
 - 1) Payouts of \$5,000 or more completed with an approved computerized slot payout system, when the computerized slot system validates, initiates, and prints the dollar amount on the form and the amount cannot be altered;
 - 2) Payouts completed with an approved computerized slot payout system which allows an individual to add or edit the dollar amount of the payout by more than \$1 in the computerized slot payout system; and
 - 3) Payouts recorded on a manual payout form.

Note: Acceptable procedures in meeting the requirements of ICP #7(a) include, but are not limited to, the following:

- i) Funds are issued to a second verifier of the payout (i.e., someone other than the individual who generated/requested the ticket) or to two individuals concurrently (i.e., the generator/requestor of the form and the verifier of the payout). Both individuals witness the payout; or
 - ii) The routing of one part of the completed form is under the physical control (e.g., dropped in a locked box) of an individual other than the individual that obtained/issued the funds and the individual that obtained/issued the funds must not be able to place the form in the locked box; or
 - iii) Some other procedure which provides at least the same level of control as discussed in ICP #7.
- b. One employee is physically required to witness, verify, and complete payouts of less than \$5,000 completed with an approved computerized slot payout system, when the computerized slot payout system validates, initiates, and prints the dollar amount on the form and the amount cannot be altered.

Wagering Vouchers

8. An employee must not use a gaming device to create a voucher for later sale or to be given to a patron as a free play promotion.
9. The issuance of vouchers for promotional purposes, other than through actual slot play or through the purchase of vouchers by the patron, must be sufficiently documented and authorized by supervisory personnel.

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10. Prior to making payment on a voucher, an employee must verify the validity of the voucher through the CWS.

Note: An employee may not verify the validity of the voucher by inserting it into a gaming device.

11. In the event of system failure, supervisory personnel must approve payment of all vouchers 250 or more by signing, dating, and writing/stamping with a paid designation on the voucher. For these payouts, supervisory personnel review the transaction history from the gaming device or any other similar method to verify the validity of the voucher.
12. Vouchers paid during a period of system failure are written/stamped with a paid designation, signed, and dated by the cashier and noted with the date paid. The vouchers paid without system validation must be entered into the CWS when the system resumes operation.
13. Payment of lost, stolen, mutilated, or expired vouchers of \$50 or more that cannot be validated by the CWS are approved by supervisory personnel by signing, dating, and writing/stamping with a paid designation on the voucher, if provided by a patron. Supervisory personnel review the applicable gaming device's transaction history or other CWS records to verify the validity of the voucher. The payment of the voucher is entered into the CWS at the time the instrument is paid. If a voucher is not available, a document is prepared, pursuant to TS3, along with the voucher's validation number, if available.
14. Unredeemed vouchers can only be voided in the CWS by accounting/audit personnel when the voucher does not print, is lost, stolen and/or the complete validation number is unavailable and actual payment is made to the patron pursuant to the requirements of ICPs #1 or #2 and #7. If the voucher is available, the employee completing the void clearly marks "VOID" across the face of the form and signs adjacent to the void indication on the voucher. The accounting/audit department maintains the voided voucher and associated payout documentation.

Note: The purpose of the void is to prevent the payout from being duplicated in the accounting records used to prepare the NGC tax returns.

15. Vouchers found by personnel are held in a secure location until claimed by a patron or until such time as the vouchers expire or are paid.
16. For each cashless wagering kiosk:
 - a. At least weekly, vouchers redeemed at the kiosk are removed by at least two employees;
 - b. At least weekly, at least two employees remove the remaining bills (including cash from a currency acceptor) from the kiosk, count the cash and document the count;
 - c. At least quarterly, at least two employees remove the remaining coin from the kiosk, count the coin, and document the count;

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- d. Whenever personnel remove vouchers from a kiosk, or cash is removed from or inserted into a kiosk, reports are generated from the kiosk regarding transactions and accountability;
- e. At least weekly, the kiosk transactions are reconciled by at least two employees. The reconciliation equals (=) the cash remaining in each kiosk (including cash accepted by the kiosk), plus (+) the cash initially loaded into the kiosk (i.e., imprest amount), minus (-) the vouchers redeemed plus (+) vouchers sold plus (+) ATM transactions (if the kiosk has an ATM component). The kiosk reports are compared to the transactions recorded by the CWS. Variances are documented and investigated; and
- f. Vouchers are delivered to the accounting/audit department.

Payout Receipt Systems

Note: A payout receipt system issues a receipt/report for canceled credits that may not be rewagered and therefore is not a CWS. A payout receipt system prints a receipt only at the gaming device, or prints a report at a printer station located within a cashier's area (including cage, booth, change banks, bar, etc.).

- 17. Prior to making a payment on a payout receipt, the cashier must verify the validity of the payout through the payout receipt system.
- 18. For systems that generate payout receipts at the gaming device, in the event of system failure, supervisory personnel must approve payment of all payout receipts of \$250 or more by signing the payout receipt.
- 19. For systems that generate payout receipts at the gaming device, payout receipts paid during a period of system failure without system validation must be entered into the payout receipt system when the system resumes operation.
- 20. For systems that generate payout receipts at the gaming device, the payout receipt is exchanged for funds and then placed in the cashier's bank for shift-end reconciliation purposes.
- 21. For systems that generate a report at a printer station in a cashier's area:
 - a. The report is used for shift-end reconciliation procedures;
 - b. If the report does not uniquely identify the cashier performing the reconciliation, the cashier must sign the report; and
 - c. If the employee(s) supervising the games cannot visually verify the specific patron playing a gaming device (either physically or through electronic surveillance), any automatic or remote controlled reset device for those games must be disabled. Any jackpot payout or canceled credit required for that machine must be physically verified by an employee at the machine.

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Note: If the system goes down, a log must be used as described in ICP #2. The log must be compared to the system report when the system resumes operation with variances investigated, documented, and maintained.

Drop Procedures

Note: ICPs #22 - #27 also apply to vouchers.

