

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

Complete a new form each month. Use one line on the form for each day of electronic game activity.

If the lessor provides the starting cash bank, Worksheet EGD - Electronic Game Deposits, may be used in lieu of this form.

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Before electronic sales begin for the first time in the month, enter the following information on the top portion of each page of the LG861e:

- The organization's name and site.
- The license and premises permit number.
- The month and year.
- The starting cash bank amount.

Each day, before opening for business:

- Count the cash in the electronic game bank prior to placing it in the cash drawer. It's important to do this right away to determine whether any cash is missing since the time the cash was previously counted.
- Enter the date in Column A, the amount of cash in the cash drawer in Column B, and initial Column C. The amount in Column B must equal the amount in Column D for the previous day.

Preparing Deposits:

- Prepare deposits after counting the cash drawer, but before opening for business. When preparing a deposit, always deposit all cash in excess of the starting cash bank amount. The amount to be deposited should equal the amounts in Column I for the previous day or days. Do not deposit cash from a partial day's activity.
- If a deposit is to be made, enter the amount of the deposit in Column G and initial in Column J. Column G is only used on days when money is taken from the cash drawer for deposit. A deposit must be made within four business days of when the total net receipts from all electronic games at the premises reaches the sum of \$2,000, OR on or before the first day of the following month, whichever occurs first.
- On the deposit slip, write the dates of the electronic game activity covered by the deposit. For example, if prior to opening for business on July 5 you decide to deposit the cash proceeds from July 1 through July 4, write "7/1/16 through 7/4/16" on the deposit slip. The amount deposited should equal the total of the amounts in Column I for July 1 through July 4.

Reimbursing the starting cash bank:

- If the "Cash from Game Proceeds" amount in Column I is negative for one or more days, you may find it necessary to replenish the cash drawer to ensure that there is sufficient cash to redeem game credits. If so, issue a gambling account check to "Cash" for the exact amount of the negative proceeds for one or more days. Be sure to write the occasion dates that you're replenishing for in the memo portion of your check. Enter the total amount replenished in Column H and initial in Column J. Column H is only used on days when money is added to the cash drawer.

At the end of each business day:

- Enter the total cash amount in the cash drawer in Column D and initial Column E.
- Subtract the amount in Column B from the amount in Column D and enter the amount in Column F.
- To determine the amount in Column I, add Columns F and G, and subtract the amount in Column H (Column F + Column G - Column H = Column I). On most days, the amounts in Columns G and H will be \$0 and the amount in Column F will equal the amount in Column I.
- In Column K, enter the daily net according to your POS report. For purposes of this form, the daily net is the value of credits purchased at the site during that day minus the value of credits redeemed at the site during that day. Note that the month-end total of Column K is not reported on the LG100A, Monthly Lawful Gambling Receipts and Expenses by Site.
- Column L is the daily cash long or (short) amount. To determine this amount, subtract Column K from Column I and enter the amount in Column L. A negative amount means that the amount in the cash drawer was less than it should have been based on the credits purchased and redeemed.

At the end of the month:

- Add the amounts in Column L on each page to determine the site's total monthly cash long or short for electronic games. Combine this amount with the cash long or short amounts from other forms of gambling conducted during the month and report the total on Line 22 of the LG100A, Lawful Gambling Receipts and Expenses by Site.
- If the amount in Column D is less than the starting cash bank amount, enter the difference as an "Unreimbursed starting cash bank" on Line 26 of the LG100A, Lawful Gambling Receipts and Expenses by Site. Then, on the first day of the following month or as soon after that as possible, issue a check to cash for the unreimbursed starting cash bank amount and add the cash to the cash drawer. Be sure to enter the reimbursement amount in Column H on the day that the money was added. Remember to initial in Column J whenever amounts are entered in either Column G or H.
- Report any undeposited amounts listed in Column I on the LG100F, Line 6.

If you have any questions about this form:

- Do not hesitate to contact your Gambling Control Board Compliance Specialist.
- Contact information can be found at www.mn.gov/qcb or by calling 651-539-1900.