

**MINNESOTA LAWFUL GAMBLING**  
**LG1004 Monthly Gambling Report to Members**

Minnesota Statutes 349.19, Subdivisions 3 and 5, and Minnesota Rules 7861.0320, Subpart 6, require a monthly gambling report to the membership. Members attending this meeting reviewed the documents checked below. The check register and authorization of expenditures are attached to this form and have been made a part of the meeting minutes.

The items listed below are required to be presented to the membership each month and recorded in the minutes of the meeting.

Organization: St. Peter Hockey Assoc. Meeting date: Jan 13, 2021.

**Documentation Provided**

**Reporting Requirements**  
 for each form of lawful gambling conducted

1. LG100 Monthly Lawful Gambling Activity Summary or G1 Lawful Gambling Monthly Tax Return with the following:
- LG100A
  - Schedule B2
  - LG100C
  - LG100F

- Gross receipts.
- Dollar amount of all prizes paid out.
- Total value of all merchandise prizes awarded from each form of gambling conducted.
- Lawful purpose expenditures.
- Profit carryover reconciliation.

*• December 2020 reports.*

2. Copy of check register or itemized expense journal that includes electronic transactions.

Complete details on all allowable expenses including payee, amount, date issued, and purpose.

3. Copies of distributor invoices or perpetual inventory records.

Records of gambling equipment purchases, including: type of equipment; quantity purchased, date purchased; unit cost, and name of distributor.

4. Copy of the month-end physical inventory.

Physical inventory taken at month-end, including games in play, that lists the manufacturer's ID, part number, serial number; game name, cost of each game; and date and signature, in ink, of person completing the physical inventory

5. Copy of itemized bank statement reconciliation (LG100F).

Gambling bank account reconciliation that balances with the profit carryover for each month and lists outstanding checks, including check number, payee, and amount; outstanding electronic transactions; deposits in transit; and beginning and ending bank balances for each month.

6. Fund loss report.

Any fund loss discovered during the month.

7. Correspondence and other documents:

- Gambling Control Board:
  - Approval/denial letters, allegations, questionable expenses, profit carryover variance, other
- Department of Revenue:
  - Error corrections, tax bills, tax orders
- IRS: Tax notices
- Miscellaneous correspondence
- Annual audit
- Compliance review report results (attached)
- Bingo program

Correspondence sent or received relating to the lawful gambling operations.

**LG1004 Monthly Gambling Report to Members**

**Authorization of Expenditures**

Minnesota Statutes 349.15, subdivision 1, requires that "Gross profits from lawful gambling may be expended only for lawful purposes or allowable expenses as authorized by the membership of the conducting organization at a monthly meeting of the organization's membership."

NOTE: When the membership approves an upper limit of expenses for a particular item, the report to the membership the following month must include the specific check or electronic transaction number, payee, purpose, amount, and date of payment for estimated expenditures from the previous month.

**Preapproval: Allowable Expenses**

Payee or item to be paid	Brief explanation of the purpose for each expenditure	Expense amount			Approved (Yes/No)
		Limit	OR	Actual	
CPA-Tully	assist w/2020 Sales+Use Tax Return	\$300			Yes

**Preapproval: Lawful Purpose Expenditures**

Payee	Brief explanation of the purpose for each expenditure	LPE Code	\$ amount	Approved (Yes/No)

This report was presented to the organization by the gambling manager or other organization member.

Signature, in ink: *Mary Claus*

Date: *1/13/2021*

CHECK/CODE	DATE	TRANSACTION	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE
5021	12/1/2020	Triple Crown Gaming	Invoice 9037550	\$360.66		\$11,872.33
	12/8/2020	Deposit	Raffle tickets		\$7,300.00	\$19,172.33
	12/9/2020	Deposit	Raffle tickets		\$1,700.00	\$20,872.33
5022	12/15/2020	Mary Tews	Reimbursement of supplies	\$192.69		\$20,679.64
AP	12/15/2020	Dept of Revenue	November taxes	\$141.00		\$20,538.64
5023	12/15/2020	Neisen's	November rent	\$291.20		\$20,247.44

BOARD Mtg 1/13/2021

- Raffle day - Jan 23<sup>rd</sup>
  - working with Neisen's to get the event setup
  - working with Fundraising Chair to make sure deposits are made + tickets are accounted for.
- Pull tabs
  - games put back into play on 1/11/2021
- Audit Compliance results received 1/5/2021
  - working with GCB + Neisen's to remedy everything
  - results will be sent back to compliance officer on 1/18/2021
- 2020 Sales + Use tax report (MN Dept. of Revenue) due early February.
  - request to pay CPA to assist with completing the report - Passed.



