

## **Appendix O**

### Reconciliation Worksheet

## **Break Open Ticket Reconciliation Worksheet Instructions**

The attached Worksheets are provided to assist licensees in completing a reconciliation of a partially sold deal of break open tickets at the end of a licence or other time a licensee chooses to reconcile a deal.

A separate Reconciliation Worksheet must be used for each serial number to be reconciled.

In order to complete the reconciliation, you will need to:

1. Sort all remaining tickets by serial number.
2. Count all remaining tickets by serial number and record the total in Item E on the Worksheet.
3. Open all remaining tickets and calculate the dollar value of the unclaimed winners. Record the total dollar value in Item I on the Worksheet.

If you are using the Microsoft Excel version of this form, it will automatically calculate the various figures and the net proceeds for this deal for you. If you are using the paper-based version, you will need to calculate the figures manually using the formulas displayed.

There is a Sample Completed Reconciliation included for your information. Within this sample, we are using the BN1 (3,360 count) games. We have counted the remaining unsold tickets from serial # E234567 and determined there are 234 unsold tickets. We have opened these tickets and calculated the unclaimed prizes at \$85.00. These figures have been entered into the spreadsheet and the licensee has generated a net profit of \$403.00 on this deal as opposed to the guaranteed \$435 if all tickets are sold.

Generally speaking, a licensee will make less money than the guaranteed amount as not all tickets are sold. There are occasions where there is only a small quantity of tickets unsold; however, these tickets happen to contain a large tier winner. In this case, there is the potential for the licensee to make more than the guaranteed amount per deal.

Licensees are reminded that they are eligible for a rebate of the Provincial Fee on the unsold tickets remaining in the deal. A copy of the Provincial Fee Rebate Request Form and Instructions are attached.

We have provided a blank worksheet for the BN1 and BN3 ticket types.

The completed Reconciliation Worksheet for each serial number should be attached to the final Break Open Ticket Lottery Report as backup documentation.

If you require assistance completing the reconciliation, please contact:

Terry Jarrell  
Accounts Manager  
Arrow Games/Bazaar & Novelty  
(877) 983 7300 -- [tjarrell@arrowgames.com](mailto:tjarrell@arrowgames.com)

<b>Break Open Ticket Reconciliation Worksheet</b>			
<b>BN1 Ticket Type</b>			
Lottery Licence Number			
Serial Number			
	Ticket Type	BN1	
	Number of Tickets Per Deal	3,360	
A	Price Per Ticket	\$ 0.50	
B	Gross Revenue	\$ 1,680.00	
C	Total Prizes Per Deal	\$ 1,115.00	
D	Gross Profit	\$ 565.00	
<b><u>Gross Revenue Calculation</u></b>			
E	Total Number of Unsold Tickets		
F	Price Per Ticket	\$ 0.50	
G	Dollar Value of Unsold Tickets	\$ -	(E x F)
H	Gross Revenue For Deal	\$ 1,680.00	(B - G)
<b><u>Actual Prizes Paid Out Calculation</u></b>			
I	Total Dollar Value of Unclaimed Winners		
J	Actual Prizes Paid Out	\$ 1,115.00	(D - I)
	<b><u>Net Revenue **</u></b>	<b><u>\$ 565.00</u></b>	(H - J)
** Net revenue to be reported on BOT Lottery Report. Attach this worksheet as backup documentation.			

<b>Break Open Ticket Reconciliation Worksheet</b>			
<b>BN3 Ticket Type</b>			
	Lottery Licence Number		
	Serial Number		
	Ticket Type	BN3	
	Number of Tickets Per Deal	2,380	
A	Price Per Ticket	\$ 0.50	
B	Gross Revenue (accounts for the 140 free tickets which reduces Gross Revenue by \$70)	\$ 1,120.00	
C	Total Prizes Per Deal	\$ 744.00	
D	Gross Profit	\$ 376.00	
<b><u>Gross Revenue Calculation</u></b>			
E	Total Number of Unsold Tickets		
F	Price Per Ticket	\$ 0.50	
G	Dollar Value of Unsold Tickets	\$ -	(E x F)
H	Gross Revenue For Deal	\$ 1,120.00	(B - G)
<b><u>Actual Prizes Paid Out Calculation</u></b>			
I	Total Dollar Value of Unclaimed Winners		
J	Actual Prizes Paid Out	\$ 744.00	(D - I)
	<b><u>Net Revenue **</u></b>	<b><u>\$ 376.00</u></b>	(H - J)
** Net revenue to be reported on BOT Lottery Report. Attach this worksheet as backup documentation.			

