



STATE OF WASHINGTON

## GAMBLING COMMISSION

*“Protect the Public by Ensuring that Gambling is Legal and Honest”*

### **CARD ROOM RECORDS FOR PLAYER SUPPORTED JACKPOTS, RAKES & ALTERNATIVE COLLECTION METHODS**

Dear Non-House Banked Card Room Licensees with a Class F Endorsement:

WAC 230-15-190 requires the Commission to provide each licensed card room operator with a sample packet of daily records. These records must be completed daily, even if there was no activity. Attached are the records in the prescribed format and instructions to assist you in completing the required records.

New card room operators should contact their local county or city treasurer for details regarding taxation of authorized gambling activities within your particular area, as set forth in RCW 9.46.110. Most jurisdictions require some type of registration prior to commencement of your gambling activity(ies).

If you have a question or need assistance, please call the Gambling Commission office in your area.

Lacey Headquarters ..... (360) 486-3440 or (800) 345-2529

Spokane ..... (509) 325-7900

Attachments



STATE OF WASHINGTON

## GAMBLING COMMISSION

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

**TO:** Card Room Licensees

**SUBJECT: RESPONSIBILITY TO REPORT**

### **Your Responsibility to Report Illegal Activity**

It is your responsibility as a licensee to report and stop illegal activities. If you observe or suspect such activities occurring at your premises or any other location, please contact our nearest field office or report online at [www.wsgc.wa.gov](http://www.wsgc.wa.gov) by clicking on the link "Report a Violation" and we will investigate the matter.

### **Self Reporting Violations**

We will not bring administrative charges against a licensee that reports a violation to commission staff within 24 hours of finding it unless the director determines there are extenuating circumstances. You may accomplish this by leaving a voice or email message with the area agent and immediately correct the violation. If we determine the violation cannot be immediately corrected, you must submit a plan to correct the violation by a date agreed to by us. This section does not apply if you engaged in criminal activity or we find the violation before you report it.

### **Ongoing Investigations and Possible Penalties**

We will aggressively pursue any suspected bookmaking or other illegal activities, and we will work closely with local law enforcement to end those activities.

If you or your employees are involved in any illegal activities or allow them to continue at your business, we will have no choice but to take appropriate actions. These actions may result in the loss of your license(s) and criminal prosecution.

### **Monitoring Compliance Through Unannounced Visits**

Our agents will continue to make announced and unannounced visits to licensed premises to monitor compliance with our rules and regulations.

Our mission is to keep gambling legal and honest. Thank you for your cooperation in helping us meet that mission.

We look forward to continuing to work with you in the future. Together, we can provide an operating environment that promotes the highest possible level of integrity for authorized gambling activities and discourages illegal activities.

*P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • 1-800-345-2529 • FAX (360) 486-3631*

**CARD ROOM RECORDS FOR  
PLAYER SUPPORTED JACKPOTS,  
RAKES & ALTERNATIVE COLLECTION METHODS  
\* \* INSTRUCTIONS \* \***

**A. Card Game Control Slip (GC2-312)**

This form is used to record the chip count from drop boxes (or chip trays) for:

- Card room fees (Rake)
- Player Supported Jackpot (PSJ) funds

Card Game Control Slips must be consecutively pre-numbered. To complete this form, record:

- Type of "Game" (i.e. Texas Hold'em, Omaha, etc.)
- Whether the count is for the Rake or PSJ funds (PSJ Drop)
- Date
- Count time
- Table number
- Chip count

The two card room employees, who count the chips and record the chip count, sign the form verifying the accuracy of the information.

The total (chip count) is then recorded on the **Daily Card Room Record (GC2-313)** under the correct table number.

**B. Daily Card Room Record (GC2-313)**

This form is a daily accounting of card room activity.

To complete this form, record:

- Date
- Rake
- PSJ Drop

These amounts are taken from the **Card Game Control Slip (GC2-312)**. Record the amount next to the corresponding table number.

If you collect an administrative fee (PSJ Admin. Fee) of up to ten percent of the PSJ Drop, record that amount in the "PSJ Admin. Fee" column.

Total all columns

Calculate the Total "PSJ Funds Collected" (PSJ Drop – PSJ Admin. Fee) and record it in the appropriate box.

Record the Total Tournament Entry Fees collected for the day in the appropriate box. This amount is taken from the **Card Tournament Summary (GC2-301)**.