Minnesota Gambling Control Board

1819 Adams Street, #402  
Mankato, MN 56001  
507-344-7033

[nichole.engeswick@state.mn.us](mailto:nichole.engeswick@state.mn.us)

[www.mn.gov/gcb](http://www.mn.gov/gcb)

January 5, 2021

Jill Stensrud, CEO  
St. Peter Hockey Association  
PO Box 157  
St. Peter, MN 56082

RE: LICENSE # 01587

Dear Jill Stensrud:

A compliance review of your organization's gambling operation has been completed. The review was performed primarily to identify any significant areas of non-compliance with state regulations.

Based on the documentation reviewed, the attached report lists items that require corrective action.

**SUBMIT WRITTEN RESPONSE** - Your organization is required to correct these violations and submit a written response by **February 23, 2021** and/or include any requested documentation. Your response must outline the specific steps your organization has taken to correct the violations and become compliant with state regulations.

**REPORT TO YOUR MEMBERSHIP** - Please note that this letter is considered a report under Minnesota Statute 349.19, Subd. 11, and must be presented to organization members at your next scheduled meeting.

Thank you for your cooperation. If you have questions regarding the review or any other gambling issues, please call me at **507-344-7033** or e-mail me at **[nichole.engeswick@state.mn.us](mailto:nichole.engeswick@state.mn.us)**. I look forward to working with your group in the future.

Sincerely,

Nichole Engeswick  
Compliance Specialist

**Compliance Notice:** Failure to comply with this request for information and documents is a violation of Minnesota Statutes 349.151, subdivision 9, and may result in sanctions imposed by the Gambling Control Board under Minnesota Statutes 349.151 and Minnesota Rules chapter 7865. Sanctions may include a citation or referral to the Compliance Review Group.

# Gambling Control Board COMPLIANCE REVIEW REPORT

<b>ORGANIZATION NAME:</b>	St. Peter Hockey Association
<b>LICENSE NUMBER:</b>	01587
<b>REVIEW DATE:</b>	January 5, 2021
<b>REPORT ISSUE DATE:</b>	January 5, 2021
<b>CONDUCTED BY:</b>	Nichole Engeswick
<b>IN ATTENDANCE:</b>	Desk Review

<b>CLOSED GAMES REVIEWED:</b>			
<b>Game Type</b>	<b>Premises</b>	<b>Game Name or Occasion / Drawing Date</b>	<b>Serial Number</b>
Pull-tab	Neisen's Riverside Sports Bar	Life's a Peach	6W19439
Pull-tab	Neisen's Riverside Sports Bar	Merlot Money	6Z60744
Pull-tab	Neisen's Riverside Sports Bar	Captain's Bounty	8637283

**Data Privacy Notice:** This report and any attachments will become public information when the post-compliance process, if required, has been completed. If no post-compliance is required, the report becomes public when issued to your organization. If your organization is referred to the Board's Compliance Review Group, the report will remain private until the issues are resolved through the informal or formal hearing process.

## 1. ORGANIZATION LICENSE INFORMATION

**Finding:**

The organization did not notify the Gambling Control Board within ten days of the organization's license information changes. [MN Statute 349.16, Subd. 12 and MN Rule 7861.0220, Subp5].

**Example:**

The Gambling Control Board reports that your organization's treasurer is Eric Smykalski. Per information provided by your organization, the current treasurer is Greg Westerman. An LG200B, Organization Officers Affidavit, has not been received updating the treasurer from Eric Smykalski to Greg Westerman.

**Corrective Action Required:**

Provide confirmation on who your organization's current treasurer is. Complete and submit an updated LG200B, Organization Officers Affidavit, to the Gambling Control Board.

## 2. PHYSICAL INVENTORY RECORDS INACCURATE

**Finding:**

Accurate month-end physical inventory records are not maintained for each form of lawful gambling conducted [MN Statute 349.19, Subd. 9a and MN Rule 7861.0320, Subp. 6B(6) and Subp. 18].

