**Section 3000.300 General Requirements – Internal Control System**

The holder of an Owner's License shall establish, maintain and update an Internal Control System, the purposes and the procedures of which shall be designed to reasonably insure that:

a) Assets are safeguarded;

b) Financial records are accurate and reliable;

c) Transactions are performed only in accordance with the specific or general authorization of the holder of an Owner's License;

d) Transactions are recorded adequately to permit proper reporting of Adjusted Gross Receipts and of fees and taxes, to maintain accountability for assets, and in conformity with generally accepted accounting principles;

e) Access to assets is permitted only by authorized personnel;

f) Recorded accountability for assets is compared with actual assets at reasonable intervals and appropriate action is taken with respect to any discrepancies;

g) Functions, duties and responsibilities are appropriately segregated and performed in accordance with sound practices by competent, qualified personnel;

h) Gaming is conducted with integrity; and

i) The Act and rules of the Board are followed.

(Source: Amended at 20 Ill. Reg. 5814, effective April 9, 1996)