22. The currency acceptor and coin drop and count for each gaming device must be performed at least once per month.
23. The slot drop is performed by a minimum of two employees.
24. To ensure funds are not removed during the slot drop, a second employee must be able to monitor (witness in person) at all times the removal and placement of the currency acceptor drop boxes and/or coin from the gaming device onto the cart.
25. Security is provided over the cart contents until they have been transported to the count room.
26. If more than one trip is required to remove the currency acceptor drop boxes and/or coin from the gaming devices, the filled cart(s) or contents thereof are either locked in the count room or secured in another equivalent manner. Other than the scheduled currency acceptor drop and/or coin drop, stored full currency acceptor drop boxes and/or coin must be secured.
27. The slot drop proceeds are secured until counted, with access to the stored carts or contents thereof restricted to authorized members of the drop and count teams.

Equipment Control

28. A weigh scale calibration module is physically secured as to prevent unauthorized access and recalibration (e.g., pre-numbered labels, lock and key, etc.).
29. Someone independent of the cage, vault, and slot departments is required to be present whenever the calibration module is accessed and such access is documented and maintained.
30. If a currency counter and/or weigh scale interface is used, it is adequately restricted so as to prevent unauthorized access (e.g., passwords, keys, etc.).
31. If the weigh scale has a zero-adjustment mechanism, it is either physically limited to minor adjustments (e.g., weight of a bucket) or physically situated such that any unnecessary adjustments to it during the weigh process would be observed by other count team members.
32. On at least a quarterly basis, unannounced tests of the following equipment are performed by someone independent of the count team and the results of such tests, by denomination, are documented and maintained:

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- a. Currency counter and currency counter interface, if applicable, tests including all denominations of currency and all types of vouchers counted by the currency counter; and
- b. Weigh scale, weigh scale interface, if applicable, and/or coin counter tests, if applicable, including all denominations of coin and tokens accepted by the gaming devices.

General Count Procedures

Note: The coin count begins with the weighing of the first coin bucket. The currency acceptor count begins with the opening of the first drop box. Both counts end when the independent verifier signs the count sheet and assumes accountability of the proceeds or the count documentation.

33. The slot count and wrap process is performed by a minimum of two employees. At no time during the count or wrap process will there be fewer than two employees in the count room.
34. Access to the count room during a count is restricted to members of the drop and count teams, authorized observers, supervisors for resolution of problems, and authorized maintenance personnel.
35. All coin, tokens, chips, and/or cash inventory stored in the count room is secured from unauthorized access at all times during the drop and count process.
36. Transfers of coins, tokens, vouchers, coupons, or currency in or out of the count room are strictly prohibited until all count and verification procedures are completed.
37. Corrections on any count documentation are made by crossing out the error, entering the correct figure, and then obtaining the signatures or initials of at least two count team members who verified the change. If a currency counter interface is used, corrections to count data are made using one of the following methods:
 - a. Crossing out the error on the document, entering the correct figure, and then obtaining the signatures or initials of at least two count team members who verified the change. If this procedure is used, an employee independent of the count team enters the correct figure into the computer system prior to the generation of related slot reports; or
 - b. Correcting the error in the computer system and entering the passwords of at least two count team members during the count. If this procedure is used, an exception report is generated by the computer system identifying the gaming device number, the error, the correction, and the count team members who verified the change.
38. An employee who does not accept accountability of the drop proceeds transports all count and wrap documentation, including vouchers and any applicable storage media, to the accounting/audit department immediately after signed by the independent verifier. Alternatively, it may be adequately secured (e.g., locked container to which only accounting/audit personnel can gain access) until retrieved by the accounting/audit department.

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Note: A copy of the count sheet faxed, scanned, or emailed to another location (e.g., corporate office) by the independent verifier will be considered acceptable, if the faxed, scanned, or email copy is compared/reconciled to the original drop paperwork and the casino accountability or bank deposit.

Coin Count Procedures

39. The count team does not have access to any coin drop amounts per the gaming device meters until after the count is completed and the drop proceeds are accepted into the cage, vault, or other area of accountability.
40. Immediately prior to the coin count, a count team member tests the weigh scale/metered count machine with a substantial amount of varying weights or with a significant number of previously counted coin before each denomination is weighed/counted to ensure the scale is properly calibrated or the metering device is functioning properly. The test results are recorded on the slot count documentation and signed by at least two count team members performing the test.
41. The amount of the coin drop from each machine, and in total for each denomination, is recorded in ink on a slot count document or it is mechanically printed by the weigh scale (e.g., weigh scale tape). If a weigh scale interface is used, the coin drop figures are transferred via direct line or computer storage media to the accounting/audit department. If applicable, the weigh/metered count will be converted to dollar amounts on a slot count document.
42. The coins are wrapped immediately after being weighed/metered.

Note: The term "wrapped coin" includes wrapped, bagged, and racked coin/tokens.
43. Bagged coin, if applicable, must be meter counted. Each bag is sealed and labeled with the dollar amount contained in the bag.
44. If the coins are transported off the property, a wrapped count procedure must be performed before the coins leave the property, and any variances documented.
45. As the coin is being wrapped, it is maintained in such a manner as to obtain an accurate count when the wrap is completed.
46. Upon completion of the wrap of the coin drop, the final count figures, by denomination and in total, are recorded on a summary report. Prior to verification of the count by the independent verifier, the count team compares the final wrap to the weigh/count in total and by denomination, recording the comparison and noting any variances in the summary report.
47. An employee who is independent of the count team performs an independent count of the wrapped coin drop, by denomination, and reconciles it to the coin drop amount recorded on the summary report. Any variance is reconciled and documented.

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48. At the conclusion of the reconciliation, the verifying employee who assumes accountability of the coin drop proceeds signs the summary report(s), or other reconciling document, attesting to its accuracy.
49. The wrapped coins are transported to the cage, vault, or other area of accountability immediately after the reconciliation of the weigh/count to the wrap.
50. Variations between the weigh/meter count and wrap, in excess of \$10 or 1% (whichever is greater) for any denomination, are investigated immediately and explained on the summary report.
51. Immediately after the completion of the wrap, all personnel participating in the wrap process attest, by signature, on the summary reports to their presence, the accuracy of the coin drop count recorded and the procedures performed.