**Example:**

The physical inventory records (LG846) for July 2020 to September 2020 did not include the actual game costs and the total value of inventory.

**Corrective Action Required:**

- Maintain accurate physical inventory records for each form of lawful gambling conducted.
- Records must include the signature and date, in ink, of the person completing the inventory.
- Record the physical inventory for pull-tab, paddlewheel, and tipboard games using form LG846 (available on the Gambling Control Board's website) or its equivalent.

**3. CHECKS OR ELECTRONIC PAYMENT AUTHORIZATIONS NOT SIGNED BY TWO ACTIVE MEMBERS**

**Finding:**

Checks or electronic payment authorizations were not signed by two active members of the organization [MN Statute 349.19, Subd. 3 and MN Rule 7861.0320, Subp. 3B].

**Example:**

From June 2020 to September 2020, electronic payments did not include the signature of two active members.

**Corrective Action Required:**

Ensure that two active members of the organization sign all checks from the gambling bank account and that two signatures of active members are obtained for all electronic payments (you may sign next to the transaction on the bank statement).

**4. LG100A REPORTS ARE INACCURATE**

**Finding:**

Inaccurate information was filed with the Gambling Control Board on the LG100A, Lawful Gambling Receipts and Expenses by Site [MN Rule 7861.0320, Subp. 8 and Subp. 18].

**Example:**

Rent paid in September 2020 was incorrectly reported on the LG100A, Lawful Gambling Receipts and Expenses by Site. The maximum rent payable was \$443.40, with \$1.00 deducted for cash shortages in August 2020, for a total of \$442.40. Line 18 of the LG100A should report the maximum allowed to be paid (\$443.40), and line 23 of the LG100A should report the amount deducted for cash shortage (-\$1.00).

**Corrective Action Required:**

Ensure that rent is accurately reported on future LG100As.

**5. GAMBLING CONTROL BOARD REPORTS ARE INACCURATE**

**Finding:**

Inaccurate information was filed with the Gambling Control Board on the LG100A, Lawful Gambling Receipts and Expenses by Site and on the LG100C, Lawful Gambling Expenditures. [MN Rule 7861.0320, Subp. 8 and Subp. 18].

**Example:**

Minnesota Revenue deducted \$375.00 twice in July 2020 by mistake. The second transaction was reported as an allowable expense vs a lawful purpose expenditure. When the transaction was reversed in August 2020 this was reported as a negative as a negative lawful purpose expenditure. The incorrect reporting as an allowable expense resulted in your organization shorting your lawful purpose expenditures by \$375.00.

**Corrective Action Required:**

On December 2020's GCB reports (or later) include a negative transaction on your LG100A for \$375.00 and a positive transaction on your LG100C for \$375.00 to correct for this error.

**6. GAMBLING FUND RECONCILIATION INACCURATE OR NOT VERIFIABLE**

**Finding:**

Inaccurate information was reported on the organization's LG100F, Lawful Gambling Fund Reconciliation, or the information reported was not supported by the organization's records [MN Statute 349.19, Subd. 5 and MN Rule 7861.0320, Subp. 1D and Subp. 18].

**Example:**

April 2020's LG100F, Lawful Gambling Fund Reconciliation, reported an end of the month profit carryover of (\$700.00) (line 27). May 2020's LG100F reported a prior month's profit carryover of \$0.00 (line 25), a difference of \$700.00.

**Corrective Action Required:**

Correct the LG100F errors noted above on May 2020's GCB reports. Submit this amendment to [gcbreports@state.mn.us](mailto:gcbreports@state.mn.us).

**7. GAME RECORDS NOT PROPERLY COMPLETED USING REQUIRED FORMS**

**Finding:**

Game records are not properly completed using required forms [MN Statute 349.19, Subd. 1; MN Rule 7861.0280, Subp. 11; MN Rule 7861.0290, Subp. 7; MN Rule 7861.0300, Subp. 11; and MN Rule 7861.0320, Subp. 18].

**Example:**

The LG861s, Site Control/Tracking and Auditing of Pull-Tab Games, for the following games did not include the signature and date of the person preparing/making the game deposits.

