SLOTS AUDIT PROGRAM

Gaming Date: _____   Date Performed: _____

Audited by:_____   Reviewed by:_____

The auditor must sign off on all documents and check off each step of the audit program as it is completed. All audits are to be performed in red ink. Discrepancies must be researched immediately, documented, and corrected (as needed). An Exception Report will be completed and promptly distributed for all procedure violations. The auditor will verify that appropriate signatures are present on all documents and ensure signature authenticity by referring to the Signature Card File.

A.   JACKPOTS/FILLS $_____

1._____   Sort Jackpot and Fill tickets into FW5, FW6 and manual whiz machine sequences. Order each sequence by ticket number. Detach W-2G's, W-9's, and Paid-In/Paid-Out forms. Void or edit W-2G's as necessary in Jackpot/Fill. Record W-2G's in the Daily folder under Excel TXINFO and place in the tax deposit holding file.

2._____   If there are manual Jackpot and Fill tickets: match and fasten the original white manual Jackpot and Fill tickets to the yellow and pink whiz machine copies. Check for alterations and appropriate signatures, and agree each original ticket to the copies and to the amount on the corresponding request. Sort tickets into Jackpots and Fills. Label the tapes and add the manual ticket jackpot and fill subtotals to the system generated totals on the Jackpot/Fill Daily Activity Report Summary.

3._____   Check off the system generated FW5 and FW6 ticket numbers on the Daily Activity Report. Mark the numbers of the tickets that are missing and determine the status of each marked transaction. Note void transactions on the Daily Activity Report Summary. Sort tickets into Jackpots and Fills. Agree jackpot and fill subtotals and grand total to the Daily Activity Report Summary final adjusted subtotals and grand total. $_____.

4._____   Sort the yellow copies of the system generated Jackpot and Fill tickets into FW5, FW6, and manual whiz machine sequences. Detach Paid-In/Paid Out Forms and Jackpot Check Copies. Order each sequence by ticket number. Verify that a Request for Jackpot/Fill is attached to each ticket. Match the ticket number sequences to the originals, keeping the yellow copies separate.

5._____   Confirm Jackpot/Fill final grand total with the Vault cashier so the graveyard closing total is carried forward correctly onto the day shift Daily Cash Summary. $_____.

6._____   Void transactions in the Jackpot Fill application. Do the Rollover in Black Bart after count team is off the floor:
   i. Close previous Audit Day and Open the Audit Day
   ii. Load Electronic Meters
   iii. Load Period Data
   iv. Print the Bad Meter Load Report from Black Bart. Enter the Bad Meter Load Report meter adjustments.
   v. Load Jackpots and Fills.
   vi. Enter manual tickets.
   vii. Agree Jackpot total and Fill total to the Daily Activity Report Summary final adjusted subtotals.
   viii. Post Jackpots and Fills.
   ix. Print the Jackpot/Fill Entries Report.

7._____ Agree totals by denomination from the BlackBart Jackpot/Fill Entries Report to the Jackpot/Fill Daily Activity Report final adjusted subtotals.

$0.01 = _____
$0.02 = _____
$0.05 = _____
$0.25 = _____
$1.00 = _____
$5.00 = _____
$25.00 = _____
Total = $ _____

8._____ Record all Jackpot/Fill ticket numbers on the Daily Activity Report Summary and on the Numbered Forms Register. Research any missing forms and document. Bundle all of the day's tickets together and file by date in the designated storage box.

B. INITIAL FILLS $_____

1._____ Match and fasten the original white manual Initial Fill tickets to the yellow and pink whiz machine copies. Check for alterations and appropriate signatures, and agree each original ticket to the copies and to the amount on the corresponding request. Order by slot number and calculate the ticket total Initial Fills.

2._____ Agree calculated ticket total Initial Fills to the Daily Cash Summary amount.
$_____.

3._____ Record all Initial Fill tickets used on the Numbered Forms Register. Research any missing forms and document. File by slot number in the Initial Fills Asset Binders.

C. TICKET OUT $_____

1._____ Resolve the status of tickets listed on the Custom Quickets Status Locked Report.

2._____ Match and fasten manually expired tickets to the Quickets Expired Tickets Report. Review the report and issue an Exception Report for any ticket less than $5.00 redeemed after expiration.

3._____ Calculate and record the change in Ticket Liability (Quickets Unredeemed Tickets Report, Current Report Grand Total Unredeemed – Previous Report Grand Total Unredeemed)

4._____ Resolve the status of tickets $1200 or greater listed on the Quickets Gaming Day Unredeemed Tickets Report.

5._____ After doing the Rollover in Black Bart, Load Ticket Out transactions in BlackBart. Enter manual tickets. Agree the BlackBart Ticket Out Total to the Quickets Sequential Ticket Report Grand Total Tickets Printed. If not equal, review the BlackBart Bad Load Ticket Report and enter any tickets listed. Agree the revised BlackBart Ticket Out Total to the Quickets Sequential Ticket Report Grand Total Tickets Printed. $_____Post Ticket Out.

