STATE OF WASHINGTON

GAMBLING COMMISSION

P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 486-3440 • TDD (360) 486-3637 • FAX (360) 486-3631

BINGO RECORDS – CLASS A, B AND C

Dear Bingo Licensee:

This packet contains the information required to operate a Class A, B, or C bingo game. It also contains a suggested format for recording each session's activity. Your low volume bingo class is exempt from daily records as long you comply with WAC 230-08-015, which requires that monthly records be kept. These monthly records must detail your gross receipts, the total amount of cash prizes paid and the cost of all merchandise prizes actually paid out. It must also contain a summary of all expenses directly related to the bingo game and information concerning the use of any net income derived. You will be required to report this information on an annual activity report form, which will be mailed to you two weeks prior to the end of your license year.

All gambling records must be kept for a period of three years.

While there is no daily record keeping format required for your class of bingo, enclosed is a recommended format which many bingo operators have found to be helpful in collecting each session's data in order to prepare the required monthly records. You may revise any of the documents to accommodate your bingo game format.

If you have further questions, please contact the Gambling Commission regional office in your area.

Lynnwood .... (425) 776-6751, Ext. 221
Spokane ..... (509) 456-3167, Ext. 228
Tacoma ..... (253) 471-5312, Ext. 221

Headquarters Office – Lacey (360) 486-3440 or 1-800-345-2529

BINGO RECORDS
SUMMARY OF FORMS AND THEIR FUNCTIONS

2-118i 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.

2-118d 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,

2-118k 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 2-118b. Disposable cards being sold through the cash register at a Class F or above game will be recorded using the Combination Receipting Method (See 2-118j)

2-118j Inventory Control Record (Combination Receipting Method)

For Class F or Larger games: To record purchase information for cards being sold through the cash register and for all packet sales. Will be used to account for total gross sales per session. If no cash register receipt was issued to players for these cards / packets, use form 2-ll8k (above) unless packets sales

2-118b 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.

2-118f 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.

2-118 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.

MANDATORY BINGO LICENSEE TRAINING - CLASS A. B & C

General Rules

WAC 230-04-210 WAC 230-04-260	Make sure your organization does not exceed the annual gross receipts for your license class,
WAC 230-04-310	No change of name may be made without advance notice to the Commission.
WAC 230-04-320 WAC 230-04-192	No change of location may be made without written consent.
WAC 230-04-330	You must notify the Commission within 30 days of changes in management (change of officers annually).
WAC 230-04-450	Activity license must be current and prominently displayed where the participants can see it.
WAC 230-12-101	All of your premises, records and devices are subject to Commission/local law enforcement inspection.
WAC 230-12-030 WAC 230-12-040	Liquor and firearms cannot be awarded as prizes in bingo games.
WAC 230-12-050	You may not offer credit, provide gifts, or make loans to players (this includes NSF checks).
WAC 230-12-080	Current Commission rules must be available to your staff and the public during all periods bingo is conducted.
WAC 230-12-310	Civil and criminal suits against, or filed by, your organization and officers must be reported to the Commission, with several exceptions.
WAC 230-08-1 00	Political contributions must be reported to the Commission.
WAC 230-04-315	You may not make changes in your days or times of operation without notifying the Commission at least 10 days prior to the change.
WAC 230-20-050 WAC 230-20-055 WAC 230-20-110	Bingo proceeds must be used for those purposes listed in your bylaws and articles. Payments to specific individuals require prior approval if not denoted in your license application.

(continued)

WAC 230-20-090 WAC 230-20-110	Wages and rent are reasonable and not based upon a percentage of the bingo receipts.

