STATE OF WASHINGTON
GAMBLING COMMISSION
*P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • TDD (360) 486-3637 • FAX (360) 486-3631*

# DAILY BINGO RECORDS – STANDARD FORMAT

This packet is design to instruct you in the use of the standard bingo session records as required by WAC 230-08-080. It should also assist you in complying with record keeping and reporting requirements of WAC rules 230-08-010, 230-08-120, 230-12-020, and 230-20-101 through 108. The information and instructions in this packet do not encompass all the rules regarding bingo. Please read your Commission rules thoroughly to ensure compliance with all WAC rules.

This packet contains the following sections:

1. A summary of the different types of forms used, as well as completed examples. The forms included should be used by all Class D and E bingo organizations. A supplement is provided for Class F and larger bingo games. The forms detail all record keeping requirements. Most of the requirements for Class D through M games are the same, but the forms are utilized different in each class. For example, Class F and above have one additional form for combination receipting methods, and may not utilize ticket receipting forms, except for bonus games.

2. Information required for bingo prize receipts per WAC 230-20-102.

3. Examples and an explanation of the required monthly records.

4. Blank bingo session records. **Please reproduce all forms as you need**.

The session records were designed to fit as many games possible, but still may not exactly fit your game. You should remove or add pages, or sections, to make the right package for your game. You are not allowed to change the method of recording data within the formats. For formats such as “all you can play”, “3 for the price of 2”, or multiple price or package games, contact your local agent for a sample format. If you are not sure that your records meet the requirements, or you have a question or need assistance, call the Gambling Commission regional office in your area.

Tacoma ..... (253) 471-5312
Lynnwood ..... (425) 339-1728
Spokane ..... (509) 329-3666

# BINGO RECORDS
# SUMMARY OF FORMS AND THEIR FUNCTIONS

**GC2-118k Inventory Control Record (Disposable Receipting Method)**

Use to record purchase information for all disposable cards used in Class D and E games. Class F and above will only use for cards which are not being sold through the cash register (i.e. floor sales). As series are put into play, the information will be recorded on form GC2-118b. Disposable cards being sold through the cash register at a Class F or above game will be recorded using the Combination Receipting Method (See GC2-118j)

**GC2-118j Inventory Control Record (Combination Receipting Method)**

Required for Class F or Larger games: Record purchase information for cards being sold through the cash register and for all packet sales. Use form to account for total gross sales per session. Use form when sales method alters the initial sales price for cards/packet. If no cash register receipt was issued to players for these cards / packets, use form GC2-ll8k (above).

**GC2-118i Bingo Ticket Log**

May be used for Class E and below games. (Class F and above may use for bonus games with combination receipting.) Will record purchases of tickets used for receipting.

**GC2-118b Bingo Session Summary (Disposable Card Receipting)**

Records the number of disposable cards issued during a particular session when the card represents a receipt for payment, that is, when no cash register receipt or ticket was issued.

**GC2-118d Ticket Receipting**

May be used for games up to Class E or to record bonus games for Class F and above. Is also used to record beginning and ending numbers used to determine the number of tickets issued,

**GC2-172 Daily Bingo Record (Call Sheet)**

Used to document the order of drawn bingo balls for games offering prizes in excess of $200.

**GC2-118f Prize Receipting Record (Two pages)**

A summary of the prizes award, including “on the way” games, for a bingo session. The first page details regular games. The second page &=details any special games and check / merchandise prizes.

**GC2-118 Bingo Session Summary (Cash Control)**

Reconciliation of the income and prize receipting records to the actual cash collected during the session. This form is the last one to be completed. It uses data from the rest of the summary sheets listed above. Instructions are included on the back of the forms for assistance. Class F and larger games will use all the columns. Class D and E are not required to use the first two columns unless they choose to use the combination receipting method.

**DISPOSABLE BINGO CARD/PACKET**

# INVENTORY CONTROL RECORD

Disposable Receipting Method

Licensee_____ Date of First Entry_____.

| | | DESCRIPTION | | | | | PURCHASE INVOICE | | | FIRST TIME IN PLAY | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | TYPE OF CARD PACKET | | | | | | | | |
| WSGC ID NUMBER | SERIAL NUMBER (1) | COLOR / BORDER PATTERN (1) | SERIES | UP | ON | TOTAL # OF SHEETS OR PACKETS | NUMBER | DATE | ENTERED BY: INITIALS | DATE | SESSION | VALUE |
| | | | | | | | | | | | | |
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**NOTE:** THIS FORM WILL BE USED TO RECORD ALL DISPOSABLE BINGO CARDS PURCHASED BY A LICENSEE EXCEPT THOSE PLANNED TO BE SOLD USING THE COMBINATION RECEIPTING METHOD REQUIRED BY WAC 230-20-101(5). THESE CARDS WILL BE RECORDED ON FORM GC2-118J.

(1) IF PACKETS, RECORD THE SERIAL NUMBER AND COLOR OF THE TOP SHEET.

**DISPOSABLE BINGO CARD/PACKET**

# INVENTORY CONTROL RECORD

Sample Inventory Record

(Disposable Receipting Method)

Licensee *Our Game* Date of First Entry *1/2/20xx*.

| WSGC ID NUMBER | SERIAL NUMBER (1) | DESCRIPTION: COLOR / BORDER PATTERN (1) | DESCRIPTION: SERIES | DESCRIPTION: TYPE OF CARD PACKET: UP | DESCRIPTION: TYPE OF CARD PACKET: ON | TOTAL # OF SHEETS OR PACKETS | PURCHASE INVOICE: NUMBER | PURCHASE INVOICE: DATE | ENTERED BY: INITIALS | FIRST TIME IN PLAY: DATE | FIRST TIME IN PLAY: SESSION | FIRST TIME IN PLAY: VALUE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1263192 | 01123 | Green | 1-9K | 15 | 6 | 1500 | C-0110 | 1/2/xx | SN | 1/13/xx | A.M. | $10 |
| 1263193 | 26931 | Blue | 18-27K | 15 | 6 | 1500 | | | | 1/20/xx | P.M. | $10 |
| 1263194 | 22105 | Orange | 27-36K | 15 | 6 | 1500 | | | | | | |
| 1263195 | 36007 | White | 1-9K | 15 | 6 | 1500 | | | | | | |
| 1263196 | 15493 | Grey | 1-9K | 15 | 6 | 1500 | | | | | | |
| 1267635 | 22163 | Green | 18-27K | 1 | 3 | 3000 | C-1161 | 1/15/xx | SBL | 1/21/xx | P.M. | $1.00 |
| 1267636 | 31941 | Brown | 1-9K | 1 | 3 | 3000 | | | | 1/24/xx | P.M. | $1.00 |
| 1267637 | 31949 | Green | 1-9K | 1 | 3 | 3000 | | | | 1/25/xx | P.M. | $2.00 |
| 1267638 | 26119 | Pink | 18-27K | 1 | 3 | 3000 | | | | 1/25/xx | A.M. | $2.00 |
| 1267639 | 00312 | Orange | 1-9K | 1 | 3 | 3000 | | | | | | |
| 1271190 | 01611 | Grey | 1-9K | 10 | 6 | 1500 | C-1162 | 1/15/xx | SN | | | |
| 1249956 | 101011 | Blue | 1-9K | 6 | 1 | 9000 | | | | 1/31/xx | A.M. | $4.00 |
| 1379656 | 65541 | Orange | 1-9K | 1 | 1 | 9000 | C-1211 | 1/30/xx | | 1/31/xx | A.M. | $1.00 |
| | | | | | | | | | | | | |

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(1) IF PACKETS, RECORD THE SERIAL NUMBER AND COLOR OF THE TOP SHEET.