1. Life's a Peach – 6W19439
2. Merlot Money – 6Z60744
3. Captain's Bounty – 8637283

**Corrective Action Required:**

Ensure that the LG861's, Site Control/Tracking and Auditing of Pull-Tab Games, are accurately completed including the signature and date of the person preparing/making the deposits.

**8. PRIZE RECEIPTS NOT IN COMPLIANCE**

**Finding:**

Prize receipt forms are not properly completed [MN Statute 349.19, Subd. 1 and 10; MN Rule 7861.0260, Subp. 5].

**Example:**

Pull-tab game Merlot Money (6Z60744) closed on August 30, 2020, at Neisen's Riverside Sports Bar. This game included two \$100.00 prize receipts that did not include the seller's signature.

**Corrective Action Required:**

Establish and implement internal controls to ensure that a complete and accurate prize receipt form is completed for each winning paper pull-tab or tipboard ticket of \$100 and more, and each last sale prize of \$20 or more.

**WINNING TICKETS NOT DEFACED**

**Finding:**

Winning tickets have not been defaced. [MN Rule 7861.0280, Subp. 3F].

**Example:**

- Pull-tab game Merlot Money (6Z60744) closed on August 30, 2020, at Neisen's Riverside Sports Bar. This game included one \$200.00 last sale non-winning ticket that was not defaced.
- Pull-tab game Captain's Bounty (8637283) closed on September 24, 2020, at Neisen's Riverside Sports Bar. This game included five \$2.00 winning tickets that were not defaced, two \$50.00 winning seals and one \$300.00 winning seal that was not defaced.

**Corrective Action Required:**

Establish and implement internal controls to ensure that all winning tickets are immediately defaced.

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**The items listed below are required to be presented to the membership each month and recorded in the minutes of the meeting.**

Organization: St. Peter Hockey Association Meeting date: Feb 10, 2021.

Documentation Provided	Reporting Requirements for each form of lawful gambling conducted
1. LG100 Monthly Lawful Gambling Activity Summary or G1 Lawful Gambling Monthly Tax Return with the following: <input type="checkbox"/> LG100A <input type="checkbox"/> Schedule B2 <input type="checkbox"/> LG100C <input type="checkbox"/> LG100F	<ul style="list-style-type: none"> <li>• Gross receipts.</li> <li>• Dollar amount of all prizes paid out.</li> <li>• Total value of all merchandise prizes awarded from each form of gambling conducted.</li> <li>• Lawful purpose expenditures.</li> <li>• Profit carryover reconciliation.</li> </ul> <p><i>• JAN Reports will be shared in March 2021</i></p>
2. Copy of check register or itemized expense journal that includes electronic transactions.	Complete details on all allowable expenses including payee, amount, date issued, and purpose.
3. Copies of distributor invoices or perpetual inventory records.	Records of gambling equipment purchases, including: type of equipment; quantity purchased, date purchased, unit cost, and name of distributor.
4. Copy of the month-end physical inventory.	Physical inventory taken at month-end, including games in play, that lists the manufacturer's ID, part number, serial number; game name, cost of each game; and date and signature, in ink, of person completing the physical inventory.
5. Copy of itemized bank statement reconciliation (LG100F).	Gambling bank account reconciliation that balances with the profit carryover for each month and lists outstanding checks, including check number, payee, and amount; outstanding electronic transactions; deposits in transit; and beginning and ending bank balances for each month.
6. Fund loss report.	Any fund loss discovered during the month.
7. Correspondence and other documents: <input checked="" type="checkbox"/> Gambling Control Board: Approval/denial letters, allegations, questionable expenses, profit carryover variance, other <input type="checkbox"/> Department of Revenue: Error corrections, tax bills, tax orders <input type="checkbox"/> IRS: Tax notices <input type="checkbox"/> Miscellaneous correspondence <input type="checkbox"/> Annual audit <input type="checkbox"/> Compliance review report <input type="checkbox"/> Bingo program	Correspondence sent or received relating to the lawful gambling operations.  <i>Audit completion letter dated 1/19/2021</i>

Feb 10, 2021  
GAMBLING NOTES.

