THE UNIVERSITY OF NEVADA LAS VEGAS

HARRAH COLLEGE OF HOSPITALITY

MHA 608, sec 1001
Casino Accounting and
Audit Fall 2018 Session 1

Course Instructor: Toni Repetti, Ph.D.

Office Location: HAB 282 (In case you are on campus and want to visit me here by appointment)

Virtual Office Hours: Monday - Friday, 11:30 a.m. – 12:30 p.m. Or by Appointment See "Virtual Office Hours" section below for more detail

Phone: (702) 895-4408

e-mail: You may use WebCampus or toni.repetti@unlv.edu
If you email me through regular email please make sure and tell me what class you are emailing me about.

Course Dates: August 13, 2018 – October 6, 2018

Required Text: Greenlees, M. (2008). *Casino Accounting and Financial Management, 2nd ed*. Reno, CA: University of Nevada Press

Other reading/topics as provided on syllabus are posted in WebCampus

Course Description & Goals
Detailed examination of accounting systems, procedures, and controls particular to the gaming industry as required by both management and government for internal auditing, financial reporting, and managerial control.

Course Objectives
The main objective of this class is to familiarize the student with the accounting, internal controls, governmental controls, and financial reporting in casinos necessary for managerial decision-making. Upon completion of this course, the student should be able to:

- Understand the history of casinos, including regulatory and licensing requirements
- Explain the types of taxes imposed on casino operations
- Summarize the various casinos revenue flows from all gaming activity
- Describe the history, types and current trends of slot machines.
- Determine the flow of revenue and understand the internal controls and accounting of gaming and non-gaming revenue
- Understand the cash flow and controls to and from the cashier, including count rooms, vault, and main bank
- Explain the importance of proper controls and accounting for casino credit
- Examine and understand the various taxation issues for the casino and its patrons
- Analyze financial information in the casino to make managerial and budgeting decisions
- Explain the history of Title 31 in casinos, including reporting requirements
- Explain slot club accounting and how to understand your liability
- Discuss the various types of casino fraud and how to protect the casino

Course Modules

Module 1: Introduction to Casino Accounting

Module 2: Slot Machine Accounting

Module 3: Casino Accounting (Table Games, Keno, Poker, R&S)

Module 4: Cage, Credit, and Collections

Module 5: Taxation and Reporting

Module 6: Review of Operating Results

Module 7: Accounting for Non-Gaming Operations

Module 8: Slot Clubs Accounting & Casino Fraud See "Course Schedule" for details of assignments and due dates

Evaluation

Grading components will be weighted as follows in determining your grade for the course:

Weekly Discussion Forum (evenly across weeks)	10%
Current Event discussion (even across all)	7%
Current Event(s) Submission	5%
Assignments (6 @ 7% each)	42%
2 Exams (18% each)	<u>36%</u>
Total	100%

Grading Scale

A 93 - 100%;	A- 90 - 92%;	B+ 87 - 89%;	B 83 - 86%
B- 80 - 82%;	C+ 77 - 79%;	C 73 - 76%;	C- 70 - 72%;
D+ 67 - 69%;	D 63 - 66%;	D- 60 - 62%;	F Below 60%

Extra credit projects will not be given and no grades will be adjusted to make up for poor class performance.

Weekly Discussion Forum

Each week students will be required to participate in weekly discussion questions that have been posted by the professor. Each discussion will be posted at the start of the week by Sunday morning at 9 a.m. PST. Students are required to do 3 postings throughout the week. The first posting will be due by Tuesday of that week by midnight PST and will be the student's initial posting in response to the questions asked. The 2nd posting is required to be a question to another student's initial response and must be posted by Thursday of that week by midnight PST. Each student must ask a different student a question so that every student has at least one question to answer. Post your question early to get the most option of questions to ask. You are welcome and encouraged to ask additional questions to other students that may already have a first question asked. Your 3rd posting must be an answer to the question asked to you and must be posted by Saturday of that week by midnight PST.

