



# **Mille Lacs Band of Ojibwe Indians**

*Gaming Regulatory Authority*

*Detailed Gaming Regulations*

**DGR-8a Standards for Bingo**

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## 1. Bingo General

- 1.1. Supervision must be provided as needed for bingo operations by an associate with authority equal to or greater than those being supervised.
- 1.2. When the bingo gaming software (i.e. EPIC) is down, bingo shall not be allowed.
- 1.3. *Display of rules and necessary disclaimers.* The TGRA or the operation must verify that all game rules and disclaimers are displayed at all times or made readily available to the player upon request, as required by 25 CFR part 547.
- 1.4. Standards for bingo statistical reporting are found in DGR- Accounting and Revenue Audit.

## 2. Bingo Card Inventory

- 2.1. The Gaming Enterprise shall develop a system of internal controls for physical bingo card inventory including, but not be limited to the following:
  - 2.1.1. Placement of orders
  - 2.1.2. Receipt of bingo cards
    - a. When bingo card inventory is initially received from the supplier, bingo card inventory shall be:
      - i. Inspected (without breaking the factory seals, if any)
      - ii. Counted
      - iii. Inventoried
      - iv. Secured by an authorized associate independent of bingo sales
    - b. Bingo card inventory records shall include, but not be limited to the following:
      - i. The date received
      - ii. Quantities received
      - iii. The name of the associate conducting the inspection
  - 2.1.3. Storage of bingo cards
    - a. Bingo cards shall be:
      - i. Maintained in a secure, dual access location, except for the working inventory/staging area which may be single access.
      - ii. Accessible only to authorized associates
      - iii. Have surveillance coverage adequate to identify persons accessing the storage area
      - iv. The Bingo storage area must be kept separate from the working inventory area, i.e., staging area.
    - b. The bingo card inventory record(s) shall include:
      - i. Date
      - ii. Shift or session

- iii. Time
- iv. Location
- v. Inventory received, issued, removed, and returned
- vi. Signature of associate performing transaction
- vii. Signature of associate performing the reconciliation
- viii. Any variance
- ix. Beginning and ending inventory
- x. Description of inventory transaction being performed

2.1.4. Issuance and return of bingo cards

- a. Records signed by the issuer and recipient shall be created for the following events:
  - i. Issuance of inventory from storage to a staging area
  - ii. Issuance of inventory from a staging area to the cage or sellers
  - iii. Return of inventory from a staging area to storage
  - iv. Return of inventory from cage or seller to staging area or storage

2.1.5. Removal and/or cancellation of bingo card inventory

- a. Bingo cards removed from inventory that are deemed out of sequence, flawed, or misprinted and not returned to the supplier shall be cancelled to ensure that they are not utilized in the play of a bingo game.
- b. Bingo cards that are removed from inventory and returned to the supplier or cancelled shall be logged as “removed from inventory”.

2.2. The Gaming Enterprise shall develop a system of internal controls for physical bingo card inventory to ensure:

2.2.1. The bingo card inventory is accounted for at all times.

2.2.2. The bingo cards have not been marked, altered, or otherwise manipulated.

2.3. The inventory of bingo cards shall be tracked and logged from receipt until use or permanent removal from inventory.

2.4. The GRA shall be notified when bingo cards are returned to the supplier.

2.5. Bingo cards used for games shall not be recirculated for promotional events including but not limited to associate events, community events, etc.

2.6. Bingo cards associated with an investigation shall be retained intact, in a secure location, outside of the established removal and cancellation policy.