- pull tab games are doing well
- finishing up everything for the raffle.
- looking into additional premise and possibility of etabs.
- audit is complete (letter attached)



430 South Broad Street  
Suite 110  
Mankato, MN 56001  
507-344-7033

**Minnesota Gambling Control Board**

**[nichole.engeswick@state.mn.us](mailto:nichole.engeswick@state.mn.us)**

1/19/2021

Jill Stensrud, CEO  
St. Peter Hockey Association  
Box 157  
St. Peter, MN 56082

Re: License # 01587

Dear Jill Stensrud:

I have received and reviewed your organization's response to the compliance review report issued to your organization on the date listed below.

Compliance Review Report Issue Date: January 05, 2021

The actions taken by your organization sufficiently address the findings noted in that report.

Thank you for your cooperation during our review process. If you have questions or comments regarding your compliance review or on any other lawful gambling issues, please feel free to contact me at the phone number or email address listed above.

Sincerely,

A handwritten signature in black ink that reads "N Engeswick".

Nichole Engeswick  
Compliance Specialist

5024	1/11/2021	Deposit	Raffle tickets	\$8,350.00	\$28,597.44
	1/11/2021	Cash to Neisen's	Establish cash bank	\$3,000.00	\$25,597.44
	1/12/2021	Deposit	Raffle tickets	\$5,000.00	\$30,597.44
	1/13/2021	Deposit	Raffle tickets	\$11,440.00	\$42,037.44
	1/15/2021	Triple Crown Gaming	Inv 9038723	\$435.47	\$41,601.97
	1/15/2021	Overdraft - non sufficient funds	non sufficient funds	\$300.00	\$41,301.97
	1/15/2021	Fee	non sufficient funds	\$4.00	\$41,297.97
	1/19/2021	Deposit	6w99338	\$494.00	\$41,791.97
	1/19/2021	Deposit	7c38466	\$587.00	\$42,378.97
5026	1/21/2021	Bulldog Hockey	Kwik Trip gift cards for raffle	\$1,000.00	\$41,378.97
	1/21/2021	Deposit	Raffle tickets	\$1,870.00	\$43,248.97
5027	1/25/2021	Mandy Jacoby	Raffle winner	\$500.00	\$42,748.97
5028	1/25/2021	Andy Anderson	Raffle winner	\$1,000.00	\$41,748.97
5029	1/25/2021	Peter Strube	Raffle winner	\$2,500.00	\$39,248.97
5030	1/25/2021	Peter Engeldinger	Raffle winner	\$5,000.00	\$34,248.97
	1/26/2021	Deposit	7f11725	\$486.00	\$34,734.97
	1/28/2021	Deposit	517634	\$31.00	\$34,765.97

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**The items listed below are required to be presented to the membership each month and recorded in the minutes of the meeting.**

Organization: St. Peter Hockey Association Meeting date: March 10, 2021

Documentation Provided	Reporting Requirements for each form of lawful gambling conducted
<p>1. LG100 Monthly Lawful Gambling Activity Summary or G1 Lawful Gambling Monthly Tax Return with the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> LG100A</li> <li><input checked="" type="checkbox"/> Schedule B2</li> <li><input checked="" type="checkbox"/> LG100C</li> <li><input checked="" type="checkbox"/> LG100F</li> </ul> <p style="margin-left: 100px;"><i>JAN Reports</i> <i>* Feb reports not complete</i></p>	<ul style="list-style-type: none"> <li>• Gross receipts.</li> <li>• Dollar amount of all prizes paid out.</li> <li>• Total value of all merchandise prizes awarded from each form of gambling conducted.</li> <li>• Lawful purpose expenditures.</li> <li>• Profit carryover reconciliation.</li> </ul>
<p>2. Copy of check register or itemized expense journal that includes electronic transactions.</p>	<p>Complete details on all allowable expenses including payee, amount, date issued, and purpose.</p>
<p>3. Copies of distributor invoices or perpetual inventory records.</p>	<p>Records of gambling equipment purchases, including: type of equipment; quantity purchased, date purchased; unit cost, and name of distributor.</p>
<p>4. Copy of the month-end physical inventory.</p>	<p>Physical inventory taken at month-end, including games in play, that lists the manufacturer's ID, part number, serial number; game name, cost of each game; and date and signature, in ink, of person completing the physical inventory</p>
<p>5. Copy of itemized bank statement reconciliation (LG100F).</p>	<p>Gambling bank account reconciliation that balances with the profit carryover for each month and lists outstanding checks, including check number, payee, and amount; outstanding electronic transactions; deposits in transit; and beginning and ending bank balances for each month.</p>
<p>6. Fund loss report.</p>	<p>Any fund loss discovered during the month.</p>
<p>7. Correspondence and other documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gambling Control Board: Approval/denial letters, allegations, questionable expenses, profit carryover variance, other</li> <li><input type="checkbox"/> Department of Revenue: Error corrections, tax bills, tax orders</li> <li><input type="checkbox"/> IRS: Tax notices</li> <li><input type="checkbox"/> Miscellaneous correspondence</li> <li><input type="checkbox"/> Annual audit</li> <li><input type="checkbox"/> Compliance review report</li> <li><input type="checkbox"/> Bingo program</li> </ul>	<p>Correspondence sent or received relating to the lawful gambling operations.</p>

