



**Manitoba Gaming
Control Commission**

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***MANAGER'S DAILY SUMMARY REPORT
INSTRUCTION GUIDE FOR FIRST NATION VLT SITEHOLDERS***

Instructions for the VLT Manager/Administrator

Manager's Daily Summary

1. On the Date line, print the month, day and year shown on your end of day printout.
2. After removing all cash from the VLTs, count and record the amounts of each denomination of cash.
3. Print your initials in the "Counted by" box. Another staff person, usually the day shift cashier, should recount the cash and print their initials in the "Verified By" box.
4. Record the total of all cash denominations on Line 1
5. Refer to the Cashier's Daily Balancing Report. Add the amounts recorded in Box H of the day shift and evening shift. Record the total on Line 2 of the Manager's Daily Summary.
6. Record the total amount of float(s) set up for the cashier(s) on Line 3. Float amounts should be adequate for your VLT operations and remain consistent.
7. Record the individual float amount(s) in Box A for all shifts on the Cashier's Daily Balancing Report.
8. If you are filling your ATM prior to making up your deposit, record the amount of the ATM fill on Line 4. This ATM fill will have to be added to any other ATM fills found on the Cashier Daily Balancing Report and the total recorded in the End of Day Summary. See the note in instruction 12 for details. Ensure the amount recorded is the cash that was actually put in the machine and NOT the balance in the ATM after the fill. If you haven't filled the ATM, proceed to instruction 9.
9. Add the amounts recorded on Line 1 and Line 2, subtract the amount recorded on Line 3, and then subtract the amount recorded on Line 4 (if any) to determine the Total Cash for Deposit. Record this amount on Line 5 and complete the deposit slip.

End of Day Summary

10. Record the total Cash In from the End of Day Reading Tape on Line 6 of the End of Day Summary.
11. Add the amounts recorded in Box D from the day shift and evening shift of the Cashier's Daily Balancing Report. Record the total Prizes Paid Out on Line 7 of the End of Day Summary.
12. Refer to the Cashier's Daily Balancing Report. Add the amounts recorded in Box F of the day shift and evening shift and record the Total Cash Expenses Paid Out on Line 8 of the End of Day Summary. Itemize these expenses in the Cash Expenses Paid Out box. Note: If the Cashier's Daily Balancing Reports show that the ATM was filled and the Manager's Daily Summary shows that the ATM was filled, the total of all of these ATM fills should be entered in the Cash Expenses Paid Out box.

13. Subtract total Prizes Paid Out (Line 7) and total Cash Expenses (Line 8) from total Cash In (Line 6); record the result under Calculated Cash Line 9. ***This is the amount of cash that you should have.***
14. Refer to the Cashier's Daily Balancing Report. Add the amount from Box E of both the day and evening shift(s). Enter the total under Add: Prizes Paid by Cheque (Line 10) on the End of Day Summary..
15. Add Line 9 and Line 10. This amount is your calculated deposit. ***This is the amount of cash that you should have for deposit.*** Record this amount on Line 12.
16. ***If you have a "loss" for the day please see note below titled Accounting for a Loss.***
17. Record the amount from your deposit slip on Line 13, "Cash For Deposit."
18. Subtract Cash for Deposit (Line 13) from Calculated Deposit (Line 12); record the result in the Cash (Over)/Short box (Line 14).
19. Refer to Box I of the Cashier's Daily Balancing Report. Record the Cash (over)/short amount from Box I beside the line marked day shift and evening shift on the End of Day Summary..
20. The total Cash (over)/short from both the Day and Evening shift should be recorded on Line 15. ***This amount should equal the total cash (over)/short recorded on Line 14.***
21. If the amounts recorded on Line 14 and Line 15 do not match, calculate and record the difference on Line 16. If there is a difference, provide an explanation.
22. Sign your name on the Manager's Signature line.
23. If you are not taking the deposit to the bank immediately, place the deposit money and the deposit slip in an envelope and seal it.
24. Place this envelope in the safe.
25. When you go to the bank, take all of your envelopes and make sure the envelopes are deposited separately into your VLT bank account.

Note: ACCOUNTING FOR A LOSS

If during your shift the prizes and expenses paid out are greater than the cash taken in, complete the box on the right hand side on the End of Day Summary.

Float set up today - Record the amount of money you have on hand at the end of the day, line 3 from the Manager's Daily Summary

Regular Float Amt - Record your regular float amount

Difference – Line 1 (Float set up today) less Line 2 (Regular Float Amt) - follow the arrow and record this amount on ***line 13 (Cash for Deposit)***.

The next day:

On the **Cashier's Daily Balancing Report**, record the reduced float amount (Float set up today).

On the **Manager's Daily Summary Report**, record the amount of cash held back from the day's deposit (to replenish the float to its regular amount) on **Line 11**.

Remember, if you are in doubt about properly accounting for a loss (or any other financial matter concerning your VLT operation), contact the MGCC and ask to speak to the auditor assigned to your file.



MANAGER'S DAILY SUMMARY REPORT

Counted By _____ Verified By _____

DATE: _____

x	\$	0.25	\$	-
x	\$	1.00	\$	-
x	\$	2.00	\$	-
x	\$	5.00	\$	-
x	\$	10.00	\$	-
x	\$	20.00	\$	-

- Attach to this Summary:
- 1) End of Day Reading tape
 - 2) Cash Receipts
 - 3) ATM fill reports (if applicable)

Total Cash Pulled from VLT machines - End of Day	_____	1
Add: Actual Cash from Cashiers (Box H from Daily Cash Reports):	_____	2
Subtract float set up for Cashier(s):	_____	3
Subtract: ATM Fill:	_____	4
Total Cash for Deposit (Line 1 + 2 - 3 - 4)	\$ _____ -	5

END OF DAY SUMMARY

TOTALS

Cash In	_____	6
- Prizes Paid Out	_____	7

Cash Expenses Paid Out

Category (Description)	Total \$ Amount
ATM Fill(s)	

COMPLETE THIS AREA ONLY WHEN PRIZES/EXPENSES PAID OUT ARE GREATER THAN CASH TAKEN IN

Float Set Up Today: _____

Subtract: Regular Float Amt: _____

Difference (Line 8) _____

Total Cash Expenses Paid Out:	_____	8
Calculated Cash (6 - 7 - 8)	\$ _____ -	9
Add: Prizes Paid by Cheque:	_____	10
Less: Cash withheld to return float to normal:	_____	11
Calculated Deposit (9 + 10 - 11)	\$ _____ -	12
Cash For Deposit	_____	13
Cash Short (Over) (Line 12 - 13)	\$ _____ -	14

Cash (over) short from Cashier DBRs

Day shift _____

Evening shift _____

Total _____ 15

Difference (Line 14 - 15) **\$ _____ -** 16

Manager's Signature: _____