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D.   TOTAL DROP $_____

    1._____   Balance Drop in total and by denomination

        (a)   _____Agree the Session Total on the K-Scale Summary Report to the Weight/Count Total in the Weigh/Wrap Variance section of the Slot Summary Report.

        (b)   _____ Verify that there are two Hard Count Team signatures on the K-Scale Summary Report. Verify the signatures of the Soft Count Team, Security Agent, and Vault Cashier on the Manual Cash Ledger Report.

        (c)   Review the K-Scale Summary Report reconciliation of the number of buckets dropped to the number of coin/token operated machines on the floor. Exceptions: _____

        (d)   _____ Recalculate the difference between the Weight/Count Total and the Wrap Total on the Slot Summary Report. Variance $_____

        (e)   _____ Complete the "Accounting Use Only" section of the Slot Summary Report. Investigate and document any variance between the coin weigh and coin wrap amounts greater than 1.0%_____

        (f)   _____Load the K-scale file in BlackBart. Agree BlackBart Total Coin to the Slot Summary Report Weight/Count Total. Enter coin drop variances in BlackBart from the Slot Summary Report. Agree the revised BlackBart Total Coin to the Slot Summary Report Wrap Total. $_____. Post Coin.

        (g)   _____Load and Post the Cashbox file in BlackBart. Print the Bad Bill Load, Zero Bill Drop, and Find Loaded Cash reports. Review the reports and enter any unmatched and mismatched bills to the correct slot numbers in BlackBart. Agree BlackBart Total Bills to Actual Cash Accepted on the Bill Acceptor Handover Sheet $_____.   Re-Post Bills.

        (h)   _____ Follow instructions in "NWAudit-Soft Count Pro and Quickets Ticket Drop Procedure Guide" to determine tickets redeemed. Load Ticket Drop in BlackBart and agree the BlackBart Ticket Drop Total to the Quickets Dropped Tickets (Slot Sort) Grand Total. Enter tickets in BlackBart from the Quickets Tickets Redeemed Not Dropped Report (if any). Agree the calculated sum of the Quickets Ticket Drop Report Grand Total and the Quickets Tickets Redeemed Not Dropped Report Grand Total to the final revised BlackBart Ticket Drop Total $_____. Post Ticket Drop. Reconcile the BlackBart MTD Ticket Drop to the sum of the Quickets MTD Ticket Drop and the Quickets MTD Tickets Redeemed Not Dropped $_____.

    2._____   Verify completeness of drop documents:

        (a)   _____ Slot Summary Report: Wrap Meter/Weigh Scale test section completed (with two signatures); date at the top (gaming day); valid last and next change dates for test coin bags; valid previous and next password change dates; and signatures of the Hard Count Team, Security Agent, and Vault Cashier.

        (b)   _____ Cashier's Coin Variance Form: Issuing Cashier and Hard Count Team Leader signatures in the test bags issued section; date at the top (current day); completed issued, received, and variance sections; and signatures of the Hard Count Team, Security Agent, and Vault Cashier. Make note of the Total Jet Sort Variance for the next day's audit.

        (c)   _____ Bill Acceptor Handover Sheet: Day and Date at the top (gaming day), and signatures of the Hard Count Team, Security Agent, and Vault Cashier.

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4. _____ Print the BlackBart Drop Totals Report.

    (a) _____ Agree the Current Manual Bill Drop total to Actual Cash Accepted on the Bill Acceptor Handover Sheet.

    (b) _____ Agree the Current Scale Drop total to the Wrap Total on the Slot Summary Report

    (c) _____ Agree the Current Manual Ticket Drop total to the calculated sum of the Quickets Ticket Drop Report Grand Total and the Quickets Tickets Redeemed Not Dropped Report Grand Total.

    5. _____ Run, export, reformat, print, and save the Custom Drop Variance Report for distribution.

E. NET WIN $_____

    1. _____ Print the BlackBart Net Win and Custom Net Win Reports.

    2. _____ Recalculate the win manually (Total Drop less Ticket Out less Jackpots and Fills) to verify the BlackBart Net Win Report win total. $_____.

    3. _____ Agree the Net Win from the BlackBart Net Win Report to the Custom Net Win Report.
        $_____ Reconcile differences

    4. _____ Agree the Coin-In total from the BlackBart Net Win Report to the Custom Net Win Report.
        $_____ Reconcile differences

F. TICKETS

    1. _____ Agree the BlackBart Ticket Drop amount from the Quickets Ticket Audit Counts Report to the Ticket Drop total in BlackBart.

    2. _____ Agree the Quickets Printed amount from the Quickets Ticket Audit Counts Report to the Ticket Out total in BlackBart.

    3. _____ Test the calculated ticket liability (BlackBart Ticket Out – BlackBart Ticket Drop – DCS Tickets Redeemed) for reasonableness by comparing to the Quickets Unredeemed Tickets Report Grand Total.

G. _____ Forward this checklist to the CFO for review. When it is returned, file in the Slot Audit Folder.