Operational Rules

WAC 230-20-010	Before players buy their cards, you must disclose house rules, costs to participate and prizes available. Disclosure means prominently displayed. Also, any advertisements must disclose all contingencies which may change the prizes being offered.
WAC 230-20-070	Only members and employees are allowed to manage or work in your bingo game- Employees can work in more than one game as long as the Commission is notified. Managers can work in other A, B or C games as long as they are strictly volunteer. NOTE: There is no requirement that managers be licensed in Class A, B or C bingo games. Employees of A, B or C games may be compensated for work in Class D or above games.
WAC 230-20-130	If bingo is conducted on a business premises, then the game must be separated (in another room) from the retail premises, i.e., a restaurant.
WAC 230-20-170	Your bingo premises cannot be used for more that three days per week, or for ore that 16 hours per occasion, or between 2:00 A.M. and 6:00 A.M.
WAC 230-20-190	You may allow players to play bingo for free-
WAC 230-20-210	All bingo workers must be 18 years or older. Players under the age of 18 must be accompanied by immediate family or legal guardian.
WAC 230-20-220	Paid bingo employees cannot play bingo where they work. Volunteer workers may play bingo during the same occasion they work.
WAC 230-20-242	Drawings, creativity contests, good neighbor games, bonus prize schemes and promotional gifts are allowed with certain restrictions.

(continued)

WAC 230-20-240 When playing bingo the following is required: Bingo balls must be randomly selected (a bingo blower is not required);

Seventy five equally weighted and properly numbered bingo balls must be used;

A flashboard is not required;

Bingo cards must be pre-printed, manufactured cards with 25 spaces and 5 even columns; and Mark-your-own cards are allowed with certain specifications.

WAC 230-20-246 Cards must be sold or given out immediately preceding the session in which they are played;

Except for Bonanza games, cards must be sold and paid for or given to players prior to the start of bingo games;

Except for disabled players, no cards may be reserved;

The caller must display the called bingo balls to the players;

Each ball must be called before drawing another ball;

No bingo prize may be determined other than by the matching of cards to called bingo balls;

Winning bingo cards must be verified by a neutral player;

If you have a bingo blower and shut it off when verifying a bingo, you must hold the next ball pending winner verification;

All prizes won must be awarded by the end of each session;

All merchandise prizes must be paid for or be under a purchase contract prior to being offered as prizes.

WAC 230-20-010 If you have or may have duplicate cards, you must post a notice that duplicate cards are in play.

Records and Report Rules

WAC 230 20-010 You must maintain your accounting records for three years following the end of your fiscal year.

(continued)

WAC 230 08-015 You are only required to maintain gambling information by month for gross gambling receipts, prizes paid (both cash and merchandise), related expenses and net income.

WAC 230-08-125 Your organization must complete an Annual Activity Report, which will be furnished by the Commission- On this report you must record gross gambling receipts, net receipts, prizes paid (both cash and merchandise), related expenses and net income.

Banking Requirements

WAC 230 12 020 If your organization holds only a Class A, B, or C Bingo license, A, B, C, or D raffle license or A, B, or C Amusement Game license, you do not have to maintain a separate gambling receipts account.

Otherwise, you must maintain a separate gambling receipts account and deposit bingo funds to this account within two banking days following the bingo session.

BINGO

EXCEPTIONS AND RULES FOR LOWER VOLUME LICENSEES

LICENSE CLASS		WAC
A, B & C	LICENSEE MAY SUBMIT SIMPLIFIED APPLICATION FORM	230-04-065
A, B & C	REDUCED RECORD KEEPING REQUIREMENTS, RECORD MONTHLY TOTAL GROSS PRIZE, EXPENSES AND NET INCOME	230-08-015
A, B & C	EXEMPT FROM DOUBLE ENTRY ACCOUNTING	230-08-095
A, B & C	VOLUNTEERS,IPAID EMPLOYEES INCLUDING MANAGERS FOR AN A, B OR C BINGO MAY WORK AT ANOTHER A, B, OR C LICENSED GAME AS NON-PAID WORKERS. WRITTEN NOTICE TO THE COMMISSION AND LOCAL LAW ENFORCEMENT REQUIRED.	230-20 070
A, B & C	EXEMPT FROM RECEIPTING FOR INCOME ON DAILY BASIS	230-20-101
A, B & C	EXEMPT FROM TICKET LOGS, DISPOSABLE CARD RECEIPTING AND PRIZE RECEIPTS	230-20 101 230-20-102
A, B & C	MAY PROVIDE FOR FREE FOOD AND DRINK.	230-20-120
A, B & C	EXEMPT FROM SEPARATE GAMBLING BANK ACCOUNT WHEN NO OTHER GAMBLING LICENSE IS HELD.	230-12-020
A, B & C	EXPENDITURES ALLOWED BEFORE DEPOSIT	230-12-020
A, B & C	NO TIME LIMIT BEFORE DEPOSIT.	230-12-020
A, B & C	NO VALIDATED DEPOSIT SLIP REQUIRED.	230-12-020
A, B & C	FREE BINGO GAMES ALLOWED.	230-20-190
A, B & C	MAY ALLOW UNPAID WORKER TO PARTICIPATE IN GAME AS PLAYER.	230-20-220
A, B & C	WINNERS MAY RECEIVE FREE CARDS AND GAMES AS PRIZES.	230-20-230

