Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

CASH INVENTORY

Licensee Name:			Date:		Shift	Open	Close

Chips Tokens	Vault	Safe	Coin Room	Cage	Total	Misc. Banks (list)	Total
$1.00T							
$5.00T							
$1.00C							
$5.00C							
$10.00C							
$25.00C							
$100.00C							
$500.00C							
Foreign							
TOTAL CHIPS/TOKENS				**A**		**TOTAL MISC. BANKS**	**D**

Cash	Vault	Safe	Coin Room	Cage	Total	Checks	Total
$100.00						Graveyard	
$50.00						Day	
$20.00						Swing	
$10.00						Return Checks	
$5.00						**TOTAL CHECKS** **E**	
$1.00						Misc. Items (List)	Total
Misc.						Travelers Checks	
TOTAL CASH				**B**		Credit Cards	

Coin	Vault	Safe	Coin Room	Cage	Total		
$1.00							
$0.50							
$0.25							
$0.10						**TOTAL MISC. ITEMS**	**F**
$0.05							
$0.01						**INVENTORY RECAP**	
Misc.						A. CHIPS/TOKENS.............................$ _____	
Mutilated						B. CASH..$ _____	
TOTAL COIN				**C**		C. COINS.......................................$ _____	

D. MISC. BANKS............................$ _____

E. CHECKS....................................$ _____

I certify that I have counted and recorded the monies under my custody as shown on this cash inventory and have notified appropriate personnel of any discrepancies.

F. MISC. ITEMS.............................$ _____

TOTAL*...$ _____

*To Daily Cash Summary

On-Coming Cashier		Time of Count
Off-Going Cashier		Time of Count

ACCOUNTING USE ONLY		
Figures Check		Date
Agreed Numbers		Date

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

CHANGE BANK EXCHANGE FORM

Licensee Name				Date			
Bank Number				Time			

AMOUNT FROM CHANGE BANK				AMOUNT TO CHANGE BANK			
Type	Qty.	Ext.	$ Amount	Type	Qty.	Ext.	$ Amount
CURRENCY				COINS			
$1		x 1 =		1¢		x .01 =	
$5		x 5 =		5¢		x .05 =	
$10		x 10 =		10¢		x .10 =	
$20		x 20 =		25¢		x .25 =	
$50		x 50 =		50¢		x .50 =	
$100		x 100 =		TOKENS			
				$1		x 1 =	
CHIPS				$2		x 5 =	
$1		x 1 =		$5		x 10 =	
$5		x 5 =		CURRENCY			
$10		x 10 =		$1		x 1 =	
$25		x 25 =		$5		x 5 =	
$100		x 100 =		$10		x 10 =	
$500		x 500 =		$20		x 20 =	
		TOTAL $				TOTAL $	

Change Person's Signature   Person Receiving Bills/Chips Signature

Runner's Signature if Applicable

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

DAILY CASH SUMMARY

Licensee Name

Date	Shift

Balance From Previous Shift...

Opening Cash Inventory (From Cash Inventory Sheet)........................... (A) _____

Difference..

INS:

    Slot Count Accepted.. _____

    Table Count Accepted... _____

    Bill Validator Count (if not included in Slot Count)............................ _____

    Table Credits.. _____

    Federal & State Income Taxes Withheld....................................... _____

    Child Intercept Witheld... _____

    Change Bank Check Ins.. _____

    Patron Deposits To Cashless Gaming Account................................. _____

    Other Misc. Receipts (LIST SEPARATELY)

        Found Tickets... _____

        Duplicate Tickets... _____

        Test Tickets .... _____

    SUBTOTAL.. (B) _____

OUTS:

    Jackpot Payouts (Total Hand Pay Before Taxes)............................. _____

    Hopper Fills.. _____

    Ticket Payouts.. _____

    Purchase Ticket Payouts... _____

    Tickets As Tips... _____

    Paid-Unredeemed Tickets... _____

    Table Fills... _____

    Initial Fills... _____

    Change Bank Check Outs.. _____

    Patron Withdrawals From Cashless Gaming Account........................ _____

    Other Departmental Paid Outs (LIST SEPARATELY)......................... _____

    Misc. Paid Outs (LIST SEPARATELY)

        Found Tickets... _____

        Duplicate Tickets... _____

        Test Tickets .... _____

        Test Money .... _____

        Slot Coupons .... _____

DEPOSITS... _____

    SUBTOTAL.. (C) _____

EXPECTED ENDING CASH INVENTORY (Subtotal A+B-C)........................ _____

ACTUAL ENDING CASH INVENTORY (From Cash Inventory Sheet)......... _____

OVERAGE/SHORTAGE... _____

Cashier's Signature

Accounting Use Only

Figures Check_____ Supporting Documents_____

Approval _____ Date _____

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

IMPREST BANK INVENTORY

Licensee Name:

Bank Description (i.e., change bank #, poker bank #)	Date:	Shift:

Inventory Amounts   **Totals**

	Count			Value	

Currency:

$100's	_____	X	$100 =	$ _____	
$50's	_____	X	50 =	_____	
$20's	_____	X	20 =	_____	
$10's	_____	X	10 =	_____	
$5's	_____	X	5 =	_____	
$2's	_____	X	2 =	_____	
$1's	_____	X	1 =	_____	$ _____

Rolled Coin-Cans:

$1.00	Tokens _____	X	$500 =	$ _____	
$0.25	_____	X	250 =	_____	
$0.05	_____	X	100 =	_____	$ _____

Rolled Coin-Loose:

$1.00	Tokens _____	X	$20 =	$ _____	
$0.25	_____	X	10 =	_____	
$0.05	_____	X	2 =	_____	$ _____

Racked Tokens:

$5.00	Tokens _____	X	$500 =	$ _____	
$2.00	Tokens _____	X	200 =	_____	
$1.00	Tokens _____	X	100 =	_____	$ _____

Loose Tokens:

$5.00	Tokens _____	X	$5 =	$ _____	
$2.00	Tokens _____	X	2 =	_____	
$1.00	Tokens _____	X	1 =	_____	$ _____

Chips:

$500.00	_____	X	500 =	$ _____	
$100.00	_____	X	100 =	_____	
$25.00	_____	X	25 =	_____	
$10.00	_____	X	10 =	_____	
$5.00	_____	X	5 =	_____	
$1.00	_____	X	1 =	_____	$ _____

Change:

$0.50	_____	X	.50 =	_____	
$0.25	_____	X	.25 =	_____	
$0.10	_____	X	.10 =	_____	
$0.05	_____	X	.05 =	_____	
$0.01	_____	X	.01 =	_____	
Misc.	_____	X	=	_____	$ _____

Coupons:

_____	X	_____	$ _____		$ _____

TOTAL		_____	$ _____
Less: Imprest Amount			$ _____
Over / Short:			$ _____

Time of Count: _____

Bank Custodian Signature: _____

Independent Verifier Signature: _____

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

KEY AUTHORIZATION LOG SECURITY LOCKED BOX (Locked Box #1)

LICENSEE NAME				LICENSE NUMBER

KEYS IN THIS BOX (USE ONE FORM PER KEY)

Key #	DESCRIPTION	Key #	DESCRIPTION
	Table Drop Box Rack		Kiosk Cassette Release Key
	Table Drop Box and EBT Release key(s)		Kiosk Stacker Rack Key
	Table Multi-Shift Drop Box Shift Change		Handheld Validation Unit (floor & table) Cabinet Key
	Card Cabinet Key		Count Room Key
	Dice Cabinet Key (primary & secondary)		Owner/Operator/Designee Vault Key
	Slot Machine Drop		Calibration Module Key
	BV Rack		Sec. Key to Duplicate Key Locked Box
	BV Release		Sec. Duplicate Key to the Two Keyed Drop Key Box
	Emergency BV Drop Cabinet Key		Sec. Key to BV Release Two Keyed Locked Box
	Kiosk Stacker Release Key		Sec. Key to Unused Excess Chips & Tokens
	Sec. Kiosk Door Key		

To Access this box, security and cashier must supply keys

Both security and cashier must initial the key access log when a key is checked out and in

Only the described keys are allowed to be maintained in this box

THE FOLLOWING EMPLOYEES ARE AUTHORIZED TO CHECK KEYS OUT OR INTO THIS LOCKED BOX

Gaming License #	Employee Name (Printed)	Employee Signature	Department/Position	Owner/Designee Signature	Authorization Date	Date Authorization Removed	By (Initials)

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

KEY AUTHORIZATION LOG GAMING MANAGER LOCKED BOX (Locked Box #2)

LICENSEE NAME		LICENSE NUMBER

KEYS IN THIS BOX (USE ONE FORM PER KEY)

Key #	DESCRIPTION	Key #	DESCRIPTION
	Table drop box and EBT Content Key(s)		GM Key to Dup. Key Locked Box
	EBT Door Key		GM Dup. Key to the Two Keyed Drop Box Key Box
	Slot Machine Door Key		Dup. of Slot Tech Key to BV Release Two Keyed Locked Box
	BV Content Key		
	Kiosk Stacker Content Key		W-2G Reset Key
	GM Kiosk Door Key		GM Key to Unused Excess Chips & Tokens
	Locked Dispensing Machine Key		
	GM Vault Key		
	Calibration Module Key		

To Access this box, gaming manager and cashier must supply keys.

Both the gaming manager and cashier must initial the key access log when a key is checked out and in

Only the described keys are allowed to be maintained in this box.

