

Updated
2017

Colorado Division of Gaming

Standard Financial Statements Manual



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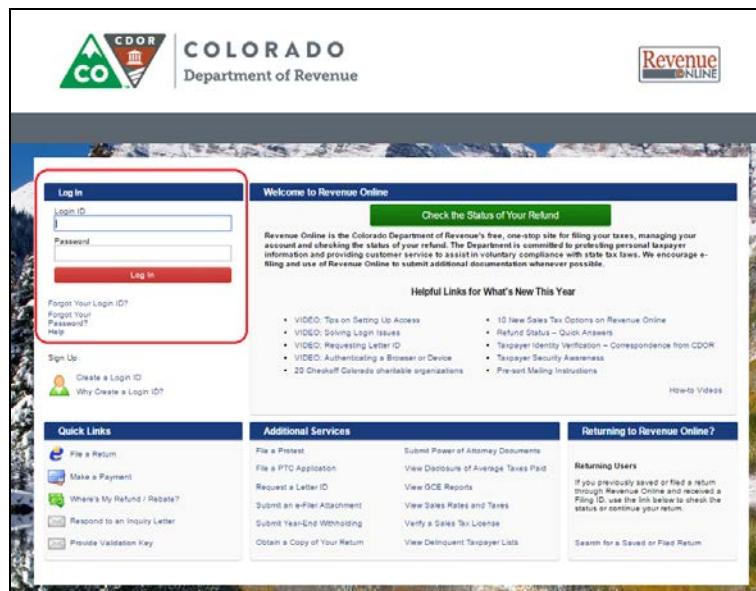
Getting Started

The Standard Financial Statements are submitted through Revenue Online (ROL), which may be accessed through the Division of Gaming's home page at <https://www.colorado.gov/enforcement/gaming> and clicking on the ROL icon under Quick Answers. Users can also access ROL by going to <https://www.colorado.gov/revenueonline/>. Individual User Access to the system is granted by the designated Master Contact for your property.

Per Subsection L of the Accounting Section of ICMP "Each year licensees are required to file standard financial statements with the Division. Standard financial statements for the calendar year (January – December) are due to the Division by March 15. Any question regarding how the statements are to be completed are directed to the Division's Audit Section...All information is kept confidential; the financial information is compiled on a city, state-wide, and tax tier group basis and presented in the annual Gaming Fact Book and Abstract."

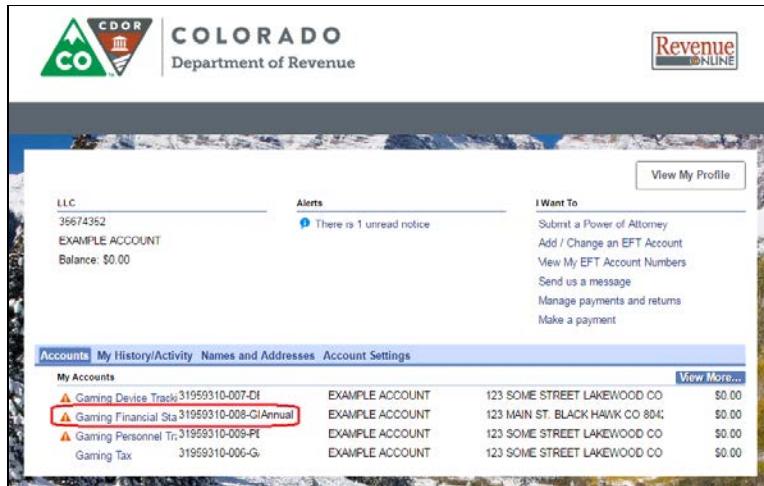
Accessing the Standard Financial Statement Return

On the ROL home page, enter your Login ID and Password and click the Log In button. If you do not have a Login ID, please contact your designated ROL Master Contact at your property. If you have forgotten your Login ID or Password, use the hyperlinks directly below the Log In pane for assistance. If after using the hyperlinks you are still unable to sign in, please contact the Division's Audit Section at 303-205-1300.

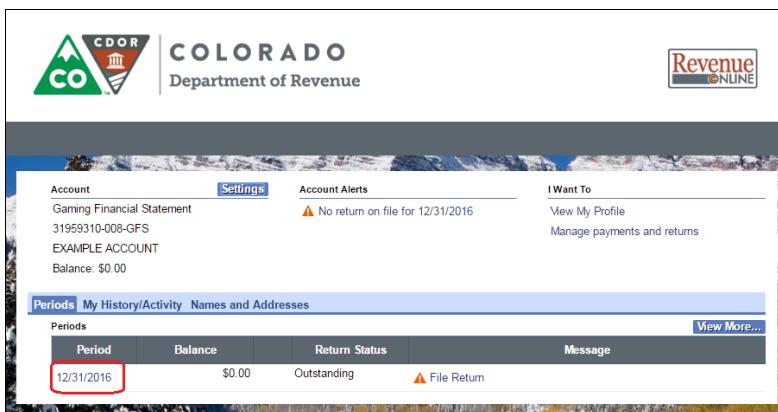


Filing

Once you have logged in, select the appropriate Gaming Financial Statement (GFS) account for the property you are filing the Standard Financial Statements for.



Click on the appropriate filing period.

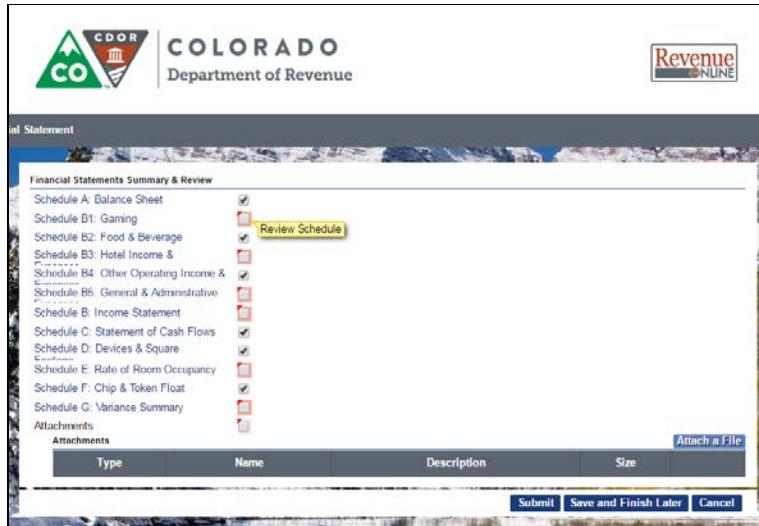


Then under the “I Want To” options, click on “File or amend a return”.



The Financial Statements Summary & Review page will open. This page contains a list of the required schedules that must be completed prior to submission. Clicking on the blue text will open the schedule. The first time you enter a new period, all checkboxes will be empty, indicating that all schedule needs to be reviewed and completed. As you complete a schedule, the box will become checked and the summary page will reflect the updated status. You may only Submit once all schedules have been

completed AND the required attachments have been uploaded; however, you may Save and Finish Later at any time.



Schedule Attributes

Each schedule will have several cells, some of which are editable (white cells), while others cannot accept data entry (grey cells).

- The Current Year column is where you will enter your figures for each line item for the current calendar year (Jan – Dec)
- The Int Adj column stands for Internal Adjustments, and will only contain data if the Division of Gaming made an adjustment to your submitted return. The Division will only use this field if the casino prepared the statement incorrectly and impacts the validity of the data. The Division will keep the casino apprised if any changes will be made. For example, the casino incorrectly reported promotional expense on the wrong line.
- The Prior Year column reflects the figures from the previous year, including any of the Internal Adjustments Made by the Division. For example, the casino reported promotional expense as \$1,550, however, promotional expense should have been \$550,000; The Division will make an internal adjustment to correct the entry so next year, the prior year figure will correctly reflect the promotional expense amount of \$550,000.
- \$ Diff – This column calculates the dollar difference between the Prior Year and the Current Year.
- % Diff – This column calculates the percent difference between the Prior Year and the Current Year.

- Comment Boxes – If certain cells contain data, or if the \$ Diff and % Diff calculations meet certain criteria, a comment may be required in the comment box directly below the line item in question, however, you may add comments even if the criteria has not been met to require a comment.

Use the scroll bar on the right hand side if the schedule continues off the viewable page. The OK and Cancel buttons are located at the bottom of each schedule. OK will save your entries and return you to the Financial Statements Summary & Review page, while clicking cancel will NOT save your entries, but will also return you to the Financial Statements & Summary Review page.

Schedule A: Balance Sheet

When physical assets (e.g., land, building, furniture, fixtures, equipment, etc.) are not owned by the gaming licensee, but are owned by a closely related business entity such assets, along with all encumbrances, are to be reported on the retail licensee's statement.

In the event the gaming licensee also operates other activities (e.g., rooms, food beverage, etc.) if possible, data is to be obtained from these other operations and included in the gaming licensee's statement. Any resulting rental income or rent expense between the various related entities is to be eliminated. Other operations owned by separate non-affiliated business entities need not be included for purposes of these statements.

Included in cash and cash equivalents are highly liquid investments with an original maturity of less than three months, all bank accounts, cash equivalents, cash in the cage or casino floor and hopper loads.

A current liability account for outstanding chips and tokens should be included in other current liabilities on the Balance Sheet. The amount of liability (or chip float) is the difference between the total amount of chips and tokens issued by the casino (less destructions) and the amount actually on hand within the casino. Depending on the accounting methods used to account for chips and tokens, closing entries should be made to effectively eliminate the face value of chips and tokens on-hand against a contra account. If you have questions about these closing entries, contact the Division of Gaming Audit Section for additional instructions.

Notes: All Assets and Liabilities should be entered as positive numbers with the exception of line items indicating Income/(Loss), where the loss would be entered as a negative number. For any amount reported on Line 24, you must include a description and related dollar amount in the corresponding comment box. The Balance Sheet should reflect all appropriate adjustments for depreciation, amortization and all applicable accruals.

Schedule B1: Gaming

Lines 1-6 represent AGP.

Line 7: Give-Away Items are defined as tangible items given as a reward to current players and includes coupons, free coin, redemption of players' "points" and merchandise. Treat these as departmental

expenses at cost. To ensure comparability and provide detail required by the Division, DO NOT reduce casino gaming revenue by these give-away promotional expenses.

Schedule B2: Food and Beverage

No additional information available; please contact the Division of Gaming's Audit Section if you have any questions on this schedule.

Schedule B3: Hotel Income & Expenses

No additional information available; please contact the Division of Gaming's Audit Section if you have any questions on this schedule.

Schedule B4: Other Operating Income & Expenses

If you have had no previous entries for either Revenue or Expenses on this schedule, there will be no line item entries. Click in the blank space to add an entry. If you had entries from the previous year, they will automatically pre-populate in the list for your convenience. If you no longer have this item, use the link to the left of the line item to delete the entry.

Sch B4: Other Operating Income & Expenses						
Revenue (List)						
Line Item	Amount	Int Adj	Int Net	Prior Year	\$ Diff	% Diff
Test Income 1	1,000	0	1,000	0	1,000	100.00
Test Income 2	500	0	500	0	500	100.00
Expenses (List)						
Line Item	Amount	Int Adj	Int Net	Prior Year	\$ Diff	% Diff
Test Expense 1	800	0	800	0	800	100.00
Total						
Line Item	Amount	Int Adj	Int Net	Prior Year	\$ Diff	% Diff
01. Total Other Operating Revenue	1,500	0	1,500	0	1,500	100.00
02. Total Other Operating Expenses	800	0	800	0	800	100.00
03. Other Operating Income (Loss)	700	0	700	0	700	100.00

Check the box to indicate that the schedule is completed or not applicable

OK **Cancel**

Notes: There must be corresponding descriptions and dollar amount for each line item listed.

Schedule B5: General & Administrative Expenses

No additional information available; please contact the Division of Gaming's Audit Section if you have any questions on this schedule.

Schedule B: Income Statement

Line 6: Promotional Allowances are defined as complimentaries (comps) that represent goods and services which would be accounted for as revenue if sold that a casino gives to customers as an inducement to gamble at that establishment. Examples are rooms, food, beverages, entertainment, and parking. The cost of providing promotional allowances is included in costs and expenses.

The retail amount of promotional allowances is often disclosed in the financial statements. This disclosure, if made, is preferably in the financial statement notes. However, the retail amount of the promotional allowances may be recorded in gross revenue and offset by deducting it from gross revenues on the face of the Income Statement. The retail amount of promotional allowances should not

be included in gross revenue and charged to operating expenses because that would overstate both revenue and expenses.

For the Division's Standard Financial Statement submission, please include ONLY complimentary expenses in the Promotional Allowances line.

Casino Gaming Revenue represents the net win from gaming wins and losses (AGP). For the Division's Standard Financial Statements submission, DO NOT reduce casino gaming revenue for promotional expenses such as coupons, free coin or redemption of players' "points".

Food and Beverage Revenue and Hotel Revenue include the retail value of food, beverage and room sales as well as the retail value of the goods and services provided to customers without charge (i.e. complimentaries).

Promotional Allowances (line 6 – Schedule B) to arrive at Net Revenue. The actual costs of providing complimentary services are included under operating expenses in the department that provided the service.

Other Give-Away items such as the cost of coupon items, merchandise giveaways, free coin, etc. should be included in Give-Away Items (line 5) on the Schedule B1: Gaming.

Depreciation and Amortization include the book depreciation of buildings, equipment, furniture, fixtures, and any other miscellaneous depreciable property and the amortization of other Balance Sheet items.

Commission is a percentage of AGP, or other payments such as machine rent paid to slot machine operators. 100 percent of the slot machine AGP should be reported as gaming revenue on the retail gaming licensee's statement. This includes the portions retained by, or paid to, the slot machine route operators. Commission expense should be included with other Gaming Department Expenses (Schedule B1).

Bad Debt expense includes all bad debts the casino incurred for the entire year for all departments and should be included on Line 2 of Schedule B5.

Other Operating Income includes income from any other operating source.

Management Fees (Line 6 Schedule B5) include all fees paid for services rendered by management groups or personnel. Please describe what the fee is based on, the type of services rendered and how the fee is calculated. This information should be kept at the casino for easy access in case the Division contacts you to determine the method of calculation.

List all Busing Expenses on line 3 under General and Administrative Expenses (schedule B5).

Average Number of Employees for the year is the sum of the highest number employed each month, divided by the total number of months covered by the statements. If employees work in more than one department, they should only be included in the department in which they primarily work.

Other Departmental Expenses must be listed separately, in the box provided, for individual expenses that comprise more than two (2) percent of the total department expenses.

Notes: The Income Statement should reflect all appropriate adjustments for depreciation, amortization and all applicable accruals.

Schedule C: Statement of Cash Flows

A Statement of Cash Flows is a financial statement that shows the cash inflows, cash outflows, and net change in cash from the operating, investing, and financing activities of a company during an accounting period, in a manner that reconciles the beginning and ending cash balances.

In order to simplify the reporting process while still obtaining the information necessary to analyze the cash inflows and outflows, there are six roll forward schedules that need to be prepared. For each one of these six schedules, the January 1 balance should equal the prior year submission December 31 balance. The prior year's December 31 balance will auto-populate the current year January 1 balance; the current year January 1 balance *may* be changed in the event of a correction that was not reflected on the prior year's submission. However, anytime the current year January 1 balance does not equal the prior year's December 31 balance, a comment box will appear and is required to be completed prior to submission.

All entries on the roll forward schedules are positive numbers, except for the lines written as Income/(Loss) or Incr/(Decr) where the (Loss) or (Decr) would be entered as negative numbers.

The difference between Schedule C1 Line 4 (Balance as of December 31) and C2 Line 4 (Balance as of December 31) must equal Schedule A Line 8 (Property, Plant and Equipment).

Schedule C4 Line 5 (Balance as of December 31) must equal Schedule A Line 17 (Long-Term Debt, Less Current Portion).

Schedule C5 Line 5 (Balance as of December 31) must equal Schedule A Line 12 (Current Portion of Long-Term Debt).

Schedule C5 Line 4 (Reclass from long-term debt) automatically populate from Schedule C4 Line 4 (Reclass to short-term debt).

Schedule C6 Line 6 (Balance as of December 31) must equal Schedule A Line 25 (Total Equity).

Schedule D: Devices and Square Footage

If there is an amount in "Current # of Devices", there must be a corresponding amount in "Area Occupied" and vice versa.

Schedule E: Rate of Room Occupancy

Total rooms, available rooms, and rooms occupied are multiplied by the number of days in the month.

Available rooms are total rooms less rooms out of service and rooms used for house purposes (such as temporary conversion to office space).

Complimentary rooms are to be recorded as rooms occupied.

Schedule F: Chip & Token Float

Line 1: The total of chips and tokens in service as of January 1 must agree to the calculation of chips and tokens in service as of December 31 from the previous year's Schedule F (Line 4).

A casino may have a liability to redeem chips and tokens held by customers that have been purchased or won in the casino and not yet presented for redemption. The total chip/token liability of the casino for the unredeemed chips and tokens is the total amount of chips on-hand less the amount originally purchased. Also refer to the Accounting section of the ICMP.

Notes: The total chip and token float at year-end must be a positive number.

Schedule G: Variance Summary

Line 2: This is the actual amount of AGP reported on Tax Returns for the calendar year. The Division's Auditor who is responsible for processing the gaming taxes will send you the amount on record with the Division; please verify that your records match that amount.

Line 6: This is the actual amount of taxes reported on Tax Returns for the calendar year. The Division's Auditor who is responsible for processing the gaming taxes will send you the amount on record with the Division; please verify that your records match that amount.

Attachments

In addition to completing the schedules as outlined above for the Standard Financial Statements, each licensee must also complete the [Financial Statement Questionnaire](#), [Certification Statement](#) and the [Additional Financial Information Form](#) and upload the documents to ROL before you can submit.

To upload the documents to your ROL GFS Standard Financial Statement return, you need to proceed to the Financial Statements Summary & Review page. Click on the "Attach a File" box, select the Type of document from the drop down list, add a description and click on "Choose File" to browse and find the corresponding file. Click save and repeat the process until all required attachments have been uploaded.

The screenshot shows a software interface for managing attachments. At the top, there is a list of schedules with checkboxes next to them. Below this is a table titled 'Attachments' with columns for Type, Name, Description, and Size. Three files are listed: 'Additional Financial Info GFS AFI.docx' (Type: Additional Financial Info, Name: GFS AFI.docx, Description: AFI, Size: 21), 'Certification Statement GFS Cert Stmt.docx' (Type: Certification Statement, Name: GFS Cert Stmt.docx, Description: Cert Stmt, Size: 22), and 'Financial Statement Qt GFS Quest.docx' (Type: Financial Statement Qt, Name: GFS Quest.docx, Description: Quest, Size: 15). An 'Attach a File' button is highlighted with a red box. At the bottom of the table, there are buttons for 'Submit', 'Save and Finish Later', and 'Cancel'.

Type	Name	Description	Size	Action
Additional Financial Info	GFS AFI.docx	AFI	21	Remove
Certification Statement	GFS Cert Stmt.docx	Cert Stmt	22	Remove
Financial Statement Qt	GFS Quest.docx	Quest	15	Remove

You must upload all three documents before submitting, but you may only submit one attachment for each file type selected.

Submitting

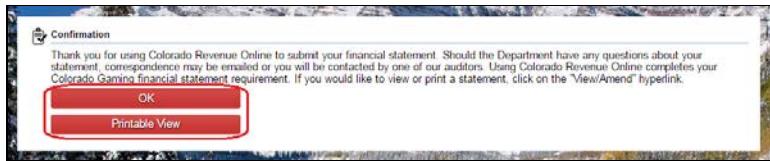
Once all schedules have been completed and all attachments have been uploaded, as indicated by the check mark in the box next to each item on the Financial Statements Summary & Review page, you may click on the “Submit” button.

The screenshot shows the 'Financial Statements Summary & Review' page. On the left, there is a list of schedules with checkboxes. Below this is an 'Attachments' section with a table. The table has columns for Type, Name, Description, and Size. It contains three rows: 'Additional Financial Inf.' (GFS AFI.docx), 'Certification Statement' (GFS Cert Stmt.docx), and 'Financial Statement Q1' (GFS Quest.docx). The 'Size' column shows file sizes (21, 22, 15) and the 'Remove' link for each row. At the bottom of the attachments section is a 'Submit' button, which is highlighted with a red box.

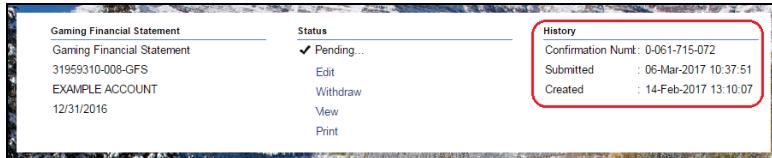
As a security feature, you will be prompted to re-enter your password. Your return is not flagged as submitted until you enter your password and click “OK”.

The screenshot shows the same 'Financial Statements Summary & Review' page as above. A modal dialog box is overlaid on the attachments table. The dialog contains the message: "This action will submit your return to the Department of Revenue. Please ensure all information is correct before continuing." It has a "Password" input field, an "OK" button (which is highlighted with a yellow box), and a "Cancel" button.

After you have entered your password and clicked “OK”, you will now be shown a Confirmation page, which indicates your return has been officially submitted. You may click on the “OK” button or the “Printable View” button.



- The “OK” button will return you to your GFS return main page and you can now see the “History” of your return. The History reflects the Confirmation Number, Submitted Date and Time, and the Created Date and Time.



- From here you can also edit, withdraw, view or print the submitted return.

NOTE: If you edit the return, it will require you to re-submit the return for your changes to be reflected on the submitted return. You may edit submitted returns as often as necessary until the end of day on the date due. You may only withdraw a return that is in a pending status. Once the status has changed, it will be necessary for you to edit the return. If you find an error after the due date, you will need to contact the Division’s Audit Section.

- You may also click on the “Printable View” button, which will combine all of the completed statements and create one file that can be printed.

Contact Information

Should you have any questions regarding Standard Financial Statements, please contact the Chief Auditor with the Division of Gaming at 303-205-1300.