

PUNCH BOARD / PULL-TAB MONTHLY INCOME SUMMARY INSTRUCTIONS

NOTE: You must use a separate "Monthly Income Summary" sheet for each type of activity and each type of prize: i.e. machine pull-tabs, fishbowl pull-tabs, punch boards with merchandise prizes, and punch boards with cash prizes, etc.

The numbered instructions below correspond to the numbers above or adjacent to the items printed on the face on this form. If you require assistance or have questions, please contact the Special Agent assigned to your area or Financial Reporting Services at (800) 345-2529 or (360) 486-3440.

- (1) **SIZE OF GAME:** The total number of punches or pull-tabs available from the board or series prior to being placed in play. You should find this amount recorded on the flare for pull-tabs or on the back of the punch boards.
- (2) **NUMBER OF UNPLAYED CHANCES:** The total number of punches or pull-tabs that remain unplayed when the device is removed from play. **NOTE:** This amount can only be determined by actual count.
- (3) **NUMBER OF CHANCES PLAYED:** The "Size of Game" less "Number of Unplayed Chances". For Gambling Commission purposes, "Number of Chances Played" means all chances that are removed or missing from the series or board. These chances are assumed to be played whether they were sold, lost, stolen, or are otherwise unaccounted for.
- (4) **COST PER PLAY:** The price to play a single chance from the board or series. **NOTE:** The price must be posted on the flare and cannot be changed once the device is placed out for play.
- (5) **GROSS GAMBLING RECEIPTS:** The number of chances (tabs or punches), recorded in the "Number of Chances Played" column, multiplied by the amount in the "Cost Per Play" column (see WAC 230-14-280 for definition of gross gambling receipts).
- (6) **PRIZES PAID:** The value of all cash prizes and the actual out-of-pocket cost to the operator of all merchandise awarded as prizes for a particular board or set. Any merchandise purchased for prizes that is not awarded as a prize for a game should not be included on this record or on the activity report submitted to the Commission. **NOTE:** Refer to WAC 230-14-265 for the required retention period for winning punches and pull-tabs.
- (7) **NET GAMBLING RECEIPTS:** "Gross Gambling Receipts" less all cash prizes and cost of merchandise prizes actually awarded.
- (8) **COST OF MERCHANDISE:** The actual cost to the operator of all merchandise awarded as prizes for a particular board or set and is the same amount of merchandise prizes entered in the "Prizes Paid" column. This column is used only to assist in the cash reconciliation portion of the records. To properly reconcile cash, "Net Gambling Receipts" needs to be increased by the cost of merchandise prizes.
- (9) **EXPECTED CASH COUNT:** The "Net Gambling Receipts" plus the actual cost of merchandise prizes awarded equals the amount of cash the operator should have under ideal conditions.
- (10) **ACTUAL CASH COUNT:** The actual cash on hand, per count, when each individual board or set is removed from play. When only cash prizes are awarded, this amount should reasonably agree with "Net Gambling Receipts".
- (11) **CASH OVER OR (SHORT):** The difference between "Expected Cash Count" and "Actual Cash Count". This difference could be due to miscounts, stolen or lost punches or tabs, or inadvertent mixing of cash between different boards or sets. Substantial amounts (either over or short) recorded in this column are an indication of problems with dispensing machines, manufacturer errors, and / or accounting controls and should be investigated. **NOTE:** This amount has no effect on "Gross Gambling Receipts" and must not be used to adjust gross receipts. It is an expense of operating the activity and must be reported on your quarterly activity report.
- (12) **TOTALS:** Each column containing amounts must be summed and these totals should then be combined with the totals from other pages of monthly summaries for similar activities during a month. The monthly totals must be combined quarterly and the total amounts entered on the appropriated lines of your quarterly activity report.