

NATIONAL INDIAN GAMING COMMISSION
MICS AUDIT CHECKLIST
CREDIT (CR)

#	MICS QUESTION	YES	NO	W/P REF	MICS	COMMENT
(b) Credit standards.						
1.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Is at least the following information recorded for customers who have credit limits or are issued credit (excluding personal checks, payroll checks, cashier's checks and traveler's checks): (Review supporting documentation)</p> <p>Customer's name, current address and signature?</p>	_____	_____	_____	542.15(b)(1)(i)	
2.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Is at least the following information recorded for customers who have credit limits or are issued credit (excluding personal checks, payroll checks, cashier's checks and traveler's checks): (Review supporting documentation)</p> <p>Identification verifications?</p>	_____	_____	_____	542.15(b)(1)(ii)	
3.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Is at least the following information recorded for customers who have credit limits or are issued credit (excluding personal checks, payroll checks, cashier's checks and traveler's checks): (Review supporting documentation)</p> <p>Authorized credit limit?</p>	_____	_____	_____	542.15(b)(1)(ii)	
4.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Is at least the following information recorded for customers who have credit limits or are issued credit (excluding personal checks, payroll checks, cashier's checks and traveler's checks): (Review supporting documentation)</p> <p>Documentation of authorization by a person designated by management to approve credit limits?</p>	_____	_____	_____	542.15(b)(1)(iv)	

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5.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Is at least the following information recorded for customers who have credit limits or are issued credit (excluding personal checks, payroll checks, cashier's checks and traveler's checks): (Review supporting documentation)</p> <p>Credit issuances and payments?</p>	_____	_____	_____	542.15(b)(1)(v)	
6.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Prior to extending credit, is the customer's gaming operation credit record and/or other documentation examined to determine the following: (Inquiry)</p> <p>Properly authorized credit limit?</p>	_____	_____	_____	542.15(b)(2)(i)	
7.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Prior to extending credit, is the customer's gaming operation credit record and/or other documentation examined to determine the following: (Inquiry)</p> <p>Whether remaining credit is sufficient to cover the credit issuance?</p>	_____	_____	_____	542.15(b)(2)(ii)	
8.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Prior to extending credit, is the customer's gaming operation credit record and/or other documentation examined to determine the following: (Inquiry)</p> <p>Identity of the customer (except for known customers)?</p>	_____	_____	_____	542.15(b)(2)(ii)	

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9.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Are credit extensions over a specified dollar amount approved by personnel designated by management? (Inquiry and review policies and procedures) (Indicate in Comment Section the dollar amount(s) and designated personnel)</p>	_____	_____	_____	542.15(b)(3)	
10.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Is proper approval of credit extensions over 10 percent of the previously established limit documented? (Inquiry and review policies and procedures)</p>	_____	_____	_____	542.15(b)(4)	
11.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Are the job functions of credit approval (i.e. establishing the customers credit worthiness) and credit extensions (i.e. advancing customer's credit) segregated for credit extensions to a single customer of \$10,000 or more per day (applies whether the credit extended is in the pit or the cage)? (Inquiry and review policies and procedures)</p>	_____	_____	_____	542.15(b)(5)	
12.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>If cage credit is extended to a single customer in an amount exceeding \$2,500, are applicable gaming personnel notified on a timely basis of the customer's playing on cage credit, the applicable amount of credit issued, and the available balance? (Inquiry and review policies and procedures)</p>	_____	_____	_____	542.15(b)(6)	
13.	<p>If the gaming operation authorizes and extends credit to customers, the following standards apply:</p> <p>Are cage marker forms at least two parts (the original marker and a payment slip), prenumbered by a printer or concurrently numbered by the computerized system, and</p>	_____	_____	_____	542.15(b)(7)	

