



# Texas Hold'em Financial Report Instructions

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**The completion of the Texas Hold'em Financial Report is mandatory under the Texas Hold'em Poker Tournament Terms and Conditions governing your licence. It must be completed and returned to the Liquor and Gaming Authority (LGA) within the time frame indicated in your licence approval letter.**

## **STEP I - ORGANIZATION NAME AND ADDRESS (page 1)**

Enter your LICENCE NUMBER, THE PERIOD COVERED BY THE REPORT (if applicable), ORGANIZATION NAME and ADDRESS.

## **STEP II - TEXAS HOLD'EM EVENT INFORMATION (page 1)**

Transfer the information from your TEXAS HOLD'EM EVENT REPORTS to page 1 of this report. For each event, enter the DATE, NUMBER OF PLAYERS, TOTAL GROSS REVENUE, CASH PRIZES PAID, CASH EXPENSES, CALCULATED DEPOSIT, ACTUAL EVENT DEPOSIT, PREPAID FEES AND CREDIT CARD DEPOSITS (if applicable) and CASH SHORTAGE/(OVERAGE). The CASH SHORTAGE/(OVERAGE) amount is calculated as  $\text{Column D} - \text{E} - \text{E} = \text{F}$ .

Once all events have been entered, add each of the columns to arrive at the GRAND TOTALS.

On the bottom of page 1, the LICENCE FEE PAYABLE should be calculated by multiplying the GRAND TOTAL GROSS REVENUE (A) by the licence fee rate of 1.5%. This amount should be remitted to the LGA upon submission of the Financial Report.

## **STEP III - LOTTERY BANK ACCOUNT CHEQUE REGISTER (page 2)**

Information from all cheques written on this bank account during the period must be entered. Enter the DATE the cheque was written, the CHEQUE #, the PAYEE, and a brief DESCRIPTION of what the cheque was for. The AMOUNT(\$) of the cheque should then be entered in the appropriate column. Each of the columns should then be added to arrive at the TOTALS. Please be certain to record any pre-authorized payments on this register as well, making sure that a brief DESCRIPTION is provided along with the AMOUNT being placed in the appropriate column.

If you have a cheque register, or a similar listing of cheques already prepared, you do not need to rewrite them providing the listing contains the same information requested. A legible photocopy of your listing will be sufficient. Ensure, however, that you still enter the TOTALS in the appropriate boxes at the bottom of page

## **STEP IV - TICKET INVENTORY (page 3)**

Enter the date that the ticket inventory was taken, if your organization has printed tickets to keep track of revenues. List the type of ticket (Main tournament, Consolation tournament or Rebuy ticket) and the quantities on hand at the end of the report period. The price of each type of ticket should be listed as well. If you have had any tickets printed during the report period, you must attach a copy of the printer's invoice to confirm the number of tickets ordered.

If your organization uses player registration forms to track sales, this area does not apply and does not need to be completed.



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### **STEP V - LOTTERY BANK ACCOUNT INFORMATION (page 3)**

Enter the name and address of the financial institution as well as the ACCOUNT #(s). If a savings account and/or investments (term deposits, GIC's) are used in addition to the chequing account, you must add the period end balances together.

Record the ACTUAL BALANCES(S) ON BANK STATEMENT at the end of the financial period. ADD any OUTSTANDING DEPOSITS (these are bank deposits for Texas Hold'em events held during this period that were not yet listed on your bank statements). SUBTRACT any OUTSTANDING CHEQUES (these are cheques you have written this period that had not cleared the bank by the end of the period in question). REMEMBER to take photocopies of the appropriate bank statements and submit them with the FINANCIAL REPORT.

### **STEP VI - BANK SUMMARY STATEMENT (page 4)**

**Line 1, OPENING LOTTERY BANK BALANCE.** This is the ADJUSTED BANK BALANCE (Line 9, page 4) from the previous FINANCIAL REPORT. If your organization has not been licensed by the LGA before and has not reported before, place a zero on this line.

**Line 2, TOTAL REVENUE.** Enter the amount from Box A, page 1, of this report.

**Line 3, TOTAL PRIZES.** Enter the cash prize amount from Box B, page 1, and cheque prize amount box H, page 2, of this report.

**Line 4, TOTAL EXPENSES.** Enter the cash expense amount from Box C, page 1 and the Grand Total cheque amount from Box I, page 2, of this report.

**Line 5, DISBURSEMENTS.** Enter the amount from Box G, page 2.

**Line 6, OTHER WITHDRAWALS.** Enter the SUM of any OTHER WITHDRAWALS from the lottery bank account. Examples would include bank service charges, safety deposit box rentals, charges for printing of cheques, etc.

**Line 7, OTHER RECEIPTS.** Enter the SUM of any OTHER RECEIPTS in the lottery bank account. Examples would include interest earned, non Texas Hold'em funds deposited, etc.

**Line 8, CALCULATED ENDING BANK BALANCE.** Line 8 is equal to Line 1 plus Line 2 less Line 3 less Line 4 less Line 5 less Line 6 plus Line 7.

**Line 9, ACTUAL ADJUSTED BANK BALANCE.** Carry forward the amount from Box J, page 3.

**Line 10, SUBTRACT** Line 9 from Line 8 to obtain the SHORTAGE/(OVERAGE). This amount should equal the total cash shortage/(overage) as noted on page 1 of this report.

### **STEP VII - CERTIFICATION (page 4)**

Once you have completed the report, fill in the appropriate contact information and SIGN in the space provided. It must be signed by the organization's PRESIDENT as well as another member of the executive responsible for the Texas Hold'em tournament(s). If the person who has completed the report is not one of the two executives noted, he/she must print their name and daytime telephone number in the space provided.

For assistance or information contact:

Liquor and Gaming Authority  
Audit Department  
800 - 215 Garry Street  
Winnipeg, Manitoba R3C 3P3  
In Winnipeg: 954-9400 or toll free: 1-800-782-0363  
Email: Audit@LGAmanitoba.ca