(CONTINUED)

A, B & C	EXEMPT FROM USE OF BINGO MACHINE AND FLASH BOARD,	230-20-240
A, B & C	EXEMPT FROM LAW ENFORCEMENT NOTICE.	230-20-400
A,B & C	EXEMPT FROM DAILY RECORDS IF LICENSEE COMPLIES WITH 230-08-015 (I)-(3) ARE KEPT ON A MONTHLY BASIS.	230-20-400
A, B & C	EXEMPT FROM QUARTERLY REPORTS IF LICENSEE COMPLIES WITH 230-08-015(4).	230-20-400
A, B & C	EXEMPT FROM LICENSED MANAGER ON PREMISES.	230-20-065
A, B & C	ONLY ANNUAL ACTIVITY REPORTS REQUIRED.	230-08-125

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:

WHAT A 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 :

WHAT A 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

WHAT A 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	← Totals by types of sale,. Record on the "Bingo session summary - cash Control" record under Gross Receipts / Column.
2	276.00Z	←
3	26.00Z	←
	1,122.00ST	
NS	00.00Z	
RF	00.00Z	
VD	00.00Z	
	1,122.00T	

No. 0445

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

GC2-098c (Rev 1/98)

BINGO THROWAWAY PACKET LOG

Licensee's Name What A Game

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

DATE SERIES PURCHASED	TOP SERIES NUMBER	TOP SHEET COLOR	CARDS PER SHEET	SHEETS PER PACKET	PACKETS PER SERIES(1)	SKIPS BEGINNING NUMBER	BETWEEN PACKETS (2)	INITIALS OF PERSON LOGGING (3)	FIRST PUT INTO PLAY
1-10-XX	32645	yellow	3	5	1000	1	10	TM	1-18-XX
↓	42346	Blue	6	5	1000	1	10	TM	1-21-XX
↓	21578	Red	4	5	950	1	10	TM	

(1) Each series received in a purchase must be logged in on a single line. If a portion (half set, etc.) of a single series are acquired during different purchases it must be logged and accounted for separately.
(2) The differences between the top sheet number and the second sheet number (i.e., top sheet Number 1; second sheet Number 6 = skip of five). The skip must be uniform throughout the set or each skip must be logged.
(3) Each entry must be initialed by the person logging in each series.

BINGO THROWAWAY PACKET LOG

Licensee's Name _____

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

DATE SERIES PURCHASED	TOP SERIES NUMBER	TOP SHEET COLOR	CARDS PER SHEET	SHEETS PER PACKET	PACKETS PER SERIES(1)	SKIPS BEGINNING NUMBER	BETWEEN PACKETS (2)	INITIALS OF PERSON LOGGING (3)	FIRST PUT INTO PLAY

(1) Each series received in a purchase must be logged in on a single line. If a portion (half set, etc.) of a single series are acquired during different purchases it must be logged and accounted for separately.
(2) The differences between the top sheet number and the second sheet number (i.e., top sheet Number 1; second sheet Number 6 = skip of five). The skip must be uniform throughout the set or each skip must be logged.
(3) Each entry must be initialed by the person logging in each series.