NOTE: If charging by time/hand use the **Daily Card Room Control Record (GC2-128)**.

### C. Reconciliation of Cash & Chips (GC2-314)

This form is used for the Poker Supervisor for:

- Recording the poker bank balance at opening
- Recording the beginning and ending poker bank balance and reconciling the poker bank at shift change
- Recording the poker bank balance and reconciling the poker bank at the end of the day

To complete this form, record:

- Date
- Check the box designating which shift this form is used for (Opener, Shift Change, Closer)

To reconcile the poker bank:

Count the currency and chips and total the columns:

- Currency (1)
- Chips (2)
- Add the Currency (1) and Chips (2) to get the Total (3)

Line four (4) is the amount of the PSJ prizes paid from the poker bank. This amount is taken from the **PSJ Winners Record (GC2-318)**.

Line five (5) is the dollar amount of the dealers' table Imprest chip bank(s) signed out. This amount is taken from the **Imprest Bank Sign-Out Log (GC2-319)**.

Line six (6) and (7) are amounts of currency/chips that were added to the poker bank. These amounts are taken from the **Schedule of Additions/Withdrawals to Card Room Cash (GC2-321)**.

Line eight (8) is the ending bank balance which is the actual count of the poker bank.

Line nine (9) is the beginning bank, which is the amount you started with.

Line ten (10) is the cash over/short, the difference between the ending bank and the beginning bank amount.

Both outgoing and incoming Floor Supervisors will sign their names and employee number on this form verifying the accuracy of the information. The Opener and Closer will only have one signature.

### D. Card Room Monthly Income Summary (GC2-315)

This form is a monthly accounting of card room activity.

Record the month and year. The following information is taken from other records:

- (1) Rake taken from **Daily Card Room Record (GC2-313)** or Hand taken from **Card Room Daily Control Record (GC2-128)**.
- (2) PSJ Admin. Fees taken from the **Daily Card Room Record (GC2-313)**.
- (3) Tournament Entry Fees taken from **Card Tournament Summary (GC2-301)**.
- (4) Cash Over/Short taken from the **Reconciliation of Cash & Chips (GC2-314)**.

Total all columns.

NOTE: If charging by time/hand you will need to add an additional column

## E. PSJ Prize Fund Accrual Record (GC2-317)

This form is a monthly accounting of a PSJ fund. Primary and reserve (back up) funds are all part of the same PSJ fund. If you have more than one PSJ scheme, you should have more than one PSJ Prize Fund Accrual Record.

Record the month and year.

Designate which Prize Fund if you have more than one. Record the following information:

- Prior Month Seed \$ (Money) Balance
- Prior Month PSJ Balance

To complete this form, record:

- (1) Date
- (2) PSJ Funds Collected taken from the **Daily Card Room Record (GC2-313)**
- (3) PSJ Prize Payouts taken from the **PSJ Winners Record (GC2-318)**
- (4) Deposit amount
- (5) Deposit date (must be within two banking days)
- (6) Seed money added or recovered from the PSJ fund during that month. Add/subtract it from the Prior Month Seed \$ Balance then total this column. Record the Cumulative Balance Total of the seed money at the bottom of the page.
- (7) Cumulative Balance of the PSJ Fund.

## F. PSJ Winners Record (GC2-318)

This form is used for recording the payment of PSJ prizes.

To complete the form, record:

- Date and time awarded
- Clearly print winner's FULL name
- Date of birth
- Prize amount
- Check number
- Description of winning hand

Winner, Dealer, and Supervisor initial this form verifying the information.

## G. Imprest Bank Sign Out Log (GC2-319)

This form is used when issuing chip banks to dealers. **If the chip bank(s) is assigned to a table with rotating dealers, this form is not required.**

- To complete the form, record:
  - Date
  - Dealer name
  - Time the dealer checked the bank out
  - Bank amount
  - Table/Bank # (number)
  - Supervisor signature
  - Time the dealer checked the bank back in
  - Bank amount
  - (+/-) Over/Short is the difference between the amount of the bank that was checked out and the amount of the bank that was checked back in
  - Initials of the Dealer and the Supervisor

## **H. Card Room Daily Record—House Players (GC2-320)**

\*\*This form is only used when assessing fees by time/hand. If you collect fees using a Rake, do NOT use this form.