# Break Open Ticket Reconciliation Worksheet

## Sample Completed for BN1 Ticket Type

	Lottery Licence Number	M123456	
	Serial Number	E234567	
	Ticket Type	BN1	
	Number of Tickets Per Deal	3,360	
A	Price Per Ticket	\$ 0.50	
B	Gross Revenue	\$ 1,680.00	
C	Total Prizes Per Deal	\$ 1,115.00	
D	Gross Profit	\$ 565.00	
<b><u>Gross Revenue Calculation</u></b>			
E	Total Number of Unsold Tickets	234	
F	Price Per Ticket	\$ 0.50	
G	Dollar Value of Unsold Tickets	\$ 117.00	(E x F)
H	Gross Revenue For Deal	\$ 1,563.00	(B - G)
<b><u>Actual Prizes Paid Out Calculation</u></b>			
I	Total Dollar Value of Unclaimed Winners	\$ 85.00	
J	Actual Prizes Paid Out	\$ 1,030.00	(D - I)
	<b><u>Net Revenue **</u></b>	<b><u>\$ 533.00</u></b>	<b>(H - J)</b>
** Net revenue to be reported on BOT Lottery Report. Attach this worksheet as backup documentation.			

## Provincial Fee Rebate Request Form Instructions

Arrow Games/Bazaar & Novelty is pleased to process your Provincial Fee Rebate Request for any unsold tickets.

In order to process your request, we will require the following information:

1. A completed and signed Request for Provincial Fee Rebate Form (see attached).
2. A copy of your lottery licence pertaining to the deal(s) for which you are claiming the rebate.
3. A copy of the Arrow Games/Bazaar & Novelty invoice showing the serial number(s) for which you are claiming the rebate.

The completed, signed rebate request form along with the documentation should be sent as follows:

Ian Bright  
Arrow Games/Bazaar & Novelty  
9515 Montrose Road, Unit 2  
Port Robinson, ON L0S 1K0  
[ibright@arrowgames.com](mailto:ibright@arrowgames.com)

Your request will be processed and submitted to the Alcohol and Gaming Commission of Ontario (AGCO) for approval. The AGCO has the final approval.

If approved, Arrow Games/Bazaar & Novelty will issue a credit to you for the amount of the rebate and you can apply that amount against payment for a future order.

Please note that the AGCO will only consider Provincial Fee Credit Requests submitted within one (1) year from the end date of the lottery licence.

If there are any questions, please contact Ian Bright at (877) 983 7300.

## REQUEST FOR PROVINCIAL FEE REBATE

<b>1. Name of Claimant:</b>												
Street Address:					City:							
Province		Postal Code		Phone			License No and/or Registration No.					
<b>2. Claimant is applying for rebate from:</b>												
Gaming Supplier Name:					Claim Initiated By:							
Gaming Supplier Reg.#:												
<b>3. Description of Claim</b>												
Type:		# of Units:		X Provincial Fee / Unit:			= Rebate Amount					
Serial Number(s)					Product in Possession? <input type="checkbox"/>							
					Where:							
<b>4. Reason for Claim :</b>												
<input type="checkbox"/>	Product Damaged			<input type="checkbox"/>	Defective		<input type="checkbox"/>	Imprinting		<input type="checkbox"/>	Other	
<input type="checkbox"/>	Fire			<input type="checkbox"/>	Water		Insurance Co:		Claim #			
<input type="checkbox"/>	Lost/Damaged by Carrier						Carrier Name:		Trace/Claim#			
<input type="checkbox"/>	Product Stolen						Police Report:					
<input type="checkbox"/>	Non-payments			<input type="checkbox"/>	Charity		<input type="checkbox"/>	BOT Seller		<input type="checkbox"/>	Gaming Equipment Supplier	
<b>5. Explanation for Rebate (attach additional information if required):</b>												
<b>6. Certification:</b> <i>I hereby certify that the above information is correct and that I am authorized to submit this claim.</i>												
Print Name:					Signature:							
Position:					Date Submitted:							
<i>Office Use Only - Recipient</i>					<i>Action Taken by Manufacturer and/or Gaming Supplier</i>							
Date Received:					Authorization:							
Reviewed By:					Date Adjusted:			Credit No.:				
Date Forwarded:					Processed By:							

