



Liquor and Gaming
Authority of Manitoba

Questions?

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FIRST NATION VLT SITEHOLDER REPORT GUIDE

This report is to be completed on a **Modified Cash Basis**. In accordance with section 10.1 of the LGA Siteholder Registration Terms & Conditions for First Nations, this report must be published and made available to the community.

INSTRUCTIONS

- STEP 1. Complete the Site ID #, the number of VLT's at the site, and the Siteholder Name and Address.
- STEP 2. Record the "Total VLT Dollars In" amount on Line 1.
- STEP 3. Record the "Total Dollars Paid" amount on Line 2.
- STEP 4. Record "VLT Operating Expenses." Expenses listed in this area of the report should be those expenses that were paid to operate the VLT site. Add up all expenses and record the total on Line 3.
- STEP 5. Record NET other receipts or withdrawals from the schedule on page 4.
- STEP 6. Calculate "VLT Profits" (Line 1 - 2 - 3 + or - 4) and record the result on Line 5.
- STEP 7. Record the "Profits Remaining from Previous Period" which is the amount on line 10 of the last report filed.
- STEP 8. Add Lines 5 and 6 and record the total on Line 7.
- STEP 9. Transfer the amount on Line 7 to Line 8 on the next page.
- STEP 10. Complete the "Detailed Use of VLT Profits" section. Provide enough detail for the community to see how the VLT's support community projects or programs. ***If any VLT profits have been transferred to a Band operating account, then a representative from Band finance must provide the details of how that money was used. This information from Band finance must be recorded on, or attached to, this report.***
The total for this section is recorded on Line 9.
- STEP 11. Subtract Line 9 from Line 8 and record "VLT Profits Remaining for Future Distribution" on Line 10.
- STEP 12. Complete the certification section.

Period End VLT Bank Reconciliation, Schedule of Other Receipts or Withdrawals and General Information

- STEP 1. Complete the name of the Financial Institution and VLT bank account number.
- STEP 2. Record the balance on the VLT bank statement and, if applicable, the investment statement at the end of the period. Add the amounts and record the total on line 11.
- STEP 3. Record the total amount of outstanding VLT deposits on Line 12.
- STEP 4. Record the total amount of outstanding cheques on Line 13.
- STEP 5. Calculate adjusted bank balance (Line 11 + 12 - 13) and record result on Line 14.
- STEP 6. Complete the Schedule of Other Receipts and Withdrawals (if applicable)
- STEP 7. Complete all of the information in the General VLT Site Information area.
- STEP 8. Ensure you attach the following required documents with your financial report:

Additional disbursement details attached to Page 3, if any

Copies of the VLT Bank and Investment Statement(s)
(ALL Pages of the Bank Statement must be sent)

Listing of outstanding deposits and cheques

A detailed Trial balance for the month of March (Annual filing only)