

**Gaming Commission Regulations  
Regulation #R400-04-GC-04**

**Chapter 4 - Notifications and Reports**

**Section 1. Purpose; Authority**

- 1-1. *Purpose.* The purpose of this Chapter is to ensure delivery of incident and statistical reports by each gaming enterprise to the Gaming Commission which are required by applicable internal control standards or regulation, or which will otherwise assist the Gaming Commission in performing its regulatory responsibilities.
- 1-2. *Authority.* These rules and regulations are issued under and pursuant to the authority of the Gaming Ordinance, #10-400-01, Gaming Commission Ordinance, #04-400-04, and Commission's Ordinance, #04-150-01.

**Section 2. Definitions**

- 2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word “shall” is always mandatory and not merely advisory. Unless defined elsewhere, terms defined in this Chapter and the Gaming Ordinance and Gaming Commission Ordinance are defined for the purposes of all Gaming Commission regulations.
- 2-2. *Licensed Employee* means any employee who has received a license from the Gaming Commission.
- 2-3. *Notification* means written notice, fax or other electronic transmission notification required by these regulations is provided:
- a. To the Gaming Commission by delivery to the Gaming Commission; or
  - b. To the General Manager of the gaming enterprise unless the Gaming Commission is notified in writing of a specific employment position which is responsible for accepting notices and reports on behalf of the gaming enterprise.
- 2-4. *Report* means a document containing information organized in a narrative, graphic, or tabular form, prepared on or ad hoc, periodic, recurring, regular, or as required basis. Report may refer to specific periods, events, occurrences, or subjects, and may be communicated or presented in oral or written form.
- 2-5. *Sender* means any person or entity that is sending any document, report or communication via hard copy or electronic transmission.

- 2-6. *Gaming Device Conversion* means the alteration, re-programming or replacement of a game program EPROM or other equivalent game software media to change the game program or denomination of any gaming device.
- 2-7. *Gaming Device Change* means the physical replacement of a gaming device with a new machine or movement of a gaming device to a new location on the floor of a gaming enterprise.
- 2-8. *Gaming Device Upgrade* means the replacement of gaming device software with a newer version of the same software; this does not change game theme, payout or game operation.

### **Section 3. Submission of Required Notifications and Reports**

- 3-1. Notifications and reports must be delivered to the Gaming Commission. During non-operational hours of the Gaming Commission, the notifications and reports shall be placed in the mailbox outside the Gaming Commission office unless delivered electronically.
- 3-2. It is the responsibility of the sender to verify the delivery/receipt of any electronically delivered report, document or communication to the Gaming Commission.

### **Section 4. Slot Notifications**

- 4-1. *Slot Device Change*
  - a. Prior to moving any gaming device to a new location on the gaming floor of any gaming enterprise or changing the orientation of a gaming device, a representative of the gaming enterprise shall provide twenty-four (24) hours' notice to the Gaming Commission.
  - b. The notification to the Gaming Commission must include a complete list of the gaming devices proposed to be moved or re-positioned, including the number assigned to such gaming device(s) and the proposed new location(s).
  - c. Prior to any software upgrades, a representative of the gaming enterprise shall provide twenty-four (24) hours' notice to the Gaming Commission.
- 4-2. *Replacement of Gaming Device; Addition of New Gaming Device*
  - a. Prior to replacing any gaming device on the gaming floor, or adding a new gaming device to the gaming floor, the gaming enterprise shall provide five (5) calendar days' notice to the Gaming Commission.

- b. The notification to the Gaming Commission must include a list of the gaming device(s) proposed to be replaced, including the number assigned to such gaming device(s), the location(s), the theme of the new gaming device, the manufacturer, par sheets, specific pay table identification, approval letters, software type, software number(s) and any other information requested by the Gaming Commission or its staff.

4-3. *Gaming Device Game Conversion*

- a. Prior to conversion of any gaming device game or denomination conversion, the gaming enterprise shall provide not less than five (5) calendar days' notice to the Gaming Commission.
- b. The notification to the Gaming Commission must include a list of the gaming device(s) proposed to be converted, including the number assigned to such gaming device(s), the location(s), the name of the new game, the manufacturer, par sheets, specific pay table identification, approval letters, software type, software number(s) (if applicable) and any other information required by the Gaming Commission or its staff.