BINGO THROWAWAY SERIES LOG

Licensee's Name What A Game

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

DATE SERIES PURCHASED	SERIES NUMBER	SERIES COLOR	CARDS PER SHEET	BEGINNING NUMBER	SHEETS PER SERIES(1)	INITIALS OF PERSON LOGGING (2)	FIRST DATE PUT INTO PLAY(3)
1-10-XX	45620	Green	3	1	3000	TM	1-18-XX
	30476	Pink	3	1	3000	TM	1-21-XX
	14027	Purple	3	1	3000	TM	1-22-XX
	26435	Pink	3	1	3000	TM	
	43672	Red	3	1	3000	TM	
	51162	Grey	3	1	3000	TM	
1-20-XX	64315	Blue	3	3001	1000	SG	
	64352	Yellow	3	3001	2000	SG	
	34941	Green	3	1	3000	SG	
	98613	Red	3	1	1500	SG	
1-24-XX	25625	Blue	4	1	1500	TM	
	53198	Yellow	4	1	1500	TM	
	43651	Red	4	1	1500	TM	
	04321	Gold	1	1	6000	TM	1-25-XX

(1) Each series received in a purchase must be logged in on a single line.
(2) Each entry must be initialed by the person logging in each series.

BINGO THROWAWAY SERIES LOG

Licensee's Name _____

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

DATE SERIES PURCHASED	SERIES NUMBER	SERIES COLOR	CARDS PER SHEET	BEGINNING NUMBER	SHEETS PER SERIES(1)	INITIALS OF PERSON LOGGING (2)	FIRST DATE PUT INTO PLAY(3)

(1) Each series received in a purchase must be logged in on a single line.
(2) Each entry must be initialed by the person logging in each series.

BINGO SESSION SUMMARY -- DISPOSABLE CARD RECEIPTING -- PACKET SALES

Licensee's Name: What A Game Date: 1-25-XX Session: EVENING

Game: Early Bird

No. of Cards Per Sheet: 3 No. of Sheets Per Packet: 5

Skips Between Sheet Numbers (1)

SERIAL NO.	42346		
COLOR/BORDER PATTERN	Blue		
ENDING NO. SOLD (2)	347		
- BEGINNING NO. SOLD	247		
+ PREVIOUS SESSION RETURNS (3)	-0-		
+ ADD 1	+1	+1	+1
= NO. ISSUED	101		
- NO. RETURNED (3)	—		
- NO. MISSING (4)	—		
= NO. SOLD	101		
x DOLLAR VALUE EACH (5)	3.00		
= GROSS GAMBLING RECEIPTS (6)	303.00		

For Each Sheet List

Color	Series No.
Blue	42346
Yellow	32572
Red	84394
Green	24915
Brown	12543

TOTAL 303.00 (6)

Notation Only: Actual Cash Collected 303.00 (7)

Cash Over/(Short) -0-

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)			
= GROSS GAMBLING RECEIPTS (6)			

For Each Sheet List

Color	Series No.

TOTAL - (6)

Notation Only: Actual Cash Collected (7)

Cash Over/(Short)

FOOTNOTES:

(1) If 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
(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 retaine 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).

GC2-118b (REV. 1/98)

BINGO SESSION SUMMARY -- DISPOSABLE CARD RECEIPTING – PACKET SALES

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

Game: _____

No. of Cards Per Sheet: _____ No. of Sheets Per Packet: _____

Skips Between Sheet Numbers **(1)** _____

				For Each Sheet List Color	Series No.
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)**

				For Each Sheet List Color	Series No.
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 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

(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 retaine 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 -- THROW-AWAY RECEIPTING RECORD

LICENSEE'S NAME: What a Game DATE: 1-25-XX SESSION: Evening

GAME: Special #1

SERIAL NO.	30476					Cards / Sheet: 3
COLOR/BORDER PATTERN	PINK					
ENDING NO. SOLD	1525					
(-) BEGINNING NO.	1325					Sheets / $: $1.00
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED	201					
(-) NO. RETURNED	—					TOTAL
(-) NO. MISSING (1)	—					
(=) NO. SOLD	201					
(x) $ VALUE	1.00					
(=) GROSS RECEIPTS	$ 201.00	$	$	$	$	$ 201.00 (2)