### 3. Bingo Sales

3.1. Associates who sell bingo cards shall not:

3.1.1. Be the sole verifier of bingo cards for prize payouts

3.1.2. Have access to modify bingo sales records

- 3.2. Only management can modify bingo sales records.
- 3.3. The following shall be documented in order to record, track, and reconcile sales of manual bingo cards:
  - 3.3.1. Date
  - 3.3.2. Time
  - 3.3.3. Shift or session
  - 3.3.4. Quantity of bingo cards issued, sold, and returned
  - 3.3.5. Sales transaction identifiers, which may be the unique card identifier(s) sold or when electronic bingo card faces are sold, the unique identifier(s) of the card faces sold
  - 3.3.6. Dollar amount of bingo card sales
  - 3.3.7. Signature, initials, or identification number of the associate preparing the record
  - 3.3.8. Signature, initials, or identification number of an independent associate who verified the bingo cards returned to inventory and dollar amount of bingo card sales
- 3.4. The Gaming Enterprise shall develop a system of internal controls for bingo card sale voids, which shall include but not be limited to the following:
  - 3.4.1. Approvals and other controls for patron refunds
  - 3.4.2. Procedures to mark non-electric bingo card(s) as void
  - 3.4.3. Procedures for adjustments to bingo card sales to reflect voids
  - 3.4.4. Procedures for adjustments to bingo card inventory
  - 3.4.5. Documentation of the reason for the void
  - 3.4.6. Authorization for all voids including signature of authorizer
- 3.5. Voids shall be prohibited after the start of the game for which the card was sold.
- 3.6. The Gaming Enterprise shall develop a system of internal controls for reissuing of previously sold bingo cards, which shall include but not be limited to the following:
  - 3.6.1. The original sale of the bingo card(s) shall be verified.
  - 3.6.2. The reissuance of the bingo card(s) shall be documented including the signature of the associate authorizing reissuance.

## 4. Bingo Draw

- 4.1. The Gaming Enterprise shall develop a system of internal controls to ensure that all balls used in the conduct of the bingo game are available to be drawn and have not been damaged or altered.
  - 4.1.1. Verification of physical balls shall be performed by two (2) associates before the start of the first bingo session.
  - 4.1.2. At least one (1) of the verifying associates shall be a supervisory associate or independent of the bingo games department.
- 4.2. If the Gaming Enterprise uses a random number generator (RNG) for the bingo draw procedures must be in place in accordance with DGR- Class II Technical Standards.

- 4.3. The Gaming Enterprise shall develop and implement a system of internal controls to verify and record the identity of each ball as it is drawn, including but not limited to:
  - 4.3.1. The method used to ensure the identity of each ball drawn.
  - 4.3.2. The order and identity of the ball drawn, for dispute resolution purposes.
  - 4.3.3. Each ball shall be shown to a camera to be individually displayed to patrons before it is called.
  - 4.3.4. The identity of each ball drawn is accurately recorded and transmitted to the participants. Bingo games that do not use camera equipment shall have each ball verified by an associate independent of the bingo caller.
  - 4.3.5. For all games offering a prize payout of \$1,200 or more, as the balls are drawn, the identity of the balls shall be immediately recorded and maintained for a minimum of twenty-four (24) hours.

## 5. Bingo Payout Verification

- 5.1. The Gaming Enterprise shall develop a system of internal controls to verify that the following is valid for the game in play prior to payment of a winning prize:
  - 5.1.1. Winning card(s)
  - 5.1.2. Balls drawn
  - 5.1.3. The winning pattern assigned to each game
- 5.2. The Gaming Enterprise shall develop a system of internal controls to determine the validity of the claim prior to the payment of a prize (i.e., bingo card was sold for the game played, not voided, etc.) by at least two (2) associates.
  - 5.2.1. If an automated system is used, the system may serve as one (1) of the verifiers.
- 5.3. Payout records shall include the following information:
  - 5.3.1. Date and time
  - 5.3.2. Amount of the payout (alpha & numeric for player interface payouts)
  - 5.3.3. Bingo card identifier or player interface identifier
- 5.4. Prize payouts of \$1,199.99 or less require the signature and verification of at least two (2) associates.
- 5.5. Prize payouts of \$1,200.00 to \$4,999.99, require the signature and verification of two (2) associates, one (1) of whom must be management.
- 5.6. Prize payouts \$5,000.00 or greater require the signature and verification of three (3) associates, one (1) whom must be management independent of the Table Games Department.

