

**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	
Beginning inventory of opened deals carried forward from the previous session									
Line							Take In	Payout	
1.	Totals from the previous session's Form 111 (Line 20, Column G and H)								1.
Deals opened during session									
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.	Total Lines 1 through 10								11.
12.	Total of the prizes added to the instant progressive pot amount from deals opened during this session								12.
Ending inventory of opened deals to be carried forward to the next session									
Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tkts	Remaining Take In	Remaining Payout	
13.									13.
14.									14.
15.									15.
16.									16.
17.									17.
18.									18.
19.	Totals from Form 111-B (Line 22, Column G and H of Page 1)								19.
20.	Total Lines 13 through 19								20.
21.	Total of the instant progressive pot paid by check or cash								21.

Cash Reconciled	
Beginning Change Fund	23.
Prizes Paid By Check	24.
Total Take In (from Line 22, Column G)	25.
Total Pay Out (from Line 22, Column H)	26.
Total Cash To Account For (Lines 23 + 24 + 25 - 26)	27.
Cash on Hand	28.
Overage/(Shortage) <small>Overage, if Line 28 is greater than Line 27. Shortage, if Line 27 is greater than Line 28. (Attach a brief explanation for variances equal or greater than \$50 to this form)</small>	29.
Amount Withheld For Change Fund	30.
Deposit To Bank (Line 28 - 30)	31.
Attach bank validated deposit slip to this form	

Instant Progressive Pot	
-	Beginning Balance (previous day's carry over balance)
-	Additions (from Line 12, column H above)
=	Payouts (from Line 21 column H above)
_____	Carry Over Balance

Totals For The Session	
Line 11-20 (Line 22, Column G)	Line 11 - 12 - 20 + 21 (Line 22, Column H)
TOTAL TAKE IN (TOTAL GROSS RECEIPTS)	TOTAL PAYOUT

**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. **