

FORM GC-01NP INSTRUCTIONS

This form is to be completed by each Gaming Cashier at the beginning and end of each shift. All money is to be physically counted and entered on this form. This form is used in preparing the GC-02NP Cashier Reconciliation. This form is verified by the Gaming Manager daily and reviewed by the Gaming Accountant at least weekly.

Shift -	Open (1st) or Close (2nd)
Line 1-A	Number of \$100 bills in cash drawer
Line 1-B	Number of \$50 bills in cash drawer
Line 1-C	Number of \$20 bills in cash drawer
Line 1-D	Number of \$10 bills in cash drawer
Line 1-E	Number of \$5 bills in cash drawer
Line 1-F	Number of \$1 bills in cash drawer
Line 1-G	Mutilated/miscellaneous bills in cash drawer (denomination and number)
Line 1-H	Dollar total of \$100 bills (Line 1-A x \$100)
Line 1-I	Dollar total of \$50 bills (Line 1-B x \$50)
Line 1-J	Dollar total of \$20 bills (Line 1-C x \$20)
Line 1-K	Dollar total of \$10 bills (Line 1-D x \$10)
Line 1-L	Dollar total of \$5 bills (Line 1-E x \$5)
Line 1-M	Dollar total of \$1 bills (Line 1-F x \$1)
Line 1-N	Dollar total of mutilated/miscellaneous items from Line 1-G
Line 1-O	Total Currency (Line 1-H + 1-I + 1-J + 1-K + 1-L + 1-M + 1-N)
Line 2-A	Number \$1 coins in cash drawer
Line 2-B	Number of \$0.50 coins in cash drawer
Line 2-C	Number of \$0.25 coins in cash drawer
Line 2-D	Number of \$0.10 coins in cash drawer
Line 2-E	Number of \$0.05 coins in cash drawer
Line 2-F	Number of \$0.01 coins in cash drawer
Line 2-G	Number of mutilated/miscellaneous coins (denomination and number)
Line 2-H	Total of \$1 coins (Line 2-A x \$1)
Line 2-I	Total of \$0.50 coins (Line 2-B x \$0.50)
Line 2-J	Total of \$0.25 coins (Line 2-C x \$0.25)
Line 2-K	Total of \$0.10 coins (Line 2-D x \$0.10)
Line 2-L	Total of \$0.05 coins (Line 2-E x \$0.05)
Line 2-M	Total of \$0.01 coins (Line 2-F x \$0.01)
Line 2-N	Total of mutilated/miscellaneous coins from Line 2-G
Line 2-O	Total Coins (Line 2-H + 2-I + 2-J + 2-K + 2-L + 2-M + 2-N)
Line 3-A	Number of checks/miscellaneous items received into the cash drawer
Line 3-B	Number of checks/miscellaneous items received into the cash drawer
Line 3-C	Number of checks/miscellaneous items received into the cash drawer
Line 3-D	Pre-determined line to record progressive funds received into the cash drawer
Line 3-E	Total amount of checks/miscellaneous items received into the cash drawer
Line 3-F	Total amount of checks/miscellaneous items received into the cash drawer
Line 3-G	Total amount of checks/miscellaneous items received into the cash drawer
Line 3-H	Total amount of progressive funds received into the cash drawer
Line 3-I	Total amount of checks, miscellaneous items and progressive funds received into the cash drawer
Line 3-J	Total amount of currency, coin, checks, miscellaneous items and progressive funds received into the cash drawer

STATE OF NEW MEXICO

GAMING CONTROL BOARD



GC-01NP CASHIER INVENTORY

LICENSEE/#:	
OPEN COUNT	

DATE:		SHIFT:		OPEN/CLOSE
CLOSE COUNT				

1	CURRENCY	NUMBER/COUNT	TOTAL
	\$ 100.00	A.	H.
	\$ 50.00	B.	I.
	\$ 20.00	C.	J.
	\$ 10.00	D.	K.
	\$ 5.00	E.	L.
	\$ 1.00	F.	M.
	Mutilated/Misc.	G.	N.
	TOTAL CURRENCY		O.

1	CURRENCY	NUMBER/COUNT	TOTAL
	\$ 100.00	A.	H.
	\$ 50.00	B.	I.
	\$ 20.00	C.	J.
	\$ 10.00	D.	K.
	\$ 5.00	E.	L.
	\$ 1.00	F.	M.
	Mutilated/Misc.	G.	N.
	TOTAL CURRENCY		O.

2	COIN	NUMBER/COUNT	TOTAL
	\$ 1.00	A.	H.
	\$ 0.50	B.	I.
	\$ 0.25	C.	J.
	\$ 0.10	D.	K.
	\$ 0.05	E.	L.
	\$ 0.01	F.	M.
	Mutilated/Misc.	G.	N.
TOTAL COIN		O.	

2	COIN	NUMBER/COUNT	TOTAL
	\$ 1.00	A.	H.
	\$ 0.50	B.	I.
	\$ 0.25	C.	J.
	\$ 0.10	D.	K.
	\$ 0.05	E.	L.
	\$ 0.01	F.	M.
	Mutilated/Misc.	G.	N.
TOTAL COIN		O.	

3	CHECKS/MISC.	TOTAL
	A.	E.
	B.	F.
	C.	G.
	D. Progressive Amount	H.
	TOTAL CHECKS/MISC.	I.
	TOTAL 1(O) + 2(O) + 3(I)	J.

3	CHECKS/MISC.	TOTAL
	A.	E.
	B.	F.
	C.	G.
	D. Progressive Amount	H.
	TOTAL CHECKS/MISC.	I.
	TOTAL 1(O) + 2(O) + 3(I)	J.

I CERTIFY I HAVE COUNTED/RECORDED THE MONIES UNDER MY CUSTODY AS SHOWN ON THIS INVENTORY AND HAVE NOTIFIED THE APPROPRIATE PERSONNEL OF ANY DISCREPANCIES.

Cashier Signature: _____

Manager Signature: _____

GAMING ACCOUNTANT USE ONLY	
Reviewed and Reconciled:	_____
Gaming Accountant Signature:	_____