

**The sample documents were produced to demonstrate how information is recorded and cross referenced on the financial reports provided with your Texas Hold'em licence.**

In this sample case, the licence was issued for a tournament that sold tournament entries in advance and at the door. The organization also offered a maximum of 3 rebuys per player at the tournament, in accordance with the MGCC Texas Hold'em Poker Tournament Terms and Conditions.

The prize structure for this tournament was:

First place: 25% of revenue

Second place: 15% of revenue

Third place: Poker Dog Print (this prize was donated to the organization)

Also, as a door prize, a set of poker chips was provided to the organization by the company that supplied the Texas Hold'em dealers.

#### SAMPLE REGISTRATION/REBUY RECORD

The sample registration/rebuy record shows that 20 players had prepaid for their entry and another 5 players paid their entry fee at the door. As the tournament goes on, some of the players purchase rebuys and this is also noted on the registration sheet next to each player's name. Each column's checkmarks are counted and totaled so that this information can be transferred to the sample event sheet.

#### SAMPLE EVENT SHEET

The total number of prepaid and cash paid entrants are recorded in the appropriate spaces in the upper portion of the sample event sheet. The cost to enter is recorded and multiplied to arrive at the total amount of prepaid fees and cash fees collected at the door. The total number of rebuys sold is calculated from the registration/rebuy record totals and total rebuy revenue is calculated on the event sheet. All three revenue totals are added up to arrive at the Total Gross Revenue amount indicated in Box A.

The amount in Box A is transferred to the corresponding Box A in the Revenue and Deposit Recap section. The prepaid fees are subtracted from this amount, because they were not collected at the tournament. Generally, prepaid fees have been placed in the lottery bank account prior to the day of the tournament.

Winner's Information:

Daniel Mason (# 10 on the Registration/Rebuy Record) – First place

Jennifer Truman (#22 on the Registration/Rebuy Record) – Second place

Ben Sever (#8 on the Registration/Rebuy Record) - Third place

This information is recorded on the event sheet in the Summary of Tournament Winners section. Winners are referenced by their Player number in this area, as indicated on the Registration/Rebuy Record. All prizes awarded must be recorded in this area and any cash prizes paid at the event should be totaled and transferred to Box B in the Revenue and Deposit Recap section.

Cash expenses should be recorded and receipts attached to the Event Sheet. Again, the expenses should be totaled and noted in Box C of the Revenue and Deposit Recap section.

The Revenue and Deposit Recap section calculations are completed and the cash remaining, after the float is removed, is counted and recorded. The final results show that the tournament cash is over by \$1.00. The deposit detail information is completed and the Tournament Chair signs the document, along with a witness.

**TRANSFERRING THE REVENUE INFORMATION TO THE MGCC FINANCIAL REPORT:**

DATE	# OF PLAYERS	GROSS REVENUE	CASH PRIZES	CASH EXPENSES	CALCULATED DEPOSIT	EVENT DEPOSIT	PREPAID FEES CREDIT CARD DEPOSITS	SHORT (OVER)
		A	B	C	D	E	E	F
Sept 25/10	25	\$ 3,040.00	\$ 760.00	\$ 200.00	\$ 2,080.00	\$ 81.00	\$ 2,000.00	\$ (1.00)

The information in the Revenue and Deposit Recap section of the Event Report is laid out on the financial report in a similar manner, but the prepaid fees that had been deposited prior to the tournament are shown in a different order. The prepaid fees should be easily identifiable among the bank deposits shown on the bank statement.

Instructions regarding the completion of the entire Texas Hold'em Financial report should be referred to from this point onward. The financial reports and instructions are provided with each licence issued.

If you have any questions regarding the use of any of the documents that have been provided to you, please contact us and ask to speak with a member of the Audit department at:

Manitoba Gaming Control Commission  
 Phone: 954-9400 or toll free: 1-800-782-0363  
 Fax: 954-9451 or toll free: 1-866-999-6688