# INVENTORY CONTROL RECORD

## COMBINATION RECEIPTING METHOD

LICENSEE _____ SERIAL NUMBER **(1)**_____

WSGC ID NUMBER _____ COLOR/BORDER **(1)** _____

PURCHASE INVOICE NUMBER/DATE _____/_____ DESCRIPTION _____ UP _____ ON CUT: S, V, H

DISTRIBUTOR _____ MANUFACTURER _____ NUMBER OF SHEETS/PACKETS _____ SEQUENCE # _____.

**COMPUTATION OF SHEETS / PACKETS SOLD**

| SESSION DATE | SESSION | ENDING AUDIT NUMBER | (-) | BEGINNING AUDIT NUMBER | (+) | PREVIOUS SESSION RETURNS | (+1) | (=) | ISSUED | (-) | SESSION RETURNS | (-) | MISSING PER PACKING SLIP | (=) | SOLD | (x) | VALUE | (=) | TOTAL GROSS SALES (2) | CUMULATIVE SHEETS / PACKETS SOLD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | (+1) | | | | | | | | | | $ | | $ | |
| | | | | | | | (+1) | | | | | | | | | | | | | |
| | | | | | | | (+1) | | | | | | | | | | | | | |
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**NOTE:** THIS FORM IS TO RECORD ALL DISPOSABLE BINGO CARDS PURCHASED BY A LICENSEE AND PLANNED TO BE SOLD USING THE COMBINATION RECEIPTING METHOD REQUIRED BY WAC 230-20-101(5). ALL OTHER DISPOSABLE CARDS PURCHASED SHALL BE RECORDED ON FORM GC2-118K.

(1) IF PACKETS, THEN RECORD THE SERIAL NUMBER AND COLOR/BORDER PATTERN OF THE TOP SHEET.

**TOTAL GROSS SALES SHOULD BE CARRIED FORWARD TO THE "GROSS SALES PER INVENTORY" COLUMN OF THE "BINGO SESSION SUMMARY -- CASH**

# INVENTORY CONTROL RECORD

Sample (Class D,E not required to use unless utilizing alternative sales schemes)

**COMBINATION RECEIPTING METHOD**

LICENSEE Our Game SERIAL NUMBER **(1)** 422021

WSGC ID NUMBER A000176 (Stamp Number) COLOR/BORDER **(1)** Blue . Series 9-18K

PURCHASE INVOICE NUMBER/DATE C340341 / 1/3/xx DESCRIPTION **5** UP **6** ON CUT: S, V, H

DISTRIBUTOR Mr. Ricks MANUFACTURER Wonderdog Mfg. NUMBER OF SHEETS/PACKETS 1500

SEQUENCE # 1501 - 3000 . Skips 10

**COMPUTATION OF SHEETS / PACKETS SOLD**

| SESSION DATE | SESSION | ENDING AUDIT NUMBER | (-) | BEGINNING AUDIT NUMBER | (+) | PREVIOUS SESSION RETURNS | (+1) | (=) | ISSUED | (-) | SESSION RETURNS | (-) | MISSING PER PACKING SLIP | (=) | SOLD | (x) | VALUE | TOTAL GROSS SALES (2) | CUMULATIVE SHEETS / PACKETS SOLD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1/15/XX | A.M. | 1541 | | 1501 | | 0 | (+1) | | 41 | | 0 | | 0 | | 41 | | $10.00 | $410.00 | 41 |
| 1/15/XX | P.M. | 1600 | | 1542 | | 0 | (+1) | | 59 | | 0 | | 0 | | 59 | | 7.00 | 413.00 | 100 |
| | | | | | | | (+1) | | | | | | | | | | | | |
| 1/21/XX | Spec | 1702 | | 1601 | | 0 | (+1) | | 102 | | (Buy 2 get 1 free) | | | 84 | @ | | 10.00 | 840.00 | 184 |
| | | | | | | | (+1) | | | | | | ↓ | 34 | @ | | 0 | 0 | 226 |
| 1/18/XX | P.M. | 1780 | | 1703 | | 0 | (+1) | | 78 | | 0 | | 0 | | 78 | | 10 | 780 | 304 |
| | | | | | | | (+1) | | | | | | | | | | | | |
| | | | | | | | (+1) | | | | | | | | | | | | |
| | | | | | | | (+1) | | | | | | | | | | | | |
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| | | | | | | | (+1) | | | | | | | | | | | | |

**NOTE:** THIS FORM IS TO RECORD ALL DISPOSABLE BINGO CARDS PURCHASED BY A LICENSEE AND PLANNED TO BE SOLD USING THE COMBINATION RECEIPTING METHOD REQUIRED BY WAC 230-20-101(5). ALL OTHER DISPOSABLE CARDS PURCHASED SHALL BE RECORDED ON FORM GC2-118K.

(1) IF PACKETS, THEN RECORD THE SERIAL NUMBER AND COLOR/BORDER PATTERN OF THE TOP SHEET.

**TOTAL GROSS SALES SHOULD BE CARRIED FORWARD TO THE "GROSS SALES PER INVENTORY" COLUMN OF THE "BINGO SESSION SUMMARY -- CASH**

# BINGO TICKET LOG

Licensee's Name _____

**IMPORTANT:** All rolls must be logged in prior to the next bingo occasion. Each roll received is only logged in once.

| DATE TICKETS PURCHASED | TICKET COLOR | DOLLAR VALUE OF TICKET | BEGINNING TICKET NUMBER | NUMBER OF TICKETS ON ROLL | INITIALS OF PERSON LOGGING (1) | FIRST DATE PUT INTO PLAY (3) |
|---|---|---|---|---|---|---|
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**Note:** Used only when tickets are issued for income receipt (usually for hard-card sales). Each entry must be initialed by the person logging in each series.

# BINGO SESSION SUMMARY – DISPOSABLE CARD RECEIPTING RECORD

LICENSEE'S NAME: _____ DATE: _____ SESSION:
GAME: _____

NO. OF CARDS PER SHEET _____ NO. OF SHEETS PER PACKET _____

SKIPS BETWEEN SHEET NUMBERS (1) _____

| | | | | | |
|---|---|---|---|---|---|
| SERIAL NO ..... | | | | | |
| COLOR/BORDER PATTERN..... | | | | | |
| ENDING NO. SOLD (2)..... | | | | | |
| - BEGINNING NO. SOLD..... | | | | | |
| + PREVIOUS SESSION RETURNS (3)..... | | | | | |
| + ADD 1..... | +1 | +1 | +1 | | |
| = NO. ISSUED ..... | | | | | |
| - NO. RETURNED (3)..... | | | | | |
| - NO. MISSING (4) ..... | | | | | |
| = NO. SOLD..... | | | | | |
| x DOLLAR VALUE EACH (5)..... | | | | TOTAL | |
| = GROSS GAMBLING RECEIPTS (6) ..... | | | | | (6) |

**NOTATION ONLY:** **ACTUAL CASH COLLECTED**..... _____ (7)

**CASH OVER / (SHORT)**..... _____

GAME: _____

NO. OF CARDS PER SHEET _____ NO. OF SHEETS PER PACKET _____

SKIPS BETWEEN SHEET NUMBERS (1) _____

| | | | | | |
|---|---|---|---|---|---|
| SERIAL NO ..... | | | | | |
| COLOR/BORDER PATTERN..... | | | | | |
| ENDING NO. SOLD (2)..... | | | | | |
| - BEGINNING NO. SOLD..... | | | | | |
| + PREVIOUS SESSION RETURNS (3)..... | | | | | |
| + ADD 1..... | +1 | +1 | +1 | | |
| = NO. ISSUED ..... | | | | | |
| - NO. RETURNED (3)..... | | | | | |
| - NO. MISSING (4) ..... | | | | | |
| = NO. SOLD..... | | | | | |
| x DOLLAR VALUE EACH (5)..... | | | | TOTAL | |
| = GROSS GAMBLING RECEIPTS (6) ..... | | | | | (6) |

