

*I Mina'trentai Singko Na Liheslaturan Guåhan*  
**BILL STATUS**

BILL NO.	SPONSOR	TITLE	DATE INTRODUCED	DATE REFERRED	CMTE REFERRED	PUBLIC HEARING DATE	DATE COMMITTEE REPORT FILED	FISCAL NOTES	NOTES
<b>101-35 (LS)</b> As amended by the Committee on Public Safety, Border Safety, Military and Veteran Affairs, Mayors Council, Infrastructure, and Public Transit; and further amended on the Floor	Jose "Pedro" Terlaje	AN ACT TO ADOPT RULES AND REGULATIONS FOR GAMES OF CHANCE PURSUANT TO PUBLIC LAW 35-4.	4/22/19 1:44 p.m.	4/23/19	Committee on General Government Operations, Appropriations, and Housing	4/29/19 2:30 p.m.	5/1/19 8:58 a.m.	Fiscal Note: 5/1/19	4/23/19- Attachments to Bill No. 101-35 (LS)
				4/23/19	Re-REFERRED: Committee on Public Safety, Border Safety, Military and Veteran Affairs, Mayors Council, Infrastructure, and Public Transit				
	<b>SESSION DATE</b>	<b>TITLE</b>	<b>DATE PASSED</b>	<b>TRANSMITTED</b>	<b>DUE DATE</b>	<b>NOTES</b>			
5/1/19	AN ACT TO ADOPT THE RULES AND REGULATIONS FOR GAMES OF CHANCE PURSUANT TO PUBLIC LAW 35-4.	5/1/19	5/2/19	5/14/19					



**COPY**

*I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN*  
Thirty-Fifth Guam Legislature

RCVD AT CENTRAL FILES  
MAY 2 '19 PM 4:48  
Tina Sanchez 

May 2, 2019

The Honorable Lourdes A. Leon Guerrero  
*I Maga'hågan Guåhan*  
*Ufisinan I Maga'håga*  
*Hagåtña, Guam 96910*

Dear *Maga'håga* Leon Guerrero:

Transmitted herewith is **Bill No. 101-35 (LS)**, which was passed by *I Mina'trentai Singko Na Liheslaturan Guåhan* on May 1, 2019.

Sincerely,



AMANDA L. SHELTON  
Legislative Secretary

Enclosure (1)



**COPY**

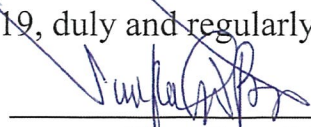
Tina Sanchez 

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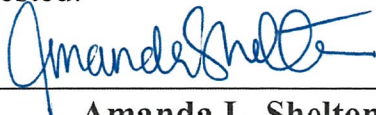
***I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÁHAN***  
**2019 (FIRST) Regular Session**

**CERTIFICATION OF PASSAGE OF AN ACT TO *I MAGA'HÁGAN GUÁHAN***

This is to certify that **Bill No. 101-35 (LS)**, “**AN ACT TO ADOPT THE RULES AND REGULATIONS FOR GAMES OF CHANCE PURSUANT TO PUBLIC LAW 35-4,**” was on the 1<sup>st</sup> day of May 2019, duly and regularly passed.

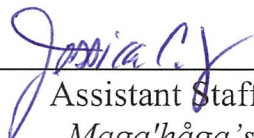
  
\_\_\_\_\_  
**Tina Rose Muña Barnes**  
Speaker

Attested:



\_\_\_\_\_  
**Amanda L. Shelton**  
Legislative Secretary

-----  
This Act was received by *I Maga'hågan Guåhan* this 2nd day of May,  
2019, at 4:50 o'clock P.M.

  
\_\_\_\_\_  
Assistant Staff Officer  
*Maga'håga's Office*

APPROVED:

\_\_\_\_\_  
Lourdes A. Leon Guerrero  
*I Maga'hågan Guåhan*

Date: \_\_\_\_\_

Public Law No. \_\_\_\_\_

***I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN***  
**2019 (FIRST) Regular Session**

**Bill No. 101-35 (LS)**

As amended by the Committee on Public Safety,  
Border Safety, Military and Veteran Affairs,  
Mayors Council, Infrastructure, and Public Transit;  
and further amended on the Floor.

