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NOTICE TO LICENSEES

Notice #2012-35

Issuing Division: Audit

DATE: April 11, 2012
TO: All Nonrestricted Group I Licensees
FROM: Mark A. Lipparelli, Chairman 
SUBJECT: Regulation 6.130(1)(a) Reports

Pursuant to Regulation 6.130(1)(a) each nonrestricted licensee shall report annually to the Board, on or before July 15th, the time or times when drop boxes will be removed and the contents counted. Additionally, advance written notice for a change in the reported times is be submitted to the Board.

Group I licensees have submitted both **scheduled** drop/count times reports and **emergency** drop times reports to comply with Regulation 6.130(1)(a). To streamline the reporting process, only **scheduled** drop/count times reports (table/card games and slots) and any changes to the previously reported **scheduled** drop/count times are to be submitted to the Board pursuant to the requirements of Regulation 6.130(1)(a).

Documentation of the **emergency** drop times (table/card games and slots) is to be maintained by the licensee pursuant to Regulation 6.060 and made available to Board personnel upon request. **Emergency** drop time reports are not to be submitted to the Board's Audit Division.

Scheduled Drop/Count Times Report

A **scheduled** drop/count times report includes the routine days and times the drop boxes (table/card games and slots) will be removed and the contents of the boxes are counted. Additionally, any revision to the routine days and times previously reported to the Board is indicated on a **scheduled** drop/count times report. A revision does include a routine drop and/or count started earlier or later than previously reported to the Board.

Emergency Drop Time Report

An **emergency** drop time report includes the day and time a drop box (table/card games and slots) is removed outside of the routine drop process. The drop box is removed; however, the contents of the box are not counted until the next scheduled routine count time. The drop box is stored in a secure, restricted-access count room.

If a drop box is removed and counted at unscheduled times then it is be reported on a "Scheduled Drop/Count Times Report" and submitted to the Board's Audit Division pursuant to Regulation 6.130(1)(a).

The typical reasons, but not inclusive, for emergency drop box removals are:

1. To clear a bill jam;
2. To replace a full drop box with an empty drop box; or
3. To secure the drop box in the count room when moving a table/card game and/or slot machine on the floor.

Emergency Drop Times Documentation

An **emergency** drop time report is not required to be submitted to the Board's Audit Division pursuant to Regulation 6.130(1)(a). However, a Group I licensee is required to maintain a continuous log or forms on property which must include the date, the time, the type of drop removal (i.e. table game, slot machine), the table/card game or slot machine number, the reason for the emergency drop, and the signature of two individuals, one of whom is independent of the department, requesting the removal of the drop box. Pursuant to Regulation 6.060, the log or forms are to be maintained and made available upon the Board's request.

Instructions

Instructions for submitting Regulation 6.130 drop/count time reports are currently available on the Board's website at <http://gaming.nv.gov>. These instructions have been revised to indicate that **Emergency** drop time reports are not to be submitted to the Board's Audit Division and that documentation of the **emergency** drop times (table/card games and slots) is to be maintained by the licensee pursuant to Regulation 6.060.

If you have any questions, please contact Internal Control Coordinator Kim Wolfgang at (702) 486-2060 or KWolfgang@gcb.nv.gov.