**NOTATION ONLY:** **ACTUAL CASH COLLECTED**..... _____ (7)

**CASH OVER / (SHORT)**..... _____

**FOOTNOTES:**

(1) IF YOU ARE SELLING PACKETS, RECORD THE DIFFERENCE BETWEEN THE TOP SHEET AND THE SECOND SHEET OF EACH PACKET. IF THE SKIP IS NOT UNIFORM BETWEEN SHEETS, EACH SERIES MUST BE RECORDED SEPARATELY.
(2) THE ENDING NUMBER SOLD IS THE LAST THROWAWAY SOLD TO A CUSTOMER, **NOT** THE NEXT NUMBER IN THE SERIES.
(3) ALL UNSOLD OR RETURNED SHEETS OR PACKETS IN ANY SERIES, WHICH ARE NUMBERED BELOW THE HIGHEST NUMBER ISSUED, MUST BE SOLD THE NEXT SESSION THE SERIES IS USED OR RETAINED WITH THE SESSION RECORDS.
(4) ADJUSTMENT FOR ANY MISSING SHEETS OR PACKETS MUST AGREE WITH MANUFACTURERS PACKING RECORD.
(5) ALL DISPOSABLE CARDS IN THE SAME SERIES MUST BE SOLD FOR THE SAME PRICE.
(6) ENTER THIS AMOUNT IN THE "GROSS RECEIPTS PER RECEIPTING REC." COLUMN OF THE "BINGO SESSION SUMMARY – CASH CONTROL" RECORD.
(7) THIS LINE IS FOR YOUR CONVENIENCE ONLY. **DO NOT** USE THIS AMOUNT AS YOUR GROSS RECEIPTS. SEE (6).

## BINGO SESSION SUMMARY – DISPOSABLE CARD RECEIPTING RECORD

Sample Receipting Record (Totals recorded on Session Summary)

LICENSEE'S NAME: Our Game DATE: 1/31/20xx SESSION: A.M.

GAME: Jackpot

NO. OF CARDS PER SHEET 3 NO. OF SHEETS PER PACKET 1

SKIPS BETWEEN SHEET NUMBERS (1) N/A

| | | | | |
|---|---|---|---|---|
| SERIAL NO | 31949 | | | |
| COLOR/BORDER PATTERN | Green BR | | | |
| ENDING NO. SOLD (2) | 382 | | | |
| - BEGINNING NO. SOLD | 199 | | | |
| + PREVIOUS SESSION RETURNS (3) | 0 | | | |
| + ADD 1 | +1 | +1 | +1 | |
| = NO. ISSUED | 184 | | | |
| - NO. RETURNED (3) | 0 | | | |
| - NO. MISSING (4) | 0 | | | |
| = NO. SOLD | 184 | | | |
| x DOLLAR VALUE EACH (5) | 2.00 | | | TOTAL |
| = GROSS GAMBLING RECEIPTS (6) | 368.00 | | | 368.00 (6) |

**NOTATION ONLY:** **ACTUAL CASH COLLECTED** 368.00 (7)

**CASH OVER / (SHORT)** 0

GAME: Texas Blackout

NO. OF CARDS PER SHEET 3 NO. OF SHEETS PER PACKET 1

SKIPS BETWEEN SHEET NUMBERS (1) N/A

| | | | | |
|---|---|---|---|---|
| SERIAL NO | 26119 | | | |
| COLOR/BORDER PATTERN | Pink | | | |
| ENDING NO. SOLD (2) | 446 | | | |
| - BEGINNING NO. SOLD | 244 | | | |
| + PREVIOUS SESSION RETURNS (3) | 0 | | | |
| + ADD 1 | +1 | +1 | +1 | |
| = NO. ISSUED | 203 | | | |
| - NO. RETURNED (3) | 0 | | | |
| - NO. MISSING (4) | 0 | | | |
| = NO. SOLD | 203 | | | |
| x DOLLAR VALUE EACH (5) | 2.00 | | | TOTAL |
| = GROSS GAMBLING RECEIPTS (6) | 406.00 | | | 406.00 (6) |

**NOTATION ONLY:** **ACTUAL CASH COLLECTED** 386.00 (7)

**CASH OVER / (SHORT)** (20.00)

# BINGO DAILY SUMMARY / TICKET RECEIPTING

**Licensee's Name** _____**Date:**_____ **Session:**_____

**Game**: _____

| | | | | | | |
|---|---|---|---|---|---|---|
| Color..... | | | | | | |
| Ending No. Sold.... | | | | | | |
| (–) Beginning No ..... | | | | | | |
| (+) Add 1 ..... | +1 | +1 | +1 | +1 | +1 | +1 |
| (=) No. Issued..... | | | | | | |
| (–) No. Returned ..... | | | | | | |
| (=) No. Sold..... | | | | | | |
| (x) $ Value..... | | | | | | |
| (=) Gross Receipts ..... | $ | $ | $ | $ | $ | $ |

**Game:** _____

| | | | | | | |
|---|---|---|---|---|---|---|
| Color..... | | | | | | |
| Ending No. Sold.... | | | | | | |
| (–) Beginning No ..... | | | | | | |
| (+) Add 1 ..... | +1 | +1 | +1 | +1 | +1 | +1 |
| (=) No. Issued..... | | | | | | |
| (–) No. Returned ..... | | | | | | |
| (=) No. Sold..... | | | | | | |
| (x) $ Value..... | | | | | | |
| (=) Gross Receipts ..... | $ | $ | $ | $ | $ | $ |

**Game:** _____

| | | | | | | |
|---|---|---|---|---|---|---|
| Color..... | | | | | | |
| Ending No. Sold.... | | | | | | |
| (–) Beginning No ..... | | | | | | |
| (+) Add 1 ..... | +1 | +1 | +1 | +1 | +1 | +1 |
| (=) No. Issued..... | | | | | | |
| (–) No. Returned ..... | | | | | | |
| (=) No. Sold..... | | | | | | |
| (x) $ Value..... | | | | | | |
| (=) Gross Receipts ..... | $ | $ | $ | $ | $ | $ |

**Note:** Used only when tickets are issued for income receipt (usually for hard-card sales).

# CASH REGISTER REQUIREMENTS

Cash registers and cash register tapes may be used to receipt sales of bingo cards. This is authorized by WAC 230-20-101. The cash register tape must contain specific features as detailed below.

1. A consecutively numbered cash register tape may be used if it has all of the following information.
   a. Name of the licensee.
   b. Date
   c. Amount paid for each type of game.
   d. Total amount of money paid.
   e. A four-digit consecutive customer receipt number which does not return to zero. Class “D" and above must be able to assign a consecutive three-digit number to note each time transactions are subtotaled or totaled and closed.
2. Cash register must contain enough keys to separately record each type of sale.
3. Cash register must store and compute a total for each type of sale recorded.
4. Electronic cash registers must have a memory unit which will retain all transactions recorded during a session regardless of whether its power source is interrupted.
5. All voids, over-rings, returns, "no sales", and any other receipts not issued to a player must be retained with the daily bingo records.
6. The internal tape will be retained with the daily bingo records.
7. The internal tape and any other internal tapes from transactions other than bingo will be retained for three years.

If your register does not comply with the above requirements but does contain certain Alternate controls, you may obtain approval for its use by submitting sample tapes and your operators manual to your regional office.

Examples of customer receipts, internal tapes and requirements are on the following page.