Introduced by:

Jose "Pedo" Terlaje  
William M. Castro  
Régine Biscoe Lee  
Kelly Marsh (Taitano), PhD  
James C. Moylan  
Louise B. Muña  
Tina Rose Muña Barnes  
Telena Cruz Nelson  
Clynton E. Ridgell  
Joe S. San Agustin  
Amanda L. Shelton  
Telo T. Taitague  
Therese M. Terlaje  
Mary Camacho Torres

**AN ACT TO ADOPT THE RULES AND REGULATIONS  
FOR GAMES OF CHANCE PURSUANT TO PUBLIC  
LAW 35-4.**

1           **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2           **Section 1. Adoption.** *I Liheslaturan Guåhan* hereby adopts the Rules and  
3 Regulations, as amended and attached as "Exhibit A," entitled: "Rules and  
4 Regulations for Games of Chance Pursuant to Public Law 35-4."

5           **Section 2.** The prohibition against gambling contained in Chapter 64 of  
6 Title 9, Guam Code Annotated, *shall not* apply to the games of chance for the Guam  
7 Island Fair and Liberation Day Carnival authorized by this Act.

# **“Exhibit A”**

*Rules and Regulations for Games of Chance  
Pursuant to Public Law 35-4*

1 **1.0 DEFINITIONS**

2 **1.1 GAMES OF CHANCE**

3 Games of chance are limited to the following and will be clearly defined in the bid  
4 packets provided to the vendors:

- 5 a) Beto Beto
- 6 b) Color Game
- 7 c) Big & Small
- 8 d) Poker, to include, but not be limited to, Texas Hold'em
- 9 e) *Pusoy*
- 10 f) Baccarat
- 11 g) Blackjack
- 12 h) Monte
- 13 i) Bingo

14 **1.2 CARNIVAL GAMES**

15 A carnival game played for entertainment in which:

- 16 a) the contestant actively participates;
- 17 b) the outcome depends in a material degree upon the skill of the contestant;
- 18 c) only merchandise prizes are awarded;
- 19 d) the outcome is not in control of the operator; and
- 20 e) the wagers are placed, the winners are determined, and a distribution of
- 21 prizes or property is made in the presence of all persons placing wagers
- 22 at such game.

1    **1.3 HOUSE OF CARDS**

2    A restricted, enclosed area where operation of the following games is limited:  
3    Poker, including, but not limited to, Texas Hold'em, *Pusoy*, Baccarat, Blackjack,  
4    and Monte.

5    **2.0 PROTOCOL FOR AUTHORIZATION, PROCUREMENT OF VENDORS,**  
6    **PROJECTED REVENUES, SECURITY PROTOCOL, AND MAINTENANCE PLAN.**

7    Authorization for games of chance *shall* be pursuant to these rules and regulations  
8    and upon the issuance of a proclamation by *I Maga'hågan Guåhan*.

9    **2.1 PROCUREMENT OF VENDORS**

10    Bids for games of chance *shall* be opened publicly and read out loud at an announced date  
11    and time. Vendors *shall* be selected through a sealed-bid process with the successful  
12    bidders being both in good standing with the Department of Revenue and Taxation  
13    (DRT) and the highest bidders for each activity. For activities that allow for more  
14    than one (1) vendor, the successful bidders *shall* also be in good standing with DRT  
15    and will be ranked in descending order and will be awarded in that order. No vendor  
16    may submit a bid whom does not participate in a pre-bid conference. All prospective  
17    bidders must include a police and court clearance. Bidders not in good standing with  
18    DRT at the time of the bid or during the Guam Island Fair and Liberation Day  
19    Carnival, will not be qualified to bid or participate as a vendor at the Guam Island  
20    Fair and Liberation Day Carnival. The pre-bid conference will be publicly noticed  
21    and all successful bidders will be publicly announced.

22    **2.2 NUMBER OF VENDORS; LIMITED**

23    The number of allowable vendors for each type of game of chance and carnival  
24    games are listed below:

25            House of Cards - two (2)

- 1 Beto Beto - two (2)
- 2 Color Game - four (4)
- 3 Big & Small - two (2)
- 4 Carnival Games - fifty (50)

5 **2.3 VENDOR; MINIMUM BID**

6 House of Cards Minimum Bid – Two Hundred Fifty Thousand Dollars  
7 (\$250,000) each

8 Beto Beto Minimum Bid – Five Thousand Dollars (\$5,000) each

9 Color Game Minimum Bid – Seven Thousand Five Hundred Dollars (\$7,500)  
10 each

11 Big & Small Minimum Bid – Twenty thousand Dollars (\$20,000) each

12 Carnival Games Minimum Bid – One Hundred Fifty Dollars through One  
13 Thousand Dollars (\$150 - \$1,000) each depending on the type of game  
14 proposed, as will be further specified in the bid packet.

