

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 or less 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

Assistance

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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
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Net Daily Sales	\$1,680.00	Prize Value	# of Prizes	Total
Cash Received		\$125.00		\$0.00
Over/Under	\$1,680.00	\$100.00		\$0.00
Amount Deposited		\$25.00		\$0.00
		\$10.00		\$0.00
		\$5.00		\$0.00
		\$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
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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 # 9042ZG

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