Cash Register Requirements

Sample Tapes

*CUSTOMER RECEIPT*

*INTERNAL TAPE*

Name of Licensee:

Date:

Type and Amount of sale:

1 = Brown Hardcards
2 = Blue Double Pay
3 = Halftime Hardcards

Four digit consecutive number:

OUR GAME
BINGO
1-31-XX

| | |
|---|---|
| 1 | 10.00 |
| 2 | 2.00 |
| 3 | 5.00 |
| Total | 17.00 |
| No. | 120 |

| | |
|---|---|
| 1 | 10.00 |
| 2 | 2.00 |
| 3 | 5.00 |
| | 17.00T |
| No. | 0120 |

Examples of Voided receipts:

OUR GAME
BINGO
1-31-XX

VOID

| | |
|---|---|
| 1 | 2.00 |
| 2 | 4.00 |
| Total | 6.00 |
| No. | 0123 |

| | |
|---|---|
| 1 | 2.00 |
| 2 | 4.00 |
| | 6.00T |
| No. | 0123 |

Cashier's Error
See #124 for correction.
T.B.

| | |
|---|---|
| 1 | 4.00 |
| 2 | 2.00 |
| | 6.00T |
| No. | 0124 |

Recommended controls for errors or refunds.
**Note**: Refunds are not routinely allowed.

OUR GAME
BINGO
1-31-XX

VOID

| | |
|---|---|
| 1 | 12.00 |
| 2 | 6.00 |
| Total | 18.00 |

Jane Doe
123 A Street
Anywhere, WA
Child became ill before game started.
Full refund given.
T.B.

Z No. 98 ← "Z" Number

1-31-XX

| | |
|---|---|
| 1 | 820.00Z |
| 2 | 276.00Z |
| 3 | 26.00Z |
| | 1,122.00ST |
| NS | 00.00Z |
| RF | 00.00Z |
| VD | 00.00Z |
| | 1,122.00T |

Totals by types of sale. Record on the "Bingo Session Summary – Cash Control" record under Gross Receipts / Column.

**NOTE:** We DO NOT recommend the use of special keys for errors or refunds. See examples at left.

No. 0445

GC2-098c (Rev 06/04)

## INSTRUCTIONS FOR GAMES OFFERING PRIZES OVER $200
## AND
## GAME SCHEDULE FORMAT RETENTION
## (WAC 230-08-080 (6)(7)(8))

In addition to the other game information required, the detailed daily record for Class D and above must include the following information.

1. For all bingo numbers selected and called during each game that **offers** a prize that exceeds $200: the numbers or symbols shall be recorded in the elected sequence on a call sheet. A sample of the call sheet is provided on the next page.

   a. A computer generated call sheet may be used in lieu of a annual record if a print-out of the results is made.

   b. A video recording of the game may be maintained in lieu of a call sheet but only if the director of the Gambling Commission has approved the use the video recording equipment. If approval has been granted, the following provisions apply.

      (1) Each session must be recorded on a separate tape.

      (2) Tapes must be labeled to allow the identity of a specific session.

      (3) The quality of the recording must allows an observer to note all details of numbers or symbols selected.

      (4) The recording must include the audio portion of the game generated by the caller.

      (5) The video recorder has a tape position indicator function and the approximate tape position is recorded for each game for which a prize of greater than $200 is awarded.

      (6) The time and date of the game are an integral part of the recording and must be displayed in conjunction with the events being recorded.

      (7) The number of the game is recorded at the start of each game.

      (8) The tapes are maintained for at least six months.

2. The winning card or face number(s) for each individual prize awarded that exceeds $200 must be recorded, PROVIDED, that if a game is played using disposable cards, the winning card or sheet of cards may be retained in lieu of the card numbers.

3. A copy of the schedule of the games to be played and prizes available for the session must be retained: PROVIDED, that if the record is annotated with the effective dates of each game schedule, it may be maintained separately and updated only when a change occurs. Any changes to the advertised and Printed game and prize schedule that occur during a session must be noted in the session records and verified by the signature of the bingo manager supervising the session and another bingo worker on duty during the session.

**ALL RECORDS MUST BE KEPT FOR THREE YEARS.**

# DAILY BINGO RECORD CALL SHEET

Date: _____

Licensee:_____ Session: _____

| Game #: _____ | | | Game #: _____ | | | Game #: _____ | | |
|---|---|---|---|---|---|---|---|---|
| Pattern: _____ | | | Pattern: _____ | | | Pattern: _____ | | |
| Recorder: _____ | | | Recorder: _____ | | | Recorder: _____ | | |
| 1 | 26 | 51 | 1 | 26 | 51 | 1 | 26 | 51 |
| 2 | 27 | 52 | 2 | 27 | 52 | 2 | 27 | 52 |
| 3 | 28 | 53 | 3 | 28 | 53 | 3 | 28 | 53 |
| 4 | 29 | 54 | 4 | 29 | 54 | 4 | 29 | 54 |
| 5 | 30 | 55 | 5 | 30 | 55 | 5 | 30 | 55 |
| 6 | 31 | 56 | 6 | 31 | 56 | 6 | 31 | 56 |
| 7 | 32 | 57 | 7 | 32 | 57 | 7 | 32 | 57 |
| 8 | 33 | 58 | 8 | 33 | 58 | 8 | 33 | 58 |
| 9 | 34 | 59 | 9 | 34 | 59 | 9 | 34 | 59 |
| 10 | 35 | 60 | 10 | 35 | 60 | 10 | 35 | 60 |
| 11 | 36 | 61 | 11 | 36 | 61 | 11 | 36 | 61 |
| 12 | 37 | 62 | 12 | 37 | 62 | 12 | 37 | 62 |
| 13 | 38 | 63 | 13 | 38 | 63 | 13 | 38 | 63 |
| 14 | 39 | 64 | 14 | 39 | 64 | 14 | 39 | 64 |
| 15 | 40 | 65 | 15 | 40 | 65 | 15 | 40 | 65 |
| 16 | 41 | 66 | 16 | 41 | 66 | 16 | 41 | 66 |
| 17 | 42 | 67 | 17 | 42 | 67 | 17 | 42 | 67 |
| 18 | 43 | 68 | 18 | 43 | 68 | 18 | 43 | 68 |
| 19 | 44 | 69 | 19 | 44 | 69 | 19 | 44 | 69 |
| 20 | 45 | 70 | 20 | 45 | 70 | 20 | 45 | 70 |
| 21 | 46 | 71 | 21 | 46 | 71 | 21 | 46 | 71 |
| 22 | 47 | 72 | 22 | 47 | 72 | 22 | 47 | 72 |
| 23 | 48 | 73 | 23 | 48 | 73 | 23 | 48 | 73 |
| 24 | 49 | 74 | 24 | 49 | 74 | 24 | 49 | 74 |
| 25 | 50 | 75 | 25 | 50 | 75 | 25 | 50 | 75 |

GC2-172 (Rev. 06/04)

**DAILY BINGO RECORD CALL SHEET**
**(Sample Form)**

Date 1/31/xx

Licensee: Our Game Session: A.M.

