

JULY 25, 1994

The Division of Gaming Audit Section has made the following two changes to the Internal Control Minimum Procedures effective **August 1, 1994**:

**1. Copies of signature cards DO NOT need to be submitted to the Division of Gaming.**

Casinos are no longer required to submit copies of signature cards to the Division or notify the Division when changes are made to the cards (as outlined on page 2 of the Cashier Section of the internal control manual). *Casinos still must internally maintain signature cards and changes.* The Audit Section will review the signature cards as part of its audits and reviews. New casinos or casinos that are re-opening also do not need to submit signature cards to the Division with their pre-opening packets. The Division, however, will review the signature cards with the casino prior to opening.

**2. Notices of early closings DO NOT need to be submitted to the Division Gaming.**

Casinos with table games no longer need to notify their local Division of Gaming office and follow up with the Division's Audit Section when closing the entire casino early (as outlined in "Early Closing Procedures," Blackjack Section, Internal Control Procedures). Casinos, however, must develop and maintain an **Early Closing Log** that details the same information that was previously required in the written notice:

- a) date,
- b) time of soft drop,
- c) time of casino closing,
- d) team members participating in soft drop, and
- e) reason for early closing.

This change applies only to soft drop schedules affected by early closings, not to hard drops and soft counts nor soft drop schedules not affected by early closings.

Any questions regarding these changes can be addressed to the Division of Gaming Audit Section at (303) 757-7555, ext. 315, 337 or 338.