

Appendix L

Audit Sheets and Reconciliation Forms

H.E.L.P.P. Audit Sheet Instructions

1. You will be working with all the winning tickets which you have kept pertaining to this lottery licence.
2. Check each shift's winning ticket bundle to make sure the sellers are carrying out the verification rules ie. punching a hole through the winning tickets.
3. Sort the winning tickets into piles according to the serial number at the bottom of the ticket.
4. From each serial number, separate the ticket prize denominations.
5. Audit Each Serial Number

On your Audit Sheet (see attached), record the date, serial number and the number of winning tickets in each category in the designated columns. Leave three (3) or four (4) lines between each serial number.

6. Master Audit Sheet

On your Audit Sheet, record the date, serial number, and the number of winning tickets in each column. Extend the dollar amount in the last column and keep a running dollar balance. You now have the payout figure for this licence.

7. After your audit, place all winning tickets (except \$1 winners - these may be torn in half and disposed of at this time) pertaining to each licence in an empty ticket box. Record on the box the date that the licence expired and the audit number ie. January 2015, Audit # 1. The winning tickets may be destroyed 90 days after the filing of your lottery licence report.

Assistance

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| H.E.L.P.P. AUDIT SHEET |
|-------------------------------|

Form # 9042ZG HELPP (BN3, 2380 Count)

| | |
|-------------------|--|
| Lottery Licence # | |
|-------------------|--|

[illegible]

| |
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| H.E.L.P.P. AUDIT SHEET |
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Form # 9011Y HELPP (BN1, 3360 Count)

| |
|-------------------|
| Lottery Licence # |
|-------------------|

[illegible]

Reconciliation Form Notes

These worksheets have been developed to help Hospital Auxiliaries track the sales and prizes for the HELPP Break Open Tickets. There are two forms for use:

1) Daily Reconciliation

This form is used if the Auxiliary is reconciling the sales on a daily basis. If this reconciliation option is chosen, a physical count of the ticket sales must be undertaken at the end of each day in order to calculate the actual sales for the day. The opening count is recorded from the previous day's closing and the new closing count is entered. The spreadsheet will automatically calculate the net sales. The prizes redeemed for each day must be entered into the Prize Redemption Detail areas and it will automatically calculate the total value of prizes redeemed. In this case, the seller must retain all redeemed tickets for accounting purposes.

With these two figures, the spreadsheet automatically calculates the Net Daily Sales and allows you to record the amount of cash received. This is verified and signed-off by the appropriate individual. The worksheet is to be printed and will form part of the sales records.

2) Deal Reconciliation

This form is used if the Auxiliary is reconciling the sales on a deal basis only. Generally in this instance, a deal is assigned exclusively to one seller who is accountable for the net proceeds once the entire deal is sold.

The Auxiliary should assign the deal to the seller and have them acknowledge receipt via a signature. The sheet is retained and used to balance the final proceeds once the deal is sold.

The final proceeds calculation should be verified by the appropriate individual.

Two separate sets of reconciliation forms are provided for the two different HELPP ticket counts available.

Daily Reconciliation Form
Form # 9011Y HELPP

Date
Serial #

| | |
|----------------------|------------|
| Opening Ticket Count | 3360 |
| Closing Ticket Count | |
| Net Ticket Sales | 3360 |
| Gross Revenue | \$1,680.00 |

| | | |
|-----------------|--------|------------------------------------|
| Prizes Redeemed | \$0.00 | Prizes Redeemed Details |
|-----------------|--------|------------------------------------|

| | | | | |
|------------------|------------|-------------|--------------|--------|
| Net Daily Sales | \$1,680.00 | Prize Value | # of Prizes | Total |
| | | \$125.00 | | \$0.00 |
| Cash Received | | \$100.00 | | \$0.00 |
| | | \$25.00 | | \$0.00 |
| Over/Under | \$1,680.00 | \$10.00 | | \$0.00 |
| | | \$5.00 | | \$0.00 |
| Amount Deposited | | \$1.00 | | \$0.00 |
| | | | Total Prizes | \$0.00 |

Verified by:

Date:

Deal Reconciliation Form
Form # 9011Y HELPP

Date

Serial #

Assigned To

Signature

| | |
|------------------|------------|
| Tickets Per Unit | 3360 |
| Price Per Ticket | \$0.50 |
| Gross Revenue | \$1,680.00 |

Prizes Redeemed \$0.00 Prizes Redeemed Details

| | | | | |
|------------------|------------|-------------|--------------|--------|
| Net Revenue | \$1,680.00 | Prize Value | # of Prizes | Total |
| | | \$125.00 | | \$0.00 |
| Amount Deposited | | \$100.00 | | \$0.00 |
| | | \$25.00 | | \$0.00 |
| | | \$10.00 | | \$0.00 |
| | | \$5.00 | | \$0.00 |
| | | \$1.00 | | \$0.00 |
| | | | Total Prizes | \$0.00 |

Verified by:

Date:

Daily Reconciliation Form
Form # 90422G

Date
Serial #

| | |
|---|------------|
| Opening Ticket Count | 2380 |
| Closing Ticket Count | |
| Net Ticket Sales | 2380 |
| Less 140 Free Tickets Redeemed x \$0.50 | |
| Gross Revenue | \$1,120.00 |

| | | |
|-----------------|--------|--------------------------------|
| Prizes Redeemed | \$0.00 | Prizes Redeemed Details |
|-----------------|--------|--------------------------------|

| | | | | |
|------------------|------------|--------------|--------------|--------|
| Net Daily Sales | \$1,120.00 | Prize Value | # of Prizes | Total |
| | | \$100.00 | | \$0.00 |
| Cash Received | | \$50.00 | | \$0.00 |
| | | \$10.00 | | \$0.00 |
| Over/Under | \$1,120.00 | \$5.00 | | \$0.00 |
| | | \$1.00 | | \$0.00 |
| Amount Deposited | | Free Tickets | | |
| | | | Total Prizes | \$0.00 |

Verified by:

Date:

Deal Reconciliation Form
Form # 9042ZG HELPP

Date

Serial #

Assigned To

Signature

| | |
|------------------|------------|
| Tickets Per Unit | 2380 |
| Price Per Ticket | \$0.50 |
| Less 140 Free | |
| Tickets x \$0.50 | \$70.00 |
| Gross Revenue | \$1,120.00 |

| | | |
|-----------------|--------|-------------------------|
| Prizes Redeemed | \$0.00 | Prizes Redeemed Details |
|-----------------|--------|-------------------------|

| | | | | |
|------------------|------------|--------------|--------------|--------|
| Net Revenue | \$1,120.00 | Prize Value | # of Prizes | Total |
| | | \$100.00 | | \$0.00 |
| Amount Deposited | | \$50.00 | | \$0.00 |
| | | \$10.00 | | \$0.00 |
| | | \$5.00 | | \$0.00 |
| | | \$1.00 | | \$0.00 |
| | | Free Tickets | | |
| | | | Total Prizes | \$0.00 |

Verified by:

Date:

