

LG1005 Request for Mentoring

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)
- Rating for profitability
- Real property/capital asset worksheet
- Reporting requirements

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

Pull-Tabs/Tipboards

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

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 299 St. Peter, MN 56082	Gambling Control Board Suite 208 522 E Howard St. Hibbing, MN 55746
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