MINNESOTA LAWFUL GAMBLING

LG861 Site Control/Tracking and Auditing of Paper Pull-Tab Game

- As part of the site inventory, this information is required daily to track and audit each paper pull-tab game in play.
- For paper pull-tab dispensing devices, use the LG286 Paper Pull-Tab Dispensing Device Game Receipts Tracking and the LG287 Paper Pull-Tab Dispensing Device Prize Bank Reconciliation.
- If a point-of-sale system is used with a single cash drawer for multiple paper pull-tab games, use LG283 Point-of-Sale System Cash Count Report.

GAME INFORMATION

Organization name: _____ Site name: _____

Game name: _____ Serial number: _____

Date put in play: _____ Starting cash: $_____ Signature of person putting game in play: _____

DAILY GAME BANK AUDIT (complete in ink)

Date	$ Cash in	Initials	Initials of all paper pull-tab sellers on this date	Funds added/ removed	$ Cash out	Initials	Notes

CLOSING OF GAME DEPOSIT

Total cash on hand $_____ Minus start bank $ (_____) (include any funds added to bank that have not been removed) Bank deposit $_____	Signature **in ink** of person removing game from play: _____ Date closed:	Signature **in ink** of person preparing/making deposit: _____ Date:

Use page 1 daily to monitor the cash banks and to identify the paper pull-tab sellers for each deal in play. Page 1 also identifies the persons putting the deal in play, removing the deal from play, and preparing/making the deposit.

Use page 2 to audit the closed paper pull-tab game for information required by the Department of Revenue, and to perform random audits of closed games or detect errors in counting the game.

Game information
Complete "Game Information" section at the top of the page.

Putting the game into play - Immediately prior to placing the game into play, enter the following information:

- date put into play;
- starting cash;
- the person putting the game into play must sign his or her full name on the signature line (no initials).

Daily game bank audit

- At the beginning of the day a person must enter the date, the amount of cash in the cash drawer, and initial the form.
- At the end of the day a person must enter the date, the amount of cash in the cash drawer, and initial the form.
- Each person who sells paper pull-tabs must initial the form on the date that he or she sells paper pull-tabs, even if the same person also counts cash.
- Funds added/removed to a game bank must be entered on that date. Note source of funds added/destination of funds removed in the notes column.

Closing of game and deposit
Removing the game from play - The person closing the game must enter the date the game was removed from play, the total cash in hand, and sign his or her full name in ink on the signature line (no initials).

Deposit - The person preparing/making the deposit must determine the deposit amount, enter the date of the deposit, and sign his or her full name in ink on the signature line (no initials).

Audit of closed game
The person auditing the closed game must:

- complete the "Audit of Closed Game" section;
- enter his or her signature in ink; and
- date the form

Note: If you audit the game each day using your own form, the person performing the daily audit must initial your form.

Audit of Closed Game

# of winning Tickets		Winning prize amount		Total amount paid
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
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_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
_____	@ $	_____	=	_____
TOTAL PRIZES PAID			**$**	_____
VALUE OF UNSOLD TICKETS			**$**	_____

Signature in ink of person auditing closed game:

_____

Date of audit: _____

Keep the LG861 with the closed game or with your organization's records for at least 3-1/2 years after the date the game was removed from play.