

Organization Name: _____ License Number: _____
 Person Making Request: _____ Date: _____
 Daytime phone: _____ Cell Phone: _____ Email: _____

How to Use This Checklist

Mentoring is free one-on-one training and assistance provided to an organization or its gambling manager. Use this form to request mentoring, or contact your Compliance Specialist. Please check the topics for which you need assistance or additional information. We will contact you to discuss your concerns, and schedule a time to meet if necessary.

Administrative/Financial

- Allowable expense requirements; documentation.
- Cash shortage worksheet.
- Compensation records.
- Gambling checking account requirements.
- Gambling account reconciliation with bank balance.
- Membership meetings.
- Membership of organization.
- Meeting minutes.
- Internal controls/operations.
- Inventory - physical, perpetual.
- Lawful purpose requirements; documentation.
- Reimbursements; adjustments.
- LG100A, LG100C, and LG100F reports (GCBREPORTS).
- Lawful purpose "star rating".
- Real property/capital asset expenditures.

Operation of Gambling

- Cash banks.
- Lease agreement.
- Leased space.
- Site requirements.
- Site profitability.

Closed Games

- Auditing closed games.
- Prize receipt forms.
- Deposit of funds.

Pull-Tabs/Tipboards

- Conduct of pull-tabs/tipboards; records.
- House rules.
- Pull-tab dispensing device; records.
- Posting.
- Electronic pull-tabs.
- Sports tipboards.

Bingo

- Bingo program.
- Conduct of bingo.
- Conduct of bar bingo.
- Equipment.
- House rules.
- Records.
- Linked electronic bingo.

Paddlewheels

- Conduct of paddlewheels; records.
- Equipment.
- House rules.

Raffles

- Conduct of raffles; alternative raffles.
- House rules.
- Prizes.
- Raffle ticket log.
- Raffle tickets and certificates of participation.

Return this form to your Compliance Specialist at one of the offices listed below:

Gambling Control Board Suite 300 South 1711 W County Road B Roseville, MN 55113	Gambling Control Board 1415 College Way Fergus Falls, MN 56537	Gambling Control Board P.O. Box 1269 Mankato, MN 56002	Gambling Control Board Suite 208 522 E Howard St. Hibbing, MN 55746
--	--	--	--