



STATE OF WASHINGTON

GAMBLING COMMISSION

"Protect the Public by Ensuring that Gambling is Legal and Honest"

Dear Card Room Applicant:

**RE: Preparation and Submission of Internal Controls for
CLASS F & HB using Alternate Methods of Collection or
Player Supported Jackpots (PSJ)**

Included in this packet is the internal control template outlining information you are required to submit to the Special Agent assigned to complete your review.

If you are also operating a house-banked card room, the internal control information requested here may be combined with your house-banked card game internal controls and submitted as one document.

You are responsible for training your employees on the internal controls covering their duties.

Please contact the Special Agent assigned to your review if you have any questions on this process.

INTERNAL CONTROLS SUBMISSION

NON-HOUSE BANKED GAMES

CLASS F & HB using Alternate Methods of Collection & Player Supported Jackpots (PSJ)

(Licensee Name)

(Date of Submission)

(Signature of CEO)

T A B L E O F C O N T E N T S

ADMINISTRATION

Include the following information in the Administration section of your Class F Internal Controls.

- **Prize Fund Custodian** - *Include prize fund custodian.*

ACCOUNTING DEPARTMENT

Include the following information in the Accounting section of your Class F Internal Controls.

- **Bank Account for PSJ Funds** - *Include bank account maintained for PSJ funds.*
- **Tip Procedures** - *Include any procedures you have for the accountability and distribution of tips received from non-house banked games.*

POKER BANK

Include the following information in the Poker Bank section of your Class F Internal Controls.

- **Imprest Window Bank** - *If not selling chips used in poker games through an imprest window bank located within the cashier's cage, include the following:*
 - *The location of the poker bank*
 - *The procedures for reconciling the poker bank.*

COUNT

Include the following information in the Count section of your Class F Internal Controls.

- **Count Time** - *Include the time your count is performed.*
- **Count Area** - *Include the location of your count area. Provide detail of the count area if not using a count room used in house banked card rooms.*

SURVEILLANCE

Include the following information in the Surveillance section of your Class F Internal Controls. If operating both house-banked and non-house banked games, include this information in the surveillance section of the house banked internal controls only.

- **Camera Placement** - *Provide a floor plan indicating the placement of all cameras.*
- **Camera Views** - *Provide a chart describing the view of each camera. Include which cameras are used to cover the movement of the drop boxes.*
- **Multiplexing or Quad Recording** - *Include the camera views recorded on each Multiplexing and Quad recording device.*

GAMBLING DEPARTMENT

Include the following information in the Gambling section of your Class F Internal Controls.

- **Player supported jackpot** – *Include a detailed description of the game including the rules of play, wagering limits, and the internal control procedures associated with controlling the game and accounting for fees and prizes. Include the amount of administrative fees deducted from the player supported jackpot collections.*
- **Maximum permissible wagers** – *Include wager limits for poker if you are operating the surveillance room without staff when only non-house banked card games are operated.*
- **Tip Acceptance Procedures** – *Include any procedures you have for acceptance of tips from non-house banked games.*

RECORDS

All records contained in the Player Supported Jackpots, Rakes, & Alternate Collection Methods (Class F) Record Keeping packet must be maintained in the prescribed format and provided in this section. Modifications to the appearance, but not content, are allowed, but must be approved by the local agent prior to implementation.

Any additional records, forms, or documents not found in the Player Supported Jackpots, Rakes, & Alternate Collection Methods (Class F) Record Keeping packet but used by the organization must be included in this section.