

VLT Reporting and Record Keeping Requirements

- Utilize the MGCC Daily Balancing Report to track daily activity
- Maintain a consistent float amount for each day of operation
- Ensure proper cash handling controls are in place and always maintained
- When necessary, expenditures paid with cash must always be supported with invoices and receipts
- Make frequent deposits to a VLT designated bank account
- Ensure that no other sources of revenue are deposited to the VLT bank account
- Avoid cashing any cheques at the VLT site.
- Implement and maintain proper VLT General Ledger Accounts
- Ensure that journal entries to General Ledger accounts are posted regularly
- Pay all expenses and disbursements by cheque where practicable
- If an ATM is supported with VLT dollars, accurate records must be maintained
- Reconcile your VLT bank account on a monthly basis
- Maintain a record keeping system for your VLT operation. These records must be maintained for not less than three (3) years.
- Complete and submit the Annual VLT Financial Report to MGCC by July 31 of each year
- The annual report must be published and made available to the community