



Commercial Crime Policy Application for Racetracks

Application is hereby made by _____

(Please attach a list of all Insureds, including Employee Benefit Plans)

Principal Address _____ City _____ State _____ Zip _____

Policy Effective Period _____ to _____

1. Insuring Agreements

Limit of Insurance

Deductible

1. Employee Dishonesty	\$ _____	\$ _____
2. Forgery or Alteration	\$ _____	\$ _____
3. Inside the Premises	\$ _____	\$ _____
4. Outside the Premises	\$ _____	\$ _____
5. Computer Fraud	\$ _____	\$ _____
6. Money Orders and Counterfeit Paper Currency	\$ _____	\$ _____
7. Loss of Clients' Property	\$ _____	\$ _____
8. Funds Transfer Fraud	\$ _____	\$ _____

a. Coverage Amendments (Endorsements)

b. Is Kidnap, Ransom, and Extortion Coverage Desired? Yes No

2. Loss History

Enter all claims or occurrences that may give rise to claims for the prior 5 years:

Check here if none
Claim Status
(Open or Closed)

Date of Occurrence	Type/Description of Occurrence or Claim	Date of Claim	Amount Paid	Claim Status (Open or Closed)

Comments/Corrective Action Taken

3. Prior Insurance

Yes No

a. Has any similar insurance been declined or canceled during the past three years? Yes No

b. If yes, please explain:

c. Prior insurance to be superseded:

Check here if none

Form of Insurance	Effective Date	Expiration Date	Limit of Insurance	Name of Insurance Company

4. Description of Organization

Yes No

a. Legal Entity
 Proprietorship Partnership Corporation Other _____

b. Date of Establishment _____

c. Has there been any change in ownership or management within the past three years?

d. If yes, please explain

5. Employees and Locations

	U. S	Canada	Foreign	Grandtotal
Number of Employees				
Number of Locations				

6. Racetrack Controls

Yes No

1. Money Room

a. What are the average and maximum cash exposures? Average _____ Maximum _____

b. Who has access to enter the money room? _____

c. How are entrances protected? Are there guards? Can locked doors only be opened from inside by buzzer?

d. What is the class of safe and/or vault within money room? _____

e. Is a guard stationed inside the money room?

If yes, how many? _____ Number armed? _____ Type of weapon? _____

f. Is excess cash locked in safe and/or vault after each race?

g. Are there recorded CCTV cameras in the money room?

h. Is the cash from each teller/cashier counted and reconciled after each race?

i. Are tellers/cashiers allowed in the money room?

2. Tellers/Cashiers

a. Do tellers/cashiers start their shift with an imprest amount of funds?

If yes, how much? _____

b. Do guards accompany the tellers/cashiers to and from cages?

c. Are guards present and around cages when windows are open?

d. Are teller stations protected by bars and/or protective glass?

e. Are there recorded CCTV cameras on each teller station?

f. Do the cashiers have hold up alarms?

g. What type of container is used by teller/cashiers to carry money to and from the money room? _____

6. Racetrack Controls *Continued*

Yes No

3. Outside Exposure

(Before Race)

- a. Is money transported to the track by an armored car company?
Which one? _____ Yes No
- b. Are track guards used to protect the money once it leaves the truck?
How many are present? _____ Are they armed? _____
What type of armament? _____ Yes No
- c. Is the money counted as soon as it arrives and then locked in the safe? Yes No

(After Race)

- d. How much money is left in the safe overnight? _____ How much is deposited? _____
- e. Assuming armored car is used, do they pick up every day that the track is open, including Sundays and holidays? Yes No

4. Grounds & Premises

- a. Is there a guard at each entrance when the track is open? Yes No
- b. How many guards on the grounds when open? _____
- c. Do they communicate by radio? Yes No
- d. Is there an alarm on the money room when the track is closed?
Please explain the capabilities of the alarm. Yes No

7. Gaming Controls *(only applicable if there are tables games and/or slot machines)*

Yes No

- 1. Please provide a breakdown of the total number and types of table games *(i.e. blackjack, craps)* and the total number of slot machines.
- 2. Are you in compliance with the Nevada Gaming Control Board's Internal Control standards for Group I and II non-residential licenses? Yes No
If yes, you do not have to complete the following questions.
- 3. Are employees allowed to gamble on site while working? Yes No
If yes, please explain. _____
- 4. Do you extend casino credit? Yes No
- 5. Are slot machines alarmed to guard against manipulation? Yes No
- 6. Are slot machines variances resolved on a regular basis? Yes No
- 7. Are cards and dice changed at the end of each shift?
Are they changed daily? Yes No
- 8. How often is cash accounted for? _____
- 9. Is each gaming table checked for an accurate count of money at the end of each shift? Yes No
- 10. Is the dealer's log verified and balanced and is cash counted and recorded at the end of each shift? Yes No
- 11. How many people have access to the counting room? _____
- 12. Is there a supervisor on duty at all times? Yes No