| Game #: 10 | | | | | | Game #: 13 | | | | | | Game #: | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Pattern: Bonanza | | | | | | Pattern: Texas Blackout | | | | | | Pattern: | | | | | |
| Recorder: Molly Jones | | | | | | Recorder: Molly Jones | | | | | | Recorder: | | | | | |
| 1 | | 26 | | 51 | | 1 | | 26 | | 51 | | 1 | | 26 | | 51 | |
| B | 11 | O | 67 | B | 4 | I | 29 | G | 58 | | | | | | | | |
| 2 | | 27 | | 52 | | 2 | | 27 | | 52 | | 2 | | 27 | | 52 | |
| N | 41 | I | 18 | O | 73 | G | 47 | I | 24 | | | | | | | | |
| 3 | | 28 | | 53 | | 3 | | 28 | | 53 | | 3 | | 28 | | 53 | |
| G | 54 | N | 37 | G | 50 | O | 72 | I | 18 | | | | | | | | |
| 4 | | 29 | | 54 | | 4o | | 29 | | 54 | | 4 | | 29 | | 54 | |
| B | 3 | N | 42 | G | 48 | O | 63 | O | 70 | | | | | | | | |
| 5 | | 30 | | 55 | | 5 | | 30 | | 55 | | 5 | | 30 | | 55 | |
| G | 46 | B | 13 | | | O | 62 | B | 9 | | | | | | | | |
| 6 | | 31 | | 56 | | 6 | | 31 | | 56 | | 6 | | 31 | | 56 | |
| N | 45 | G | 52 | | | G | 60 | B | 1 | | | | | | | | |
| 7 | | 32 | | 57 | | 7 | | 32 | | 57 | | 7 | | 32 | | 57 | |
| O | 71 | O | 66 | | | B | 6 | O | 75 | | | | | | | | |
| 8 | | 33 | | 58 | | 8 | | 33 | | 58 | | 8 | | 33 | | 58 | |
| I | 20 | B | 9 | | | I | 21 | B | 2 | | | | | | | | |
| 9 | | 34 | | 59 | | 9 | | 34 | | 59 | | 9 | | 34 | | 59 | |
| G | 47 | B | 1 | | | G | 59 | G | 57 | | | | | | | | |
| 10 | | 35 | | 60 | | 10 | | 35 | | 60 | | 10 | | 35 | | 60 | |
| B | 2 | I | 21 | | | I | 27 | I | 16 | | | | | | | | |
| 11 | | 36 | | 61 | | 11 | | 36 | | 61 | | 11 | | 36 | | 61 | |
| G | 59 | G | 56 | | | B | 13 | | | | | | | | | | |
| 12 | | 37 | | 62 | | 12 | | 37 | | 62 | | 12 | | 37 | | 62 | |
| I | 28 | G | 51 | | | O | 68 | | | | | | | | | | |
| 13 | | 38 | | 63 | | 13 | | 38 | | 63 | | 13 | | 38 | | 63 | |
| I | 16 | G | 57 | | | N | 35 | | | | | | | | | | |
| 14 | | 39 | | 64 | | 14 | | 39 | | 64 | | 14 | | 39 | | 64 | |
| O | 61 | B | 10 | | | I | 19 | | | | | | | | | | |
| 15 | | 40 | | 65 | | 15 | | 40 | | 65 | | 15 | | 40 | | 65 | |
| G | 49 | I | 30 | | | N | 36 | | | | | | | | | | |
| 16 | | 41 | | 66 | | 16 | | 41 | | 66 | | 16 | | 41 | | 66 | |
| N | 39 | O | 72 | | | O | 66 | | | | | | | | | | |
| 17 | | 42 | | 67 | | 17 | | 42 | | 67 | | 17 | | 42 | | 67 | |
| N | 35 | N | 43 | | | B | 10 | | | | | | | | | | |
| 18 | | 43 | | 68 | | 18 | | 43 | | 68 | | 18 | | 43 | | 68 | |
| I | 24 | I | 26 | | | I | 16 | | | | | | | | | | |
| 19 | | 44 | | 69 | | 19 | | 44 | | 69 | | 19 | | 44 | | 69 | |
| N | 44 | B | 12 | | | B | 15 | | | | | | | | | | |
| 20 | | 45 | | 70 | | 20 | | 45 | | 70 | | 20 | | 45 | | 70 | |
| O | 68 | O | 65 | | | B | 11 | | | | | | | | | | |
| 21 | | 46 | | 71 | | 21 | | 46 | | 71 | | 21 | | 46 | | 71 | |
| G | 55 | O | 70 | | | O | 73 | | | | | | | | | | |
| 22 | | 47 | | 72 | | 22 | | 47 | | 72 | | 22 | | 47 | | 72 | |
| O | 74 | N | 36 | | | N | 42 | | | | | | | | | | |
| 23 | | 48 | | 73 | | 23 | | 48 | | 73 | | 23 | | 48 | | 73 | |
| B | 7 | I | 17 | | | N | 34 | | | | | | | | | | |
| 24 | | 49 | | 74 | | 24 | | 49 | | 74 | | 24 | | 49 | | 74 | |
| B | 8 | I | 25 | | | B | 14 | | | | | | | | | | |

GC2-172 (Rev. 06/04)

**BINGO PRIZE RECEIPT EXAMPLE AND INSTRUCTIONS**
**(See WAC 230-08-080 and 230-20-102)**

| | |
|---|---|
| No. 12345<br>Our Game<br>768 Eight Ball Lane<br>Somewhere, WA 989898<br>**Date:** 1/31/xx **Game No.** 5c **Prize** $ 250 **Check** # 2417<br>**Descritption of Merch**.<br>**Prize Winner Info: Name** Sara Doe<br>Address: 151 Smokey Lane Nowhere, WA 989899<br>**Cashier Intials** CEL **Payout employee**: DDR<br>Original (Customer Copy) | No. 12345<br>Our Game<br>768 Eight Ball Lane<br>Somewhere, WA 989898<br>**Date**: 1/31/xx **GameNo**. 5c **Prize** $ 250 **Check** #2417<br>**Descritption of Merch**.<br>**Prize Winner Info: Name** Sara Doe<br>Address: 151 Smokey Lane Nowhere, WA 989899<br>**Cashier Intials** CEL **Payout employee**: DDR<br>Duplicate Copy (Hall) |

**INSTRUCTIONS:**

Each winner will be required to provide proof that they have purchased the winning bingo card. Once the receipting method is verified, the prize winner will be positively identified to the licensee. If the licensee requests proof of identify and the winner refuses to provide it, the prize may be withheld until adequate identification has been provided. Once the winner has been established and properly identified, a prize receipt will be issued.

All receipts will meet the following specifications.

1. They must by printed by a commercial printer on two-part, self-duplicating paper.
2. They must be consecutively numbered and issued as follows.
   a. Class "E" and smaller?
      The numbers must not repeat in 10,000 occurrences.
   b. Class “F" and larger?
      The numbers do not repeat in 100,000 occurrences and receipt must have name of licensee on the receipt.
3. The receipt must contain the following information.
   a. The date of the game.
   b. The game number.
   c. The (true) name and address of the winner.
      (1) The address may be omitted if the licensee follows a procedure which requires prizes over $300 to be paid by check or a combination of cash and check. The checks must be of a duplicate style, must drawn on the gambling account, and payable only to the winner. The check may not be cashed on the licensee’s premises. For details on this method, see WAC 230-20-102(1)(c).
   d. A description of any non-cash prize.
   e. The dollar amount of a cash prize or the cost of the merchandise prize(s).
   f. The check number, if any portion of the prize is paid by check.
   g. The initials of the worker making the pay out.
   h. The initials of the cashier making the payment.
4. The player is given the original and the duplicate is retained by the licensee. NOTE: DO NOT change the receipt after the copies have been separated. If you make an error, retrieve both copies, void them and retain them with your session records. Issue a new receipt. If you cannot retrieve the receipt, document the problem.
5. ANY UNUSED RECEIPTS BELOW THE HIGHEST NUMBER ISSUED SHALL BE VOIDED AND RETAINED WITH THE DAILY RECORDS.
6. Prize receipts will be documented on a vendor's invoice which will be retained on the premises. The invoice will contain the following information.
   a. The name of the vendor.
   b. The name of the purchasing organization.
   c. The date of the purchase.
   d. The number of receipts purchased
   e. The beginning and ending receipt number.
7. For any single prize over $1,200, a complete address and taxpayer identification (social security) number should be recorded either on the prize receipt or on another document. NOTE: The Internal Revenue Service (I.R.S.) will require a W-2G form be prepared. Contact that agency for specifics.

