



**Manitoba Gaming
Control Commission**

800-215 Garry Street, Winnipeg, MB. R3C 3P3
Phone: 954-9400 Fax: 954-9450
Toll Free Phone: 1-800-782-0363
Toll Free Fax: 1-866-999-6688

CASHIER'S DAILY BALANCING REPORT

INSTRUCTION GUIDE FOR FIRST NATION VLT SITEHOLDERS

Instructions for VLT Cashiers

1. Print the month, day and year on the Date line.
2. The amount of the float provided will be shown in Box A. Count the float to confirm the amount provided to you corresponds to the amount recorded in Box A and initial to verify.
3. If you remove cash from the VLT machines during your shift, you must record the cash amount(s) as a "Cash Pull".
4. Add up the Cash Pulls during your shift and record the total in Box B.
5. Add the float amount in Box A to the total cash pull amount in Box B. This amount is the total cash available to pay prizes which should be recorded in Box C.
6. Record the total amount that you actually paid out in prizes during your shift in Box D. Remember to attach any tickets that were paid but could not be validated.
7. Record the total amount of prizes that were paid by cheque in Box E.
8. Total the cash expenses paid out during your shift (including ATM fills if applicable) and record the amount in Box F. *Attach all cash receipts and ATM fill reports to the Daily Balancing Report.*
9. Subtract Box D from Box C, then Add Box E and Subtract Box F; record the result in Box G. ***This is the amount of cash that you should have.***
10. Count all of your cash (including remaining float); itemize it in the Cash Breakdown box. Ensure you calculate and record the total amount of cash for each denomination. Print your initials in the "Counted By" box. Another staff person should recount the cash and print their initials in the "Verified By" box.
11. Total and record the amount of all denominations in actual cash on hand (including float) in Box H. ***This is the amount of cash that you actually have.***
12. Subtract Box H from Box G; record the result in Box I. ***This is your cash (over)/short.***
13. Sign your name on the Cashier Signature line.
14. Attach your cash-flow today reading tape to the Daily Balancing Report.
15. If applicable, attach your ATM fill Report(s) to the Daily Balancing Report.
Note: *If your site uses VLT funds to fill the ATM, an ATM fill Report must be printed after loading the ATM machine. The ATM fill Report must be signed by the individual who loaded the machine and by an individual who witnessed this transaction.*
16. Repeat steps 2 through 15 for the evening shift.
17. ***The End of Day Reading Tape(s), ATM fill Report(s) (if your site uses VLT funds to fill the ATM) and receipts for all cash expenses must be recorded and attached to a fully completed Daily Balancing Report, as per MGCC Siteholder Registration Terms and Conditions.***

DAY SHIFT CASHIER'S SUMMARY

	Counted By	Verified By	
FLOAT	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	A

Cash Pulled from VLT Machines:

First Pull	\$ _____
Second Pull	\$ _____
Third Pull	\$ _____

Total DAY SHIFT Cash Pulls	<input style="width: 100%;" type="text"/>	B
-----------------------------------	---	----------

Total Cash to Pay Prizes (A+B)	<input style="width: 100%;" type="text"/>	C
---------------------------------------	---	----------

Less: Total VLT Prize Payouts*	<input style="width: 100%;" type="text"/>	D
---------------------------------------	---	----------

*Attach any tickets paid that could not be validated.

Add: Prizes Paid by Cheque:	<input style="width: 100%;" type="text"/>	E
------------------------------------	---	----------

Less: Cash Expenses Paid Out**	<input style="width: 100%;" type="text"/>	F
---------------------------------------	---	----------

*Attach all cash receipts and ATM fill reports

Calculated Cash (C-D+E-F)	<input style="width: 100%;" type="text"/>	G
----------------------------------	---	----------

Cash Breakdown

	Counted By	Verified By	
x \$	0.01		
x \$	0.05		
x \$	0.10		
x \$	0.25		
x \$	1.00		
x \$	2.00		
x \$	5.00		
x \$	10.00		
x \$	20.00		
x \$	50.00		

Actual Cash on Hand	<input style="width: 100%;" type="text"/>	H
----------------------------	---	----------

Cash (Over) Short (G - H)	<input style="width: 100%;" type="text"/>	I
----------------------------------	---	----------

Cashier Signature: _____

Both Shifts Must Attach To This Report:

1. Cashflow Today reading tape
2. Receipts for all cash expenses
3. ATM fill reports - if applicable

EVENING SHIFT CASHIER'S SUMMARY

	Counted By	Verified By	
FLOAT	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	A

Cash Pulled from VLT Machines:

First Pull	\$ _____
Second Pull	\$ _____
Third Pull	\$ _____

Total EVENING SHIFT Cash Pulls	<input style="width: 100%;" type="text"/>	B
---------------------------------------	---	----------

Total Cash to Pay Prizes (A+B)	<input style="width: 100%;" type="text"/>	C
---------------------------------------	---	----------

Less: Total VLT Prize Payouts*	<input style="width: 100%;" type="text"/>	D
---------------------------------------	---	----------

*Attach any tickets paid that could not be validated.
Prize Payout Total minus Day Shift Prize Payout

Add: Prizes Paid by Cheque:	<input style="width: 100%;" type="text"/>	E
------------------------------------	---	----------

Less: Cash Expenses Paid Out**	<input style="width: 100%;" type="text"/>	F
---------------------------------------	---	----------

*Attach all cash receipts and ATM fill reports

Calculated Cash (C-D+E-F)	<input style="width: 100%;" type="text"/>	G
----------------------------------	---	----------

Cash Breakdown

	Counted By	Verified By	
x \$	0.01		
x \$	0.05		
x \$	0.10		
x \$	0.25		
x \$	1.00		
x \$	2.00		
x \$	5.00		
x \$	10.00		
x \$	20.00		
x \$	50.00		

Actual Cash on Hand	<input style="width: 100%;" type="text"/>	H
----------------------------	---	----------

Cash (Over) Short (G - H)	<input style="width: 100%;" type="text"/>	I
----------------------------------	---	----------

Cashier Signature: _____