15 If minimum bid is not met, highest bidder will be considered. If minimum bid  
16 is not met, the Carnival Committee may consider a lower minimum bid and  
17 do a rebid process.

18 **2.4 PROJECTED REVENUE**

19 The projected revenue is dependent upon the number of vendors that actually  
20 participate. A preliminary forecast assumes that each of the available number of slots  
21 is awarded at the minimum bid level for the games of chance only which would yield  
22 Five Hundred Eighty Thousand Dollars (\$580,000). It is further assumed that all  
23 fifty (50) slots for Carnival Games will be awarded at a minimum bid level of One  
24 Hundred Fifty Dollars (\$150) that will yield an additional Seven Thousand Five  
25 Hundred Dollars (\$7,500). The total projected revenue based on these assumptions  
26 would be Five Hundred Eighty-seven Thousand Five Hundred Dollars (\$587,500).



1    **2.5    SECURITY PROTOCOL**

2    In order to ensure that no person under the age of twenty-one (21) will be allowed  
3    to partake in the games of chance inside the House of Cards, and to minimize the  
4    exposure of persons under the age of twenty-one (21) to these games, each vendor  
5    will be required to verify the age of each participant. No one under the age of twenty-  
6    one (21) shall be employed by or present in any manner within the House of Cards.  
7    Any government issued identification (foreign or domestic) *shall* be sufficient for  
8    age verification. Further, the House of Cards will be a completely enclosed area and  
9    access will be limited as further described in Section 5.8.1 below. Additionally,  
10   plain-clothed security personnel may be present in any House of Cards. If a person  
11   under the age of twenty-one (21) is found within a House of Cards at any time, the  
12   House of Cards vendor *shall*, in the first such instance, be issued a One Thousand  
13   Dollars (\$1,000) penalty payable to the Treasurer of Guam within five (5) business  
14   days of the occurrence; in the second instance, the House of Cards vendor *shall* be  
15   issued a Five Thousand Dollars (\$5,000) penalty payable to the Treasurer of Guam  
16   within five (5) business days; in the third instance, the House of Cards vendor *shall*  
17   be shut down and no longer able to operate during the Guam Island Fair and  
18   Liberation Day Carnival; and *shall* be prohibited from participating in future bids  
19   for the next five (5) years. Any and all revenues derived from such penalties *shall*  
20   be appropriated to Guam Behavioral Health and Wellness Center.

21   **2.6    MAINTENANCE PLAN**

22   The Guam Island Fair and Liberation Day Carnival will implement a zero waste  
23   policy. Sorting stations will be placed throughout the grounds so that items can be  
24   separated for recycling and proper disposal. Food waste will be provided to local  
25   pig farmers for their use. All trash will be disposed of daily. All vendors are required  
26   to pay cleaning deposits of Two Hundred Dollars (\$200) to ensure proper clean up

1 and removal of booths and associated structures within fifteen (15) days of the last  
2 day of operations. The refundable cleaning deposit fees are: Five Thousand Dollars  
3 (\$5,000) for House of Cards; Two Thousand Five Hundred Dollars (\$2,500) for Big  
4 & Small, Color Game, Beto-Beto; Five Hundred Dollars (\$500) for Food,  
5 Confectionaries, Drinks, Amusement Rides, Live Animal Displays; Two Hundred  
6 Dollars (\$200) for Carnival Games; and One Hundred Dollars (\$100) for  
7 Miscellaneous. Fees will only be refunded after an inspection is done by the Carnival  
8 Committee and accepts the area as being returned to its pre-carnival condition. Any  
9 expenses that must be incurred by the Carnival Committee to return the vendor's  
10 assigned area to pre-carnival condition will be deducted from the refundable clean  
11 up fee. If costs are incurred to return the area to pre-carnival condition, then no  
12 refund will be made and vendor will be billed and obligated to pay additional costs.  
13 The following services may be contracted out: portable restroom rental with daily  
14 cleaning services, grass cutting, ground maintenance, and solid waste removal.