ACTUAL CASH COLLECTED $ 201.50 (3)

CASH OVER/(SHORT) $ .50

GAME: Jackpot

SERIAL NO.	14027	14027				Cards / Sheet: 3
COLOR/BORDER PATTERN	Purple	Purple				
ENDING NO. SOLD	508	1691				
(-) BEGINNING NO.	260	1501				Sheets / $: $1.00
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED	241	191				
(-) NO. RETURNED	—	2				TOTAL
(-) NO. MISSING (1)	—	—				
(=) NO. SOLD	241	189				
(x) $ VALUE	1.00	1.00				
(=) GROSS RECEIPTS	$ 241.00	$ 189.00	$	$	$	$ 430.00 (2)

ACTUAL CASH COLLECTED $ 430.00 (3)

CASH OVER/(SHORT) $ -0-

GAME: Bonanza

SERIAL NO.	04321					Cards / Sheet: 1
COLOR/BORDER PATTERN	Gold					
ENDING NO. SOLD	486					
(-) BEGINNING NO.	1					Sheets / $: .50
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED	486					
(-) NO. RETURNED	—					TOTAL
(-) NO. MISSING (1)	—					
(=) NO. SOLD	486					
(x) $ VALUE	.50					
(=) GROSS RECEIPTS	$ 243.00	$	$	$	$	$ 243.00 (2)

ACTUAL CASH COLLECTED $ 243.00 (3)

CASH OVER/(SHORT) $ -0-

(1) Adjustment for any missing cards must agree with manufacturer's packing record.
(2) Enter the gross receipts shown her on the "Bingo Session Summary -- Cash Control" record.
(3) This line is for your convenience only. **DO NOT** use this amount as your gross receipts. See (2).

BINGO SESSION SUMMARY -- THROW-AWAY RECEIPTING RECORD

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

GAME:

SERIAL NO.						Cards / Sheet:
COLOR/BORDER PATTERN						
ENDING NO. SOLD						
(-) BEGINNING NO.						Sheets / $:
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(-) NO. MISSING **(1)**						
(=) NO. SOLD						
(x) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$ (2)

ACTUAL CASH COLLECTED $ _____ (3)

CASH OVER/(SHORT) $ _____

GAME SERIAL NO.						Cards / Sheet :
COLOR/BORDER PATTERN						
ENDING NO. SOLD						
(-) BEGINNING NO.						Sheets / $:
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(-) NO. MISSING **(1)**						
(=) NO. SOLD						
(x) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$ (2)

ACTUAL CASH COLLECTED $ _____ (3)

CASH OVER/(SHORT) $ _____

GAME: SERIAL NO.						Cards / Sheet :
COLOR/BORDER PATTERN						
ENDING NO. SOLD						
(-) BEGINNING NO.						Sheets / $:
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(-) NO. MISSING **(1)**						
(=) NO. SOLD						
(x) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$ (2)

ACTUAL CASH COLLECTED $ _____ (3)

CASH OVER/(SHORT) $ _____

(1) Adjustment for any missing cards must agree with manufacturer's packing record.
(2) Enter the gross receipts shown her on the "Bingo Session Summary -- Cash Control" record.
(3) This line is for your convenience only. **DO NOT** use this amount as your gross receipts. See (2).

GC2-118c (Rev 1/98)

BINGO DAILY SUMMARY — THROW-AWAY RECEIPTING

Licensee's Name: What A GAME Date: 1-28-9X Session: Day

Game: Special #1 Cards Per Sheet: 3 Sheets Per $ 1.00

SERIES NO.	14027					
COLOR	Purple					
ENDING NO. SOLD	1917					
(-) BEGINNING NO.	1692					
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED	226					
(-) NO. RETURNED	ø					TOTAL
(=) NO. SOLD	226					
(×) $ VALUE	1.00					
(=) GROSS RECEIPTS	$ 226.00	$	$	$	$	$ 226.00

