



Auditing Revenue

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Supervision 543.24(a)

- Must be provided as needed for *bingo operations*
- Authority must be equal to or greater than those being supervised



Independence 543.24(b)

- Revenue audits must be performed by agent(s) *independent* of transactions being audited



Documentation 543.24(c)

- What needs to be documented and maintained?
 - Revenue audit procedures
 - Exceptions noted
 - Follow-up



Controls 543.24(d)

- Controls must be established and procedures implemented to audit of each of the following operational areas:

• Bingo	• Patron deposit accounts
• Pull-tabs	• Lines of credit
• Card games	• Drop and count
• Gaming promotions and player tracking	• Cage, Vault, cash and cash equivalents
• Complimentary services and items	• Inventory



Bingo 543.24(d)(1)

- Monthly, reconcile ending balance in bingo control log to bingo paper inventory
 - Investigate and document any variances
- Daily reconcile supporting documents to summarized paperwork or electronic records
- Monthly, review variances of bingo accounting data in accordance with established threshold
 - Investigate and document any variances



Bingo 543.24(d)(1)

- Monthly, review statistical reports for deviations from mathematical expectations exceeding threshold established by TGRA
 - Investigate and document deviations compared to mathematical expectations required to be submitted per 25 CFR Part 547.4
- Monthly, foot random sample of vouchers redeemed and trace totals to totals recorded in the voucher system and to cashier's accountability document



Pull Tabs 543.24(d)(2)

- Daily, verify the total amount of winning pull tabs redeemed
- Monthly, verify ending balance in pull tab control log to pull tabs inventory
 - Investigate and document any variance
- Monthly, compare amount of pull tab sales on control log to actual pull tab sales
 - Is it reasonable?



Pull Tabs 543.24(d)(2)

- Monthly, review statistical reports for any deviations exceeding threshold, as defined by TGRA
 - Investigate and document any large or unusual fluctuations noted



Card Games 543.24(d)(3)

- Daily, reconcile amount on progressive sign/meter
- Reconcile amount to the cash counted/ received by cage and payouts made for each promotional progressive pot and pool
 - Reconciliation must be documented and include reasons for differences and adjustments



Card Games 543.24(d)(3)

- Monthly, review all payouts for promotional progressive pots, pools, or other promotions
 - Verify:
 - Payout accuracy
 - Proper accounting treatment
 - Conducted in accordance with conditions provided to patrons
- At conclusion of each contest, reconcile all contest/tournament entry and payout forms to amounts recorded in accountability document



Gaming Promotions and Player Tracking 543.24(d)(4)

- Monthly, review promotional payments, drawings, and giveaway programs
 - Verify
 - Payout accuracy
 - Proper accounting treatment
 - Conducted in accordance with rules provided to patrons



Gaming Promotions and Player Tracking 543.24(d)(4)

- Monthly, for computerized player tracking systems perform the following:
 - Review authorization documentation for all manual point additions/deletions for propriety
 - Review exception reports, including transfers between accounts
 - Review documentation related to access to inactive and closed accounts



Gaming Promotions and Player Tracking 543.24(d)(4)

- Annually, review of configuration parameters for accuracy and appropriate management authorization.
 - Review by agent(s) independent of those setting up or make changes to system parameters
 - Document and maintain test results



Complimentary Services or Items 543.24(d)(5)

- Monthly, review reports required in 25 CFR Part 543.13(d)
 - Report documents review of variances exceeding threshold, approved by TGRA
- These reports must be made available to those entities authorized by the TGRA, Tribal law or Ordinance



**Patron Deposit Accounts
543.24(d)(6)**

- Weekly, reconcile patron deposit account liability to the system record

- Weekly, review manual increases and decreases to/from player deposit accounts for proper authorization



Lines of Credit 543.24(d)(7)(i)

- At least three times a year, agent(s) independent of cage, credit and collections must review:
 - Select a sample of line of credit accounts
 - Ascertain compliance with credit limits and other credit issuance procedures



Lines of Credit 543.24(d)(7)(i)

- Three times a year, independent agent(s) must review (Cont.):
 - Reconcile outstanding balances of active and inactive accounts on accounts receivable listing to individual credit records and physical instruments
 - Once a year for inactive accounts
 - Examine line of credit records for appropriate collection efforts and payments are being properly recorded