**Section 5. Table Games Notifications**

- 5-1. *New Table Games.* Before any new table game is introduced at a gaming enterprise, the gaming enterprise must complete the following requirements:
- a. An Agenda Request seeking approval must be submitted to the Gaming Commission not less than twenty (20) calendar days prior to the proposed start date.
  - b. All proposed rules and procedures must accompany the Agenda Request submission.
- 5-2. *Table Moves.* Before any existing table game is moved to a new location on the gaming floor, the Gaming Commission must have received not less than twenty-four (24) hours' advance notice. The Gaming Commission must also verify appropriate surveillance coverage prior to the game re-opening.

**Section 6. Camera Coverage Notification**

- 6-1. *Existing Camera Coverage.* The gaming enterprise shall provide the Gaming Commission with three (3) calendar days advance notice for requests changes (add, remove, reset, etc.) to camera coverage.
- 6-2. Where any change to camera coverage is not requested three (3) calendar days in advance, the gaming enterprise shall be charged \$1,000.00 to cover costs associated with the change.

- 6-3. The gaming enterprise shall confirm with the Surveillance Department that any addition of signage, movement of gaming devices, or introduction of new equipment to the gaming floor does not inhibit current camera coverage and does not inhibit coverage once cameras are adjusted prior to the use of such items or equipment.

**Section 7. Accounting and Auditing Reports**

- 7-1. The gaming enterprise shall ensure that the Gaming Commission is provided copies of the following reports as prescribed below.
- 7-2. The types of reports identified in this Section are the more significant ones noted in the Tribal Minimum Internal Controls (TMICS); however, there are other reports that the Tribal Minimum Internal Controls (TMICS) require the gaming enterprise to generate and forward to the Gaming Commission.

<b>Report Type</b>	<b>Time for Receipt of Report</b>
<b>a. Security Incident Reports</b>	Within three (3) calendar days of report.
<b>b. Variance Reports</b> <ol style="list-style-type: none"> <li>1. Cage Variances (individual counts; reports of investigation of discrepancies) (TMICS 7-4 (c) and 20-3 (c))</li> <li>2. Gaming Device Variances (including coin-to-drop meter reading vs. actual drop; actual currency drop vs. bill-in meter reading and exception report inspection/investigation reports) (TMICS 6-9 (g) and 20-3 (b));</li> <li>3. Daily recap for table games (TMICS 20-3 (a))</li> </ol>	Daily submittal by 4:00 p.m. the following calendar day.
<b>c. Accounting and Auditing Standards Reports</b> <ol style="list-style-type: none"> <li>1. Monthly reconciliation of cage accountability to general ledger (TMICS 20-3 (c) (1))</li> <li>2. Monthly trial balance of accounts receivable reconciled to general ledger;</li> <li>3. *Copy of the unaudited monthly financial statements</li> <li>4. **Copy of the gaming enterprises credit card(s) activity</li> <li>5. Copy of all external audits, reviews, and assessments (Title 31), including the 401K audit</li> <li>6. ***Minimum Bankroll Calculation and support</li> </ol>	Monthly (on the 20 <sup>th</sup> of each month.) *Monthly (by the 21 <sup>st</sup> of the following month). **Within five (5) days of the billing cycle. ***Quarterly (by the 25 <sup>th</sup> of January, April, July, and October) Submittal within three (3) calendar days following written request by the Gaming Commission.

<ul style="list-style-type: none"> <li>7. Statistical reports from evaluation of theoretical vs. actual hold percentages for gaming devices (TMICS 6-8)</li> <li>8. Analysis of table games performance standards (TMICS 5-7)</li> <li>9. Investigation reports for variances or exceptions noted (TMICS 20-3 (a); (b); (c) and (f))</li> <li>10. Other reports required by the Tribal Minimum Internal Controls Standards (i.e., TMICS 9-11 (b)), Tribal/Federal Regulation or the Tribal-State Compact</li> </ul>	
<p><b>d. Daily Operating Report (DOR)</b></p>	<p>Daily submittal by 4:00 p.m. the following calendar day.</p>
<p><b>e. Personnel Action Reports involving the following:</b></p> <ul style="list-style-type: none"> <li>1. Suspension of any licensed employee</li> <li>2. Termination (voluntary or involuntary) of any licensed employee</li> <li>3. Title change of any licensed employee</li> <li>4. *Employee Roster</li> </ul>	<p>As generated. Submittal by 4:00 p.m. the first calendar day following action.</p> <p>*Monthly (on or before the last Friday of each month).</p>
<p><b>f. Updated Slot Floor Plan</b></p>	<p>Monthly (on or before the 1<sup>st</sup> Friday of each month).</p>
<p><b>g. Break in Procedure(s) Exception Notices</b></p> <ul style="list-style-type: none"> <li>1. Compliance</li> <li>2. Auditing</li> </ul>	<p>Monthly (on or before the 15<sup>th</sup> of each month).</p>
<p><b>h. Currency Transaction Reports (CTR)</b></p>	<p>As generated. Submittal by 4:00 p.m. the first calendar day following generation.</p>
<p><b>i. Suspicious Activity Reports (SAR)</b></p>	<p>As generated. Submittal by 4:00 p.m. the first calendar day following generation.</p>
<p><b>j. Service Vendor Program</b></p> <ul style="list-style-type: none"> <li>1. *Full and Current list of approved Service Vendors (Regulation Chapter 19 – Section 10-3 (d) (1))</li> <li>2. *Tracking of year-to date sales to each approved Service Vendor (Regulation Chapter 19 – Section 10-3 (d) (3))</li> <li>3. **Service Vendors the gaming enterprise has refused to conduct business with or suspended business as a result of investigation finding (Regulation Chapter 19 – Section 10-3 (d) (2))</li> </ul>	<p>*Monthly (on or before the 19<sup>th</sup> of each month).</p> <p>**As generated. Submittal by 4:00 p.m. the first calendar day following generation.</p>

