

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
KING OF CLUBS/QUEEN OF HEARTS/RAFFLE SALES RECONCILIATION FORM
(SOCIAL QUARTERS)**

ORGANIZATION: _____

SESSION DATE: _____

Use a separate King of Clubs/Queen of Hearts/Raffle Sales Reconciliation Form (Form 114) for each activity.

1. Beginning Raffle Ticket Number			
2. Next Raffle Ticket Number on Hand			
3. Number of Tickets Sold	<i>Line 2 minus Line 1</i>		
4. Sales Price Per Ticket			
5. Gross Receipts	<i>Line 3 multiply by Line 4</i>		
6. Cash Prizes Paid Out			
7. Total Cash To Account For	<i>Line 5 minus Line 6</i>		
8. Ending Cash On Hand			
9. Overage/(Shortage)	<i>Line 7 minus Line 8</i>		
<i>Shortage figure if Line 7 is greater than Line 8.</i>			
<i>Overage figure if Line 8 is greater than Line 7.</i>			
10. Prizes Paid Out By Check			
11. Total Prizes Paid by Cash or Check	<i>Line 6 plus Line 10</i>		
12. List All Merchandise Awarded As Prizes, If Any:			

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

Signature of Cashier: _____ Date Signed: _____

Information Entries:	Begin Balance	Additions	Payouts	Carry Over Balance
King of Clubs	\$ _____	\$ _____	\$ _____	\$ _____
Queen of Hearts	\$ _____	\$ _____	\$ _____	\$ _____
Raffle	\$ _____	\$ _____	\$ _____	\$ _____
Raffle	\$ _____	\$ _____	\$ _____	\$ _____

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.