**Lines of Credit
543.24(d)(7)(i)&(ii)**

- Three times a year, independent agent(s) must review (Cont.):
 - At least 5 days during review period, reconcile partial payment receipts to total payments recorded by cage
 - For the day
 - Account for receipts numerically
- Monthly, perform evaluation of collection percentage of credit issued
 - To identify unusual trends



Drop and Count 543.24(d)(8)(i)

- Quarterly, test currency counter and currency counter interface
 - Unannounced tests
 - Test results documented, signed by agent and maintained
 - All denominations of currency and cash-out tickets counted by currency counter tested
 - May be performed by Internal Audit or TGRA



Drop and Count 543.24(d)(8)(ii)

- Quarterly, test weigh scale and weigh scale interface
 - Unannounced tests
 - Test results documented, signed by agent and maintained
 - May be performed by Internal Audit or TGRA



Drop and Count 543.24(d)(8)(iii)

- For computerized key security systems controlling access to drop and count keys perform the following:
 - Quarterly, review report indicating transactions performed by individual(s) who add, delete and change users' access within the system



Drop and Count 543.24(d)(8)(iii)

- For computerized key security systems (Cont.):
 - Quarterly, review report indicating all transactions performed for any unusual drop and count key removals or key returns
 - Quarterly, review a sample of users assigned access to drop and count keys
 - Determine whether access to assigned keys is appropriate relative to their job position



Drop and Count 543.24(d)(8)(iv)

- For computerized key security systems (Cont.):
 - Quarterly, perform an inventory of all controlled keys and reconcile to records
 - Records include keys made, issued and destroyed
 - Investigate any keys unaccounted for
 - Document investigations



**Cage, Vault, Cash and Cash
Equivalents 543.24(d)(9)(i) & (ii)**

- Monthly, reconcile cage accountability to general ledger
- Monthly, trace amounts on cage deposits to amounts in bank statements



**Cage, Vault, Cash and Cash
Equivalents 543.24(d)(9)(iii)**

- Twice annually, count all funds in all gaming areas, kiosks, cash-out ticket redemption machines and change machines
 - Count all chips, tokens by denomination and type
 - Count individual straps, bags and imprest banks on a sample basis
 - Reconcile all amounts counted to amounts recorded on accountability forms to ensure proper recording



**Cage, Vault, Cash and Cash
Equivalents 543.24(d)(9)(iii)**

- Twice annual Count (cont.)
 - Count must be completed within same gaming day
 - Documentation evidencing the amount counted and comparison to accountability forms maintained
 - Counts must be observed by an individual independent of the department being counted
 - ✓ The individual responsible for the funds may perform actual count while being observed
 - Internal audit may perform and/or observe counts



**Cage, Vault, Cash and Cash
Equivalents 543.24(d)(9)(iv) & (v)**

- At least annually, select a sample to trace the dollar amount from the purchase invoice to the accountability document that indicates the increase to the chip or token inventory
- At fiscal year end, create and maintain documentation evidencing amount of chip/token liability from the previous year and explanations for adjustments to the liability account, including adjustments for chip/token float



**Cage, Vault, Cash and Cash
Equivalents 543.24(d)(9)**

- Monthly, review sample of returned checks to determine required information was recorded at the time check was accepted
- Monthly, review exception reports for all computerized cage systems for propriety of transactions and unusual occurrences
- Daily, reconcile all parts of forms used to document increases/decreases to total cage inventory,
 - Investigate and document variances



**Cage, Vault, Cash and Cash
Equivalents 543.24(d)(10)**

- Monthly, verify receipt, issuance and use of controlled inventory
 - Including, but not limited to, bingo cards, pull tabs, playing cards, keys, pre-numbered and/or multi-part forms
- Periodically, perform minimum bankroll calculations to confirm that sufficient cash is maintained



Questions





Knowledge Review

- Be sure to include your name and email address
- Do your best
- Be on the lookout for the survey email 90 days from today

QUESTIONS				
1-	A	B	C	D
2-	A	B	C	D
3-	A	B	C	D
4-	A	B	C	D
5-	A	B	C	D
6-	A	B	C	D

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