

## Checklist for Lawful Gambling Restart

Follow all applicable Minnesota statutes, regulations, rules, and executive orders.

√	Task
<b>General Compliance Reminders</b>	
	<p><b>1. Licenses/Sites</b></p> <p>a. Make sure your organization license, gambling manager’s license, and premises permit(s) are in order before restarting your lawful gambling operation.</p>
	<p>b. Review your lease agreement with each site and make sure it accurately reflects your understanding of how to conduct lawful gambling at each site and at what cost to your organization.</p>
	<p>c. Ensure house rules are at each site and visible by players from the location tickets are purchased. Also ensure the house rules sign contains your organization name, license number, the gambling hotline number, illegal gambling is prohibited, and that you must be 18 to play.</p>
	<p><b>2. Gambling Manager and Authorized Agents</b></p> <p>a. Make a seller checklist for each site that should include a properly completed prize receipt, how to complete the required forms (LG861, LG861e, site inventory, etc.)</p>
	<p>b. Ensure all paid employees involved in the conduct of lawful gambling have name tags/signs/badges.</p>
	<p>c. Complete the LG202 Internal Controls Worksheet and ensure your organization has sufficient separation of duties between site employees/agents (organization and non-organization employees), other non-organization agents, officers of the organization, and gambling managers and assistant gambling managers.</p>
	<p><b>3. Cash Banks</b></p> <p>a. Determine if your organization’s gambling bank account has enough money to cover starting cash banks for all sites. Contact/notify your bank ahead of time if a substantial amount of cash will be required.</p> <p style="padding-left: 20px;">i. If not, an emergency loan may be used and will need to be deposited into the gambling account.</p> <p style="padding-left: 20px;">ii. If yes, write a check for each site for the cash bank amount, cash check and bring money to site along with inventory.</p>
	<p>b. Ensure your cash bank money is being kept secure at each site when games are not in play (for example, in a safe bolted to the floor located in a locked room).</p>
	<p><b>4. Prizes</b></p> <p>a. Conduct a physical inventory of your organization’s merchandise prizes and compare against your LG830.</p>
	<p><b>5. Supplies</b></p> <p>a. Make a list of supplies you’ll need such as pens, sharpies, garbage bags, stapler, counterfeit detector pen, bingo daubers, etc.</p>
	<p>b. Ensure you have a sufficient amount of prize receipts and deposit slips.</p>
	<p>c. Purchase items not already in possession.</p>
	<p>d. Ensure the driver’s license scanner is working, displaying the correct time and date, and has sufficient ink and paper.</p>
	<p><b>6. Protection of Employees and Players</b></p> <p>a. Review ways to disinfect gambling supplies/equipment touched by employees, for example wiping down electronic game devices, license scanner, prize receipt pens after each use, wiping down sales area after each shift.</p>