(Rev. 06/04)

## BINGO SESSION SUMMARY

# PRIZE RECEIPTING RECORD



LICENSEE'S NAME: _____ DATE: _____ SESSION:

-

| GAME NUMBER | GAME DESCRIPTION (1) | REGULAR PRIZES NO. OF WINNERS | REGULAR PRIZES PRIZE AMOUNT (2) | BONUS PRIZES NO. OF WINNERS | BONUS PRIZES PRIZE AMOUNT (2) | MERCHANDISE / CHECK PAYOUT (3) |
|---|---|---|---|---|---|---|
| **EARLY BIRD CARDS / PACKET GAMES:** | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | **TOTAL FOR EARLY BIRD GAMES:** | | (2) | | (2) | |
| **REGULAR CARDS / PACKET GAMES:** | | | | | | |
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| | | | | | | |
| | **TOTAL REGULAR CARDS / PACKET GAMES:** | | (2) | | (2) | |

**FOOTNOTES:**

(1) EACH GAME, INCLUDING "ON THE WAY" GAMES, IN WHICH A PRIZE IS AWARDED MUST BE ENTERED ON ITS OWN LINE. FOR EXAMPLE, "PROGRESSIVE BLACKOUT", "BONANZA", "4 CORNERS", "LETTER X", ETC.

(2) THE TOTALS OF THESE COLUMNS ARE TRANSFERRED TO THE "LESS: PRIZE PAYOUTS" COLUMN FOR EACH TYPE OF SALE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

(3) ALL PAYOUTS MADE BY CHECK AND MERCHANDISE PRIZES MUST BE IDENTIFIED (I.E., *, (#), §) AND A DESCRIPTION NOTED FOR EACH MERCHANDISE PRIZE AWARDED. THE TOTAL COST / AMOUNT OF THESE PRIZES MUST BE INCLUDED IN BOTH THE "LESS: PRIZE PAYOUTS" COLUMN AND THE "ADD: CHECK AND MERCHANDISE PRIZES" LINE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

NOTE: **SPECIAL GAMES AND THE SUMMARY OF MERCHANDISE / CHECK PRIZES ARE TO BE RECORDED ON PAGE 2 OF THIS RECORD.**

## BINGO SESSION SUMMARY
# PRIZE RECEIPTING RECORD



LICENSEE'S NAME: _____ DATE: _____ SESSION:

**SPECIAL GAMES:**

| GAME NUMBER | GAME DESCRIPTION (1) | REGULAR PRIZES NO. OF WINNERS | REGULAR PRIZES PRIZE AMOUNT (2) | BONUS PRIZES NO. OF WINNERS | BONUS PRIZES PRIZE AMOUNT (2) | MERCHANDISE / CHECK PAYOUT (3) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | (2) | | (2) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | (2) | | (2) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | (2) | | (2) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | (2) | | (2) | |

**SUMMARY OF MERCHANDISE / CHECK PRIZES (3):**

| GAME NUMBER | DESCRIPTION OF PRIZE / CHECK NUMBER | COST / AMOUNT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | TOTAL | (3) |

**FOOTNOTES:**

(1) EACH GAME, INCLUDING "ON THE WAY" GAMES, IN WHICH A PRIZE IS AWARDED MUST BE ENTERED ON ITS OWN LINE. FOR EXAMPLE, "PROGRESSIVE BLACKOUT", "BONANZA", "4 CORNERS", "LETTER X", ETC.

(2) THE TOTALS OF THESE COLUMNS ARE TRANSFERRED TO THE "LESS: PRIZE PAYOUTS" COLUMN FOR EACH TYPE OF SALE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

(3) ALL PAYOUTS MADE BY CHECK AND MERCHANDISE PRIZES MUST BE IDENTIFIED (I.E., *, (#), §) AND A DESCRIPTION NOTED FOR EACH MERCHANDISE PRIZE AWARDED. THE TOTAL COST / AMOUNT OF THESE TYPE PRIZES MUST BE INCLUDED IN BOTH THE "LESS: PRIZE PAYOUTS" COLUMN AND THE "ADD: CHECK AND MERCHANDISE PRIZES" LINE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

# BINGO SESSION SUMMARY
# PRIZE RECEIPTING RECORD



LICENSEE'S NAME: Our Game DATE: 1/31/XX SESSION: A.M.

| GAME NUMBER | GAME DESCRIPTION (1) | REGULAR PRIZES NO. OF WINNERS | REGULAR PRIZES PRIZE AMOUNT (2) | BONUS PRIZES NO. OF WINNERS | BONUS PRIZES PRIZE AMOUNT (2) | MERCHANDISE / CHECK PAYOUT (3) |
|---|---|---|---|---|---|---|
| **EARLY BIRD CARDS / PACKET GAMES:** | | | | | | |
| 1 | Four Corners | 2/20 | 40.00 | | | |
| 2 | Block of 9 | 1 | 40.00 | | | |
| 3 | Sm. Picture Frame | 1 | 40.00 | | | |
| 4 | Lrg. Picture Frame | 1 | 40.00 | | | |
| 5 | Letter X | 2/20 | 40.00 | | | |
| | **TOTAL FOR EARLY BIRD GAMES:** | | $200.00 (2) | | (2) | |
| **REGULAR CARDS / PACKET GAMES:** | | | | | | |
| 1 | Four Corners | 1 | 48.50 | 1 | 75.00 | |
| 2 | Letter "X" | 2/34.50 | 75.00 | | | |
| 3 | Letter "Y" | | | 1 | 150.0 | |
| 4 | Chevron | 2/34.50 | 75.00 | | | |
| | | | | | | |
| 6 | Crazy 6 | 1 | 34.50 | 1 | 100.00 | |
| | Regular | 1 | 75.00 | | | |
| 8 | Hardway | | | 2/50.0 | 100.00 | |
| 9 | Sm. Picture Frame | 1 | 75.00 | | | |
| | | | | | | |
| 11 | Letter "X" | 3/25.00 | 75.00 | | | |
| 12 | Kite | 1 | 75.00 | | | |
| | **TOTAL REGULAR CARDS / PACKET GAMES:** | | $533.00 (2) | | $425.00 (2) | |

**FOOTNOTES:**

(1) EACH GAME, INCLUDING "ON THE WAY" GAMES, IN WHICH A PRIZE IS AWARDED MUST BE ENTERED ON ITS OWN LINE. FOR EXAMPLE, "PROGRESSIVE BLACKOUT", "BONANZA", "4 CORNERS", "LETTER X", ETC.

(2) THE TOTALS OF THESE COLUMNS ARE TRANSFERRED TO THE "LESS: PRIZE PAYOUTS" COLUMN FOR EACH TYPE OF SALE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

(3) ALL PAYOUTS MADE BY CHECK AND MERCHANDISE PRIZES MUST BE IDENTIFIED (I.E., *, (#), §) AND A DESCRIPTION NOTED FOR EACH MERCHANDISE PRIZE AWARDED. THE TOTAL COST / AMOUNT OF THESE PRIZES MUST BE INCLUDED IN BOTH THE "LESS: PRIZE PAYOUTS" COLUMN AND THE "ADD: CHECK AND MERCHANDISE PRIZES" LINE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

**NOTE:** SPECIAL GAMES AND THE SUMMARY OF MERCHANDISE / CHECK PRIZES ARE TO BE RECORDED ON PAGE 2 OF THIS RECORD.

# BINGO SESSION SUMMARY
# PRIZE RECEIPTING RECORD



LICENSEE'S NAME: Our Game DATE: 1/31/XX SESSION: A.M.