This form is used to record non-paying house players or house players who will have their fees reimbursed.

To complete the form, record:

- Date
- Printed FULL name
- Time of day played
- Amount of fees reimbursed
- Date fees reimbursed
- Check number

## **I. Schedule of Additions / Withdrawals to Card Room Cash (GC2-321)**

This form is used for recording additions and/or withdrawals from the poker bank.

To complete the form, record:

- Date
- Reason for Addition/Withdrawal
- Time
- Addition Amount
- Withdrawal Amount
- Initials

Total the Addition and Withdrawal columns.

## **J. Daily Returned Check Report –NSF Check Log (GC2-280)**

This form is used for recording the receipt of NSF checks and the record of funds later collected.

To complete the form, record:

- Check Date
- Check Number
- Account Number
- Check Amount
- Date Returned
- Name of Drawer
- Date Collected
- Amount Collected (deposit this amount separate from other card room funds)
- Date Deposited (make deposit within two banking days)

## **K. Surveillance Activities Log (Part 1) (GC2-284)**

This form is used for recording the surveillance activity.

To complete the form, record:

- Date
- Person Conducting Surveillance
- Time Begin
- Time End
- Result

Record when you notified the WSGC of suspicious activity.

## L. Surveillance Activities Log (Part 2) (GC2-284a)

This form is used as an equipment Malfunction Log.

To complete this form, record:

- Date
- Description of Malfunction
- Date/Time Out of Service
- Date/Time In Service
- Date/Time WSGC (Washington State Gambling Commission) was notified

Record when the digital system was remotely accessed for maintenance or repair.

## M. Card Tournament Summary (GC2-301)

This form is used to record entry fees and winner's information on poker tournaments.

To complete this form, record:

Gross Gambling Receipts Computation:

- Entry Fees Collected taken from **Summary of Participants, Entry Fees, and Buy-Ins (GC2-302)**
- Fair market value of food and/or drink provided
- Total Tournament Entry Fees (Total Tournament Entry Fees = Entry Fees Collected – Food & Drink Provided)

Total Prizes Awarded:

- Total Buy-Ins taken from **Summary of Participants, Entry Fees, and Buy-Ins (GC2-302)**
- Total of additional prizes paid by the licensee
- Total Prizes Awarded = Total Buy-Ins + Total Prizes Paid by House

Winner's List:

- Winner's FULL name
- Date of birth
- Prize amount won

Total the Prizes Awarded

Dealer or Supervisor signs the form verifying the information.

## N. Summary of Participants, Entry Fees, and Buy-Ins (GC2-302)

This form is used for recording the tournament participants and their related fees/buy-ins.

To complete this form, record:

- Date
- Name of Entrant
- Entry fee amount
- Buy-In amount(s)

For each entrant, add across the "Buy-In" and the "Additional Buy-In" amount. Record the sum in the "Total Buy-Ins" column. Do not include the entry fee in this calculation.

Total all columns

## **O. Card Inventory Control Log (GC2-264)**

This form is used to control and track all decks maintained in inventory. Decks are controlled from the point they are received to the point they are destroyed.

To complete this form, record:

- Date
- Number of decks coming “in” or “out”
- Balance, or total number of decks in inventory
- Both Security and Gaming sign their names verifying the accuracy of the information

**Licensee Name**  
**CARD GAME CONTROL SLIP**

(Serial #)

Game: \_\_\_\_\_ Rake  PSJ

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\$ \_\_\_\_\_ Table #: \_\_\_\_\_

Counter #1: \_\_\_\_\_

Counter #2: \_\_\_\_\_

GC2-312 (Rev. 7/2014)

Licensee Name

### DAILY CARD ROOM RECORD

Date: \_\_\_\_\_

Table Number:	Rake (1)	PSJ Drop (1)	PSJ Admin. Fee	PSJ Funds Collected	Tournament Entry Fees (2)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

<b>Totals:</b>	*	-	*	=	**	*
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NOTE: \* Totals are entered on the Card Room Monthly Income Summary (GC2-315)

\*\* Total is entered on the PSJ Prize Fund Accrual Record (GC2-317)

(1) Retrieved from Card Game Control Slip(s) (GC2-312)

(2) Retrieved from Card Tournament Summary(ies) (GC2-301) & attach it to this form