	b. Review ways for employees to safely transact business, for example wearing gloves and masks, installing sneeze guards.
	c. Review ways to disinfect gambling equipment sold to public.
	d. Social distancing, for example encouraging players to stand six feet apart while waiting in line.
	e. Emphasize constant washing/sanitizing hands.
	f. Reminders to not touch eyes, mouth, face.
	g. Refrain from physical contact with players, for example shaking hands, giving high fives.
	h. Consult with distributor for ideas to safely interact with customers.
	i. Consider all guidance from the CDC, the Minnesota Department of Health, and other medical professionals while conducting all lawful gambling.
<b>Restart for Specific Authorized Games</b>	
	<b>1. Inventory</b> (LG846 Physical Inventory/Pull-Tabs, Tipboards, and/or Paddletickets Monthly Report)
	a. Conduct physical inventory of games.
	b. Match physical inventory to perpetual inventory records (LG844 Perpetual Inventory/ Pull-Tabs, Tipboards, and/or Paddletickets).
	c. Determine whether you have enough games in inventory to restart gambling at each of your sites. <ul style="list-style-type: none"> <li>i. If not, order games from a licensed distributor.</li> <li>ii. If you have unpaid invoices for games previously purchased, you may need to pay those invoices before you'll be allowed to order more games.</li> </ul>
	d. If your organization has multiple sites, enter games on each location's site inventory (LG847 Current Site Inventory) once the games have been delivered to the site. Ensure the site inventory is accessible to all sellers.
	e. Make sure all invoices are on site for games brought to the site and are accessible to all sellers.
	f. Ensure games are stored in a secure location.
	g. Load games into receptacles or dispensing device.
	<b>2. Electronic Games</b>
	a. Coordinate site reinstallation with the distributor.
	b. Take an inventory and return to site all the player devices assigned.
	c. Check that all devices are fully charged.
	d. Check site's connection status (for example, the internet connection has not been disconnected).
	e. Check the status and reboot the router.
	f. Turn on or reboot all devices. Ensure that the most updated version download is completed for all devices before attempting to sell any electronic pull-tab or electronic bingo games.
	g. Log in and log out of the POS to ensure connectivity with the system.
	h. Run a test transaction (\$1 cash in on a device, \$1 cash out) to test connectivity.
	i. Consult distributor for best ways to clean/disinfect devices between individual players' use.
	<b>3. Bingo Inventory</b> (look to the appropriate LG900-series inventory report)
	a. Conduct physical inventory of bingo paper.
	b. Match physical inventory to perpetual inventory records.

	c. If your organization has multiple sites, enter the paper on each location's site inventory (LG847 Current Site Inventory) once the paper has been delivered to the site. Ensure the site inventory is accessible to all sellers.
	d. Make sure all invoices are on site for bingo paper brought to the site and are accessible to all sellers.
	e. Ensure bingo paper inventory is stored in a secure location.
	<b>4. Raffle Inventory</b> (look to the appropriate LG800-series inventory report)
	a. Conduct physical inventory of tickets.
	b. Match physical inventory to the perpetual inventory records.
	c. Ensure tickets are stored in a secure location.
	d. Has your organization had to reschedule a raffle?
	i. If yes, notify your Compliance Specialist of the new date.
	ii. Advertise your new date(s).
	<b>5. Tipboard/Sports Tipboard Inventory</b> (look to appropriate LG800-series inventory report)
	a. Conduct physical inventory of games.
	b. Match physical inventory to perpetual inventory records.
	c. If your organization has multiple sites, enter games on each location's Site Inventory once the games have been delivered to the site. Ensure site inventory is accessible to all sellers.
	d. Make sure all invoices are at the site for games brought to site and are accessible to all sellers.
	e. Ensure game inventory is stored in a secure location.
	<b>6. Paddleticket Inventory</b> (look to appropriate LG800-series inventory report)
	a. Inspect the paddlewheel to ensure it is in working order and balanced.
	b. Conduct physical inventory of paddlewheel tickets.
	c. Match physical inventory to perpetual inventory records.
	d. Make sure all invoices are at the site for paddletickets brought to the site and are accessible to all sellers.
	e. Ensure paddletickets are stored in a secure location.
	<b>7. Pull-Tab Dispensing Devices</b>
	a. Ensure dispensing device is in sound working order. Contact distributor if assistance or repairs are needed.
	b. Load games.
	c. Ensure that a cash bank is available and secured.
	d. Make a seller checklist for each site that should include an example of a properly completed prize receipt and instructions on how to complete the required forms (LG286 Pull-Tab Dispensing Device Game Receipts Tracking and, if your organization provides the starting bank, LG287 Pull-Tab Dispensing Device Cash Bank Reconciliation).
	e. Sanitize all touch points on the device.
<b>No Discounts</b>	
	All sales of gambling equipment must be sold as stated to the public. Be sure your conduct complies with statutes and rules and is not connected or affiliated with any other offers or your lessor's business.