

## FORM GC-02NP INSTRUCTIONS

This form is completed and signed on a daily basis for each per shift by the Gaming Cashiers; reviewed and verified daily by the Gaming Manager. This form is used to determine whether the cashier inventory on the GC-01NP 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 GC-01NP Cashier Inventory
- Line 2** - Total "Open Count" from current day's GC-01NP Cashier Inventory
- Line 3** - Variance equals Line 1 minus Line 2
- Line 4** - Amount of coin accepted by Gaming Cashier into cash drawer from GC-08NP Hopper/Overflow Count or hopper fills accepted from the vault.  
Amount of currency accepted by the Gaming Cashier into the cash drawer from the GC-07NP
- Line 5** - Drop Count
- Line 6** - Transfers of vault/safe funds accepted by the Gaming Cashier into the cash drawer from the GC-05NP Vault Transfer Slips
- Line 7** - Amount of checks received from patrons
- Line 8** - Amount of currency accepted for the progressive jackpots by the Gaming Cashier into the cash drawer from the GC-07NP Drop Count
- Line 9** - Other receipts of money into the cash drawer (Itemize by type and amount)
- Line 10** - Subtotal equals Line 4 + Line 5 + Line 6 + Line 7 + Line 8 + Line 9
- Line 11** - Grand total of jackpot payouts from GC-03NP Payout/Fill Summary
- Line 12** - Grand total of hopper fills from GC-03NP Payout/Fill Summary
- Line 13** - Grand total of payout tickets from GC-03NP Payout/Fill Summary
- Line 14** - Grand total of transfers of cage/cash drawer funds from the Gaming Cashier to the vault/safe from the GC-05NP Vault Transfer Slips
- Line 15** - Grand total of progressive payouts from the GC-28NP Progressive Daily Meter/Funds Log
- Line 16** - Grand total of bank deposits (including checks and mutilated & misc. currency & coin)
- Line 17** - Other disbursements of money from the cash drawer (Itemize by type and amount)
- Line 18** - Subtotal equals Line 11 + Line 12 + Line 13 + Line 14 + Line 15 + Line 16 + Line 17
- Line 19** - Expected ending cash inventory equals Line 2 + Line 10 - Line 18
- Line 20** - "Close Count" from current day's GC-01NP Cashier Inventory
- Line 21** - Variance equals Line 19 minus Line 20

# STATE OF NEW MEXICO

GAMING CONTROL BOARD



## GC-02NP CASHIER RECONCILIATION

|                          |  |
|--------------------------|--|
| LICENSEE NAME/LICENSE #: |  |
| DATE:                    |  |
| SHIFT: OPEN / CLOSE      |  |

|  |     |  |
|--|-----|--|
| BALANCE FROM PREVIOUS SHIFT (CLOSE COUNT ON GC-01NP CASHIER INVENTORY)                   | 1.  |  |
| OPENING CASH BALANCE FROM CURRENT DAY'S OPEN COUNT ON GC-01NP CASHIER INVENTORY (BOX 3J) | 2.  |  |
| VARIANCE   | 3.  |  |
| <b>IN:</b>   |     |  |
| HARD COUNT ACCEPTED FROM DROP (HOPPER FILLS ACCEPTED FROM VAULT)                         | 4.  |  |
| SOFT COUNT ACCEPTED FROM DROP  | 5.  |  |
| TRANSFERS FROM VAULT   | 6.  |  |
| CHECKS FROM PATRONS  | 7.  |  |
| PROGRESSIVE AMOUNT FROM DROP   | 8.  |  |
| OTHER  | 9.  |  |
| SUBTOTAL (4+5+6+7+8+9 = 10)  | 10. |  |
| <b>OUT:</b>  |     |  |
| JACKPOT PAYOUTS FROM PAYOUT/FILL SUMMARY   | 11. |  |
| HOPPER FILLS FROM PAYOUT/FILL SUMMARY  | 12. |  |
| PAYOUT TICKETS FROM PAYOUT/FILL SUMMARY  | 13. |  |
| TRANSFERS TO VAULT/SAFE  | 14. |  |
| PROGRESSIVE PAYOUTS  | 15. |  |
| BANK DEPOSITS (GAMING OPERATING ACCOUNT <u>ONLY</u> )                                    | 16. |  |
| OTHER  | 17. |  |
| SUBTOTAL (11+12+13+14+15+16+17 = 18)   | 18. |  |
| EXPECTED ENDING CASH INVENTORY (2+10-18 = 19)  | 19. |  |
| ENDING CASH BALANCE FROM CURRENT DAY'S CLOSE COUNT ON GC-01NP CASHIER INVENTORY (BOX 3J) | 20. |  |
| VARIANCE (19-20 = 21)  | 21. |  |

|                           |
|---------------------------|
| GAMING CASHIER SIGNATURE: |
| GAMING MANAGER SIGNATURE: |

|   |
|---|
| GAMING ACCOUNTANT USE ONLY:   |
| REVIEWED AND RECONCILED: _____  |
| VARIANCE INVESTIGATED: _____ (ATTACH RESULTS OF INVESTIGATION TO THIS FORM) |
| GAMING ACCOUNTANT SIGNATURE: _____  |