Licensee Name  
**Reconciliation of Cash & Chips**  
 Poker Bank Count Sheet

Date: \_\_\_\_\_

<b>Opener</b>	<input type="checkbox"/>
<b>Shift Change</b>	<input type="checkbox"/>
<b>Closer</b>	<input type="checkbox"/>

	Currency
<b>Hundreds</b>	
<b>Fifties</b>	
<b>Twenties</b>	
<b>Tens</b>	
<b>Fives</b>	
<b>Ones</b>	
<b>Misc/Coin</b>	
<b>Total (1)</b>	

	Chips
<b>\$100</b>	
<b>25</b>	
<b>5</b>	
<b>3</b>	
<b>2</b>	
<b>1</b>	
<b>Total (2)</b>	

**RECONCILIATION**

**Total Currency (1) + Chips (2) = (3) →** \_\_\_\_\_  
**PSJ Prize Payouts (4) +** \_\_\_\_\_  
**Table Imprest Banks (GC2 319) (5) +** \_\_\_\_\_  
**Misc. Additions (Attach GC2-321) (6) -** \_\_\_\_\_  
**Misc. Withdrawals (Attach GC2-321) (7) +** \_\_\_\_\_  
**Ending Bank Balance (8) =** \_\_\_\_\_  
**Beginning Bank Balance (9) -** \_\_\_\_\_  
**Cash over/(short) (10) =** \_\_\_\_\_

Out Floor Sup: \_\_\_\_\_

Employee # \_

In Floor Sup: \_\_\_\_\_

Employee # \_

Licensee Name

## CARD ROOM MONTHLY INCOME SUMMARY

Month/Year:				
Cumulative Card Playing Fees				Cash Over / Short (4)
Date	Rake or Hand (1)	PSJ Admin. Fees (2)	Tournament Entry Fees (3)	
1	\$	\$	\$	\$
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total	\$	\$	\$	\$

**NOTE:** Columns 1-3 should agree with that day's total on the *Daily Card Room Summary* (GC2-313).  
Column 4 is retrieved from the Reconciliation of Cash and Chips (GC2-314).

















## WASHINGTON STATE GAMBLING COMMISSION CARD TOURNAMENT SUMMARY

**NOTE: This tournament summary must be attached to Daily Card Room Record (GC2-313).**

Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

**I. Gross Gambling Receipts Computation:**

<b>A.</b> Entry Fees Collected	-	<b>B.</b> Food & Drink Offerings	=	<b>C.</b> Total Tournament Entry Fees (1)
\$ _____	-	\$ _____	=	\$ _____

**II. Total Prizes Awarded:**

A. Buy-Ins (2) .....	\$	_____
B. (plus) Total Prizes Paid by House .....	\$	_____
C. (equals) Total Prizes Awarded.....	\$	_____

**III. Winners List:** (Include Winner's Complete Name, Address, and Zip Code.)

	<u>Name</u>	<u>Date of Birth</u>	<u>Prize</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
6.	_____	_____	\$ _____
7.	_____	_____	\$ _____
8.	_____	_____	\$ _____
9.	_____	_____	\$ _____
10.	_____	_____	\$ _____
Total Prizes Awarded (3) .....			\$ _____

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

**Footnotes:**

- (1) Poker Tournament Entry Fees are to be recorded on *Daily Card Room Summary (GC2-313)*.
- (2) This amount must agree with the total buy-ins recorded on form GC2-302.
- (3) NOTE: Total prizes awarded must equal or exceed the total buy-ins.

Licensee Name: \_\_\_\_\_

## SUMMARY OF PARTICIPANTS, ENTRY FEES, AND BUY-INS

Date: \_\_\_\_\_

Name of Entrant	Entry Fee (3)	Initial Buy-In	Additional Buy-Ins					Total Buy-Ins (1)
			1	2	3	4	5	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
<b>TOTALS</b>	\$	\$	\$	\$	\$	\$	\$	\$

(2)

- (1) Total Buy-ins shall not exceed \$400 per entrant.
- (2) **IMPORTANT:** All buy-ins received must be awarded as prizes to entrants. Total prizes awarded on *Card Tournament Summary* (GC2-301) must be equal to or greater than the total buy-ins received from entrants. See instructions or WAC 230-15-210.
- (3) Entry Fees shall not exceed \$100 per entrant.
- (4) Record Total Entry Fee on *Card Tournament Summary* (GC2-301).

