

Downstream Authority of the Quapaw Tribe of Oklahoma Regular Meeting
January 22, 2013

Meeting Called to Order: 10 am

ROLL CALL:	John Berrey, Chairman	Present
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Present
	Marilyn Rogers, Member	Absent
	Tamara Smiley, Member	Absent

DECLARATION OF QUORUM: announced by Larry Ramsey
Steve Drewes

General Manager Updates

- Play and Earn options – circleware
 - Concept good, look for other brands

- Policy – 1400.12.03 – Currency Payouts

Motion by DDA Secretary Larry Ramsey to approve policy as presented. Seconded by DDA Treasurer Ranny McWatters. Vote: JB, y; RM, y; LR, y; MR, absent; TS, absent (3 yes, 0 no, 2 absent) motion carries.

- Igaming
 - In Las Vegas, see if JR can attend
- Benches in hotel lobby from front door to front desk
 - Get options for review and approval
- Nee Spa signage
 - 4 options presented
 - 2 blue
 - 1 actual colors
 - 1 brown
 - Put blue “water” swish under logo and the review again approval
- Construction Department
 - Add to org chart, report to DDA
 - Chris Roper – Director – after discussion with the DDA he would rather stay as a consultant. Keep as consultant with \$1000 per month increase.
 - Terri Birch – Contract Administrator
 - Location
 - Executive offices?
 - Reconfigure DDA offices?

Motion by DDA Treasurer Ranny McWatters to approve org chart change. Seconded by DDA Secretary Larry Ramsey. Vote: JB, y; RM, y; LR, y; MR, absent; TS, absent (3 yes, 0 no, 2 absent) motion carries.

- Benson building
 - Discussion on selling.
 - Consensus of the DDA to sale the property.

- Feb newsletter
 - Cupid's cash – do not like artwork
 - When are they going to incorporate elements of the building?
 - Art is not getting any better

Donations

- Eureka Springs Chocolate Lover's Festival – YES, room and dinner
- Louisburg High School Band – NO
- Relay for Life – YES, room and dinner
- RBI – YES, room and dinner
- Marquette Catholic School Boots N BBQ – YES, room and dinner and \$1000
- Ottawa County Conservation District – NO
- Nike N7 Sport Summit – YES, \$2500
- Parson's Foursquare Church – YES, \$500
- Josh Keeton & Pitt State – YES, \$250
- St. Andrew – YES, room and dinner
- Okaye Gof Classic - YES, \$1500
- Girard Medical Foundation – YES, room and dinner
- Evangel University – YES, golf for 4
- ANPAC, YES – hotel and golf for 4
- Razorback Club – yes, \$2000

Adjourn 11:30 am

Quapaw Tribal Gaming Agency



Date Received	12/14/12
Comments	
Reviewed By	MK 12/14/12 12/13/12 Bm 12-13-12 JB
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: Currency Payouts Policy #1400.12.03	Department: Cage	Submission Date: 12/10/2012
Narrative Description: To establish policy and procedures for paying out Currency at a Cage window. This is a revision to version #1400.12.02. The main revisions were to include the Jackpot and High Limit windows to this policy and to have this policy be applicable to all Cage Cashiers.		DCR/QTGA Tracking: POLICIES & PROCEDURES DDA APPROVED JAN 22 2013

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 12/16/12

Department Director Authorization

Signature: [Signature]

Date: 12/17/12

General Manager Authorization

Signature: [Signature]

Date: 12/13/12

QTGA Authorization

Signature: [Signature]

Date: 12/14/12

Currency Payouts	Policy No: 1400.12.03	Issue Date: 12/14/2012
PURPOSE: To establish policy and procedures for paying out Currency at a Cage window.		

DCR Compliance – ITEM Tracking	Date
Issue Date	5/13/2010
Compliance Review	2/1/2009
QTGA Submission	7/15/2009
QTGA Return	11/6/2009
Compliance Review	3/22/2010
QTGA Submission	4/1/2010
QTGA Return	4/12/2010
Compliance Review	4/19/2010
QTGA Submission	4/22/2010
QTGA Return	4/29/2010
Compliance Review	5/3/2010
QTGA Submission	5/6/2010
QTGA Final Approval	5/13/2010
GM Approval	5/4/2010
DDA Final Approval	5/14/2010
Compliance Review	3/9/2011
QTGA Submission	3/11/2011
GM Approval	3/11/2011
QTGA Final Approval	3/24/2011
DDA Final Approval	3/30/2011
Compliance Revisions to #1400.12.02	10/17/2012
QTGA Submission	10/19/2012
QTGA Return	10/23/2012
Compliance Review	10/25/2012
QTGA Submission	10/25/2012
QTGA Return	10/26/2012
Compliance Review	10/29/2012
QTGA Submission	10/29/2012
QTGA Return	11/13/2012
Compliance Revisions	11/30/2012
QTGA Submission	12/10/2012
GM Approval	12/13/2012
QTGA Approval	12/14/2012
DDA Approval	1/22/2013

POLICY

All Cage and Jackpot Window Cashiers and above shall count and verify all currency before placing it into a window. Verified currency will be paid out of a Cage Window in a specified way to ensure consistency and for Surveillance review.

