



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.

INSTRUCTIONS

- 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 NET other receipts or withdrawals from the schedule on page 4.
- STEP 6. Calculate "VLT Profits" (Line 1 - 2 - 3 + or - 4) and record the result on Line 5.
- STEP 7. Record the "Profits Remaining from Previous Year" which is the amount on line 15 of the last year's report.
- STEP 8. Add Lines 5 and 6 and record the total on Line 7.
- STEP 9. Transfer the amount on Line 7 to Line 8 on the next page.
- STEP 10. 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 9.
- STEP 11. Subtract Line 9 from Line 8 and record "VLT Profits Remaining for Future Distribution" on Line 10.
- STEP 12. Complete the certification section.

Year End VLT Bank Reconciliation, Schedule of Other Receipts or Withdrawals 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 at the end of the year. Add the amounts and record the total on line 11.
- STEP 3. Record the total amount of outstanding VLT deposits on Line 12.
- STEP 4. Record the total amount of outstanding cheques on Line 13.
- STEP 5. Calculate adjusted bank balance (Line 11 + 12 - 13) and record result on Line 14.
- STEP 6. Complete the Schedule of Other Receipts and Withdrawals (if applicable)
- STEP 7. Complete all of the information in the General VLT Site Information area.
- STEP 8. Ensure you attach the following required documents with your financial report:

- | | |
|--|--------------------------|
| Additional disbursement details attached to Page 3, if any | <input type="checkbox"/> |
| Copies of the VLT Bank and Investment Statement(s)
(ALL Pages of the Bank Statement must be sent) | <input type="checkbox"/> |
| Listing of outstanding deposits and cheques | <input type="checkbox"/> |
| A detailed Trial balance for the month of March | <input type="checkbox"/> |



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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 Period Ending _____

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. \$ _____

Net Other Receipts or (Withdrawals) 4. \$ _____
From the schedule on page 4

VLT Profits (1 - 2 - 3 + or - 4): 5. \$ _____

Profits Remaining from Previous Year: 6. \$ _____
Reconciled bank balance from last year's report (line 15)

Total Profits Available: 7. \$ _____

THIS REPORT MUST BE PUBLISHED AND MADE AVAILABLE TO THE COMMUNITY

Month 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 the end of the month:

_____ +	_____ +	_____ =	11	\$	_____
Chequing	Savings	Investment			
	Add: Total Outstanding Deposits:		12		_____
	Less: Total Outstanding Cheques:		13		_____
	Actual Adjusted Bank Balance:	(Line 11 + 12 - 13)	14	\$	_____

The amount on Line 14 of this reconciliation must match the amount of Profit Remaining on Line 10. Copies of the bank and investment statements and details supporting the outstanding items must be submitted with this report.

Schedule of Other Receipts or Withdrawals

Items such as Interest and ATM Commissions earned during the period are recorded here.

Receipts:		Withdrawals:	
Amount and explanation		Amount and explanation	
\$ _____	_____	\$ _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
\$ _____	Total Other Receipts	\$ _____	Total Other Withdrawals

Subtract Total **Withdrawals** from Total **Receipts**. Record the **Net Amount** on Line 4, Page 1 \$ _____

If additional space is required, please attach a separate schedule to this report

General VLT Site Information:

Name of Site Manager: _____ Phone / E-mail: _____

Name of Finance Contact: _____ Phone / E-mail: _____

Accounting software currently being used: _____

of full time VLT Staff: _____ # of part time VLT Staff: _____

Accounting Firm responsible for Year End Audit: _____

Contact Name: _____ Phone / E-mail: _____

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 year end: \$ _____ (recorded as an outstanding deposit in the bank reconciliation)

Total VLT Daily Operating Float: \$ _____

Name of the individual completing this report: _____

Phone / E-mail: _____

REMEMBER: When submitting this report, the following items must be attached: 1) ALL PAGES of the Monthly Bank and Investment Statements 2) A Detailed Listing of Outstanding Deposits and Cheques 3) A detailed Trial Balance for the month of March