



***CASHIER'S DAILY BALANCING REPORT***  
***INSTRUCTION GUIDE***

**Instructions for VLT Cashiers**

1. Print the month, day and year on the Date line.
2. The amount of the float counted out and provided for your shift will be shown in Box A. The person that set up the float for you must initial beside the amount shown. Recount the float to confirm the amount provided to you is accurate and initial to verify.
3. If you remove cash from the VLT machines during your shift, you must record the cash amount(s) as a "Cash Pull".
4. Add up the Cash Pulls during your shift and record the total in Box B.
5. Add the float amount in Box A to the total cash pull amount in Box B and record the total in Box C. This is the total amount of cash available to pay prizes on this shift.
6. Record the total amount that you actually paid out in prizes during the shift in Box D. This is the verified amount on either the Cash Flow Today report
7. Total the cash expenses and prize tickets paid but not validated during your shift and record the amount in Box E. *Attach all cash receipts and prize tickets paid but not validated to the Daily Balancing Report.*
8. Subtract Box D from Box C, then subtract Box E; record the result in Box F. ***This is the amount of cash that you should have.***
9. Count all of your cash and itemize it in the Cash Breakdown box. Calculate and record the total amount of cash for each denomination. Print your initials in the "Counted By" box. Another staff person should recount the cash and print their initials in the "Verified By" box.
10. Total and record the amount of all denominations in actual cash on hand (including float) in Box G. ***This is the amount of cash that you actually have.***
11. Subtract Box G from Box F; record the result in Box H. ***This is your cash (over)/short.***
12. Sign your name on the Cashier Signature line.
13. Attach your cash flow today report to the Daily Balancing Report.
14. Repeat steps 2 through 13 for the evening shift.