PROCEDURE

1. All Currency is verified before it is placed in the cash drawer. The verified cash is kept in the top drawer and is set up from left to right beginning with the loose hundreds, loose twenties, loose tens, loose fives, and loose ones.
2. The fifties are clipped together and kept to the side. All torn or mutilated money is also clipped together and placed to the side.
3. The verified bundles of currency are placed in the back of the drawer by denomination left to right beginning with the hundreds, twenties, tens, fives and ones.
4. The procedures for currency payout at a Cage window apply to all Cashiers and above and is as follows:
 - a. Place the redeemable item in the designated, marked off area on the Cage or Jackpot Window.
 - b. Determine the amount of the payout.
 - c. Verbalize the amount to the patron.
 - d. All currency leaving the Frontline, Poker and High Limit Cage Cashier's drawer will be counted three (3) times. Once as the Cashier pulls it from the drawer, once in the hand of the Cashier and once while paying the patron.
 - e. All currency leaving the Jackpot and High Limit Window Cashier's drawer will be counted three (3) times.
 - i. The amounts between \$.01-\$4,999.99 will be paid out as follows:
 1. Once as the Cashier pulls it from the drawer;
 2. Once in the hand of the Cashier; and
 3. Once while paying the patron.

- ii. The amount of \$5,000 and beyond will be paid out as follows:
 - 1. Once as the Cashier pulls it from the drawer;
 - 2. Once in the hand of the Cashier or in a Main Bank currency counting machine; and
 - 3. Once while paying the patron.
- f. Pull the currency from the cash drawer, starting with the highest bills, working down to the smallest (counting silently to self).
- g. Use the least amount of bills as possible (unless instructed otherwise by the patron).
- h. Count the currency again before payout. In the Jackpot and High Limit Window, any amount \$5,000 and beyond can be counted through a Main Bank currency counter. All bills are paid out face up. (The direction of the head on the bill does not matter.)
- i. Look again at the item being cashed out to ensure the count is accurate.
- j. Repeat the amount to the patron.
- k. Verbally, count out loud, to the patron. (Example: 1,2,3,4,5,6,7,8,9,1000-1100,12,13,14,15,16,17,18,19,2000-2100 etc. \$1,900 is 1900 not one thousand nine hundred dollars.)
- l. Fan the bills from left to right and lay out as follows:
 - i. Hundreds (\$100) from left to right and stack in piles of \$1,000 (If the payout is more than a \$1,000 in hundreds, at the end of each \$1,000 in bills, stack that row, drop down an inch and begin counting out your next \$1,000 in bills.)
 - ii. At \$5,000 the piles are combined to make one neat stack and begin with the next group. (Example if there is \$10,000 counted out, at the end, the Cashier will have two stacks at \$5,000 each.)
 - iii. Drop down another inch and begin counting the twenties or next denomination of bills.
 - iv. All other bills are counted in the same manner.

- m. Full straps should always be counted out to a Patron. Straps can be ran through a currency counter for verification.
- n. Always pay on the counter in front of the Patron.
- o. Never place currency directly in the hands of the Patron. If the patron does touch the currency, the Cashier is to pull it back and recount.
- p. Never pay over the top of chips, EZ-Pay tickets, checks, jackpot slips, etc. Place these items in the marker area on the counter.
- q. If redeeming multiple EZ-Pay tickets, hand count the number of tickets and compare this to the number in the computer system.
- r. If the Patron leaves the window, stop counting and begin the count again after the Patron returns.
- s. If the Cashier becomes confused while counting the currency, the Cashier is to stop, pull the currency back and begin the count out process again.
- t. Cash payouts on the Frontline Windows and the Poker Room require a Cage Supervisor verification at \$3,000 or greater.
- u. Cash payouts in the Jackpot Window and High Limit Window require a Cage Supervisor verification at \$15,000 or greater.
- v. Cash payouts of \$5,000 and greater (in any area of the cage) require Surveillance notification.
- w. Cash payouts of \$3,000 and greater are logged on the Multiple Transaction Log (pg. 6). (See policy #1400.23, Multiple Transaction Log for more detailed information.)
- x. Cash payouts involving checks are logged on the Multiple Transaction Log if they accumulate to \$3,000 and greater and the Negotiable Instrument Log if the check is \$3,000 or more. (See policy #1400.24, Negotiable Instrument Log) along with a copy of the Patron's Driver's License and a copy of the check.
- y. Cash payouts of \$10,000.01, either single or accumulative, require a copy of the Patron's Driver's License, copy of Social Security card or W-9 (pg. 8) completed and the completion of a Currency Transaction Report (pg. 7). (See policy 1400.22, Currency Reporting for Casinos for additional details.).