Currency Acceptor Count Procedures

52. The count team does not have access to any bill-in amounts per the gaming device meters until after the count is completed and the drop proceeds are accepted into the cage, vault, or other area of accountability.
53. Immediately prior to the currency acceptor count, at least two count team members verify the accuracy of the currency counter with previously counted currency for each denomination and with each type of voucher counted by the currency counter to ensure the counter is functioning properly. The test results are recorded on the slot count documentation and signed by at least two count team members performing the test.

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

54. The currency acceptor drop boxes are individually emptied and counted in such a manner as to prevent the commingling of contents between boxes before the box contents have been counted and recorded.
55. Drop boxes, when empty, are shown to another member of the count team or to recorded or live surveillance, provided the count is monitored in its entirety by someone independent of the count.
56. The dollar amount of the currency drop from each gaming device, and in total for each denomination, is recorded in ink or other permanent form of recordation on a slot count document. If a currency counter interface is used, the currency drop figures are transferred via direct communications line or computer storage media to the accounting/audit department.
57. For each voucher removed from each drop box, the dollar amount and the validation number is recorded/scanned, by gaming device, in the CWS during the count. The CWS will generate a slot count document indicating the total dollar amount and/or total of vouchers counted in the count room.

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58. At the conclusion of the count, the currency drop amount recorded on the count sheet is reconciled to the currency drop, in the count room, by a count team member who does not function as the sole recorder, with variances reconciled and documented.

Note: ICP #58 does not apply to vouchers removed from the currency acceptor drop boxes.

59. All personnel participating in the count process attest, by signature, on the summary reports to their presence, the accuracy of the currency count, either the dollar amount or the number of vouchers counted (if dollar amount is not available to count team), and the procedures performed.
60. An employee who is independent of the count team performs an independent count of the currency drop proceeds and reconciles it to the currency drop amount recorded on the count sheet with any variances reconciled and documented.

Note: ICP #60 does not apply to vouchers removed from the currency acceptor drop boxes.

61. The independent verifier, who verifies the proceeds, certifies by signature, as to the accuracy of the count and assumes accountability of the currency drop proceeds or secures the drop paperwork.

Slot Key Control

62. The gaming device coin drop cabinet keys, gaming device door keys, currency acceptor drop box contents keys, currency acceptor drop box release keys, bill dispenser safe keys, and kiosk keys are separately keyed, including other revenue areas keys (e.g., table games).
63. During the slot drop procedure, only personnel authorized to the currency acceptor drop boxes are allowed access to the currency drop box release keys. These same employees are precluded from having access to currency acceptor drop box contents keys and currency acceptor drop box release keys simultaneously.
64. Access to the gaming device coin drop cabinet keys, currency acceptor drop box release keys, currency acceptor drop box contents keys, bill dispenser safe keys, kiosk keys, and all duplicate keys requires the physical involvement of at least two employees, including other than scheduled drop and count times. A report is maintained indicating the date, time, gaming device number, reason for access, and signature or electronic signature of personnel signing out/in the keys. Two employees are required to accompany the keys from the time of issuance until the time of return as evidenced by signatures.

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

65. Records are maintained for each duplicate key, as addressed in ICPs #64 and #67, which indicate the number of keys made and destroyed.
66. Computerized key security systems, which restrict access to the slot drop and count keys through the use of passwords, keys, or other means, other than a key custodian, must provide the same degree of control as indicated in ICPs #62 - #65.

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Note: ICP #66 does not apply to the system administrator; however, the system administrator cannot have access to the slot drop and count keys.

67. For computerized key security systems, the following additional slot key control procedures apply:
- a. Management personnel assign and control user access to keys in the computerized key security system (i.e., system administrator) to ensure that slot drop release, count contents, bill dispenser safe, kiosk, and duplicate keys are restricted to authorized personnel;
 - b. Access to the emergency manual key(s) (a.k.a. override key) used to access the box containing the slot drop, count, bill dispenser safe, kiosk, and duplicate keys requires the physical involvement of at least two employees. The date, time, and reason for access must be documented with the signatures of all participating personnel signing out/in the emergency manual key(s); and
 - c. The custody of the keys issued pursuant to ICP #67(b), requires the presence of two employees from the time of issuance until the time of return.

Slot Performance – Slot Analysis Report

68. A slot analysis report is generated at least monthly summarizing month-to-date, year-to-date, and if practicable, life-to-date gaming device performance. A slot analysis report includes:
- a. By gaming device:
 - 1) Denomination or an indication the gaming device is a multi-game;
 - 2) Gaming device number and game type;

Note: "Game type" is a code (or abbreviation) associated with a specific game. For multi-game gaming devices, the code "MG" or "Multi," etc.
 - 3) Coin-in;
 - 4) Actual or metered drop;
 - 5) Actual jackpot payout slips issued;
 - 6) Actual fill slips issued;
 - 7) Statistical win (see "Note 1" below);
 - 8) Theoretical hold percentage;
 - 9) Actual hold percentage (see "Note 1" below);

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- 10) Percentage variance (theoretical hold vs. actual hold); and
 - 11) Projected dollar variance (i.e., coin-in times the percentage variance).
- b. By denomination and in total:
- 1) Floor par (weighted average theoretical hold, see “Note 5” below);
 - 2) Combined actual hold percentage (all statistical win divided by all coin-in);
 - 3) Percentage variance (floor par vs. combined actual hold percentage); and
 - 4) Projected dollar variance (i.e., total coin-in times the percentage variance).

