

## INSTRUCTION GUIDE FOR BREAKOPEN EVENT REPORT

The use of this report, or an MGCC approved facsimile, is mandatory under the Terms and Conditions governing your license. This report contains the information necessary for proper completion of the QUARTERLY REPORT FOR BREAKOPENS. The EVENT REPORTS are to be retained by your organization for a period of three (3) years.

To begin, enter your organization's LICENSE NUMBER, NAME, and the DATE of the event.

**I REVENUE:** REVENUE is calculated from the sale of breakopen tickets during the event.

Enter the PRODUCT CODES, NAME OF GAMES, and SERIAL NUMBERS of the breakopen tickets being sold at the event (this information can be found on your invoice received from the Manitoba Lotteries Corporation when purchasing product).

- Line 1 enter the TICKETS (stating count) of each game being sold.
- Line 2 enter any additional tickets which were made available for sale during the event.
- Line 3 enter TICKETS AVAILABLE FOR SALE (Line 1 + Line 2).
- Line 4 enter the TICKETS left over at the conclusion of the event. This is determined by physically counting the remaining unsold tickets.
- Line 5 enter TICKETS SOLD (Line 4 - Line 3).
- Line 6 enter the PRICE PER TICKET for each game.
- Line 7 enter the REVENUE PER GAME (Line 5 x Line 6).

Add the REVENUE PER GAME for each game to obtain your TOTAL GROSS REVENUE (A) for the event.

### **II) BREAKOPEN EVENT PRIZE PAYOUT:**

Enter the GAME NAME and SERIAL #'s of the tickets sold on page 2.

Sort all winning tickets by prize value and by type of game.

For each particular game, enter the actual number of winners per prize value.

Do the multiplication indicated and enter the result in the PAID BY CASH column and/or PAID BY CHEQUE column.

If any breakopen prizes are paid by cheque, enter the CHEQUE NUMBER in the last column.

Add the totals for PAID BY CASH to arrive at TOTAL CASH PRIZES PAID (B).

### **III) EXPENSES:**

Record any cash expenses relating to this event in this section (for example, sellers' wages would be entered here if paid by cash).

Add the amounts to arrive at TOTAL CASH EXPENSES (C).

### **IV) DEPOSIT AT END OF EVENT:**

Remove your float from all cash collected from breakopen sales.

Enter your float on the applicable line.

Count the remaining cash by separating into the appropriate denominations and make up your bank deposit.

Record the total under ACTUAL DEPOSIT (E).

### **V) DEPOSIT RECONCILIATION:**

Carry forward the totals from TOTAL REVENUE (A), TOTAL CASH PRIZES PAID (B), AND TOTAL CASH EXPENSES (C).

Subtract (B) and (C) from (A) to arrive at CALCULATED DEPOSIT (D).

Record the ACTUAL DEPOSIT (E) and subtract from (D).

The result will be CASH SHORT - OR CASH OVER + (F).

### **TO END**

Once everything has been recorded and checked to your satisfaction, the BREAKOPEN CHAIRPERSON must SIGN the form in the space provided and have their signature WITNESSED by a second person. The form should be kept for future use when completing the QUARTERLY REPORT FOR BREAKOPENS.