Discussion posts need to be substantive. This means that they should be thoughtful and clearly expressed and the reasons for the student's position should be clearly explained in the post. Our overall objective in this class is to learn together and that is best accomplished by listening, reflecting, asking questions, proposing solutions, and getting feedback on those solutions. When stating or defending a theory or an idea, substantiate and document your reasoning as much as possible. When questioning the ideas of another student, respect their opinions and ask your questions graciously.

Note: Simply stating "I agree" or "You are correct" is not considered active and relevant participation. Try asking probing questions about the responses you read. Using open- ended questions can also add to the overall learning environment. An open-ended question is one that cannot be answered using yes or no responses. Also, comment on the ideas being presented by your classmates. What do you agree with, specifically? Why do you think your classmate makes a good point? How does what was stated help you understand the ideas from the reading or lectures? What kinds of ideas do you associate with the given responses? While there is no specific word count for replies to discussion questions and follow-up posts, add to the discussion in a considerable and significant manner. "I agree" and similar posts are not considered substantive notes and will not count towards your participation grade.

Current Event Submission & Discussions

Each student is required to submit current event(s), which are trade journal or newspaper articles that are not more than 1 year old and must relate to an accounting or audit issue/change occurring in the gaming industry, during their assigned week(s). Students are required to post a link to the article and a 250-500 word analysis on the article. The analysis should not be a summary of the article since all students can and are to read that, but why the student selected it and what effect this event may have on the gaming industry. Students cannot pick an article that is the same as one already posted. The topic must also be significantly different than other postings. The submission, analysis, and moderating of your current event discussion postings are all included in the submission grade. Each current event discussion must be posted at the start of the week by Sunday at midnight

PST and will be available to post a few days ahead of time in case Sundays do not work in your schedule.

Other students are required to participate in reading the current event and analysis discussion postings that have been posted. All students are required to ask at least one question to each current event by Tuesday of the corresponding discussion forum opening. The presenter/moderator is required to respond to all postings by Thursday. In addition all students must ask another question or give a statement on why they disagree with the event being significant to the gaming industry or give additional information not already presented on why it is significant or how the industry will handle by Saturday night of that week by midnight PST. You are welcome and encouraged to ask additional questions beyond those required. The same posting rules must be followed as those stated in the weekly discussion forum to receive credit.

Assignments
Each week student's have an assignment due that pertains to that week's topic. These assignments are due based on the due date listed in the course schedule and within WebCampus and must be submitted through WebCampus Assignments. They are not to be emailed. **No other format will be accepted including being sent via email. The only exception to this is if WebCampus is down at the university at the due date time. If that occurs you must email the assignment to toni.repetti@unlv.edu by the due date**. It is your responsibility to make sure the file can be open and read. Any late projects will be assessed a 10% penalty for each day the assignment is late starting at the time it was due. No projects will be accepted after 7 days (Max 70% off). Requirements:

- Submitted as a Word document or Excel document depending on the instructions for the particular assignment
- All Word submission must be submitted through TurnItIn. Please be aware of your "originality" score. This is your plagiarism score and while there is no "acceptable" score, you must review your submission to make a determination if it is original or plagiarized
- 1" margins, 12pt Times New Roman font
- Grammar and professionalism are required including full sentences

Specifics of each assignment are included in the module in which they are assigned.

Assignment	Module Due
Gaming Jurisdiction Taxation Specifics	1
Earnings Release	2
Bad Debt Expense	4
Minimum Bankroll	5
Daily Operating Report	6
P&L Review/Impact	7

Exams

Exams will be conducted online and will consist of multiple-choice questions from the book, online readings, discussion postings, and all assigned videos. There will be no exam questions on assignment specifics but there may be questions on current events. All students are to take special notice of the exam dates stated on the course schedule and within WebCampus. Each student will be given a week to complete the exams. **No make-up exams will be given**. Exams are to be taken on your own and talking about exam questions prior to the due date (even after you take the exam but before the due date for all students) will be considered academic misconduct and reported. Once an exam is taken, *ex post facto* excuses for performance will not be considered.

Netiquette

Most, if not all, of the communication in online courses will occur online, which poses both benefits and challenges. It means that we can craft our responses effectively. If, however, we don't take the time to craft our responses, we can communicate unintended messages.

It is sometimes difficult to remember that there are real people reading our messages. Words can mean many things, and what we intend to say is not always what others hear. This is especially true of "online communication" where others do not have the opportunity to see your "body language" or hear your tone; therefore, they have a greater possibility of misunderstanding what you truly mean. For those reasons, users of the Internet have come up with guidelines for net communication aimed at lessening the chances of miscommunication and perceived disrespect.

Please, follow these guidelines in all of your online responses and discussion groups. Respect all who are participating in this learning community by:

- honoring their right to their opinions
- respecting the right of each person to disagree with others
- responding honestly but thoughtfully and respectfully using language which others will not consider foul or abusive
- always signing your name to any contribution you choose to make
- respecting your own privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others
- being constructive in your responses to others in the class
- being prepared to clarify statements which might be misunderstood or misinterpreted by others

One good way to avoid problems is to compose your postings off-line and reread them before sending them. Something written in haste may not say what you really think after the heat of the moment has passed.

A Special Note about Anger

- Do not send messages that you have written when you are angry. You will almost always be sorry because anger almost always inspires anger in others.
- In the online world, angry messages are known as "flaming" and are considered very bad behavior.
- Do not send messages that are written all in upper case; this is the visual equivalent of SHOUTING. It is considered aggressive, and in the online world, it is considered very bad behavior. If you ever feel like shouting a message, take a deep breath and wait until you have calmed down before responding. Then, respond in a calm and factual manner.

Dealing with Conflict

What should you do if you are having a problem with some aspect of the course or a conflict with another student or the instructor?

Call the instructor to speak on the phone or to schedule an in-person meeting to discuss – in a calm and factual way – the nature of the problem. Electronic mail can be effective for many types of communication; it is not necessarily the best forum, however, for dealing with conflict or for airing and solving problems.

Virtual Office Hours and Course Questions

Since this is an online class, office hours will be held virtually. The instructor will check emails and answer questions during the office hours listed at the beginning of the syllabus. If you email after that time you will not get a response until the next office hours. Emails sent after office hours on Thursday may not be responded to until Monday office hours, so please do not leave questions until right before an assignment is due. If you need to reach the instructor by phone you can call during office hours and if I do not answer please leave a message when the best time to reach you is. Email is the best way to set up phone office hours though.

If you need to request a phone appointment for office hours you need to email a request at least 24 hours in advance. Please keep in mind that emails are only responded during office hours so if you email outside of office hours you may not get a response back until the next office hours. Also, keep in mind that while requests will try to be accommodated they may not be able to be based on scheduling so please be flexible and do not hold appointment requests until the last point.

UNLV POLICIES

Academic Misconduct

Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical

path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at:
http://studentconduct.unlv.edu/misconduct/policy.html.

Honor Policy
Academic dishonesty will not be tolerated in this class. It includes, but is not limited to, the following:
1. Cheating on an examination, including quizzes
2. Stealing examination questions, including quizzes
3. Substituting one person for another at an examination or any class period
4. Falsifying data
5. Destroying, tampering with, or stealing a computer program or file --including the use of another student as the basis of work submitted for project assignments
6. Plagiarism
7. Copying all or part of a project or homework assignment
8. Signing another student's name to an attendance sheet or violating the integrity of any assignment to which points are assigned

A student who allows his or her work to be copied for an examination, project, or any other type of assignment will be considered to be guilty of academic dishonesty and subject to the same penalty as the student(s) who copied the material.

If a student in this course is deemed by the instructor to be guilty of academic dishonesty, the student may be assigned a failing grade for the segment of the course or a failing grade for the entire course. In all cases, the instructor will file a complaint with the Office of Student Conduct. It is recommended that students become familiar with their rights and responsibilities by examining the student code document at the following link:
http://studentconduct.unlv.edu/misconduct/policy.html

Classroom Conduct
Students have a responsibility to conduct themselves in class (this includes online) and in the libraries in ways that do not interfere with the rights of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities, are permitted only with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop.

