

DAILY BALANCING REPORT

DAY SHIFT CASHIER'S SUMMARY	
Date: _____	
Verified By	
Opening Float	\$ <input style="width: 100px;" type="text"/>
Cash Pulled from VLT Machines	
First Pull	_____
Second Pull	_____
Third Pull	_____
Total DAY SHIFT Cash Pulls	\$ <input style="width: 100px;" type="text"/> A
Less: Total VLT Payouts*	\$ <input style="width: 100px;" type="text"/> B
<small>*The amount actually paid out for prizes during the DAY SHIFT</small>	
Less: Cash Expenses Paid Out**	\$ <input style="width: 100px;" type="text"/> C
<small>**All receipts MUST be attached</small>	
Calculated Ending Cash (A-B-C)	\$ <input style="width: 100px;" type="text"/> D
Cash Breakdown	
Counted by	Checked by
x \$ 5.00	\$
x \$ 10.00	\$
x \$ 20.00	\$
x \$ 50.00	\$
x \$ 100.00	\$
Total Coin	
Total Cash on Hand (including float)	\$ <input style="width: 100px;" type="text"/> E
Less: Float	\$ <input style="width: 100px;" type="text"/> F
= Actual Cash for Deposit	\$ <input style="width: 100px;" type="text"/> G
Cash (Over) Short (D - G)	\$ <input style="width: 100px;" type="text"/> H
Cashier Signature: _____	

EVENING SHIFT CASHIER'S SUMMARY	
Date: _____	
Verified By	
Opening Float	\$ <input style="width: 100px;" type="text"/>
Cash Pulled from VLT Machines	
First Pull	_____
Second Pull	_____
Third Pull	_____
Total EVENING SHIFT Cash Pulls	\$ <input style="width: 100px;" type="text"/> A
Less: Total VLT Payouts*	\$ <input style="width: 100px;" type="text"/> B
<small>*The amount actually paid out for prizes during the EVENING SHIFT</small>	
Less: Cash Expenses Paid Out**	\$ <input style="width: 100px;" type="text"/> C
<small>**All receipts MUST be attached</small>	
Calculated Ending Cash (A-B-C)	\$ <input style="width: 100px;" type="text"/> D
Cash Breakdown	
Counted by	Checked by
x \$ 5.00	\$
x \$ 10.00	\$
x \$ 20.00	\$
x \$ 50.00	\$
x \$ 100.00	\$
Total Coin	
Total Cash on Hand (including float)	\$ <input style="width: 100px;" type="text"/> E
Less: Float	\$ <input style="width: 100px;" type="text"/> F
= Actual Cash for Deposit	\$ <input style="width: 100px;" type="text"/> G
Cash (Over) Short (D - G)	\$ <input style="width: 100px;" type="text"/> H
Cashier Signature: _____	

THE INFORMATION BELOW IS TO BE COMPLETED BY THE VLT MANAGER OR ADMINISTRATOR

ATTACH TO THIS SHEET:
 End of day reading tape(s)
 Receipts for all cash expenses
 ATM cassette summary reports

MANAGER'S DAILY SUMMARY	
Dollars In	<input style="width: 100px;" type="text"/>
- Prizes Paid	<input style="width: 100px;" type="text"/>
- Cash Expenses	<input style="width: 100px;" type="text"/>
	<input style="width: 100px;" type="text"/>
	<input style="width: 100px;" type="text"/>
	<input style="width: 100px;" type="text"/>
	<input style="width: 100px;" type="text"/>
= Calculated Cash	\$ <input style="width: 100px;" type="text"/>
- Actual Bank Deposit	\$ <input style="width: 100px;" type="text"/>
= Cash (Over) Short	\$ <input style="width: 100px;" type="text"/>

NOTE: Itemize your cash expenses from Box C above (day and evening shifts)

Manager's Signature: _____



**Manitoba Gaming
Control Commission**

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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. Count your float and record the amount in the Opening Float box, print your name to show that you have verified the float.
3. If you take cash out of the VLT machines, you must record this cash as a “Cash Pull”.
4. Add up the Cash Pulls during your shift and record the total in Box A.
5. Record the total amount that you actually paid out in prizes during your shift in Box B.
6. Total the cash expenses during your shift (including ATM fills if applicable) and record in Box C. *Attach all receipts to the Daily Balancing Report.*
7. Subtract Box B and Box C from Box A; record the result in Box D. ***This is the amount of cash that you should have.***
8. Count all of your cash (including float); itemize it in the Cash Breakdown box.
9. Print your initials in the “Counted by” box. Another staff person should recount the cash and print their initials in the “Checked by” box.
10. Record the total cash on hand (including float) in Box E.
11. Count out your float and record it in Box F; set it aside. *Note: The VLT float should be the same amount every day.*
12. Subtract Box F from Box E; record the result in Box G. ***This is the amount of cash that you actually have.***
13. Subtract Box G from Box D; record the result in Box H. ***This is your cash (over)/short.***
14. Sign your name on the Cashier Signature line.
15. Attach your daily reading tape to the Daily Balancing Report.
16. Attach your ATM Cassette Summary Reports to the Daily Balancing Report.
Note: *If your site uses VLT funds to fill the ATM, an ATM Cassette Summary Report must be printed after loading the ATM machine. The ATM Cassette Summary Report must be signed by the individual who loaded the machine and by an individual who witnessed this transaction.*
17. Repeat steps 2 through 16 for the evening shift.

The End of Day Reading Tape(s), ATM Cassette Summary Reports (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.

Please turn page over

Instructions for the VLT Manager/Administrator

1. Record the total Dollars In from the End of Day Reading Tape.
Note: Total cash pulled should equal total Dollars In. If not, this means the cashiers did not remove all of the money from the machines.
2. Record the total Prizes Paid from Box B (Day and Evening Shift).
3. Itemize cash expenses including ATM fill(s) from Box C (Day and Evening shift).
4. Subtract total Prizes Paid and total Cash Expenses from total Dollars In; record the result in the Calculated Cash box. ***This is the amount of cash that you should have.***
5. Confirm the float was counted correctly by the Evening Shift.
6. Count the cash for deposit (Day Shift and Evening Shift) and make out a deposit slip.
7. Record the total amount for deposit in the Actual Bank Deposit box. ***This is the amount of cash that you actually have for deposit.***
8. Subtract Actual Bank Deposit from Calculated Cash; record the result in the Cash (Over)/Short box. ***This should equal the total cash (over)/short from both Day and Evening Shifts.***
9. Sign your name on the Manager's Signature line.
10. 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.
11. Place this envelope in the safe.
12. When you go to the bank, take all of your envelopes and make sure the envelopes are deposited separately into your VLT bank account.