Actual Cash Collected $ 226.00

Cash Over / (Short) $ ø

Game: Special #2 Cards Per Sheet: 3 Sheets Per $ 1.00

SERIES NO.	45620	45620				
COLOR	GREEN	GREEN				
ENDING NO. SOLD	500	1543				
(-) BEGINNING NO.	321	1501				
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED	180	43				
(-) NO. RETURNED	ø	ø				TOTAL
(=) NO. SOLD	180	43				
(×) $ VALUE	1.00	1.00				
(=) GROSS RECEIPTS	$ 180.00	$ 43.00	$	$	$	$ 223.00

Actual Cash Collected $ 221.00

Cash Over / (Short) $ <2.00>

Game: Cards Per Sheet: Sheets Per $

SERIES NO.						
COLOR						
ENDING NO. SOLD						
(-) BEGINNING NO.						
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(=) NO. SOLD						
(×) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$

Actual Cash Collected $

Cash Over / (Short) $

BINGO SESSION SUMMARY – THROW-AWAY RECEIPTING RECORD

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

GAME:

						Cards / Sheet:
SERIAL NO.						
COLOR/BORDER PATTERN						
ENDING NO. SOLD						Sheets / $:
(-) BEGINNING NO.						
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(-) NO. MISSING **(1)**						
(=) NO. SOLD						
(x) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$ (2)

ACTUAL CASH COLLECTED $ _____ (3)

CASH OVER/(SHORT) $ _____

						Cards / Sheet :
GAME SERIAL NO.						
COLOR/BORDER PATTERN						
ENDING NO. SOLD						Sheets / $:
(-) BEGINNING NO.						
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(-) NO. MISSING **(1)**						
(=) NO. SOLD						
(x) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$ (2)

ACTUAL CASH COLLECTED $ _____ (3)

CASH OVER/(SHORT) $ _____

						Cards / Sheet :
GAME: SERIAL NO.						
COLOR/BORDER PATTERN						
ENDING NO. SOLD						Sheets / $:
(-) BEGINNING NO.						
(+) ADD 1	+1	+1	+1	+1	+1	
(=) NO. ISSUED						
(-) NO. RETURNED						TOTAL
(-) NO. MISSING **(1)**						
(=) NO. SOLD						
(x) $ VALUE						
(=) GROSS RECEIPTS	$	$	$	$	$	$ (2)

ACTUAL CASH COLLECTED $ _____ (3)

CASH OVER/(SHORT) $ _____

(1) Adjustment for any missing cards must agree with manufacturer's packing record.
(2) Enter the gross receipts shown her on the "Bingo Session Summary -- Cash Control" record.
(3) This line is for your convenience only. **DO NOT** use this amount as your gross receipts. See (2).

GC2-118c (Rev 1/98)

BINGO SESSION SUMMARY
PRIZE RECEIPTING RECORD

Licensee's Name: What A GAME Date: 1-25-9X Session: Evening

NOTE: Throwaways, specials, and Jackpot games, plus the Summary of Merchandise/Check Prizes are on page 2.

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 GAMES:						
1	Letter X	1	35.00			
2	Block of 4	2/18.00	36.00			
3	4 Corners	1	35.00			
4	Small Picture Frame	3/12.00	36.00			
5	Texas Blackout	1	100.00			
	TOTAL FOR GAME		242.00 (2)		(2)	
HARD CARD GAMES:						
1	Regular or 4 Corners	1	50.00			
2	Block of 9	3/25.00	75.00			
3	Small Picture Frame	1	37.50	1	75.00	
4	Hardway	2/25.00	50.00			
5	Letter "Y"			1	150.00	
6	Large Picture Frame	2/25.00	50.00	1	50.00	
8	Regular or 4 Corners	2/25.00	50.00			
9	4 Corners	1	37.50	1	75.00	
10	Letter "H"	1	75.00			
11	Block of 4	1	50.00			
12	Letter "X"	2/37.50	75.00			
13	Regular or 4 Corners	5/12.50	62.50	1	25.00	
	TOTAL HARD CARDS		$612.50 (2)		$375.00 (2)	

(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 Payout" 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. 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" block on the "Bingo Session Summary—Cash Control" record.