**SPECIAL GAMES:**

| GAME NUMBER | GAME DESCRIPTION (1) | REGULAR PRIZES NO. OF WINNERS | REGULAR PRIZES PRIZE AMOUNT (2) | BONUS PRIZES NO. OF WINNERS | BONUS PRIZES PRIZE AMOUNT (2) | MERCHANDISE / CHECK PAYOUT (3) |
|---|---|---|---|---|---|---|
| 5-A | Small Picture Frame | 1 | 50.00 | | | |
| 5-B | Letter X | 1 | 50.00 | | | |
| 5-C | Jackpot | 1 | 250.00 | | | |
| | | | | | | |
| | TOTAL FOR GAME | | 350.00 (2) | | (2) | |
| 10 | Bonanza | 1 | 250.00 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | 250.00 (2) | | (2) | |
| 13 | Blackout | 1 | 500.00 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | 500.00 (2) | | (2) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL FOR GAME | | (2) | | (2) | |

**SUMMARY OF MERCHANDISE / CHECK PRIZES (3):**

| GAME NUMBER | DESCRIPTION OF PRIZE / CHECK NUMBER | COST / AMOUNT |
|---|---|---|
| 5-C | Chk. # 2417 – Sara Doe | $250.00 |
| 10 | Chk. # 2418 – John Smith | $250.00 |
| 13 | Chk. # 2419 – Sally Jones | $500.00 |
| | Promo Hats | $205.00 |
| | TOTAL | $1205.00 (3) |

**FOOTNOTES:**

(1) EACH GAME, INCLUDING "ON THE WAY" GAMES, IN WHICH A PRIZE IS AWARDED MUST BE ENTERED ON ITS OWN LINE. FOR EXAMPLE, "PROGRESSIVE BLACKOUT", "BONANZA", "4 CORNERS", "LETTER X", ETC.

(2) THE TOTALS OF THESE COLUMNS ARE TRANSFERRED TO THE "LESS: PRIZE PAYOUTS" COLUMN FOR EACH TYPE OF SALE ON THE "BINGO SESSION SUMMARY--CASH CONTROL" RECORD.

ALL PAYOUTS MADE BY CHECK AND MERCHANDISE PRIZES MUST BE IDENTIFIED (I.E., *, (#), §) AND A DESCRIPTION NOTED FOR EACH MERCHANDISE PRIZE AWARDED. THE TOTAL COST / AMOUNT OF THESE TYPE PRIZES MUST BE INCLUDED IN BOTH THE "LESS: PRIZE PAYOUTS" COLUMN AND THE "ADD: CHECK AND MERCHANDISE PRIZES" LINE ON THE "BINGO S

**WASHINGTON STATE GAMBLING COMMISSION**

# BINGO SESSION SUMMARY – CASH CONTROL

(Standard format required class D-E, recommended class A-C)

**FORMAT**

Licensee's Name: _____ Date: _____

Session: _____ Attendance: _____ Time Attendance Taken: _____

| Type of Sale (1): | Gross Sales Per Inventory (2) | + / - Difference (3) | Gross Receipts Per Receipting Rec. (4) | | Equals: Adjusted Gross Receipts(5) | Less: Prize Payouts | Equals: Net Receipts |
|---|---|---|---|---|---|---|---|
| Regular Cards / Packets | $ | $ | $ | | $ | $ | $ |
| Halftime Reg. Cards / Packets | | | | | | | |
| Double Pay Cards / Packets | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| Lucky Number / Pig / Jar (7) | | | | | | | |
| **Session Totals** | $ | $ | $ | | $ | $ | $ |

Lucky Number / Pig / Jar Type Games (6)

| | |
|---|---|
| Beginning Balance | $ |
| Add: Increases (7) | |
| Less: Payouts (8) | |
| Ending Balance (9) | $ |

Explanation of cash over or short exceeding $20.00 (10):

_____

_____

_____

_____

| | |
|---|---|
| Add: Beginning Working Bank | + |
| Add: Prizes Paid with Check or Merchandise | + |
| Add: Amount Due to Linked Prize Provider | + |
| Subtotal: Expected Cash – Per Records | |
| Adjustments: Cash Over or (Short) (10) | +/- |
| Actual Cash: Per Count | |
| Less: Ending Working Bank (11) | - |
| Equals: Cash Deposit Required (12) | $ |

Prepared By (13): _____ Date: _____

Bingo Manager (13): _____ Date: _____

GC2-118a (Rev. 06/2004)

## * * * GENERAL INFORMATION / INSTRUCTIONS * * *

**NOTE**: This record must be completed immediately following the end of each session. Refer to WAC 230-08-080; WAC 230-12-020; WAC 230-20-101; and WAC 230-20-102 for specific requirements.

(1) An entry must be made for each separate type of sale. A separate type of sale is determined by a significant change in either the card price or the prized being offered. Examples are "double pay", specials, halftime sales, packet sales and individual throwaway games.

(2) Amount of sales as indicated by your inventory control records. Entries are required in this column only when the combination receipting method is used. However you may use in the standard format to balance your throwaway receipting to your cash register if maintaining both.

(3) A material difference indicates a potential problem with control of inventory or manufacturer quality control procedures. All material differences must be investigated. Entries are required in this column only when the combination receipting method is used.

(4) Gross gambling receipts from receipting records (cash register, disposable cards, tickets, etc.) before any adjustments.

(5) This column is to be adjust receipts only for authorized voids and cash register overrings. Cash over / short is not to be reported on this line. **Note:** All cash register tapes not issued to customers (i.e., "no sale", voids, overrings, "x" or "z" totals, etc.). Must be retained with these records.

(6) Operators that set aside small prize amounts into a "jar" fund and record them as paid, as authorized by WAC 230-080-080, must complete this reconciliation. The total of all prize funds may not exceed $200. For amounts in excess of $200, accrual format form must be used.

(7) This is the amount of prizes withheld from deposit each session. This amount must also be entered above on the "Lucky Number / Pig / Jar" line. **Do not** complete a prize receipt for this amount.

(8) Make an entry only when a prize is awarded to a winner. **Do not** include in the "Prize Payout" column. **Do** complete a prize receipt.

(9) This is the actual cash you should have on hand to pay this prize. This amount may not exceed $200. Proper control must be maintained over these funds.

(10) The difference between "Expected Cash – Per Records" and "Actual Cash – Per Count". Cash over / short cannot be determined before actual cash is counted. Cash over / short amounts in excess of $20.00 must be explained. Analyze the receipting records and enter an explanation in the space provided. If additional space is needed, continue on back.

(11) The ending working bank must be equal to or less than the beginning bank. All other monies must be deposited be session.

(12) This amount must be separately deposited no later than the second banking day following the session. A "validated" copy of the deposit slip must be retained with these records. The deposit slip or bank receipt must include your account number.

(13) This record must be signed at the end of the bingo session by both the preparer and the bingo manager responsible for the session. The bingo manager's signature verifies the records have been reviewed and all cash is accounted for.