### 15 **3.0 LICENSING**

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#### 16 **3.1 GENERAL PROVISIONS**

- 17 a) Every qualified individual or organization that has been awarded an  
18 opportunity to operate games of chance or carnival games at the Guam Island  
19 Fair and Liberation Day Carnival must obtain a business license for operation  
20 from the Department of Revenue and Taxation.
- 21 b) A business license issued by the Department of Revenue and Taxation *shall*  
22 only be valid during the period of operation for the Guam Island Fair and  
23 Liberation Day Carnival.
- 24 c) Licensees are only authorized to operate upon the official Guam Island Fair  
25 and Liberation Day Carnival grounds.

1 **3.2 REGISTRATION FORM**

2 Registration for a business license *shall* be upon a form supplied by the Department  
3 of Revenue and Taxation.

4 **4.0 APPLICATIONS**

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5 **4.1 APPLICATION FOR BUSINESS LICENSE; FEES**

6 a) Each individual or organization requesting a business license to operate at the  
7 Guam Island Fair and Liberation Day Carnival *shall* complete an application  
8 provided by the Department of Revenue and Taxation and provide proof of  
9 eligibility for issuance of said license, and pay any fees associated with such  
10 license. Such proof *shall* include the following:

- 11 1. the by-laws and constitution or any other written authority under with  
12 the applicant organization operates;
- 13 2. the names and addresses of a minimum of five (5) individuals over the  
14 age of eighteen (18) who are to be primarily responsible for the conduct  
15 of the games of chance on each occasion; and
- 16 3. if incorporated, a copy of the applicant organization's articles of  
17 incorporation

18 b) The Department of Revenue and Taxation, when provided all the information  
19 required by this Section and upon its considered review of such qualifying  
20 information, and being satisfied that the applicant is qualified, *shall* issue a  
21 business license.

22 **4.2 APPROVAL**

23 No business license shall entitle any organization to hold, operate or conduct, or  
24 assist in holding, operating or conducting of, any game or games of chance outside

1 of the official times and locations of operation for the Guam Island Fair and  
2 Liberation Day Carnival.

### 3 **5.0 GENERAL CONDUCT OF GAMES OF CHANCE**

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#### 4 **5.1 PARTICIPANT, EMPLOYEE; RESTRICTION MINIMUM AGE**

5 No licensee shall permit any person under the age of eighteen (18) years to  
6 participate in any games of chance located outside of the House of Cards. In order  
7 to enter the House of Cards, licensees *shall* ensure that all patrons are at least twenty-  
8 one (21) years of age or older. Further, no person under the age of twenty-one (21)  
9 shall be employed by the House of Cards vendor or present in any manner within  
10 the House of Cards.

#### 11 **5.2 MEMBER IN CHARGE OF CONDUCT OF GAMES**

- 12 a) The officers of a licensee *shall* designate a bona fide, active member to be in  
13 charge of, and primarily responsible for, the conduct of the game of chance  
14 on each occasion.
- 15 b) The member in charge *shall* supervise all activities on the occasions for which  
16 he or she is in charge, and *shall* be responsible for making the required report  
17 of operations thereof.
- 18 c) The member in charge *shall* be familiar with the provisions of all relevant  
19 laws and rules and regulations.
- 20 d) All members designated in charge of conduct of games *shall* submit a police  
21 and court clearance.

#### 22 **5.3 OPERATION; RULES**

23 All games of chance *shall* be fully defined and described in bid packets.

1 **5.4 OPERATION; TIMES**

2 a) Games of chance *shall* operate on Monday to Thursday from 4:00 p.m. - 12:00  
3 a.m., on Friday from 4:00 p.m. - 2:00 a.m., on Saturdays from 12:00 p.m. -  
4 2:00 am, and on Sundays from 12:00 p.m. - 12:00 a.m. Saturday hours *shall*  
5 be in effect for any night prior to, or on an official federal or Guam holiday  
6 during the time period authorized.

7 b) Games of chance *shall* begin *no earlier than* the opening day of the Guam  
8 Island Fair and Liberation Day Carnival, and *shall* cease operations *no later*  
9 *than* sixty (60) calendar days from the date of the opening day.

10 **5.5 OPERATION; LOCATION**

11 Any games of chance *shall* only operate on the official grounds of the Guam Island  
12 Fair and Liberation Day Carnival, as specified by the official proclamation of the  
13 Governor of Guam authorizing the games of chance at the Guam Island Fair and  
14 Liberation Day Carnival.

