

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
ELECTRONIC GAMING/PULL-TAB DEPOSIT RECONCILIATION**

INSTRUCTIONS

When To Use: Use this form to record gaming activity that occurred during an electronic gaming/pull-tab session. This form should be completed each time you make a deposit of electronic gaming/pull-tab receipts. This must be done at least once per 7 calendar days.

Kiosk summary reports, gaming machines receipts and any other documentation maintained during the session(s) and that was used to assist in the completion of this form will need to be maintained with the organization's charitable gaming records.

Session Date: Fill in the date(s) of the session(s).

Organization: Fill in the official name of the organization.

Printed Name & Signature The Game Manager must complete, sign and date this form once this reconciliation is completed and has been reviewed for accuracy.

BEGINNING CASH ON HAND:			
Line 1	Line 1a	Beginning Amount in Kiosk	Enter the total amount of cash for electronic gaming/pull-tabs in the organization's Kiosk(s) at the start of the session. <i>(This should match the ending cash on hand amount on Line 7a from the previous session.)</i>
	Line 1b	Beginning Amount in Cash Bags/POS Registers	Enter the total amount of cash for electronic gaming/pull-tabs in the organization's cash bags or POS registers. <i>(This should match the ending cash on hand amount on Line 7b from the previous session)</i>
	Line 1c	All Other Cash on Hand (safe/drawers/any other location)	Enter the total amount of all other cash on hand for electronic gaming/pull-tabs that are in the safe, drawers, offices, or any other location. <i>(This should match the ending cash on hand amount on Line 7c from the previous session)</i>
Line 2	Bank Withdrawals to Replenish Cash on Hand During Session		Enter the total amount of cashed checks or bank withdrawals during the session to replenish electronic gaming/pull-tab cash on hand. Please note these withdrawals must come from the organization's electronic gaming/pull-tab account.
RECEIPTS:			
Line 3	Expected Profit for Session		
	Line 3a thru 3e	Input each manufacturer's name, total value of tickets played, total value of prizes paid and the net profit (ticket sales minus prizes). This information can be obtained from manufacturer weekly invoices, electronic device internal reports, online portals set up by certain manufacturers or directly from the manufacturer.	
	Line 3f	Total Net Profit for Session	Total the Net Profit column from lines 3a thru 3e.
Line 4	Prizes Paid by Check	Enter the total amount of prizes paid by check for electronic gaming/pull-tabs for the session(s) being reconciled.	

CASH RECONCILED:			
Line 5	Total Cash to Account For	Add Lines 1d + 2 + 3f + 4 <i>(This represents the total amount of cash the organization should expect to have on hand at the conclusion of the session(s) reconciled.)</i>	
Line 6	Total Cash on Hand	Enter the total amount of cash that is on hand at the end of the last electronic gaming/pull-tab session(s) being reconciled. Be sure to include <u>all</u> cash on hand including kiosks, cash bags, registers, money pulled from the electronic devices, or <u>any</u> other cash on hand for electronic gaming/pull-tabs. <i>(A physical count of all cash available is required to compare the actual cash on hand to Line 5-Total Cash to Account For.)</i>	
	Member Verification of Count	Two members of the organization must be present to conduct a cash count and verify the amount of all electronic gaming/pull-tab funds listed on Line 6- Total Cash on Hand. Each member must provide their name, initial the form and enter the amount of on hand counted.	
Line 7	Amount Withheld for Change Fund for Next Session		
	Line 7a	Ending Amount in Kiosk	Enter the amount from Line 6 that the organization is electing to keep as Ending Cash on Hand in the organization's Kiosk(s) for electronic gaming/pull-tabs
	Line 7b	Ending Amount in Cash Bags/POS Registers	Enter the amount from Line 6 that the organization is electing to keep as Ending Cash on Hand in the organization's cash bags or POS registers for electronic gaming/pull-tabs.
	Line 7c	Ending All Other Cash on Hand (safe/drawers/any other location)	Enter the amount from Line 6 that the organization is electing to keep as Ending Cash on Hand in the organization's safe, drawers, offices, or <u>any</u> other location for electronic gaming/pull-tabs.
	Line 7d	Total Withheld as Change Fund for Next Session	Total Lines 7a thru 7c.
Line 8	Deposit to Bank	Line 6 – Line 7d The organization must attach a deposit slip to this form to verify the deposit amount.	
OVERAGE/SHORTAGE:			
Line 9	Overage/Shortage	Complete one of the following: 1. Enter the (shortage) if Line 5 is greater than Line 6. 2. Enter the overage if Line 6 is greater than Line 5. Attach an explanation for any variances greater than or equal to \$50 to the form.	