



# Manitoba Gaming Control Commission

### Questions?

Contact us at:  
800-215 Garry Street  
Winnipeg, Manitoba R3C 3P3  
Phone: 954-9400 Fax: 954-9450 or  
Toll Free Fax: 1-866-999-6688  
Toll Free Phone: 1-800-782-0363

## FIRST NATION VLT SITEHOLDER REPORT GUIDE

This report is to be completed on a **Modified Cash Basis**. In accordance with section 10.1 of the **MGCC Siteholder Registration Terms & Conditions for First Nations**, this report must be published and made available to the community.

### ***VLT financial information must be reported for the 12 month period ended March 31st.***

- STEP 1. Complete the Site ID #, the number of VLT's at the site, and the Siteholder Name and Address.
- STEP 2. Record the "Total VLT Dollars In" amount on Line 1.
- STEP 3. Record the "Total Dollars Paid" amount on Line 2.
- STEP 4. Record "VLT Operating Expenses." Expenses listed in this area of the report should be those expenses that were paid to operate the VLT site. Add up all expenses and record the total on Line 3.
- STEP 5. Record any losses during the fiscal year on VLT funds invested.
- STEP 6. Record the total of all bank interest earned and/or gains on VLT funds invested.
- STEP 7. Calculate "VLT Profits" (Line 1 - 2 - 3 - 4 + 5) and record the result on Line 6.
- STEP 8. Record the "Profits Remaining from Previous Year" which is the amount on line 13 of last year's report.
- STEP 9. Add Lines 6 and 7 and record the total on Line 8.
- STEP 10. Transfer the amount on Line 8 to Line 9 on the next page.
- STEP 11. Complete the "Detailed Use of VLT Profits" section. Provide enough detail for the community to see how the VLT's support community projects or programs. ***If any VLT profits have been transferred to a Band operating account, then a representative from Band finance must provide the details of how that money was used. This information from Band finance must be recorded on, or attached to, this report.*** The total for this section is recorded on Line 10.
- STEP 12. Subtract Line 10 from Line 9 and record "VLT Profits Remaining for Future Distribution" on Line 11.
- STEP 13: Complete the certification section.

### **Year End VLT Bank Reconciliation and General Information**

- STEP 1. Complete the name of the Financial Institution and VLT bank account number.
- STEP 2. Record the balance on the VLT bank statement and, if applicable, the investment statement as of March 31st. Add the amounts and record the total on line 12.
- STEP 3. Record the total amount of outstanding VLT deposits on Line 13.
- STEP 4. Record the total amount of outstanding cheques on Line 14.
- STEP 5. Calculate adjusted bank balance (Line 12 + 13 - 14) and record result on Line 15.
- STEP 6. Complete all of the information in the General VLT Site Information area.
- STEP 7: Ensure you attach the following required documents with your financial report:

Additional disbursement details attached to Page 3, if any

Copies of the March VLT Bank and Investment Statement(s)

Listing of year end outstanding deposits and cheques

**THIS REPORT MUST BE SUBMITTED TO THE MGCC BY JULY 31ST.**



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## FIRST NATION VLT SITEHOLDER REPORT

Site I.D. #

# of VLT's Onsite:

**PLEASE PRINT**

Name of Registrant: \_\_\_\_\_  
Name of First Nation

Operating As: \_\_\_\_\_  
Name of the VLT Site

Registrant's Address: \_\_\_\_\_

Report for the Year Ending March 31, 20\_\_\_\_\_

**Total VLT Dollars In:** 1. \$ \_\_\_\_\_

**Total VLT Prizes Paid:** 2. \$ \_\_\_\_\_

**VLT Operating Expenses:**

Amount Due to MLC (10%)	\$	_____
VLT Registration Fees (\$150 per machine)	\$	_____
VLT Administration Fees	\$	_____
VLT Staff Wages and Benefits	\$	_____
VLT Staff Training	\$	_____
VLT Security Services	\$	_____
VLT Office Equipment & Supplies	\$	_____
VLT Staff Cellular/Telephone	\$	_____
Insurance	\$	_____
Advertising	\$	_____
Bank Charges	\$	_____
Cash Short/(Over)	\$	_____
Other (specify) _____	\$	_____
_____	\$	_____
_____	\$	_____

**Total VLT Operating Expenses:** 3. \$ \_\_\_\_\_

**Loss on Investments** 4. \$ \_\_\_\_\_

**Interest Earned and/or Gain on VLT Investments** 5. \$ \_\_\_\_\_

**VLT Profits (1 - 2 - 3 - 4 + 5):** 6. \$ \_\_\_\_\_

**Profits Remaining from Previous Year:** 7. \$ \_\_\_\_\_

Reconciled bank balance from last year's report (line 13)

**Total Profits Available:** 8. \$ \_\_\_\_\_

**THIS REPORT MUST BE PUBLISHED AND MADE AVAILABLE TO THE COMMUNITY**



Year end VLT Bank Reconciliation and General Information

**Bank Information**

**All Bank and Investment accounts must be shown here.**

Name of Financial Institution(s): \_\_\_\_\_

Account #'s \_\_\_\_\_

Actual balance on bank statement(s) at March 31st

_____ +	_____ +	_____ =	12 \$	_____
Chequing	Savings	Investment		

Add: Total Outstanding Deposits: 13 \_\_\_\_\_

Less: Total Outstanding Cheques: 14 \_\_\_\_\_

Actual Adjusted Bank Balance at March 31: (Line 12 + 13 - 14) 15 \$ \_\_\_\_\_

**The amount on Line 15 of this reconciliation must match the amount of Profit Remaining on Line 11. Copies of the bank and investment statements and details supporting the outstanding items must be submitted with this report.**

**Site Information:**

Name of Site Manager: \_\_\_\_\_

Manager's Business phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# of full time VLT Staff: \_\_\_\_\_ # of part time VLT Staff: \_\_\_\_\_

Accounting Firm responsible for Year End Audit: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is there an ATM on this site? Yes / No

If yes, are VLT funds used to fill the ATM? Yes / No

Total VLT Cash in the ATM at March 31st: \$ \_\_\_\_\_ (this amount should be included as an outstanding deposit in the bank reconciliation)

Total VLT Daily Operating Float: \$ \_\_\_\_\_

VLT Prize Float (if any): \$ \_\_\_\_\_

VLT Report Contact Information:

Name of the individual completing this report: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**REMEMBER: When submitting this report, ensure the following items are attached: 1) March Bank and Investment Statements 2) Detailed Listing of Outstanding Deposits and Cheques**

**THIS REPORT MUST BE SUBMITTED TO THE MGCC BY JULY 31ST**