15 **COMPLIANCE**

16 **5.6.1 Compliance Officers; Access to Games of Chance**

17 The Department of Revenue and Taxation *shall* have two (2) Compliance Officers  
18 present on the grounds at all times of operation. Compliance Officers *shall* have  
19 unfettered access to all areas of operations of the games of chance.

20 **5.6.2 Cash Control Sheets and Reporting Forms**

21 Each individual Game of Chance Booth *shall* utilize the Cash Control Report Sheets  
22 in the form depicted in Attachments "A" and "B" to these Rules that are fully  
23 incorporated herein by this reference as if fully set forth here. The Department of  
24 Revenue and Taxation *shall* verify "start cash" before opening and "end cash" daily.

1    **CONDUCT OF TRADITIONAL BINGO**

2    **5.7.1 Bingo; Prohibition of Electronic Minding Devices and Card Minding**  
3    **Devices**

4    No licensee shall permit the use of electronic minding devices or card minding  
5    devices while operating bingo.

6    **5.7.2 Operation;**

7        a) All bingo games *shall* be played on non-reusable cards that are to be indelibly  
8        marked when played.

9        b) The equipment used in the playing of bingo and the method of play *shall* be  
10       such that each card *shall* have an equal opportunity to be a winner.

11   **5.7.3 Electronic Devices Not Permitted**

12   No other electronic games or devices unauthorized in Guam law are authorized for  
13   use in any games of chance.

14   **CONDUCT OF HOUSE OF CARDS**

15   **5.8.1 Participant, Employee; Restriction Minimum Age**

16   No licensee shall permit any person under the age of twenty-one (21) years to enter  
17   or participate in any games of chance within the House of Cards. This *shall* include  
18   that no one under the age of twenty-one (21) shall be employed by the House of  
19   Cards vendor or present in any manner within the House of Cards.

20   **5.8.2 Prohibition of Currency Other Than Official Chips**

21   No licensee shall permit the use of any currency to be used during the conduct of  
22   games other than official chips. Official chips shall be purchased within the House  
23   of Cards for use during game play. Official chips may only be purchased and  
24   redeemed at a centralized location within the House of Cards.

1     **6.0 MANAGEMENT OF GAMES OF CHANCE BY MAYORS' COUNCIL OF GUAM,**  
2     **TIMELINES**

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3     The Mayors' Council of Guam will have representation present at all times that the  
4     Guam Island Fair and Liberation Day Carnival is in operation. Said representative  
5     will monitor the conduct of all games of chance wherever located on the carnival  
6     grounds either in stand-alone booths or within a House of Cards. Representatives  
7     will ensure that all vendors are appropriately licensed and are providing the required  
8     reports to the Department of Revenue and Taxation Compliance Officers on a daily  
9     basis.

10    **7.0 REPORT OF OPERATIONS**

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11    **7.1 FORM; TIME**

12    a) The report of operation *shall* be on the form provided by the Department of  
13    Revenue and Taxation. The report *shall* contain the following information:

14        a. gross receipts derived from each day of operation; and

15        b. a list of prizes offered or given and their respective values, if applicable.

16    b) The licensee *shall* file one (1) copy of the report with the Compliance Officer  
17    at the close of each day of operation.

18    **7.2 SUPPLY OF FORMS**

19    Forms for the Report of Operations *shall* be supplied by the Department of Revenue  
20    and Taxation or the Compliance Officer upon request by a licensee.

1 **7.3 REPORT; NO GAME HELD**

2 When a game is not held on any date when a license authorizes it to be held, a report  
3 to that effect *shall* nonetheless be filed with the Compliance Officer with the report  
4 for the next day of operation.

5 **7.4 DEFAULT**

6 If a licensee fails to file a report within the time required, or if a report is not properly  
7 verified, or not fully, accurately and truthfully completed, licensed operations *shall*  
8 be suspended until such time as the default has been corrected. If there is a  
9 subsequent suspension, the license *shall* be revoked for the remainder of the Guam  
10 Island Fair and Liberation Day Carnival; and, no fees shall be reimbursed.  
11 Additionally, the vendor *shall* be prohibited from participating in future bids for the  
12 next five (5) years.