<p><b>k. Verification of Payments</b>  Verification that required payments have been submitted to National Indian Gaming Commission (NIGC) and the State of Michigan (per the Tribal-State Compact)</p>	As generated. Submittal by 4:00 p.m. the first calendar day following generation.
<p><b>l. Health &amp; Safety Inspection Reports</b></p>	Upon receipt.
<p><b>m. External Enforcement Actions</b>  1. Internal Revenue Service  2. State of Michigan  3. Any other external regulatory agency</p>	Within twenty-four (24) hours of receipt of any enforcement action.

**Section 8. Required Notification to the Gaming Commission**

- 8-1. A representative of the gaming enterprise shall notify the Gaming Commission’s Surveillance Department immediately for any of the following events. For purposes of this Section, the term “immediately” means verbal notification (via radio or telephone) as soon as practical. Failure to comply with any required reporting requirements set forth in this Section may result in a \$1,000.00 fine.
- a. A payout and/or jackpot of \$1,200.00 or greater from any gaming device.
  - b. A payout and/or jackpot of \$10,000.00 or greater from any table game.
  - c. All jackpots of \$50,000.00 or greater on any gaming device or table game. The Gaming Commission’s Compliance Department **must** verify the jackpot **before** the gaming enterprise can pay out the jackpot.
  - d. Accident or other incident resulting in damage to gaming equipment or electronic data processing (EDP) equipment used in connection with gaming operations.
  - e. The arrest of any person at the gaming enterprise.
  - f. An outside law enforcement agency on property.
  - g. Failure of the slot accounting system, progressive system, or power failure.
  - h. Restriction of a former or current employee of the gaming enterprise.
  - i. Any suspicious or suspected criminal activity.

- 8-2. *Adoption, Amendment, Repeal of System of Internal Controls (SICS); Processes*
- a. Approval of any revisions to System of Internal Control Standards (SICS) must be submitted to the Gaming Commission in writing twenty (20) calendar days from the proposed start date.
  - b. The Gaming Commission may provide, by resolution or order, exceptions to the approval process (es).

### **Section 9. Job Descriptions**

- 9-1. The Human Resources Department shall forward to the Gaming Commission a copy of all job descriptions and organizational charts (including when modified or discontinued).

### **Section 10. Hours of Operation**

- 10-1. The gaming enterprise shall operate 24 hours a day, 7 days a week, 365 days a year. Management of the gaming enterprise may request that the hours of operation be changed, by submitting a written request to the Gaming Commission Chairperson. The request must be approved or denied by the Gaming Commission.

### **Section 11. Dealer School**

- 11-1. The gaming enterprise shall provide the Gaming Commission with no less than sixty (60) calendar days advance notice of the start date of a Dealer School.

### **Section 12. Failure to Comply**

- 12-1. Failure to comply with any required reporting requirements set forth in this Chapter may result in the following fines, unless defined otherwise within the Chapter (Sections 6 and 8) or by Gaming Commission Order.
- a. Warning – first offense
  - b. \$200.00 – second offense
  - c. \$500.00 – third offense
- 12-2. Offenses shall be cumulative within a six-month period from the date of the last offense.
- 12-3. All fines are assessed against the gaming enterprise.