### LG1004 Monthly Gambling Report to Members

#### Authorization of Expenditures

Minnesota Statutes 349.15, subdivision 1, requires that "Gross profits from lawful gambling may be expended only for lawful purposes or allowable expenses as authorized by the membership of the conducting organization at a monthly meeting of the organization's membership."

NOTE: When the membership approves an upper limit of expenses for a particular item, the report to the membership the following month must include the specific check or electronic transaction number, payee, purpose, amount, and date of payment for estimated expenditures from the previous month.

#### Preapproval: Allowable Expenses

Payee or Item to be paid	Brief explanation of the purpose for each expenditure	Expense amount			Approved (Yes/No)
		Limit	OR	Actual	
Bulldog Hockey	Repayment of initial \$10,000 loan			\$10,000	Yes

#### Preapproval: Lawful Purpose Expenditures

Payee	Brief explanation of the purpose for each expenditure	LPE Code	\$ amount	Approved (Yes/No)
Bulldog Hockey	Hockey Association fees, ice bills, equipment	7	15,000	Yes.

This report was presented to the organization by the gambling manager or other organization member.

Signature, in ink: *Mary [unclear]*

Date: 3/10/2021

MARCH 10  
BOARD Mtg Notes

- ① I will be resigning from the Gambling Mgr position as soon as we can onboard someone.
  - Requires board seat
  - pass gambling mgr. training
  - job description will be posted soon.
  
- ② Gambling Mgr
  - will continue to be a critical position
  - will institute monthly pay \$400/month
  - re-evaluate every 6 months based on profits and number of sites.
  
- ③ Assistant Gambling Mgr.
  - will continue to be critical positions.
  
- ④ Lawful Purpose transfer.
  - \$15,000 transfer to general acct next week
  
- ⑤ Repayment of loan (\$10,000)
  - submitting paperwork to gambling control board approval

5031	2/11/2021	Deposit	117673		\$703.00	\$35,468.97
	2/3/2021	Deposit	6y16755		\$640.00	\$36,108.97
	2/5/2021	Deposit	517730		\$925.00	\$37,033.97
	2/7/2021	Deposit	117585		\$380.00	\$37,413.97
	2/11/2021	Triple Crown Gaming	Invoice 9040717	\$224.44		\$37,189.53
	2/12/2021	Deposit	117419		\$401.00	\$37,590.53
	2/14/2021	Deposit	118053		\$1,020.00	\$38,610.53
	2/16/2021	Deposit	6886388		\$42.00	\$38,652.53
	2/17/2021	Deposit	7C38454		\$502.00	\$39,154.53
	2/18/2021	Deposit	6W99429		\$730.00	\$39,884.53
AP	2/18/2021	Dept of Revenue	January taxes	\$2,448.00		\$37,436.53
5032	2/18/2021	Neisen's	January rent	\$420.20		\$37,016.33
5033	2/18/2021	Triple Crown Gaming	Inv 9043224	\$854.83		\$36,161.50
	2/22/2021	Deposit	6X86404		\$466.00	\$36,627.50
	2/22/2021	Deposit	7K11380		\$600.00	\$37,227.50
	2/24/2021	Deposit	NSF - raffle		\$300.00	\$37,527.50
	2/24/2021	Deposit	6X86445		\$130.00	\$37,657.50
	2/27/2021	Deposit	8637544		\$675.00	\$38,332.50