13 **7.5 FINAL REPORTS**

14 **7.5.1 Report by Department of Revenue and Taxation**

15 Within sixty (60) days of the conclusion of the Guam Island Fair and Liberation Day  
16 Carnival activities, the Department of Revenue and Taxation *shall* submit to the  
17 Governor and the Office of Public Accountability a report containing the following  
18 information as to the operation of all games of chance occurring at the Guam Island  
19 Fair and Liberation Day Carnival:

- 20 a) the number of licenses issued;
- 21 b) the names and addresses of each licensee;
- 22 c) the aggregate amount of license fees collected;
- 23 d) the name and address of all persons detected in violation of the laws or  
24 regulations; and



1 e) the total amount of business privilege taxes and other taxes collected.

2 **7.5.2 Audit of the Mayors' Council of Guam**

3 The Mayors' Council of Guam *shall* be subject to an audit by the Office of Public  
4 Accountability (OPA) within thirty (30) days of completion of the Guam Island Fair  
5 and Liberation Day Carnival. All financial documents that are required for this audit  
6 *shall* be submitted by the Mayors' Council of Guam to the OPA. The OPA *shall*  
7 publish the audit and submit its report to the Speaker of *I Liheslaturan Guåhan*.

8 **8.0 DETERMINATION OF PROCEEDS**

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9 The proceeds from the games of chance are used to fund the events related to  
10 Liberation Day, including, but not limited to, memorial events hosted throughout the  
11 months of July and August, the Liberation Parade, fireworks displays, and other  
12 events traditionally associated with the Guam Island Fair and Liberation Day  
13 Carnival, as well as attendant operational costs, and the costs incurred by the  
14 Department of Revenue and Taxation in fulfilling the compliance mandates set forth  
15 by Public Law 35-4, to include, but not limited to, staffing, equipment, and overtime.

16 The net proceeds of the games of chance will be distributed in accordance with 1  
17 GCA § 1013; specifically, the proceeds will be split equally between the Mayors'  
18 Council of Guam and a charity or worthy public cause chosen by the First  
19 Gentleman. The fifty percent (50%) of the proceeds allocated to the Mayors Council  
20 of Guam *shall* be deposited in the Mayors Council of Guam Revolving Fund to be  
21 used on projects that are voted on by the Mayors as a whole. This Fund is subject  
22 to audit by the OPA. The remaining fifty percent (50%) of the proceeds *shall* be  
23 allocated to the First Gentleman's choice of a worthy public cause.

## ATTACHMENT A

Control Sheet						
Game/Booth						
Owner/Operator						
Manager on Duty						
Date:			Day			
Starting Cash						
Start Time						
Hours	1	2	3	4	5	6
# Games Played						
Staff on Duty	1					
	2					
	3					
	4					
	5					
End Time						
End Cash						
Notes						
Submitted By						
<b>This sheet MUST be turned into the committee at the end of the night.</b>						

## ATTACHMENT B

STARTING CASH				
COINS				
\$0.01	x		=	
\$0.05	x		=	
\$0.10	x		=	
\$0.25	x		=	
TOTAL COINS				
CASH				
\$1.00	x		=	
\$5.00	x		=	
\$10.00	x		=	
\$20.00	x		=	
\$50.00	x		=	
\$100.00	x		=	
TOTAL CASH				
CHECKS				
NAME	BANK	CHECK #	DATE	AMOUNT
TOTAL CHECKS				
TOTAL STARTING				
PREPARED BY:				
PRINT NAME	SIGNATURE		DATE AND TIME	
VERIFIED BY:				
PRINT NAME	SIGNATURE		DATE AND TIME	













<b>ENDING CASH</b>				
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COINS				
\$0.01	x		=	
\$0.05	x		=	
\$0.10	x		=	
\$0.25	x		=	
<b>TOTAL COINS</b>				

CASH				
\$1.00	x		=	
\$5.00	x		=	
\$10.00	x		=	
\$20.00	x		=	
\$50.00	x		=	
\$100.00	x		=	
<b>TOTAL CASH</b>				

CHECKS				
NAME	BANK	CHECK #	DATE	AMOUNT
<b>TOTAL CHECKS</b>				

<b>TOTAL STARTING</b>				
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**PREPARED BY:**

--	--	--	--	--

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE AND TIME</i>
-------------------	------------------	----------------------

**VERIFIED BY:**

--	--	--	--	--

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE AND TIME</i>
-------------------	------------------	----------------------