

FORM GC-08NP INSTRUCTIONS

This form is used to document the hopper drop/count process, which the licensee is required to perform on the last day of each month, or prior to the start of gaming on the first day of the following month. The Gaming Accountant shall review and approve this form as directed in the Minimum Internal Control Standards (MICS).

HOPPER COUNT PER MACHINE:

The hopper drop and count processes must be performed as specified in the MICS. The GC-08NP is used to document the hard count for those licensees with hopper machines. It is not completed by those licensees who utilize ticket-printer machines exclusively.

Column:

Machine ID#	- Machine license number
Machine Denomination	- Denomination of machine, example: \$0.01, \$0.05, \$0.10 or \$0.25
Hooper/Overflow Count	- Number of coins per count machine or weigh machine
Dollar Amount	- Count multiplied by Machine Denomination

COUNT/WEIGH MACHINE TEST:

The licensee is required to test the weigh scale or count machine with a predetermined number of coins or weights. This test must be performed prior to counting/weighing each denomination of coin. The members of the team performing this test shall sign the form where indicated.

Column:

Number of Coins Tested	- Predetermined number of bills/weights tested for each denomination
Total Count	- Count/weight per count machine/weigh machine
Variance	- Difference between "Number of Coins Tested" and "Total Count"

GC-08NP HOPPER/OVERFLOW COUNT

Licensee Name/Number: _____	
Date of Last Hopper Count: _____	Date Counted: _____

HOPPER/OVERFLOW COUNT PER MACHINE

	Machine ID#	Machine Denomination	Hopper/Overflow Count	Dollar Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Coin Total				

COUNT/WEIGH MACHINE TEST

Denomination		Number of Coins Tested	Total Count	Variance
\$0.01				
\$0.05				
\$0.10				
\$0.25				
Signatures of Testers	1.			
	2.			

Count Team Signatures:	Accounting Use Only
Count Team Leader: _____	Amounts Reconciled: _____
Count Team Recorder: _____	Signature: _____
Other Count Team Member: _____	