

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION FORM (NON-BINGO)**

FORM 111

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

I certify this form is complete and accurate to the best of my knowledge.  
\_\_\_\_\_  
Signature of Cashier                      Signature of Game Manager

| Column:  | A   | B         | C      | D            | E            | F              | G                                    | H                |     |
|--|---|-----------|--------|--------------|--------------|----------------|--------------------------------------|------------------|-----|
| <b>Beginning inventory of opened deals carried forward from the previous day</b> |   |           |        |              |              |                |                                      |                  |     |
| Line   |   |           |        |              |              |                | Take In                              | Payout           |     |
| 1.   | Totals from the previous session's Form 111 (Line 16, Column G and H)                             |           |        |              |              |                |                                      |                  | 1.  |
| <b>Deals opened during the day</b>   |   |           |        |              |              |                |                                      |                  |     |
| Line   | Serial #  | Deal Name | Form # | Ticket Price | # of Tickets | # of Free Tkts | Take In                              | Payout           |     |
| 2.   |   |           |        |              |              |                |                                      |                  | 2.  |
| 3.   |   |           |        |              |              |                |                                      |                  | 3.  |
| 4.   |   |           |        |              |              |                |                                      |                  | 4.  |
| 5.   |   |           |        |              |              |                |                                      |                  | 5.  |
| 6.   |   |           |        |              |              |                |                                      |                  | 6.  |
| 7.   |   |           |        |              |              |                |                                      |                  | 7.  |
| 8.   |   |           |        |              |              |                |                                      |                  | 8.  |
| 9.   |   |           |        |              |              |                |                                      |                  | 9.  |
| 10.  | Totals from Form 111-A (Line 22, Column G and H of Page 1)  |           |        |              |              |                |                                      |                  | 10. |
| 11.  | <b>Total Lines 1 through 10</b>   |           |        |              |              |                |                                      |                  | 11. |
| 12.  | Total of the prizes added to the instant progressive pot amount from deals opened during this day |           |        |              |              |                |                                      |                  | 12. |
| <b>Ending inventory of opened deals to be carried forward to the next day</b>    |   |           |        |              |              |                |                                      |                  |     |
| Line   | Serial #  | Deal Name | Form # | Ticket Price | # of Tickets | # of Free Tkts | Remaining Take In                    | Remaining Payout |     |
| 13.  |   |           |        |              |              |                |                                      |                  | 13. |
| 14.  |   |           |        |              |              |                |                                      |                  | 14. |
| 15.  |   |           |        |              |              |                |                                      |                  | 15. |
| 16.  | <b>Total Lines 13 through 15</b>  |           |        |              |              |                |                                      |                  | 16. |
| 17.  | Total of the instant progressive pot paid by check or cash  |           |        |              |              |                |                                      |                  | 17. |
| <b>Instant Progressive Pot</b>   |   |           |        |              |              |                | <b>Totals For The Day</b>            |                  |     |
| Beginning Balance (previous day's carry over balance)                            |   |           |        |              |              |                | TOTAL TAKE IN (TOTAL GROSS RECEIPTS) | TOTAL PAYOUT     |     |
| +  | Additions (from Line 12, column H above)  |           |        |              |              |                |                                      |                  |     |
| -  | Payouts (from Line 17 column H above)   |           |        |              |              |                |                                      |                  |     |
| =  | Carry Over Balance  |           |        |              |              |                |                                      |                  |     |
|  |   |           |        |              |              |                | Line 11-16 (Line 18, Column G)       |                  |     |
|  |   |           |        |              |              |                | 18.                                  |                  |     |

| <b>Cash Reconciled</b>   |     |
|--|-----|
| Beginning Change Fund  | 19. |
| Prizes Paid By Check   | 20. |
| Total Take In (from Line 18, Column G)   | 21. |
| Total Pay Out (from Line 18, Column H)   | 22. |
| Total Cash To Account For (Lines 19 + 20 + 21 - 22)  | 23. |
| Cash on Hand   | 24. |
| Overage/(Shortage)<br><small>Overage, if Line 24 is greater than Line 23. Shortage, if Line 23 is greater than Line 24. (Attach a brief explanation for variances equal or greater than \$50 to this form)</small> | 25. |
| Amount Withheld For Change Fund  | 26. |
| Deposit To Bank (Line 24 - 26)   | 27. |
| Attach bank validated deposit slip to this form  |     |

**Line 11 - 12 - 16 + 17  
(Line 18, Column H)**

\*\*The use of handwritten documentation during the day that would assist in the completion of this form will need to be kept as part of the organization's gaming records.\*\*