

**MANAGER'S DAILY SUMMARY REPORT**

Counted By \_\_\_\_\_ Verified By \_\_\_\_\_

DATE: \_\_\_\_\_

_____	x	\$	0.25
_____	x	\$	1.00
_____	x	\$	2.00
_____	x	\$	5.00
_____	x	\$	10.00
_____	x	\$	20.00

**Attach to this Summary:**  
**1) End of Day Reading tape**  
**2) Cashier's Daily Balancing Report(s)**

<b>Total Cash Pulled from VLT machines - End of Day</b>	_____	<b>1</b>
Add: Actual Cash from Cashiers (Box G from Daily Cash Reports):	_____	<b>2</b>
= Total Cash on Hand ( Line 1 + 2):	_____	<b>3</b>
Subtract: Float set up for Cashier(s):	_____	<b>4</b>
<b>Total Cash for Deposit ( Line 3 - 4 )</b>	_____	<b>5</b>

**END OF DAY SUMMARY**

**TOTALS**

<b>Cash In</b>	_____	<b>6</b>
<b>- Prizes Paid Out</b>	_____	<b>7</b>

**Cash Expenses Paid Out**

Category (Description)	Total \$ Amount

<b>Total Cash Expenses Paid Out:</b>	_____	<b>8</b>
<b>Calculated Cash ( 6 - 7 - 8 )</b>	\$ _____ -	<b>9</b>
<b>Less: Cash held back to return float to normal:</b>	_____	<b>10</b>
<b>Calculated Deposit ( 9 - 10 )</b>	\$ _____ -	<b>11</b>
<b>Float Shortage or Cash for Deposit from line 5</b>	_____	<b>12</b>
<b>Cash Short (Over) ( Line 11 - 12 )</b>	\$ _____ -	<b>13</b>

**COMPLETE THIS AREA ONLY WHEN THERE HAS BEEN A LOSS AND THE FLOAT IS SHORT**

Float Set Up Today:	_____
Subtract: Regular Float Amt:	_____
Float Shortage (Line 12)	_____

**COMPLETE THIS AREA ONLY WHEN YOU ARE HOLDING BACK CASH TO RETURN FLOAT TO NORMAL**

Float Set Up Today:	_____
Subtract: Float Setup Yesterday	_____
Cash Held Back from Deposit (Line 10)	_____

Cash Short/Over Reconciliation	
Name of Cashier	Cash (over) short from Cashier DBRs

<b>Total</b>	_____	<b>14</b>
<b>Difference ( Line 14 - 15 )</b>	\$ _____ -	<b>15</b>

**Manager's Signature:** \_\_\_\_\_