

FORM GC-2NP INSTRUCTIONS

This form is completed on a daily basis, once per shift, by the Cashier and signed by the Cashier and Gaming Manager. This form is used to determine whether cage/cash drawer inventory agrees with required amount based on gaming activity. This form is verified by the Gaming Accountant at least weekly.

- Line 1 - Total "Close Count" on previous day's Cage/Cash Drawer Inventory sheet (Form GC-1NP)
- Line 2 - Total "Open Count" from current day's Cage/Cash Drawer Inventory sheet (Form GC-1NP)
- Line 3 - Difference equals Line 1 - Line 2
- Line 4 - Amount of coin accepted by Cashier into Cage/Cash Drawer from Drop/Count process (Form GC-8NP) (hopper machines) or hopper fills
- Line 5 - Amount of currency accepted by Cashier into Cage/Cash Drawer from Drop/Count Process (Form GC-7NP)
- Line 6 - Transfers of vault/safe funds accepted by cashier into Cage/Cash Drawer (Vault/Safe Transfer Slips - Form GC-5NP)
- Line 7 - Amount of checks received from patrons
- Line 8 - Other receipts of money into the Cage/Cash Drawer (Itemize by type and amount)
- Line 9 - Subtotal equals Line 4 + Line 5 + Line 6 + Line 7 + Line 8
- Line 10 - Grand Total of Jackpot Payouts from GC-3NP (Payout/Fill Summary)
- Line 11 - Grand Total of Hopper Fills from GC-3NP (Payout/Fill Summary)
- Line 12 - Grand Total of Payout Tickets from GC-3NP (Payout/Fill Summary)
- Line 13 - Grand Total of Transfers of cage/cash drawer funds from the Cashier to the vault/safe (Vault/Safe Transfer Slips - Form GC-5NP)

- Line 14 - Other disbursements of money from Cage/Cash Drawer (Itemize by type and amount)
- Line 15 - Subtotal equals Line 10 + Line 11 + Line 12 + Line 13 + Line 14 + Line 15
- Line 16 - Expected ending cash inventory equals Line 2 + Line 9 - Line 15
- Line 17 - "Close Count" from current day's Cage/Cash Drawer Inventory (Form GC-1NP)
- Line 18 - Line 16 - Line 17

Effective 2/28/05

GC-2NP CAGE/CASH DRAWER RECONCILIATION

LICENSEE NAME/LICENSE #		
DATE		
SHIFT		
BALANCE FROM PREVIOUS SHIFT ("CLOSE COUNT" ON PREVIOUS INVENTORY SHEET)	1.	
OPENING CAGE/CASH DRAWER INVENTORY (FROM CURRENT DAY'S OPEN COUNT ON INVENTORY SHEET)	2.	
DIFFERENCE	3.	
INS:		
HARD COUNT ACCEPTED FROM DROP (HOPPER FILLS ACCEPTED FROM VAULT)	4.	
SOFT COUNT ACCEPTED FROM DROP	5.	
TRANSFERS FROM VAULT/SAFE	6.	
CHECKS FROM PATRONS	7.	
OTHER	8.	
SUBTOTAL	9.	
OUTS:		
JACKPOT PAYOUTS FROM PAYOUT/FILL SUMMARY	10.	
HOPPER FILLS FROM PAYOUT/FILL SUMMARY	11.	
PAYOUT TICKETS FROM PAYOUT/FILL SUMMARY	12.	
TRANSFERS TO VAULT/SAFE	13.	
OTHER	14.	
SUBTOTAL	15.	
EXPECTED ENDING CASH INVENTORY	16.	
ACTUAL ENDING CASH INVENTORY (FROM CURRENT DAY'S CAGE/CASH DRAWER INVENTORY SHEET)	17.	
VARIANCE	18.	
CASHIER SIGNATURE		
GAMING MANAGER SIGNATURE		
GAMING ACCOUNTANT USE ONLY		
FIGURES CHECK _____ SUPPORTING DOCUMENTS _____ APPROVAL _____ VARIANCE INVESTIGATED _____ RESULTS OF INVESTIGATION (ATTACH TO THIS FORM) _____		