- z. All Cash In transactions are treated in the same manner for Title 31 purposes. (See policy 1400.22, Currency Reporting for Casinos for additional details.)

Downstream Casino Resort
Multiple Cash Transaction Log

Open Date 6 A.M of _____ Close Date 5:59 A.M

Page ____ of ____.

Location Cage _____ Poker _____ HI-D _____										
Customer Information		Customer Description	Cash In Amount	Cash Out Amount	Trans Type	CTR Y/N	Time	Location	Initials & Badge #	Comments
Cust Name	Sex: M/F	Race: C/B/A/H/I/O								
Agent Name	Hair: BL/BR/BK/GR/RD/BD									
DL#	Age: 21-35/36-50/51-65/65+									
City/State	Build: Thin/ Medium/ Heavy									
Comments	Height: <5'6"/5'6"-6"/>6'									
	Eye Color: BL/BR/GR/HZ									
Customer Information		Customer Description	Cash In Amount	Cash Out Amount	Trans Type	CTR Y/N	Time	Location	Initials & Badge #	Comments
Cust Name	Sex: M/F	Race: C/B/A/H/I/O								
Agent Name	Hair: BL/BR/BK/GR/RD/BD									
DL#	Age: 21-35/36-50/51-65/65+									
City/State	Build: Thin/ Medium/ Heavy									
Comments	Height: <5'6"/5'6"-6"/>6'									
	Eye Color: BL/BR/GR/HZ									
Customer Information		Customer Description	Cash In Amount	Cash Out Amount	Trans Type	CTR Y/N	Time	Location	Initials & Badge #	Comments
Cust Name	Sex: M/F	Race: C/B/A/H/I/O								
Agent Name	Hair: BL/BR/BK/GR/RD/BD									
DL#	Age: 21-35/36-50/51-65/65+									
City/State	Build: Thin/ Medium/ Heavy									
Comments	Height: <5'6"/5'6"-6"/>6'									
	Eye Color: BL/BR/GR/HZ									

Supervisor Sign Off:

Day (6 am - 3 pm) _____ No Activity

Grave (11 pm - 5:59 am) _____ No Activity

Swing (3 pm - 11 pm) _____ No Activity

Types of Cash In
CB = Cash Bets
CP = Purchased Chips
CX = Currency Exchange
FCE = Foreign Currency Exchange
MP/CP = Marker/ Checks Paid
OT = Other (Please Explain in Comments)
SD = Front Money/Safekeeping Deposits

Types of Cash Out		
BC = Business Checks	CX = Currency Exchange	PC = Personal Check
BW = Bank Wire	Chips = Chips	SW = Safekeeping Withdrawal
C4 = Choice 4 Check	DS = Downstream check	TC = Traveler's Check
CA = Credit Card Advances	EC = E Check	TR = Ticket Redemption
CC = Cashier Checks	MR = Marker Issue	OT = Other (Please Explain in Comments)
PECC = Personal Electronic Check	OB = Official Bank Check	

MANUAL CTR

Cage Rep Signature: _____ ID#: _____

Today's Date: ____ / ____ / ____ Gaming Date: ____ / ____ / ____

Patron's Last Name: _____ First Name: _____ M.I.: ____

Street Address: _____ Apt. # _____

City/State/Zip: _____ Country (if not U.S.): _____

Social Security No.: _____ Downstream Card No.: _____

ID No.: ____ / ____ / ____ / ____ Date of Birth ____ / ____ / ____
TYPE STATE NUMBER Exp. DATE MONTH DATE YEAR

If passport is used as ID State Country of Origin: _____

Eye Color: _____ Hair Color: _____ Gender: _____

Height: _____ Weight (approx): _____

Currency Out

BC = Business Check	CA = Credit Card Advances	CX = Currency Exchange	PC = Personal Check
MR = Marker Issued	PO = Paid Out	OB = Official Bank Check	BW = Bank Wire
SW = Safekeeping Withdrawal	CC = Cashier Check	DS = Downstream Check	TL = Travel Reimbursement
TC = Traveler's Check	Chips = Chips	OT = Other (describe on MTL)	PECC = Personal Electronic Check
TR = Ticket Redemption	EC = E-Check		

TIME	INIT	CODE	AMT	CUM BAL	TIME	INIT	CODE	AMT	CUM BAL
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Currency In

CP = Chip Purchased	S = Front Money/Safekeeping Deposit	OT = Other (describe in comments)
MP/CP = Markers/Checks Paid	FCE = Foreign Currency Exchange	CB = Cash Bets
EX = Currency Exchange		

TIME	INIT	CODE	AMT	CUM BAL	TIME	INIT	CODE	AMT	CUM BAL
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.