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	utilized in numerical sequence? (Observation)					
14.	If the gaming operation authorizes and extends credit to customers, the following standards apply: Does the completed original cage marker contain at least the following information: (Examination of records) Marker number?	_____	_____	_____	542.15(b)(8)(i)	
15.	If the gaming operation authorizes and extends credit to customers, the following standards apply: Does the completed original cage marker contain at least the following information: (Examination of records) Player's name and signature?	_____	_____	_____	542.15(b)(8)(ii)	
16.	If the gaming operation authorizes and extends credit to customers, the following standards apply: Does the completed original cage marker contain at least the following information: (Examination of records) Amount of credit issued (alpha and numeric)?	_____	_____	_____	542.15(b)(8)(ii i)	
17.	If the gaming operation authorizes and extends credit to customers, the following standards apply: Does the completed payment slip include the same marker number as the original, date and time of payment, amount of payment, nature of settlement (cash, chips, etc.), and signature of cashier receiving the payment? (Examination of records)	_____	_____	_____	542.15(b)(9)	
(c) Payment standards.						
18.	Are all payments received on outstanding credit instruments permanently recorded in the gaming operation's records? (Examination of records)	_____	_____	_____	542.15(c)(1)	
19.	When partial payments are made on credit instruments, are they evidenced by a multi-part receipt (or another equivalent document) that	_____	_____	_____	542.15(c)(2)(i)	

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	contains: (Examination of records) The same preprinted number on all copies?					
20.	When partial payments are made on credit instruments, are they evidenced by a multi-part receipt (or another equivalent document) that contains: (Examination of records) Customer's name?	_____	_____	_____	542.15(c)(2)(ii)	
21.	When partial payments are made on credit instruments, are they evidenced by a multi-part receipt (or another equivalent document) that contains: (Examination of records) Date of payment?	_____	_____	_____	542.15(c)(2)(ii)	
22.	When partial payments are made on credit instruments, are they evidenced by a multi-part receipt that contains: (Examination of records) Dollar amount of payment (or remaining balance if a new marker is issued), and nature of settlement (cash, chips, etc.)?	_____	_____	_____	542.15(c)(2)(iv)	
23.	When partial payments are made on credit instruments, are they evidenced by a multi-part receipt that contains: (Examination of records) Signature of employee receiving payment?	_____	_____	_____	542.15(c)(2)(v)	
24.	When partial payments are made on credit instruments, are they evidenced by a multi-part receipt that contains: (Examination of records) Number of credit instrument on which partial payment is being made?	_____	_____	_____	542.15(c)(2)(vi)	
25.	Questions 25-30 need not be answered if: (1) account balances are routinely confirmed on a random basis by the accounting or internal audit departments or (2) if statements are mailed by a person independent of the credit transactions and collections thereon and (3) the department receiving payments cannot access cash: (Condition 3 and either 1 or 2 must be satisfied) Do the routing procedures for payments by	_____	_____	_____	542.15(c)(3)(i)	

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	mail require that a department independent of credit instrument custody and collection receive them? Indicate the department. (Inquiry)					
26.	<p>Questions 25-30 need not be answered if: (1) account balances are routinely confirmed on a random basis by the accounting or internal audit departments or (2) if statements are mailed by a person independent of the credit transactions and collections thereon and (3) the department receiving payments cannot access cash (condition 3 and either 1 or 2 must be satisfied).</p> <p>Are such receipts by mail documented on a listing indicating the following: (Examination of records)</p> <p>Customer's name?</p>	_____	_____	_____	542.15(c)(3)(ii)	
27.	<p>Questions 25-30 need not be answered if: (1) account balances are routinely confirmed on a random basis by the accounting or internal audit departments or (2) if statements are mailed by a person independent of the credit transactions and collections thereon and (3) the department receiving payments cannot access cash (condition 3 and either 1 or 2 must be satisfied).</p> <p>Are such receipts by mail documented on a listing indicating the following: (Examination of records)</p> <p>Amount of payment?</p>	_____	_____	_____	542.15(c)(3)(ii)	
28.	<p>Questions 25-30 need not be answered if: (1) account balances are routinely confirmed on a random basis by the accounting or internal audit departments or (2) if statements are mailed by a person independent of the credit transactions and collections thereon and (3) the department receiving payments cannot access cash (condition 3 and either 1 or 2 must be satisfied).</p> <p>Are such receipts by mail documented on a listing indicating the following: (Examination of records)</p>	_____	_____	_____	542.15(c)(3)(ii)	