## 6. Bingo Paymaster/Cashier

- 6.1. The Gaming Enterprise shall develop a system of internal controls for cash or cash equivalents that address the following:
  - 6.1.1. Identification of the associate authorized (by position) to make a payout
  - 6.1.2. Predetermined payout authorization levels (by position)
  - 6.1.3. Documentation ensuring separate control of the cash accountability functions

- 6.2. Cash or cash equivalents shall include documentation by shift, session, or other relevant time period of the following:
  - 6.2.1. Inventory, including any increases or decreases
  - 6.2.2. Transfers
  - 6.2.3. Exchanges, including acknowledging signatures or initials
- 6.3. Any change to control of accountability, exchange, or transfer requires that the cash or cash equivalents be:
  - 6.3.1. Counted and recorded independently by at least two (2) associates
  - 6.3.2. Reconciled to the recorded amount at the end of each shift or session
- 6.4. Variances must be documented and maintained.
- 6.5. Unverified transfers of cash or cash equivalents are prohibited.
- 6.6. Bingo Paymaster is prohibited from acting as a seller anytime during the current gaming day.

## 7. Bingo Equipment

- 7.1. Access to all bingo equipment shall be restricted to authorized associates.
  - 7.1.1. Bingo equipment shall include, but not be limited to the following:
    - a. Bingo ball blowers
    - b. Bingo balls
    - c. Equipment used for the calling and/or display of bingo numbers
- 7.2. At least monthly, Bingo balls shall be inventoried, and reconciled, with variances investigated, to bingo balls received and destroyed.
- 7.3. The Gaming Enterprise shall develop a system of internal controls for bingo equipment that shall include, but not be limited to, the following:
  - 7.3.1. Controls for detection of broken or tampered with balls/equipment
  - 7.3.2. Removal procedures for broken or tampered balls/equipment
    - a. In the event of a broken, marked or tampered with ball, the entire set shall be replaced.
  - 7.3.3. Notification to the GRA of detection of broken or tampered balls/equipment.
- 7.5. The Gaming Enterprise shall develop a system of internal controls for the destruction of bingo balls and/or equipment shall include, but not be limited to, the following:
  - 7.5.1. Any Gaming Enterprise seeking to destroy or dispose of Bingo Equipment shall obtain the written approval of the GRA Board or its designee prior destruction or disposal.
  - 7.5.2. The GRA Board shall approve the destruction or disposal of Bingo Equipment to protect the integrity of gaming at a Gaming Enterprise or, as otherwise required by law.
  - 7.5.3. The Gaming Enterprise shall provide a written notice at least 14 days in advance to the GRA. The notice shall be presented to the GRA Board for approval.
  - 7.5.4. The notice must include the following:

- a. A brief explanation for the proposed destruction or disposal.
  - b. Identification of the equipment including:
    - i. Type and amount of equipment to be destroyed, name of the manufacturer and model number (if applicable);
    - ii. Unique identification number (if applicable); and
    - iii. Date and source of original acquisition.
  - c. Description of method of destruction or disposal including:
    - i. Name of the associate responsible for destruction or disposal;
    - ii. Date, place and time of proposed destruction or disposal; and
    - iii. Proposed method for destruction or disposal.
- 7.5.5 The GRA Board may require an OGR&C employee or designee to be present at the destruction or disposal of the Bingo Equipment. The Board may require the destruction of the Bingo Equipment to be video recorded.
- 7.5.6 Once destruction or disposal is complete, written verification must be provided to the GRA Board.
- 7.5.7 All documentation of destroyed and disposed Bingo Equipment must be maintained for at least two (2) years by the Gaming Enterprise.
- 7.6 The Gaming Enterprise shall develop a system of internal Controls for Progressive prize pools shall include, but are not limited to, the following:
- 7.6.1 A display that shows the amount of the progressive prize must be conspicuously displayed at or near the player interface(s) to which the prize applies.
  - 7.6.2 At the end of each session, each Gaming Enterprise shall record the total amount of each progressive prize pool offered at the Gaming Enterprise on the progressive log.
  - 7.6.3 When a manual payment for a progressive prize is made from a progressive prize pool, the amount must be recorded on the progressive log.
  - 7.6.4 Each Gaming Enterprise shall record, on the progressive log, the base reset amount of each progressive prize the Gaming Enterprise offers.
  - 7.6.5 The Gaming Enterprise shall establish and comply with procedures specific to the transfer of progressive amounts in excess of the base reset amount to other awards or prizes. Such procedures may also include other methods of distribution that accrue to the benefit of the gaming public.



## History

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Prior versions of this Detailed Gaming Regulation are available upon request from the Gaming Regulatory Authority.