BINGO SESSION SUMMARY
PRIZE RECEIPTING RECORD

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

NOTE: Specials, Jackpot games, and the Summary of Merchandise/Check Prizes are to be recorded on Page 2 of this record.

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

(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 Payout" 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. 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" block on the "Bingo Session Summary--Cash Control" record.

BINGO SESSION SUMMARY
PRIZE RECEIPTING RECORD

Licensee's Name: What A GAME Date: 1-25-9X Session: Evening

THROWAWAY/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 PAYOUTS (3)
7-a	Small Picture Frame	1	25.00			
-b	Letter "X"	1	25.00			
-c	Special #1 T/A					
-d	Consolation	1	100.00			✓①
	TOTAL FOR GAME		150.00 (2)		(2)	
14-a	Hardway	1	25.00			
-b	Block of 9	2/25.00	50.00			
-c	Jackpot B.O.	1	250.00			✓②
	TOTAL FOR GAME		325.00 (2)		(2)	
	TOTAL FOR GAME		(2)		(2)	

SUMMARY OF MERCHANDISE/CHECK PRIZES (3):

	GAME NUMBER	DESCRIPTION OF PRIZE/CHECK NUMBER	COST/ AMOUNT
①	7-d	Microwave Oven	$100.00
②	14-c	Check # 2417 - Sara Doe	250.00
		Promotional Hats (140 @ $1.00 ea.)	140.00
		TOTAL	$490.00 (3)

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)	

SUMMARY OF MERCHANDISE/CHECK PRIZES (3):

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

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 Payout" 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. 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" block on the "Bingo Session Summary--Cash Control" record.

C2-=118f (Rev 6/94)

BINGO SESSION SUMMARY
PRIZE RECEIPTING RECORD

Licensee's Name: What A GAME Date: 1-28-9X Session: SUNDAY DAY

NOTE: Throwaways, specials, and Jackpot games, plus the Summary of Merchandise/Check Prizes are on page 2.

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 GAMES:						
1	Letter X	1	25.00		N/A	
2	Block OF 4	2/13⁰⁰	26.00			
	TOTAL FOR GAME		51.00 (2)		(2)	
HARD CARD GAMES:						
1	Hardway	1	50.00			
2	Block OF 9	2/25⁰⁰	50.00		N/A	
3	Small Picture Frame	3/17⁰⁰	51.00			
4	Regular	1	50.00			
5	Letter "Y"	1	100.00			
6	Large Picture Frame	3/17⁰⁰	51.00			
8	Regular	4/13⁰⁰	52.00			
9	4 Corners	1	50.00			
10	Hardway	1	100.00			
11	Block OF 4	2/25⁰⁰	50.00			
12	Regular	1	50.00			
13	Letter "X"	1	100.00			
	TOTAL HARD CARDS		754.00 (2)		(2)	

(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 Payout" 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. 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" block on the "Bingo Session Summary—Cash Control" record.

BINGO SESSION SUMMARY
PRIZE RECEIPTING RECORD

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

NOTE: Specials, Jackpot games, and the Summary of Merchandise/Check Prizes are to be recorded on Page 2 of this record.

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

(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 Payout" 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. 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" block on the "Bingo Session Summary--Cash Control" record.

BINGO SESSION SUMMARY
PRIZE RECEIPTING RECORD

Licensee's Name: What A GAME Date: 1-28-9X Session: Sunday DAY

THROWAWAY/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 PAYOUTS (3)
7-A	Sm. Picture Frame		26.00			
-B	Lg. Picture Frame		51.00			
-C	Blackout					
	Consolation	1	75.00			
	TOTAL FOR GAME		152.00 (2)		(2)	
14-A	4 Corners	2/13.00	26.00			
-B	Block of 9	2/38.00	76.00			
-C	Blackout					
	Consolation	1	100.00			✓ (1)
	TOTAL FOR GAME		202.00 (2)		(2)	
	TOTAL FOR GAME		(2)		(2)	

SUMMARY OF MERCHANDISE/CHECK PRIZES (3):

	GAME NUMBER	DESCRIPTION OF PRIZE/CHECK NUMBER	COST/ AMOUNT
(1)	14-C	Microwave Oven	$100.00
		TOTAL	$100.00 (3)

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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)	

SUMMARY OF MERCHANDISE/CHECK PRIZES (3):

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

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 Payout" 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. 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" block on the "Bingo Session Summary--Cash Control" record.

