

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 2011, 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 #									
Date	Serial Number	\$100	\$50	\$10	\$5	\$1	Free Ticket	Payout	Accumulated
									Total

H.E.L.P.P. AUDIT SHEET

Form # 9011Y HELPP (BN1, 3360 Count)

Lottery Licence #									
Date	Serial Number	\$125	\$100	\$25	\$10	\$5	\$1	Payout	Accumulated Total