8. Audit Procedures

Yes No

- a. Are your annual financial statements audited by a public accountant? Yes No
- b. Is the public accountant’s opinion unqualified? Yes No
- c. Does it include all interests and locations on an annual basis? Yes No
- d. Have all recommendations made by the accountant been adopted? Yes No
- e. Are all reports sent directly to the Owner, Partners or Directors? Yes No
- f. Is there a full time professional staff auditor? Yes No
- g. Does the staff auditor conduct an audit annually or on a surprise basis
- h. Is there a formal audit program? Yes No
- i. Does the auditor originate entries? Yes No
- j. If weaknesses are discovered, does the auditor report in writing to the First Named Insured? Yes No
- k. Do you audit your Wire Transfer procedures? Yes No
- l. Are foreign locations audited at least annually? Yes No
- m. Are foreign locations audited by a U.S. or foreign auditor

9. Internal Controls

Yes No

(Bank Accounts)

- a. Are bank accounts reconciled monthly? Yes No
- b. Are bank accounts reconciled by someone not authorized to deposit, withdraw, or write checks? Yes No

(Checks & Securities)

- c. Is countersignature of all checks required? Yes No
 If no, above what amount? _____
- d. Do all vouchers or other supporting record accompany all checks to be signed? Yes No
- e. Are vouchers/supporting records stamped “PAID” when checks are signed? Yes No
- f. Do you maintain a list of approved vendors? Yes No
- g. Are your systems designed so that no single employee can control a transaction from beginning to end (e.g. approve a voucher, request and sign a check)? Yes No
- h. Are securities subject to the joint control of two or more employees? Yes No
- i. Do the above controls differ in foreign locations? Yes No

(Payroll)

- j. Is the payroll made up by persons other than those who distribute it to employees? Yes No
- k. Are all persons who are authorized to hire and/or fire employees prohibited from distributing the payroll? Yes No
- l. Are the following included in your pre-employment screening?
 Drug Credit Criminal Background

(Shipping and Receiving)

- m. Are all persons engaged in purchase or sales activities prohibited from taking part in shipping & receiving activities? Yes No
- n. Are all shipping and receiving activities reconciled to all applicable sale or purchase orders? Yes No
- o. Does any employee have access to the purchasing system and also the accounts payable system? Yes No
- p. Is all purchasing centralized out of your main office? Yes No

9. Internal Controls <i>Continued</i>	Yes	No
q. Do you have a system to detect payment to fictitious suppliers?	<input type="checkbox"/>	<input type="checkbox"/>
r. Are cash or credits on return purchases supervised by at least two persons?	<input type="checkbox"/>	<input type="checkbox"/>

10. Vendor Information	Yes	No
a. Are background checks performed on vendors in order to determine ownership and financial capability prior to doing business with them?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is an authorized vendor list utilized and updated for all annual purchases, with competitive bidding required over stated amounts?	<input type="checkbox"/>	<input type="checkbox"/>
c. Are requisitions and purchase orders issued only after the approval of specified personnel within specified limits?	<input type="checkbox"/>	<input type="checkbox"/>
d. Is each cash disbursement based on a recognized liability, accurately prepared, and appropriately authorized, including comparisons to authorized vendor lists and receiving reports?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are perpetual inventories maintained of materials and supplies and periodically verified by physical count?	<input type="checkbox"/>	<input type="checkbox"/>
f. Are vendors provided with a statement of your conflict of interest and gift policy (<i>prohibiting gifts of any significant value</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
g. Do the same controls apply to locations outside of the United States?	<input type="checkbox"/>	<input type="checkbox"/>

11. Property

Please provide a description of property, merchandise, stock, etc. to be covered. Please also state the maximum value.

12. Internet Security	Yes	No
a. Do you buy or sell goods via the Internet?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you have a Firewall?	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you have an Intrusion Detection System that identifies unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>
d. Do you have documented Internet guidelines for employees?	<input type="checkbox"/>	<input type="checkbox"/>
e. Do you have documented emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
f. Has your computer system ever been invaded by a Hacker or Virus?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to question (f), when and what controls have been implemented to prevent further incidences?		

13. Precious Metals	Yes	No
a. Do you handle, store or use for manufacturing, valuable or precious and/or non-precious metals?	<input type="checkbox"/>	<input type="checkbox"/>
b. Any type of mining?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please complete our Valuable Metals Questionnaire (<i>available upon request</i>).		

NOTICE TO APPLICANTS:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.

Applicant Signature _____ **Title** _____ **Date** _____

Producer Signature _____ **Title** _____ **Date** _____