

INSTRUCTION GUIDE FOR BREAKOPEN QUARTERLY REPORT

The completion of the Breakopen Quarterly Report is mandatory under the terms and conditions governing your license. It must be completed and returned to the Manitoba Gaming Control Commission within 30 days following the quarter end.

STEP I

Complete the upper portion of page 1. Enter your LICENSE NUMBER, DATE OF THE QUARTERLY REPORT, ORGANIZATION NAME and ADDRESS.

STEP II

BREAKOPEN EVENT INFORMATION (page 1)

Transfer the information from your BREAKOPEN EVENT REPORTS to page 1 of this report. For each event, enter the DATE, TOTAL GROSS BREAKOPEN REVENUE (A), CASH PRIZES PAID (B), CASH EXPENSES (C), CALCULATED DEPOSIT (D), ACTUAL DEPOSIT (E) and CASH (SHORTAGE)/OVERAGE (F).

Once all events have been entered, add each of the columns to arrive at the GRAND TOTALS.

STEP III

LOTTERY BANK ACCOUNT CHEQUE REGISTER (page 2)

Information from all cheques written on this account during the quarter must be entered. Enter the DATE the cheque was written, the CHEQUE #, the PAYEE, and a brief DESCRIPTION of what the cheque was for. The AMOUNT(\$) of the cheque should then be entered in the appropriate column. Each of the columns should then be added to arrive at the TOTALS.

If you have a cheque register, or a similar listing of cheques already prepared, you do not need to rewrite them providing the listing contains the same information requested. A legible photocopy of your listing will be sufficient. Ensure, however, that you still enter the TOTALS in the appropriate boxes at the bottom of the page 2.

STEP IV

BREAKOPEN TICKET INVENTORY (page 3)

A complete physical count of INVENTORY ON HAND at the end of the particular quarter must be conducted. The PRODUCT CODE (taken from the Manitoba Lotteries Corporation invoice received for products purchased), the DESCRIPTION of the product, the SERIAL NUMBER, and the total AMOUNT OF TICKETS ON HAND must be recorded for each different type of product being used.

STEP V

BREAKOPEN FLOAT (page 3)

Record the amount of the BREAKOPEN FLOAT that is currently being used.

STEP VI

LOTTERY BANK ACCOUNT INFORMATION (page 3)

Enter the name and address of the financial institution as well as the ACCOUNT #(s). If a savings account and/or investments (term deposits, GIC's) are used in addition to the chequing account, you must add the end of quarter balances together.

Record the ACTUAL BALANCES(S) ON BANK STATEMENT at the end of the quarter or the closest date to it.

Continued on page 2.....

ADD any OUTSTANDING DEPOSITS (these are bank deposits for breakopen events held during this quarter that were not yet listed on your bank statements). SUBTRACT any OUTSTANDING CHEQUES (these are cheques you have written this quarter that had not cleared the bank by the end of the quarter).

REMEMBER to take photocopies of the appropriate bank statements and submit them with the QUARTERLY REPORT.

STEP VII

BANK SUMMARY STATEMENT (page 4)

Line 1, OPENING LOTTERY BANK BALANCE. This is the ADJUSTED BANK BALANCE (Line 9, page 4) from the previous QUARTERLY REPORT.

Line 2, TOTAL REVENUE. Enter the amount from Box G, page 1, of this report. Do the same for the bingo if this bank account is used for both BINGO AND BREAKOPENS.

Line 3, TOTAL PRIZES. Enter the cash prize amount from Box H, page 1, and cheque prize amount box L, page 2, of this report. Do the same from the BINGO report if applicable.

Line 4, TOTAL EXPENSES. Enter the cash expense amount from Box I, page 1, and the cheque prize amount from Box N, page 2, of this report. Do the same from the BINGO report, if applicable.

Line 5, DISBURSEMENTS. Enter the amount from Box M, page 2.

Line 6, OTHER WITHDRAWALS. Enter the SUM of any OTHER WITHDRAWALS from the lottery bank account. Examples would include bank service charges, safety deposit box rentals, charges for printing of cheques, etc.

Line 7, OTHER RECEIPTS. Enter the SUM of any OTHER RECEIPTS in the lottery bank account. Examples would include interest earned, REFUNDS received for returned product, etc.

Line 8, CALCULATED ENDING BANK BALANCE. Line 8 is equal to Line 1 plus Line 2 less Line 3 less Line 4 less Line 5 less Line 6 plus Line 7.

Line 9, ACTUAL ADJUSTED BANK BALANCE. Carry forward the amount from Box O, page 3.

Line 10, SUBTRACT Line 9 from Line 8 to obtain the (SHORTAGE)/OVERAGE. This amount should equal the total cash (shortage)/overage as noted on page 1 of this report and the bingo report, if applicable.

STEP VIII

CERTIFICATION (page 4)

When you are satisfied with the report as it has been completed, fill in the appropriate information and SIGN in the space provided. It must be signed by the organization's PRESIDENT as well as another member of the executive responsible for the breakopen lottery operation.

If the person who has completed the report is not one of the two executives noted, he/she must print their name and daytime telephone number in the space provided.

For assistance or information contact: Manitoba Gaming Control Commission
Audit Section
800 - 215 Garry Street
Winnipeg, Manitoba R3C 3P3
In Winnipeg: 954-9400 or toll free: 1-800-782-0363

***In order for us to serve you efficiently, please have your license number ready when you call and record it on all correspondence.*