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

- a. The payout activity represents only slot payouts associated with the manufacturer’s payable(s) that is (are) activated in the gaming device. Jackpot payouts, as defined by Regulation 1.140, and fills recorded in the slot analysis report, include promotional payouts and/or bonus payouts that are reflected on the payable and included in the calculation of the theoretical hold percentage; and
- b. The drop activity for gaming devices recorded in the slot analysis report, includes all amounts placed into the bill acceptors (e.g., free play vouchers accepted by the bill validator of the gaming device are included in the drop amount) and/or coin in drop buckets (“drop” as defined by Regulation 1.095). The slot analysis report is configured for drop to match the method used to report gaming revenue for tax purposes (metered or actual).

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

- Note 2: Include in the slot analysis report all currently inactive gaming devices which were active for any part of the year.
- Note 3: All denomination categories required on the NGC-31 must be properly reflected in this report. Alternatively, a separate report or spreadsheet containing this information may be maintained.
- Note 4: “Life-to-Date” represents at least a previous two-year cumulative basis.

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Note 5: Floor par is the sum of the theoretical hold percentages of all gaming devices within a denomination weighted by coin-in contribution.

Note 6: One report is generated with all gaming devices, including the gaming device not communicating with a TS3 OSMS.

Note 7: When a TS3 OSMS is utilized, “multi-game” is a separate denomination category in the slot analysis report. When a TS3 OSMS is not utilized, multi-game gaming devices may be grouped in any denomination as appropriate.

69. Promotional payouts and/or bonus payouts, not reflected on the payable and/or not included in the calculation of the gaming device’s theoretical hold percentage, are not included in slot statistical win for statistical performance purposes in the slot analysis reports.

Slot Performance – Meter Readings

70. All gaming devices, at a minimum, have functioning coin-in and bill-in meters (hard or soft).
71. All gaming devices communicating with a CWS 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 these ICPs.
72. Bill-in electronic (soft) meter readings are recorded, by denomination, when the currency acceptor drop box is removed. Coin-in electronic (soft) meter readings are recorded at least monthly. The bill-in and coin-in meter readings, by gaming device, are documented and maintained.

Note 1: The coin-in and/or bill-in hard meters of a gaming device are read and recorded only when the gaming device does not have electronic (soft) meters.

Note 2: Licensees that have installed a TS3 OSMS, the meter readings are recorded and maintained at the time a drop box (coin or currency) is removed.

73. If a count team employee manually reads and records the coin-in and bill-in meters, that employee is assigned on a rotating basis unless the in-meter readings are randomly verified quarterly for all gaming devices and currency acceptors by someone other than the regular in-meter reader.

Note: ICP #73 is not applicable if someone independent of the count team records the coin-in and bill-in meters.

74. Upon receipt of the meter reading information, the accounting/audit department reviews all coin-in meter readings for reasonableness using pre-established parameters.
75. Prior to final preparation of slot analysis and performance reports, coin-in meter readings that do not appear reasonable are reviewed with slot department personnel, and exceptions documented, so that meters can be repaired or clerical errors in the recording of meter readings can be

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corrected. The final slot analysis report is reviewed to ensure that the correct coin-in dollar amount has been recorded.

Note 1: When the correct coin-in amount cannot be determined (i.e., coin-in not recorded properly due to gaming device meter or system failure), the preferred method for recalculating a reasonable coin-in amount is to use the actual average coin-in for the machine in question over the past several drop periods.

Note 2: For systems that read meters on a daily or hourly basis, a reasonable estimate using these readings may be used as an alternate method for performing this step.

Slot Performance – Theoretical Hold Worksheets (Par Sheets)

76. Accurate and current manufacturer's theoretical hold worksheets are maintained, or readily available, for each payable on a gaming device.
77. The master game program number, par percentage, and the payable are verified to the manufacturers' theoretical hold worksheet, when the gaming device is initially received from the manufacturer or distributor.

Slot Performance – Theoretical Hold Percentages

Note: ICPs #78 – #80 refers to all gaming devices (including multi-game gaming devices).

78. The theoretical hold percentages used in the slot analysis reports must be within the performance standards set by the manufacturer, as reflected in the manufacturers' theoretical hold worksheets (par sheets), and must not include other fees (e.g., a percentage payment to operators of inter-casino linked gaming device). This applies to a single payable gaming device, as well as to all active paytables on a multi-game gaming device.

Note 1: Theoretical hold percentages, for gaming devices with progressive payouts not included in the manufacturers' theoretical hold worksheet, are to be properly reduced by the contribution percentage for all affected paytables and properly included in the slot analysis report.

Note 2: When a TS3 OSMS is in use, and such adjustments are not possible due to system limitations, the requirements of ICP #78 "Note 1" are to be applied to the extent the system will allow. Documentation describing system limitations and what procedures were implemented and completed to comply with ICP #78 "Note 1" is also required.

Note 3: The theoretical hold used in the slot analysis report represents theoretical performance of the payable, and excludes promotional payouts and/or bonus payouts not included in the payable.

79. When a range of theoretical hold percentages are provided by the manufacturer for a single payable (e.g., as indicated in the par sheets of skill-based games), the theoretical hold percentage

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used in the slot analysis report is consistent among gaming devices, or as allowed by the system when a TS3 OSMS is utilized.

Note: When multiple variations of a single payable are available for activation, the theoretical hold percentage associated with the activated payable must be reflected in the slot analysis report for the gaming device. Consistency among machines is only required to the extent that the same variation is activated.

80. Each change to a gaming device's theoretical hold percentage, including adding and/or changing progressive percentage contributions, requires the use of a recalculated theoretical hold percentage and results in that machine being identified as either a new machine (see the exception for multi-game gaming devices in "Note 1" below) or the same machine with separated records in the slot analysis report (i.e., not commingling various hold percentages).

Note 1: For multi-game gaming devices, a new machine number is not assigned when the active paytables offered for patron play are changed within the same library of paytables. This applies even when only one payable is active for slot play. However, such changes do require the use of a recalculated theoretical hold percentage in the slot analysis report.

