

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

TOURNAMENT DATE: _____
 ORGANIZATION: _____
 OPERATOR (If applicable): _____
 TOURNAMENT START TIME: _____
 TOURNAMENT END TIME: _____

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 and sign this form within 48 hours of the tournament.

I, as named below certify that this summary is complete and accurate to the best of my knowledge.

Date Signed: _____

Printed Name: _____ Signature: _____
 Game Manager/Tournament Manager Game Manager/Tournament Manager

Date Signed: _____

Printed Name: _____ Signature: _____
 Charitable Host Representative Charitable Host Representative

1. **BEGINNING CASH ON HAND (change fund)** _____

RECEIPTS:

2. Initial Tournament Entry Receipts:

a. Number of Entries (Players) _____

b. Fixed Entry Fee Price _____

c. Total Entry Fee Sales _____ (Multiply Lines 2a x 2b)

3. **ADD-ON POKER TOURNAMENT CHIP SALES:**

Add-Ons are only allowed at specified times within the first 3 hours of play or until the first break, whichever comes first. The specified times must be listed in the Tournament Program or House Rules.

	Number of Add-On	Time of Add-On	Number of Players Remaining at the Time of Add-On	Number of Players Purchasing	Add-On Price	Total Add-on Receipts
a.	1					
b.	2					
c.	3					
d.	4					
e.	5					
f.	6					
g.	If additional space is needed, please attach extra pages as necessary and input the total additional receipts here.					

h. Total Additional Add-On Poker/Tournament Chip Sales: _____ (Add Lines 3a through 3g)

- 4. **Total Receipts for the Tournament** (Add Lines 2c + 3h) _____
- 5. Add Prizes Paid By Check _____
- 6. **Total Funds To Account For** (Add Lines 1 + 4 + 5) _____

DISBURSEMENTS: (Do not include any merchandise awarded as prizes)

- 7. Tournament Prizes *(include only cash and check disbursements)* _____
- 8. Door Prizes:
 - a. Cash Prizes _____
 - b. Coupons Redeemed _____
 - c. Total Door Prizes (Add Lines 8a + 8b) _____
- 9. **Total Disbursements** (Add Lines 7 + 8c) _____

CASH RECONCILED:

- 10. Total Cash To Account For (Subtract Lines 6 - 9) _____
 - 11. Ending Cash On Hand *(include change fund)* _____
 - 12. Amount Withheld For Change Fund _____
 - 13. Deposit To Bank (Subtract Line 11 - 12) _____
- (Attach bank validated deposit slip to this form)*

OVERAGE/SHORTAGE: (Attach a brief explanation for variances equal or greater than \$50 to this summary)

- 14. Overage/Shortage (Subtract Lines 11 - 10) _____
- (Shortage) if Line 10 is greater than Line 11.
 Overage if Line 11 is greater than Line 10.*

INFORMATIONAL ENTRIES:

15. **LIST PRIZES AWARDED:**

	Name	Address	Prize Amount / Item
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
n.			
o.			

16. **LIST INVENTORY OF POKER/TOURNAMENT CHIP:** *(Attach a brief explanation for any differences)*

	Tournament Value of Chip	Amount on Hand Before Tournament	Amount on Hand After Tournament	Difference	Initials
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					

TOURNAMENT PLAY QUESTIONS:

17. Did the dealers verify that all of the playing cards were present in all of the decks of cards used during the tournament and visually inspect them for any defects, such as damage or alteration? Yes No

18. How many decks of playing cards were removed from play before, during, or after the tournament and made unplayable? _____

19. Please Identify the type(s) of mechanical card shuffler(s) used during the tournament:

20. Check the box on this line to verify that a copy of the Tournament House Rules have been attached to this form.