

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
TEXAS HOLD'EM POKER TOURNAMENT RECONCILIATION SUMMARY**

**INSTRUCTIONS**

- When To Use:** Use this particular form to record gaming activity that occurred during a Texas Hold'em Poker Tournament.  
The use of handwritten documentation during the session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.
- Tournament Date:** Fill in the date of the tournament.
- Organization:** Fill in the official name of the organization.
- Operator:** If the tournament is being run by a licensed Operator, fill in the name of the Operator.
- Tournament Start Time:** Fill in the tournament start time.
- Tournament End Time:** Fill in the tournament end time.
- Printed Name & Signature:** If the tournament is being administered by an Operator, the Tournament Manager and Charitable Host Representative must complete and sign this form within 48 hours of the tournament.  
  
If the tournament is conducted by the Organization, the Game Manager must complete this form within 48 hours of the tournament.

<b>Line 1</b>	Beginning Cash on Hand (change fund)	Enter the total amount of cash that is on hand at the beginning of the Tournament.	
<b>RECEIPTS:</b>			
<b>Line 2</b>	Initial Tournament Receipts		
	Line 2a	Number of Entries (Players)	Enter the total number of players that entered the tournament.
	Line 2b	Fixed Entry Fee Price	Enter the fixed entry fee price as stated on the Tournament Program or House Rules.
	Line 2c	Total Entry Fee Sales	Multiply Line 2a x 2b.
<b>Line 3</b>	Add-On Poker Tournament Chip Sales		
	Lines 3a through 3f	Time of Add-On	Enter the time the purchase of Add-Ons is occurring.
		Number of Players Remaining at the Time of Add-On	Enter the number of players remaining in the tournament at the time of the add-on period.
		Number of Players Purchasing	Enter the Number of players purchasing an add-on.
		Add-On Price	Enter the cost of an add-on.
		Total Add on Receipts	Multiply Number of Players Purchasing x Add-On Price
	Line 3g	If additional Add-On times are available beyond the space provided in Lines 3a through 3f, please attach an additional sheet detailing the additional Add-On times and enter the Total Add-On Receipts of the additional sheet on this line.	

	Line 3h	Total Additional Add-On Poker/Tournament Chip Sales	Add "Total Add-on Receipts" for Lines 3a through 3g
<b>Line 4</b>	Total Receipts for the Tournament		Add Lines 2c + 3h
<b>Line 5</b>	Add Prizes Paid by Check		Enter the amount of prizes paid by check.
<b>Line 6</b>	Total Funds to Account For		Add Lines 1+ 4 + 5
<b>DISBURSEMENTS:</b>			
<b>Line 7</b>	Tournament Prizes		Enter the total amount of prizes paid by cash and/or check during the Poker Tournament.
<b>Line 8</b>	Door Prizes		
	Line 8a	Cash Prizes	Enter the amount of cash door prizes paid during the Poker Tournament.
	Line 8b	Coupons Redeemed	Enter the total value of door prize coupons that are redeemed by players.
	Line 8c	Total Door Prizes	Add Lines 8a + 8b
<b>Line 9</b>	Total Disbursements		Add Lines 7 + 8c
<b>CASH RECONCILED:</b>			
<b>Line 10</b>	Total Cash to Account For		Subtract Lines 6 – 9
<b>Line 11</b>	Ending Cash on Hand		Enter the total amount of cash that is on hand at the end of the Poker Tournament. Please remember to include the change fund.
<b>Line 12</b>	Amount Withheld for Change Fund		Enter the total amount of cash that is withheld for the next Poker Tournament.
<b>Line 13</b>	Deposit to Bank		Enter the difference from Line 11 minus Line 12 (Line 11 – Line 12). Please remember to attach the bank validated deposit slip to this form.
<b>OVERAGE/SHORTAGE:</b>			
<b>Line 14</b>	Overage/Shortage		Complete one of the following: 1. Enter the (shortage) if Line 10 is greater than Line 11. 2. Enter the overage if Line 11 is greater than Line 10.  Attach an explanation for any variances greater than or equal to \$50 to the form.
<b>INFORMATIONAL ENTRIES:</b>			
<b>Line 15</b>	List Prizes Awarded		Enter the name, address and the prize amount of any winner of the Poker Tournament.
<b>Line 16</b>	LIST INVENTORY OF POKER/TOURNAMENT CHIP:		
	Lines 16a through 16j	Tournament Value of Chip	Enter the tournament value of the poker chip (\$25 chip, \$100 chip, \$500 chip, etc.).
		Amount on Hand Before Tournament	Enter the amount of chips on hand before the tournament begins.
		Amount on Hand After Tournament	Enter the amount of chips on hand after the tournament ends.
		Difference	Enter the difference between the amount on hand after the tournament and the amount on hand before the tournament.
		Initials	The person conducting the count of chips should initial this block to verify the count.

**TOURNAMENT PLAY QUESTIONS:**

<b>Line 17</b>	Check either the "Yes" or "No" box to answer the question.
<b>Line 18</b>	Enter the number of decks that needed to be removed from play before, during, or after the tournament and made unplayable.
<b>Line 19</b>	Enter the type(s) of mechanical card shuffler(s) used during the tournament.
<b>Line 20</b>	Check the box to indicate a copy of the Tournament House Rules have been attached to the form.