Note 2: A new gaming device number is assigned when the entire library of paytables within the gaming device is replaced with a new library of paytables (e.g., device storage media is replaced with a different device storage media). In such cases, a new gaming device number is assigned.

Note 3: A new gaming device number is not assigned when a new par percentage used in the slot analysis report is a result of a correction of an inaccurate par percentage.

Multi-Game Gaming Devices

Note 1: A calculation of the theoretical hold must be included in the slot analysis report by using the simple average method (described in ICP #81) or the weighted average method (described in ICP #82).

Note 2: The method used for calculating the theoretical hold parentage (simple average or weighted average) must be consistently applied to multi-game devices.

81. For multi-game gaming devices, the theoretical hold percentage used in the slot analysis report is a simple average of the theoretical hold percentages activated for play, as set by the manufacturer, of all active paytables. The slot analysis report is revised to indicate the new simple average theoretical hold percentage whenever there is a change in the simple average.

Note: When the simple average method is used, ICPs #109 - #110 do not apply.

82. When multi-game gaming devices have the ability to properly communicate coin-in amounts for each payable to a TS3 OSMS, the TS3 OSMS is used to read and record the coin-in amounts for

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each payable. The TS3 OSMS is then utilized to complete and document the results of the following procedures for those machines connected and communicating to the TS3 OSMS:

- a. Weekly, record the total coin-in meter by gaming device;
- b. Quarterly, record the coin-in meters for each payable and the coin-in meters for each payable, by denomination, when the payable has a different theoretical hold percentage for each denomination; and
- c. Within 30 days after the end of the fiscal year, adjust the theoretical hold percentage for the gaming device to a weighted average based upon the ratio of coin-in for each payable in play during the year. Include the new weighted average percentage for the gaming device in the fiscal year end slot analysis report.

Note 1: Even if the TS3 OSMS has the ability to properly communicate coin-in amounts for each payable and calculates the theoretical hold percentage, the simple average method may still be used.

Note 2: When the weighted average method is used, ICPs #109 - #110 must be performed.

Note 3: For the initial placement of multi-game gaming devices on the floor, a simple average of the theoretical hold percentage for the activated paytables of the machine may be used in the slot analysis report. The simple average of the theoretical percentage is replaced with the weighted average theoretical hold percentage at the end of the fiscal year in accordance with ICP #82(c).

Note 4: For multi-game gaming devices with exactly the same payable mix used throughout the year, when a weighted average theoretical hold percentage is reflected in the slot analysis report, the adjusted theoretical hold percentage may be calculated using a weighted average of the combined gaming device's percentages.

Note 5: A simple average theoretical hold percentage calculation (ICP #81) should be used for gaming devices that do not communicate with the TS3 OSMS system.

Gaming Device Performance – Additional Records

83. Records are maintained for each machine which indicate the following:
 - a. Gaming device number;
 - b. Date the gaming device was placed into service;
 - c. Date the gaming device was removed from operation;
 - d. Date the gaming device was placed back into operation, if applicable;

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- e. Any changes in machine numbers and designations;
 - f. The initial theoretical hold percentage, dates and type of changes made affecting the gaming device's theoretical hold percentage, and the recalculation of theoretical hold percentage as a result of the changes; and
 - g. For each multi-game gaming device, the initial paytables activated for play, along with each payable's theoretical hold percentage, as determined by the manufacturer, must be maintained. Additionally, for multi-game gaming devices where the theoretical hold percentage is reflected as a simple average in the slot analysis report, the following must be maintained:
 - 1) Simple average of the theoretical hold percentages of the paytables activated for play, and when applicable, the date of each change to the activated paytables;
 - 2) Revised activated paytables;
 - 3) Theoretical hold percentage for each payable activated for play; and
 - 4) New simple average of the theoretical hold percentages of the paytables activated for play.
84. Updates to the gaming device computer data files to reflect the additions, deletions, or movements of gaming device are made at least weekly, prior to in-meter readings, generation of system (e.g., CWS and TS3 OSMS) reports and the slot count process.

Slot Performance – Analytical Procedures

85. The slot analysis reports are reviewed and initialed by management on at least a monthly basis. Large year-to-date variations between theoretical hold and actual hold, by gaming device, are investigated and resolved with the findings documented no later than 30 days after the generation of the slot analysis report.

Miscellaneous

86. When gaming devices are temporarily removed from the floor, slot coin drop, currency drop and hopper contents are removed from the gaming device and properly stored in a secured area to preclude the misappropriation of stored funds. When gaming devices are permanently removed from the floor, coin drop, currency drop, voucher drop, and hopper contents are removed from the gaming device and properly stored in a secured area until counted and recorded by two employees in the count room, with appropriate documentation being routed to the accounting/audit department for proper recording and accounting for initial hopper loads.

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

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

Note: ICP #87 does not apply to progressive payouts handled by an operator of an inter-casino linked system, unless otherwise required by a license condition or an associated equipment approval condition.

Game Program Testing

88. At least annually, a sample (must be rotated) of 10% of the gaming device programs will be tested, to ensure that the game program has been and is currently approved by the Board. Documentation including the outcome of the test and follow-up with the game manufacturer and Technology Division, if necessary, is maintained.

Note: A program has been developed by the Technology Division that assists operators in testing a sample of gaming device programs, which is available at <http://gaming.nv.gov/index.aspx?page=102>.

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

Note 1: Compliance with ICPs #89 - #96 is required for all computerized player tracking, promotional accounts, promotion, and external bonusing systems. These systems include those that communicate with gaming devices as to the amount of electronic cashable or non-cashable credits added to the credit meters.

Note 2: A "promotional account" is an electronic ledger used in a CWS (e.g., player tracking account) to record transactions involving a patron that are not otherwise recorded in a wagering account.

Note 3: As used in ICPs #89 - #96, the term "point" or "points" is a generic term and refers to a representative of value awarded to a patron based upon specific criteria established by the licensee. Commonly, points are earned by patrons placing wagers or purchasing room nights, food, beverage, or entertainment admissions. Patron accounts in a player tracking system are used to track points earned and awarded to patrons.

