

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
 OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
 FLOOR SALES RECONCILIATION FORM - PAPER

ORGANIZATION: _____

SESSION DATE: _____

I certify this form is complete and accurate to the best of my knowledge.

 Signature of Cashier

of UNITS to START
of UNITS at END
of UNITS SOLD

TYPE OF PAPER/GAME: _____

UNIT OF MEASURE: Card: _____ Pack: _____ Sheet: _____

SALES PRICE PER SINGLE CARD/SHEET: _____ SALES PRICE FOR MULTIPLE SHEETS*: (ie 6/\$5) _____

		VOLUNTEER/FLOOR WORKER PRINTED NAME							
LINE								TOTALS	LINE
1.	Number of Sheets Issued								1.
2.	Number of Sheets Returned								2.
3.	Number of Sheets Sold (1-2)								3.
4.	Gross Calculated Sales								4.
5.	Multiple Sheet Adjustment								5.
6.	TOTAL SALES								6.
7.	Actual Cash Turned In								7.
8.	Overage/ (Shortage)								8.
9.	Floor Worker Initials								
By Initialing the Above Block, the Floor Worker Agrees With the Cashier's Count.									

Use a separate Floor Sales Reconciliation Form - Paper (Form 104-B) for each different type of paper. Add up the Total Sales (Line 6 from each sheet and carry the accumulated total to Form 103, Line 3b.)

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