Classroom Surveillance
Nevada Revised Statutes (State Law) 396.970 Surreptitious electronic surveillance on campus; exceptions. [Effective January 1, 2017.]

   1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on a campus of the System without the knowledge of the person being observed.

   2. Subsection 1 does not apply to any electronic surveillance:

   (a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance; (

   b) By a law enforcement agency pursuant to a criminal investigation;

   (c) By a peace officer pursuant to NRS 289.830;

   (d) By a uniformed peace officer of the Nevada Highway Patrol Division of the Department of Public Safety pursuant to NRS 480.365;

   (e) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the campus; or

   (f) Of a class or laboratory when authorized by the teacher of the class or laboratory.
   (Added to NRS by 1993, 2138; A 2015, 575, 3668, effective January 1, 2017)

Copyright
The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: http://provost.unlv.edu/copyright/statements.html.

Disability Resource Center (DRC)
The UNLV Disability Resource Center (SSC-A 143, http://drc.unlv.edu/, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you.

If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours so that we may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach me before or after class to discuss your accommodation needs.

Final Examinations

The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: http://www.unlv.edu/registrar/calendars. Since MHA courses are module courses, they do not follow the final exam schedules or the regular semester so please refer to your individual course schedules for final examination information.

Incomplete Grades
The grade of I – Incomplete – can be granted when a student has satisfactorily completed all course work up to the withdrawal date of that semester/session (must be at least three- fourth of the semester), but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Library Resources
Students may consult with a librarian on research needs. Subject librarians for various classes can be found here: https://www.library.unlv.edu/contact/librarians_by_subject. UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at https://www.library.unlv.edu/.

Rebelmail
By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's Official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

Religious Holidays Policy
Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 days of the course for fall and spring courses (except modular courses), or within the first 7 calendar days of the course for summer or modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: http://catalog.unlv.edu/content.php?catoid=6&navoid=531

Transparency in Learning and Teaching

The University encourages students to use a transparency template to discuss with their instructors how assignments and course activities benefit student success.
https://www.unlv.edu/sites/default/files/page_files/27/TILT-Framework-Students.pdf

Tutoring and Coaching

The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit http://www.unlv.edu/asc or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance.

Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/

Course Schedule:

Date	Week/ Module	Readings	Discussion Posting	Assignment*	Exam
8/13- 8/18/18	1	Chapters 1-3	Introduction Module #1 Gaming Jurisdiction selection Due 8/15/18	Gaming Jurisdiction	
8/19- 8/25/18	2	Chapter 4-6 ASU 2010-16	Module #2 Current Event: initial posting due 8/19/18	Earnings Release	
8/26- 9/1/18	3	Chapters 7-9	Module #3 Current Event: initial posting due 8/26/18		Modules 1-3: Due: 9/1/18 9/2- 9/8/18
9/2- 9/8/18	4	Chapter 10-11 Credit	Module #4 Current Event: initial posting due 9/2/18	Bad Debt Expense	
9/9- 9/15/18	5	Chapters 12-13, 15 MICS Reporting	Module #5 Current Event: initial posting due 9/9/18	Minimum Bankroll	

9/16- 9/22/18	6	Chapters 14 Review Operating Results (DOR) Marketing/Promotion Analysis Acct. & Auditing Comps	Module #6 Current Event: initial posting due 9/16/18	DOR Day Comparison	
9/23- 9/29/18	7	Food & Beverage and Other Non-Gaming LET	Module #7 Current Event: initial posting due 9/23/18	P&L Review/Impact	
9/30- 10/6/18	8	8 Slot Clubs Casino Fraud & Internal Theft	Module #8 Current Event: initial posting due 9/30/18		Modules 4-8: Due: 10/6/18

* All assignments are due at the end of the week assigned (Saturday) at midnight PST

Note: While this course schedule will try to be adhered to if something major comes up (usually not an issue) dates may change, but the instructor will never make things due earlier than listed here.