89. Personnel who redeem points for patrons cannot have access to inactive or closed accounts without supervisory personnel authorization. Documentation of such access and approval is created and maintained.
90. The addition/deletion of points to player tracking accounts, other than through an automated process related to actual slot play, must be sufficiently documented (including substantiation of

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reasons for increases) and authorized/performed by supervisory personnel of the player tracking, promotions, or slot department. The addition and deletion of points to player tracking accounts and the addition and deletion of cashable credits and non-cashable credits to promotional accounts authorized by supervisory personnel are documented and randomly verified by accounting/audit personnel on a quarterly basis.

Note: ICP #90 does not apply to the deletion of points related to inactive or closed accounts through an automated process.

91. The issuance of wagering credits, both through and other than through actual slot play, must be sufficiently documented and authorized by management personnel independent of the slot department. Alternatively, slot supervisory personnel may authorize the issuance of the wagering credits if sufficient documentation is generated and personnel independent of the slot department, on a quarterly basis, randomly verify the issuance. The player tracking system creates and maintains documentation indicating the wagering credits issued.
92. Patron identification is required when redeeming points without a player tracking card.
93. Changes to the player tracking system parameters, such as point structures and employee access, must be performed by supervisory personnel independent of the slot department. Alternatively, changes to player tracking system parameters may be performed by slot supervisory personnel, if sufficient documentation is generated and the propriety of the changes are randomly verified by supervisory personnel independent of the slot department, on a quarterly basis.
94. Changes to the promotional accounts, promotion, and external bonusing system parameters, such as the awarding of bonuses, the issuance of cashable credits, non-cashable credits, vouchers, and employee access, must be performed by supervisory personnel independent of the slot department. Alternatively, changes to promotional accounts, promotion, and external bonusing system parameters may be performed by slot supervisory personnel, if sufficient documentation is generated and the propriety of the changes are randomly verified by supervisory personnel independent of the slot department, on a quarterly basis.
95. All other changes to the player tracking, promotional accounts, promotion, and external bonusing systems must be appropriately documented.
96. Rules and policies for player tracking accounts including awarding, redeeming, and expiration of points, are prominently displayed or available for patron review at the licensed location.

Contests/Tournaments

97. All contest/tournament entry fees and payouts, including mail transactions, are summarized on a cash accountability document on a daily basis.
98. When contest/tournament entry fees and payouts are transacted, the transactions are recorded on a document which contains:
 - a. Patron's name;

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- b. Date of entry/payout;
 - c. Dollar amount of entry fee/payout, both alpha and numeric, and/or nature and dollar value of any noncash payout;
 - d. Signature of individual completing the transaction attesting to the receipt or disbursement of the entry fee/payout with the patron; and
 - e. Name of contest/tournament.
99. Contest/tournament entry fees and payouts are summarized and posted to the accounting records on at least a monthly basis.
100. Contest/tournament rules are included on all entry forms/brochures and are prominently displayed or available for patron review at the licensed location. The rules must include at a minimum:
- a. All conditions for entry into, and advancement through, the contest/tournament;
 - b. Specific information pertaining to any single contest/tournament, including the dollar amount of money placed into the prize pool;
 - c. The distribution of funds based on specific outcomes; and
 - 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.
101. Results of each contest/tournament are recorded and available for participants to review. The recording includes: name of the event, date(s) of event, total number of entries, dollar amount of entry fees, total prize pool, and dollar amount paid for each winning category. The name of each winner is recorded and maintained, but not made available to the participants unless authorized by management personnel.
- Note: For free tournaments (i.e., patron does not pay an entry fee), the information required by ICP #101 must be recorded.
102. The aforementioned contest/tournament records are maintained for each event.

Accounting/Audit Procedures

103. Accounting/audit procedures are performed by personnel who are independent of the transactions being reviewed.
104. The following procedures are performed by accounting/audit personnel using the count document completed by the count team members:

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- a. Foot the count sheet(s) and reconcile the dollar amount of coin/currency drop proceeds on the count sheet to the dollar amount recorded in the applicable accountability document, as well as the slot summary, and to the slot analysis reports. Investigate and document any variances noted; and
- b. Examine for propriety of signatures.

Note: For computerized systems, only one drop period for each calendar quarter must be footed with the total being traced to the amount recorded in the computer system drop reports. However, the total from the computer system drop reports must be traced to the total drop amount recorded in the casino accountability document and to the slot analysis reports for all drop periods.

105. Accounting/audit personnel must review all manual slot payout forms (including promotional payouts) and fill forms for proper completion and reconcile all parts of each form to the restricted copy. Additionally, all computerized payouts and fill forms, prepared as a result of a system override, and all voided sequentially numbered payout forms are to be reviewed for propriety and for proper completion.

106. Accounting/audit personnel must foot all slot payouts (including promotional payouts) and fill forms and trace the total to the total payout and fill amounts recorded in the applicable cashier's accountability document and to the slot analysis reports. If a variance is noted, an investigation is performed to determine whether all forms are accounted for, with the investigation being documented.

Note: For computer systems, only one drop period for each calendar quarter must be footed with the total being traced to the amount recorded in the computer system payout and fill reports. However, the total from the computerized system payout and fill reports must be traced to the total payouts and fill amounts recorded in the applicable cashier's accountability document and to the slot analysis reports for all drop periods. If a variance is noted, an investigation is performed to determine whether all forms are accounted for, with the investigation being documented.

107. Accounting/audit personnel must produce a report that compares the bill-in meter readings to the currency acceptor drop amounts for each gaming device. Accounting/audit personnel must perform follow-up on any one machine having an unresolved variance in excess of \$50 or 10% (whichever is less) between actual drop and bill-in meter readings. Discrepancies must be resolved prior to the generation/distribution of slot count reports and slot analysis reports. The follow-up performed and results of investigation must be documented and maintained.