Sample

**COMBINATION FORMAT**

# WASHINGTON STATE GAMBLING COMMISSION

## BINGO SESSION SUMMARY – CASH CONTROL

(Standard format required for class D-E, recommended for class A-C)

Licensee's Name: *Our Game* Date: *1/31/XX*

Session: *A.M.* Attendance: *69* Time Attendance Taken: *10:35*

| Type of Sale (1): | Gross Sales Per Inventory (2) | + / - Difference (3) | Gross Receipts Per Receipting Rec. (4) | Less: Voids and Overrings (5) | Equals: Adjusted Gross Receipts | Less: Prize Payouts | Equals: Net Receipts |
|---|---|---|---|---|---|---|---|
| Regular Cards / Packets | $840.00 | $(20.00) | $820.00 | $0 | $820.00 | $533.00 | $287.50 |
| Halftime Reg. Cards / Packets | Optional Entries | | 25.00 | | 25.00 | | 25.00 |
| Double Pay Cards / Packets | | | 800.00 | | 800.00 | 425.00 | 375.00 |
| Early Birds | | | 244.00 | | 244.00 | 200.00 | 44.00 |
| Bonanza | | | 276.00 | | 276.00 | 250.00 | 26.00 |
| Jackpot | | | 368.00 | | 368.00 | 350.50 | 18.00 |
| Texas B/O | | | 406.00 | | 406.00 | 500.00 | (94.00) |
| Promotions - Hats | | | | | | 205.00 | (205.00) |
| | | | | | | | |
| Lucky Number / Pig / Jar (7) | | | | | | 5.00 | (5.00) |
| **Session Totals** | $ | $(20.00) | $2939.00 | $ | $2939.00 | $2468.00 | $471.00 |

Lucky Number / Pig / Jar Type Games (6)

| | |
|---|---|
| Beginning Balance | $70.00 |
| Add: Increases (7) | 5.00 |
| Less: Payouts (8) | 0 |
| Ending Balance (9) | $75.00 |

Explanation of cash over or short exceeding $20.00 (10):

*Early Bird shortage (5.00)*

*Texas Blackout shortage (20.00)*

*Regular Cards $20.00 Refund*

| | |
|---|---|
| Add: Beginning Working Bank | +1500.00 |
| Add: Prizes Paid with Check or Merchandise | +1205.00 |
| Add: Amount Due to Linked Prize Provider | +0 |
| Subtotal: Expected Cash – Per Records | 3176.00 |
| Adjustments: Cash Over or (Short) (10) | +/- (25.00) |
| Actual Cash: Per Count | 3151.00 |
| Less: Ending Working Bank (11) | -1500.00 |
| Equals: Cash Deposit Required (12) | $1651.00 |

Prepared By (13): *R.M. Pitts* Date: *1/31/XX*

Bingo Manager (13): *Sally Nordstrom* Date: *1/31/XX*



(Continued on Reverse Side)

# REQUIRED MONTHLY BINGO RECORDS
# WAC 230-08-010, 230-08-015, and 230-08-095

Each organization licensed Class “D" and above must complete and maintain the following records. These records must be maintained by the licensee and be available for inspection by local law enforcement and Gambling Commission personnel. The records must be held, ready for inspection, for a period not less than three (3) years. The records maintained must contain the following minimum information.

1. The record shall include a total, by month, for each of the following items.

    a. The number of sessions.

    b. The total number in attendance.

    c. The gross receipts recorded.

    d. The prizes paid.

    e. The net receipts.

    f. Any cash over & short amount(s).

2. The Cash Receipts and / or Sales Journal shall include a monthly cut-off and total.

3. The Cash Disbursements Journal and check register shall include a monthly cut-off and total. *An example setting out the minimum above requirements is attached.*

4. If the licensee has substantial assets and liabilities, or is licensed to receive more than $300,000 gross receipts, they must maintain a complete General Ledger system covering all organizational assets and liabilities.

5. There must be supporting documentation maintained, including canceled checks for all expenditures, cash register receipts / tapes, purchase invoices, and / or contracts.

6. The accrual accounting method must be employed. Income must be recorded when earned and all expenses recorded when incurred.

# Bingo Monthly Summary / Check Disbursements Journal

(Example Form)

**Name:** *Our Game* *January/20XX*

| Date/Check # | Payee | Check Amount | Wages | Supplies | Taxes | Utilities | | Miscellaneous: | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Account | Amount |
| *Subtotals* | | *$1,506.00* | | *$200.00* | | *$50.00* | | *Various* | *$1,256.00* |
| | | | | | | | | | |
| *1/25 #1404* | *Local Distributor* | *$822.56* | | *$822.56* | | | | | |
| | | | | | | | | | |
| *1/27 #1405* | *ABC Appliance* | *$100.00* | | | | | | *Black&White TV.* | |
| | | | | | | | | *Bingo Prize* | *$100.00* |
| | | | | | | | | | |
| *1/29 #1406* | *M.S. Lucky* | *$100.00* | | | | | | *Bingo Prize* | *$100.00* |
| | | | | | | | | | |
| *1/31 #1407* | *City of X* | *$526.89* | | | *$526.89* | | | | |
| | | | | | | | | | |
| *1/31 #1408* | *B Manager* | *$100.00* | *$100.00* | | | | | | |
| | | | | | | | | | |
| *1/31 #1409* | *A.B. Manager* | *$50.00* | *$50.00* | | | | | | |
| | | | | | | | | | |
| *1/31 #1410* | *Org. Account* | *$5,000.00* | | | | | | *Transfer of Funds* | *$5,000.00* |
| | | | | | | | | | |
| *1/31 #1411* | *Jane Doe* | *$600.00* | | | | | | *Bingo Prize* | *$600.00* |
| | | | | | | | | | |
| | | | | | | | | | |
| **Month Totals** | | *$8,805.45* | *(1) $150.00* | *(1) $1022.56* | *(1) $526.89* | *(1) $50.00* | | | *(1) $7056.00* |

**NOTE:** **Sample** format of the Standard Check Register format.

Monthly records are required to be maintained for all Bingo Licensees.

(1) Transfer these totals to Quarterly/Annual reports as required.

# Bingo Monthly Summary / Cash Receipts Journal

(Example Form)

**Name:** *Our Game* **Month/Year:** *January/20XX*

| Date/Session | Attendance | Gross Receipts | % | - | Prizes Paid | = | Net Receipts | + | Payouts (Msde/Check) | (+/-) | Over$/Short$ | + | Deposit of Bank | Cash Deposit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Subtotals | 16/1984 | $29,745 | 74 | - | $22,011.30 | = | $7,733.70 | + | $500.00 | (+/-) | ($38.00) | + | | $8,195.70 |
| | | | | - | | = | | + | | (+/-) | | + | | |
| 1/25 Night | 1/140 | $2,075.00 | 81 | - | $1,849.60 | = | $425.50 | + | $490.00 | (+/-) | $10.50 | + | | $926.00 |
| | | | | - | | = | | + | | (+/-) | | + | | |
| 1/28 Day | 1/115 | $1,456.00 | 80 | - | $1,165.00 | = | $291.00 | + | $100.00 | (+/-) | $2.00 | + | | $393.00 |
| | | | | - | | = | | + | | (+/-) | | + | | |
| 1/28 Night | 1/153 | $2,448.00 | 73 | - | $1,787.00 | = | $661.00 | + | | (+/-) | ($4.00) | + | | $657.00 |
| | | | | - | | = | | + | | (+/-) | | + | | |
| 1/29 Day | 1/121 | $1,814.00 | 76 | - | $1,378.00 | = | $436.00 | + | | (+/-) | | + | | $436.00 |
| | | | | - | | = | | + | | (+/-) | | + | | |
| 1/29 Night | 1/145 | $2,195.00 | 72 | - | $1,580.00 | = | $615.00 | + | $100.00 | (+/-) | ($3.00) | + | $1,000.00 | $1,712.00 |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| | | | | - | | = | | + | | (+/-) | | + | | |
| **Month Totals** | 21/2658 | (1) $39933.00 | 75 | - | (1)$29770.80 | = | (1) $10162.20 | + | $1,190.00 | (+/-) | ($32.50) | + | $1,000.00 | $12,319.70 |

**NOTE:** **Sample** format of the Standard Cash Receipt format.

Monthly records are required to be maintained for all Bingo Licensees.

(1) Transfer these totals to Quarterly/Annual reports as required.