

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
127 South Mill Street
Fergus Falls, MN 56537

Gambling Control Board
1819 Adams Street #402
Mankato, MN 56001

Gambling Control Board
Suite 208
522 E Howard St.
Hibbing, MN 55746