108. Accounting/audit personnel must produce a report that compares CWS vouchers accepted to the vouchers counted in the count room (i.e., vouchers and coupons) for each gaming device dropped. Variances, by gaming device, noted in the reports that are in excess of \$50 or 10% (whichever is less) are reviewed by accounting/audit personnel. The results of the variance investigation, including the date of and personnel involved in the investigations, are documented in the report and retained. The results also include any corrective action taken (e.g., meter replaced, interface

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component repaired, software debugged, etc.). The investigation is completed and the results are documented within seven days of the date the variance was noted.

109. Licensees that utilize a TS3 OSMS or non TS3 OSMS and follow ICP #82, at least annually, procedures are performed to verify that the metering system is transmitting, receiving, and recording data from the gaming devices properly for coin-in for each payable for the multi-game gaming devices. These procedures will include at a minimum the following:
 - a. Select a sample of the gaming devices connected to the metering system. Each gaming device interfaced with the metering system must be reviewed at least once during a two-year calendar period. Maintain a record for each two-year calendar period, indicating the date each gaming device was reviewed. There is no requirement to review gaming devices prior to being removed from patron availability, even if the gaming devices have not yet been reviewed during the current two-year period;
 - b. For the gaming devices selected, manually read and record the electronic (soft) meters;
 - c. Compare the manual meter readings to the metering system-generated readings report and document all variances. For metering systems that:
 - 1) Read the specific value indicated on the gaming device meters and compare the gaming device meter amounts to the meter amounts per the metering system to determine the amounts agree; or
 - 2) Obtain system meters (e.g., delta system), perform two readings of the gaming device meters, calculate the change in the meter readings between the two readings and determine that both the system meters and the gaming device meters are incrementing by the same amount.
 - d. Document the test and the results of investigations into all variances, by gaming device.
110. At least annually, for TS3 OSMS systems using weighted average theoretical hold percentages for multi-game gaming devices, reconcile the combined coin-in dollar amounts for each payable to the total coin-in dollar amount of the gaming device. Investigate unreconciled variances with slot department personnel, and document exceptions, so that meters can be repaired or clerical errors in the recording of meter amounts can be corrected.
111. Each month accounting/audit personnel must review CWS documentation that supports the dollar amount of expired vouchers. This dollar amount, less any manually paid expired vouchers, is verified to be included in revenue on the NGC tax returns. The CWS unpaid vouchers documentation, including voucher numbers, is restricted to authorized personnel.
112. If slot gross gaming revenue, as indicated on the NGC tax returns and slot analysis reports, is reported on a modified accrual basis (e.g., coin/currency/vouchers drop is computed using coin drop, bill-in and voucher-in meters for those gaming devices not dropped at the end of the month), the following apply:

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- a. A TS3 OSMS or a non TS3 OSMS must be used for compliance with these ICPs;
 - b. A report is maintained that supports the end-of-month accrued metered drop dollar amount by gaming device;
 - c. The NGC tax returns and the slot analysis reports are adjusted the following month for variances between reported/recorded accrued drop dollar amounts and actual drop dollar amounts; and
 - d. At least monthly, accounting/audit personnel prepare a reconciliation report for all gaming devices 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.
113. At least annually, for gaming devices, accounting/audit personnel randomly verify that game program changes resulting in a change in theoretical hold or the assignment of a new gaming device number are properly reflected in the slot analysis reports.
114. Accounting/audit personnel review system exception reports for all computerized slot systems, on a weekly basis, for propriety of transactions, and unusual occurrences. All noted improper transactions, or unusual occurrences, are investigated with the results documented and maintained.
- Note: 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.
115. For one cashier per week (the cashier selected for auditing must be rotated), accounting/audit personnel must foot the vouchers and/or payout receipts redeemed and trace the totals to the totals recorded in the system and to the amount recorded in the applicable cashier’s accountability document.
116. Accounting/audit personnel must ensure all single-use slot promotional coupons redeemed at booths, the cage, etc. (i.e., coupons that cannot be accepted by a gaming device for wagering purposes) are properly canceled to prevent improper recirculation. Accounting/audit personnel cancel such coupons, if not previously performed by slot/cage personnel.
117. At least monthly, accounting/audit personnel must reconcile issued, voided, and redeemed vouchers to the unpaid and expired vouchers dollar amount using the reports produced by the CWS. Any variances noted are investigated and documented. Additionally, personnel must examine all paid expired vouchers for proper authorization and documentation pursuant to ICPs #10 - #14.
118. At least monthly, accounting/audit personnel verifies that the correct amount of slot revenue resulting from vouchers activity (drop and issuances) has been recorded in the accounting records used to prepare the NGC tax returns.

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119. Accounting/audit personnel prepare a monthly slot summary report that reconciles taxable win from the monthly slot analysis report to the monthly total slot gross revenue amount reported on the NGC tax returns. The following adjustments, with supporting documents, may need to be reflected in this reconciliation:

- a. Hopper load changes;
- b. Vouchers and payout receipts;
- c. Promotions;
- d. Pro rata share of an inter-casino linked system payout; or
- e. Other allowable adjustments impacting reported slot revenue.

Note 1: 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.

Note 2: 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 returns.

120. Prior to submission of the NGC tax returns for the month, the reconciliation required by ICP #119 is completed, and any follow-up performed is documented and maintained. Any variances noted are resolved prior to submission of the NGC tax returns.

121. Monthly, accounting/audit personnel reconcile gross revenue from the monthly slot summary report to the general ledger. Any variances between the gross revenue recorded in the monthly slot summary report and the general ledger must be identified by documenting the reason for the variance. This reconciliation is documented and maintained.

122. For computerized player tracking systems, accounting/audit personnel perform the following procedures at least one day per quarter:

- a. Review all point addition and deletion documentation, other than for point additions and deletions made through an automated process, for propriety;
- b. Review exception reports including transfers between accounts; and
- c. Review documentation related to access to inactive and closed accounts.

