

LG250 Fund Loss Request (Profit Carryover Adjustment)

The fund loss request for an adjustment to a profit carryover must be filed within 60 days of discovery of the loss.

Organization Name:		License & Premises Permit Number:	
Street:	City:	State: MN	Zip Code:
<p>1. Premises name: _____ Effective date of premises permit: _____ a.m.</p> <p>2. Dollar amount of loss: \$ _____ 3. Date and time of loss: _____ p.m.</p> <p>4. Explain the details of the loss. Include any information on nongambling funds and assets that were taken, if any (organization and/or lessor):</p>			
<p>5. How were the assets secured at the time the loss occurred? For example, if a safe was used, what type and weight was the safe, and was it secured to the property? Were less secure methods used, such as a locked file cabinet, locked office, or locked desk?</p>			
<p>6. Who was in control of the assets at the time the loss occurred?</p>			
<p>7. What other persons had access to the assets at the time the loss occurred?</p>			
<p>8. Date the loss was reported to the membership: _____</p>			
<p>9. What internal controls were in place to prevent the loss to the best of the organization's ability?</p>			
<p>10. Were the internal controls described above followed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain how the internal controls were followed by the organization's employees:</p>			
<p>11. What, if any, changes have been made to the internal controls and personnel to prevent future losses?</p>			

LG250 Fund Loss Request (Profit Carryover Adjustment)

12. What is the status of the law enforcement investigations? ___ Closed ___ Inactive ___ Active/Open

- A police report must have been filed within five days of discovery of the loss.
- For a loss from a pull-tab dispensing device, the police report must have been filed within 24 hours.

13. Restitution received: ___ Yes ___ No
If yes, amount received, claimed, or expected: \$ _____ Anticipated date of payment: _____

14. Reimbursement received from insurance: ___ Yes ___ No
If yes, amount received, claimed, or expected: \$ _____ Anticipated date of payment: _____

15. After review of Minnesota Rules 7861.0320, subpart 9, provide any additional information to the Gambling Control Board to consider (attach additional sheets if necessary):

I declare that all pertinent information is included with this request and that the information is correct and accurate. I also understand that the Board's action is final except for the provisions of Minnesota Rules 7861.0320, subpart 9F. If any part of the questionable fund loss is recovered, the gambling fund will be reimbursed.

Chief Executive Officer's signature	Date	Gambling Manager's signature	Date
Print name		Print name	
Daytime phone		Daytime phone	

<p>What to Send:</p> <ol style="list-style-type: none"> 1. LG250 Fund Loss Request. 2. A copy of the police report or a copy of a letter indicating that your organization has requested a copy of the local law enforcement report. 3. A copy of the minutes from the meeting at which the fund loss was reported to your membership. 4. A copy of the Schedule B2 showing how the loss was reported. 5. A copy of the LG100F (formerly Schedule F) showing how the loss was reported. 	<p>Mail To:</p> <p style="text-align: center;">Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville MN 55113</p> <p>Reminder: The LG250 must be filed with the Board within 60 days of discovery of the loss for positive consideration. The LG250 may be filed before you receive a copy of the police report; file the police report with the Board as soon as it is received.</p>
---	---

Questions? Contact the Gambling Control Board at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities. Law enforcement reports that are attached are governed by the data privacy statutes applicable to criminal justice agencies.