THE FOLLOWING EMPLOYEES ARE AUTHORIZED TO CHECK KEYS OUT OR INTO THIS LOCKED BOX

Gaming License #	Employee Name (Printed)	Employee Signature	Department/Position	Owner/Designee Signature	Authorization Date	Date Authorization Removed	By (Initials)

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

KEY AUTHORIZATION LOG UNRESTRICTED KEYS (Locked Box #3 - Optional)

LICENSEE NAME		LICENSE NUMBER	

KEYS IN THIS BOX (USE ONE FORM PER KEY)

Key #	DESCRIPTION	Key #	DESCRIPTION	Key #	DESCRIPTION

THE FOLLOWING EMPLOYEES ARE AUTHORIZED TO CHECK KEYS OUT OR INTO THIS LOCKED BOX

Gaming License #	Employee Name (Printed)	Employee Signature	Department/Position	Owner/Designee Signature	Authorization Date	Date Authorization Removed	By (Initials)

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

SIGNATURE CARD

Licensee Name	
Employee Name	Employee Initials
Employee License #	
Employee Signature	
Department	Employee Position/Job Title
Keys Authorized to Check Out	
Owner's Signature	Date

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

VAULT INVENTORY

Licensee Name:

Date: Shift:

| | **Inventory Amounts** | | | **Totals** |

Count   **Value**

Currency:

	Count		Value	Totals
$100's	_____	X 100 = $	_____	
$50's	_____	X 50 =	_____	
$20's	_____	X 20 =	_____	
$10's	_____	X 10 =	_____	
$5's	_____	X 5 =	_____	
$2's	_____	X 2 =	_____	
$1's	_____	X 1 =	_____	$ _____

Rolled Coin-Cans:

$1.00	Tokens _____	X 500 = $	_____	
$0.25	_____	X 250 =	_____	
$0.05	_____	X 100 =	_____	$ _____

Rolled Coin-Loose:

$1.00	Tokens _____	X 20 = $	_____	
$0.25	_____	X 10 =	_____	
$0.05	_____	X 2 =	_____	$ _____

Racked Tokens:

$5.00	Tokens _____	X 500 = $	_____	
$2.00	Tokens _____	X 200 =	_____	
$1.00	Tokens _____	X 100 =	_____	$ _____

Loose Tokens:

$5.00	Tokens _____	X 5 = $	_____	
$2.00	Tokens _____	X 2 =	_____	
$1.00	Tokens _____	X 1 =	_____	$ _____

Chips:

$500.00	_____	X 500 = $	_____	
$100.00	_____	X 100 =	_____	
$25.00	_____	X 25 =	_____	
$10.00	_____	X 10 =	_____	
$5.00	_____	X 5 =	_____	
$1.00	_____	X 1 =	_____	$ _____

Change:

$0.50	_____	X .50 =	_____	
$0.25	_____	X .25 =	_____	
$0.10	_____	X .10 =	_____	
$0.05	_____	X .05 =	_____	
$0.01	_____	X .01 =	_____	
Misc.	_____	X =	_____	$ _____

Coupons:

_____   X   _____ $ _____ $ _____

TOTAL   _____ $ _____

Time of Count: _____

Gaming Manager's Signature: _____

Owner/Designee's Signature: _____

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

DAILY VAULT SUMMARY

Licensee Name

Date	Shift

Balance from Previous Count .... _____

Opening Cash Inventory (From Vault Inventory Sheet) .... (A) _____

Difference .... _____

INS:

    Transfers from Cage .... _____

    Other Receipts (LIST SEPARATELY) _____ _____

    _____ _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    SUBTOTAL .... (B) _____

OUTS:

    Transfers to Cage .... _____

    Other Paid Outs (LIST SEPARATELY) _____ _____

    _____ _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    SUBTOTAL .... (C) _____

EXPECTED ENDING VAULT INVENTORY (Subtotal A+B-C) .... _____

ACTUAL ENDING VAULT INVENTORY (from Vault Inventory Sheet) .... _____

OVERAGE/SHORTAGE .... _____

Cashier's Signature	Owner/GM/Desingee's Signature

Accounting Use Only

Figures Check_____ Supporting Documents _____

Approval _____ Date _____

Colorado Limited Gaming Control Commission
Internal Control Minimum Procedures (ICMP)

VAULT TRANSFER SLIP   A 1001

Licensee Name

☐ Transfer to Vault from Cage

☐ Transfer to Cage from Vault

Date	Time	Shift

Denomination	Amount
$100	
$50	
$20	
$10	
$5	
$1	
$0.50	
$0.25	
$0.10	
$0.05	
Other	

Chips/Tokens	Amount
$500 C	
$100 C	
$25 C	
$10 C	
$5 C	
$1 C	
$5 T	
$2 T	
$1 T	
Misc.	

TOTAL _____

TOTAL _____

TOTAL AMOUNT TRANSFERRED:
(CURRENCY+ CHIPS/TOKENS)   _____

Memo

WE CERTIFY THAT THE MONIES REPRESENTED ABOVE WERE TRANSFERRED:

TO _____ FROM THE CASHIER CAGE

TO _____ FROM THE VAULT

_____   _____
Cashier   Owner/Gaming Manager/Designee