

LG861e Daily Cash Bank Accounting for Electronic Pull-Tabs and Electronic Linked Bingo

This information is **required daily** to monitor the electronic game cash bank and to determine cash shortages amounts.

Exception: This form is not required if the bar owner (lessor) provides the cash bank.

Organization Name: _____ License and Premises Permit Number: _____

Site Name: _____ Month/Year: _____

Starting cash bank amount at beginning of the month: \$ _____ Verified by (Signature): _____

A	B	C	D	E	F	G	H	I	J	K
Date	Amount in cash drawer at beginning of day	Seller's Initials	Amount in cash drawer at end of day	Seller's Initials	Cash from game proceeds, Col. D minus Col. B	Accumulated cash*	Net receipts (from POS report)**	Cash long or (short), Col. F minus Col. H	Amount removed from or added to cash drawer	Ending cash bank amount, Col. D plus or minus Col. J

* Use column G to keep a running total of accumulated cash for deposit purposes. Electronic gambling receipts must be deposited into the gambling account when the total receipts from electronic games reach \$2,000 or on or before the first day of the next month, whichever occurs first.

** For purposes of this form, net receipts equals total electronic linked bingo and electronic pull-tab gross

Total cash long or (short) from this page

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* Use column G to keep a running total of accumulated cash for deposit purposes. Electronic gambling receipts must be deposited into the gambling account when the total receipts from electronic games reach \$2,000 or on or before the first day of the next month, whichever occurs first.

** For purposes of this form, net receipts equals total electronic linked bingo and electronic pull-tab gross receipts minus total electronic linked bingo and electronic pull-tab prize credits awarded.

Total cash long or (short) from this page	
Total cash long or (short) from previous page	
Total cash long or (short) (report on the LG100A, line 22)	

Instructions - LG861e

Daily Cash Bank Accounting for Electronic Pull-Tabs and Electronic Linked Bingo

Complete a new form each month. Use at least one line on the form for each day's electronic game activity.

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Before electronic sales begin for the first time in the month:

- Enter the date in column A, the amount of cash in the cash drawer in column B, and initial column C.
- The amount in the cash drawer should equal the starting cash bank amount at the beginning of the month listed at the top of the form.

At the conclusion of sales for the day:

- Enter the total cash amount in the cash drawer in column D, initial column E.
- Compute the net change to the cash bank (cash from game proceeds) amount in column F by subtracting column B from column D. This may be a negative amount.
- Enter the net receipts as listed on the POS report in Column H. For purposes of this form, the net receipts includes:
 - ⇒ electronic pull-tab gross receipts less prizes, plus
 - ⇒ electronic linked bingo gross receipts less bingo prizes awarded in credits at the site.
- Subtract column H from column F and enter the amount in column I.
- Column G keeps a running total of accumulated cash for deposit purposes. The first line in column G will be the total from the first line in column F. After that, add column F to column G each day for a running total. (Electronic game receipts must be deposited when total receipts reach \$2,000 or on or before the first day of the next month, whichever occurs first.)

Deposit or replenishment amount:

- If the amount in column F was positive:
 - ⇒ Add the amount in column F to the amount in column G.
 - ⇒ If the amount in column F is removed from the cash drawer so that it may be deposited, enter the amount pulled from the drawer in column J, then subtract column J from column D and enter the amount in column K.
 - ⇒ If the amount from column F is left in the cash drawer, enter \$0 in column J and enter the amount from column D in column K.
- If the amount in column F was negative:
 - ⇒ If a check is written to replenish the amount in column F, enter the amount added to the cash drawer in column J, then add column J to column D and enter the amount in column K.
 - ⇒ If no cash is added to the drawer, enter \$0 in column J and the amount from column D in column K.

Monitoring shortages by shift

- LG861e can also be used to monitor shortages by shift. Complete columns A through I for each shift. Complete columns J and K only after the last shift of the day. It may be necessary to print additional sheets of the LG861e form.