

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)

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

END OF DAY SUMMARY

TOTALS

Cash In	_____	6
- Prizes Paid Out	_____	7

Cash Expenses Paid Out

Category (Description)	Total \$ Amount

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

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

Total	_____	14
Difference (Line 14 - 15)	\$ _____ -	15

Manager's Signature: _____