
FORM GC-07NP INSTRUCTIONS

This form is used to document the drop/count process for ticket printers. It shall be completed for each drop and count performed by the licensee. The Gaming Accountant shall review and approve this form weekly as directed in the Minimum Internal Control Standards (MICS).

BILLS (SOFT COUNT)

The licensee is required to perform the drop/count process at times submitted to the NMGCB as specified in the MICS. This form is used to document this process.

Column:

- Machine ID # - Machine license number
 - Currency Totals by Denomination - Count per machine by bill denomination
 - Total \$ Per Machine - *Total dollar amount of bills counted from each machine
 - Total \$ by Denom: - *Total dollar amount of each denomination of currency from all machines
- * These two totals must balance as this is a double check of the addition.

General Form Instructions:

Complete the top portion of the GC-07NP to include the licensee information, the date the drop and count was completed and the range of dates comprising the gaming (drop and count) period. If a bill counter is used, complete the appropriate section to document that the bill tester was tested prior to the count.

Total each line per Machine ID # and record in the "Total \$ Per Machine" column. Then total Lines 1 - 15 in the "Total \$ Per Machine" column and enter in the appropriate box.

Total each column by denomination and record in the "Total Per Denom" line. Balance this figure to the total funds recorded in the "Total Per Machine" column. This figure has to balance. Then reconcile this balance to the total of the "Funds In" per the corresponding daily Video Transaction Reports (VTRs).

Complete the "Drop Fund Reconciliation" portion of the form to document the distribution of the gaming funds. Record the amount of funds used to replenish the cashier cage, vault, progressive bankroll and the deposit. The total of these funds has to balance to the total drop funds counted in the upper portion of the form. No "negative" amounts shall be entered in this reconciliation section.

At the conclusion of the process all count team members shall sign the form in the appropriate section.

STATE OF NEW MEXICO

GAMING CONTROL BOARD



GC-07NP DROP COUNT

Licensee: _____ Date Counted: _____ Gaming Period: _____

| Machine ID # | CURRENCY TOTALS BY DENOMINATION | | | | | | Total \$ Per Machine |
|---|---------------------------------|--------|---------|---------|---------|----------|----------------------|
| | \$1.00 | \$5.00 | \$10.00 | \$20.00 | \$50.00 | \$100.00 | |
| 1 | | | | | | | ↓ |
| 2 | | | | | | | ↓ |
| 3 | | | | | | | ↓ |
| 4 | | | | | | | ↓ |
| 5 | | | | | | | ↓ |
| 6 | | | | | | | ↓ |
| 7 | | | | | | | ↓ |
| 8 | | | | | | | ↓ |
| 9 | | | | | | | ↓ |
| 10 | | | | | | | ↓ |
| 11 | | | | | | | ↓ |
| 12 | | | | | | | ↓ |
| 13 | | | | | | | ↓ |
| 14 | | | | | | | ↓ |
| 15 | | | | | | | ↓ |
| Total \$ Per Machine (Lines 1 thru 15) → <u>MUST</u> Equal 'Total by Denom' ↓ : | | | | | | | |
| Total \$ Per Denom | → | → | → | → | → | → | |

VTR TOTAL: _____

**VARIANCE: _____

**Variance section must be completed.

Count Team Signatures:

Count Team Leader: _____

Count Team Recorder: _____

Other Team Member: _____

DROP FUND RECONCILIATION ONLY: (NO NEGATIVE FIGURES)

- 1 Drop Funds to Replenish Cashier Cage: \$ _____
- 2 Drop Funds to Replenish Vault (if applicable): \$ _____
- 3 Drop Funds Retained for Progressive Payouts: \$ _____
- 4 Drops Funds Deposited in Gaming Operations Acct.: \$ _____
- 5 *TOTAL DROP FUNDS (1+2+3+4 = 5): \$ _____

*Line 5 must equal the 'Total Drop Funds' recorded above (↗).

Count Team Leader/Gaming Manager

Date

My signature indicates that I have made the above replenishments and deposit.

If a bill counter is utilized, the signatures below indicate a test has been conducted prior to the count of the drop funds.

Signature of Tester

Signature of Tester

Accounting Use Only

Amounts Reconciled: _____

Signature: _____