123. At least annually, all computerized player tracking, promotional accounts, promotion, and external bonusing systems are reviewed by personnel independent of the individuals that set up or make

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changes to the system parameters. The review is performed to determine that the configuration parameters are accurate and have not been altered without appropriate management authorization (e.g., player tracking system - verify the accuracy of the awarding of points based on the dollar amount wagered). The system should also be tested, if possible, to further verify the accuracy of the configuration parameters (e.g., player tracking system - wager at the gaming device to verify the accuracy of the amount of points or credits awarded). The test results are documented and maintained.

124. Accounting/audit personnel reconcile all contest/tournament entry and payout forms to the dollar amounts recorded in the appropriate accountability document.
125. For all promotional payouts (including payouts from computerized player tracking activity), and any contests, tournaments, drawings, and giveaway programs with a single payout of \$500 or more, the following documentation is maintained:
 - a. Copies of the information provided to patrons describing the contests, tournaments, promotional payouts, drawings, and giveaway programs (i.e., brochures, flyers, or other);
 - b. Effective dates; and
 - c. Accounting treatment, including general ledger accounts, if applicable.
126. Monthly, accounting/audit personnel review all contests, tournaments, promotional payouts, drawings, and giveaway programs to determine proper accounting treatment and proper win/loss computation.
127. Monthly, accounting/audit personnel perform procedures (e.g., interviews, review of payout documentation, etc.) to ensure that contests, tournaments, promotional payouts, drawings, and giveaway programs are conducted in accordance with the conditions provided to patrons. For any contest/tournament, accounting/audit personnel reconcile the contest/tournament entry fees collected to the actual contest/tournament payouts made. This reconciliation is to determine whether, based on the entry fees collected, the payouts made, and the amounts withheld by the gaming establishment, if applicable, were distributed in accordance with the contest/tournament rules.
128. For weigh scale interface systems and currency counter interface systems, for a least one drop period per quarter accounting/audit personnel compare the totals on the weigh tape/currency counter report to the system-generated weigh/currency count recorded in the slot analysis report. Discrepancies are resolved prior to generation/distribution of slot count reports and the slot analysis report.
129. At least annually, accounting/audit personnel recalculate the floor par for a sample denomination to ensure the accuracy of the floor par on the slot analysis report.
130. At least quarterly, accounting/audit personnel randomly verify the issuance of vouchers for promotional purposes. The verification is documented and maintained.

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131. For one day each month, accounting/audit personnel reconcile the dollar amount of active vouchers created that are reflected in the cage or slot bank's accountability documentation. The reconciliation includes using documents and CWS reports supporting all additions and reductions of active vouchers to the appropriate accountability area.

Note: "Active vouchers" are vouchers created through the CWS (not a gaming device) for purposes of wagering at a gaming device and are available for sale or distributed for promotional purposes.

132. For computerized key security systems controlling access to slot drop keys, count keys, bill dispenser keys, and kiosk keys, accounting/audit personnel, independent of the system administrator, will perform the following procedures:

- a. Monthly, review the report generated by the computerized key security system indicating the transactions performed by the individual(s) that adds, deletes, and changes user's access within the system (i.e., system administrator). Determine whether the transactions completed by the system administrator provide adequate control over the access to the slot drop and count keys, including kiosk, and bill dispenser keys. Also, determine whether any slot drop and count key(s), removed or returned to the key cabinet by the system administrator, was properly authorized;
- b. For at least one day each month, review the report generated by the computerized key security system indicating all transactions performed to determine whether any unusual slot drop, count, bill dispenser, and kiosk key removals or key returns occurred;
- c. At least quarterly, review the list of users that are assigned access to the slot drop, count, bill dispenser, and kiosk keys to determine that each user's access is adequate relative to the user's job position; and
- d. All noted improper transactions or unusual occurrences are investigated with the results documented.

133. Annually, an inventory of all count room, slot drop box release, contents, bill dispenser, and kiosk keys, is performed and reconciled to records of keys made, issued and destroyed. Investigations are performed for all keys unaccounted for, with the investigations being documented.

134. Documentation (e.g., log, checklist, notation on reports, tapes attached to original documents, etc.) is maintained evidencing the performance of slot accounting/audit procedures, the exceptions noted and any follow-up of all slot accounting/audit exceptions. All changes made to slot documents by accounting/audit personnel are distinguishable (e.g., made in red ink) from those made during the preparation of the document.

Payout Procedures for Mail-In Wagering Vouchers/Payout Receipts

135. Accounting/audit or management personnel receive the original vouchers/payout receipt.

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136. Accounting/audit or management personnel record the voucher/payout receipt on a log as a mail pay. The log includes the date received, patron's name, voucher/payout receipt number, and dollar amount.
137. The voucher/payout receipt is entered/scanned into the computer system for validation and canceled.
138. Accounting/audit or management personnel compare the "paid" voucher/payout receipt to the mail pay log and the system report for paid voucher/payout receipts. Any discrepancies are reviewed and documented by slot and accounting/audit management personnel.
139. Accounting/audit or management personnel, independent of the individual(s) who processed the mail pay voucher/payout receipt, review the patron's correspondence submitted, the voucher/payout receipt, the mail pay log and the system report for "paid" voucher/payout receipt for any discrepancies. Any discrepancies are documented and resolved prior to remitting the payment amount to the patron.

Record Retention

140. All documents, including those maintained on computer storage media, discussed in ICPs #1 - #139, must be retained for 5 years in accordance with Regulation 6.060 except for:
 - a. Documents specifically identified in ICPs #1 - #139 as requiring a lesser retention period; and
 - b. Gaming device vouchers and payout receipts, which only require retention for a minimum of 14 days, when the following conditions are met:
 - 1) All information on the voucher/payout receipt is contained on a separate report;
 - 2) The vouchers/payout receipts do not contain signatures, or other evidence of internal control procedures performed; and
 - 3) The vouchers/payout receipts have been classified as "redeemed" or "expired" within the CWS/payout receipt system.