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	Nature of payment (if other than a check)?					
29.	<p>Questions 25-30 need not be answered if: (1) account balances are routinely confirmed on a random basis by the accounting or internal audit departments or (2) if statements are mailed by a person independent of the credit transactions and collections thereon and (3) the department receiving payments cannot access cash (condition 3 and either 1 or 2 must be satisfied).</p> <p>Are such receipts by mail documented on a listing indicating the following: (Examination of records)</p> <p>Date payment received?</p>	_____	_____	_____	542.15(c)(3)(ii)	
30.	<p>Questions 25-30 need not be answered if: (1) account balances are routinely confirmed on a random basis by the accounting or internal audit departments or (2) if statements are mailed by a person independent of the credit transactions and collections thereon and (3) the department receiving payments cannot access cash (condition 3 and either 1 or 2 must be satisfied).</p> <p>Is the total amount of the listing of mail receipts reconciled with the total mail receipts recorded on the appropriate accountability form by the accounting department on a random basis (for at least 3 days per month)? (Review other-review most recent monthly reconciliation)</p>	_____	_____	_____	542.15(c)(3)(ii)	
(d) Access to credit documentation.						
31.	Is access to the credit information restricted to those positions that require access and are also authorized by management? (Inquiry)	_____	_____	_____	542.15(d)(1)(i)	
32.	Is access to outstanding credit instruments restricted to persons authorized by management? (Inquiry)	_____	_____	_____	542.15(d)(1)(ii)	

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33.	Is access to written-off credit instruments further restricted to individuals specified by management? (Inquiry)	___	___	___	542.15(d)(1)(ii)	
(e) Maintenance of credit documentation.						
34.	Are all extensions of cage credit, pit credit transferred to the cage and subsequent payments documented on a credit instrument control form? (Review supporting documentation)	___	___	___	542.15(e)(1)	
35.	Are records of all correspondence, transfers to and from outside agencies, and other documents related to issue credit instruments maintained? (Review supporting documentation)	___	___	___	542.15(e)(2)	
(f) Write-off and settlement standards.						
36.	Are written-off or settled credit instruments authorized in writing? (Review supporting documentation)	___	___	___	542.15(f)(1)	
37.	Are such authorizations made by at least two management officials, who are from departments independent of the credit transaction? (Review supporting documentation)	___	___	___	542.15(f)(2)	
(g) Collection agency standards.						
38.	If outstanding credit instruments are transferred to collection agencies, or other collection representatives, is a copy of the credit instrument and a receipt from the collection representative obtained and maintained until such time as the credit instrument is returned or payment is received? (Review supporting documentation)	___	___	___	542.15(g)(1)	
39.	Does an individual independent of credit transactions and collections periodically review the documents in Question 38? (Inquiry)	___	___	___	542.15(g)(2)	
(h) Accounting/auditing standards.						
40.	Does an individual independent of the cage, credit,	___	___	___	542.15(h)(1)(i)	

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	and collection functions perform all of the following at least three times per year: (Inquiry and review supporting documentation) Ascertain compliance with credit limits and other established credit issuance procedures?					
41.	Does an individual independent of the cage, credit, and collection functions perform all of the following at least three times per year: (Inquiry and review supporting documentation) Randomly reconcile outstanding balances of both active and inactive accounts on the accounts receivable listing to individual credit records and physical instruments?	_____	_____	_____	542.15(h)(1)(ii)	
42.	Does an individual independent of the cage, credit, and collection functions perform all of the following at least three times per year: (Inquiry and review supporting documentation) Examine credit records to determine that appropriate collection efforts are being made and payments are being properly recorded?	_____	_____	_____	542.15(h)(1)(ii)	
43.	Does an individual independent of the cage, credit, and collection functions perform all of the following at least three times per year: (Inquiry and review supporting documentation) For a minimum of five (5) days per month, partial payment receipts are subsequently reconciled to the total payments recorded by the cage for the day and are numerically accounted for?	_____	_____	_____	542.15(h)(1)(iv)	
(a) Computer applications.						
44.	If the gaming operation is utilizing any computer applications with alternative documentation and/or procedures, did the gaming operation receive approval for such procedures? (Review TGRA approval)	_____	_____	_____	542.15(a)	