C2-=118f (Rev 6/94)

Example

WASHINGTON STATE GAMBLING COMMISSION

STANDARD FORMAT

BINGO SESSION SUMMARY — CASH CONTROL

Licensee's Name: What A GAME Date: 1-28-9X

Session: SUNDAY-DAY Attendance: 115 Time Attendance Taken: 2:20

TYPE OF SALE (1):	GROSS RECEIPTS (2)	LESS: VOIDS AND OVERRINGS (3)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS/~~PACKETS~~ Tickets	$ 905.00	$	$ 905.00	$ 754.00	$ 151.00
HALFTIME REG. CARDS/~~PACKETS~~ Tickets	27.00		27.00	—	27.00
DOUBLE PAY CARDS/PACKETS	—		—	—	—
EARLY BIRD Tickets	75.00		75.00	51.00	24.00
Special #1	226.00		226.00	152.00	74.00
Special #2	223.00		223.00	202.00	21.00
LUCKY NUMBER/PIG/JAR(5)	—	—	—	6.00	<6.00>
SESSION TOTALS	$ 1456.00	$	$ 1456.00	$ 1165.00	$ 291.00

LUCKY NUMBER/PIG/JAR TYPE GAMES (4)

BEGINNING BALANCE	$ 54.00
ADD: INCREASES (5)	6.00
LESS: PAYOUTS (6)	—
ENDING BALANCE (7)	$ 60.00

ADD: BEGINNING WORKING BANK	+ 1000.00
ADD: CHECK AND MERCHANDISE PRIZES	+ 100.00
SUBTOTAL: EXPECTED CASH—PER RECORDS	1391.00
ADJUSTMENTS: CASH OVER OR (SHORT) (8)	+/- 2.00
CASH ON HAND: PER COUNT	1393.00
LESS: ENDING WORKING BANK (9)	-1000.00
EQUALS: CASH DEPOSIT REQUIRED (10)	$ 393.00

EXPLANATION OF CASH OVER OR SHORT EXCEEDING $10.00 (8):

$3.00 Over - Early Bird

$1.00 Over - Half Time

$<2.00> Short - Special #2

PREPARED BY (11): Tom McGuyer DATE: 1-28-9X

BINGO MANAGER (11): Sally Jones DATE: 1-28-9X

FOOTNOTES:

NOTE: This format must be used by licensees who DO NOT elect to accrue prizes as allowed by WAC 230-08-080(2).

NOTE: This record must be completed immediately following the end of each session. Refer to WAC 230-08-080; WAC 230-12-020; and WAC 230-20-100 for 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 prize being offered. Examples are "Double Pay", specials, halftime sales, packet sales and individual throwaway games.

(2) Amount of sales as indicated by your receipting records. This is NOT the count of actual cash but the dollar amount of card sales indicated by your records.

(3) This column is to be used only if cash register receipting is used. 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.

(4) Operators that set aside small prize amounts into a "jar" fund and record them as paid, as authorized by WAC 230-08-080, 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.

(5) 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.

(6) 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.

(7) 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.

(8) The difference between "Expected Cash—Per Records" and "Cash on Hand—Per Count". Cash over/short cannot be determined before actual cash is counted. Cash over/short amounts in excess of $10.00 must be explained. Analyze the receipting records and enter an explanation in the space provided. If additional space is needed, continue on back.

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

(10) 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.

(11) This record must be signed 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.

WASHINGTON STATE GAMBLING COMMISSION

STANDARD FORMAT

BINGO SESSION SUMMARY — CASH CONTROL

Licensee's Name: _____ Date: _____

Session: _____ Attendance: _____ Time Attendance Taken: _____

TYPE OF SALE (1):	GROSS RECEIPTS (2)	LESS: VOIDS AND OVERRINGS (3)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS/PACKETS	$	$	$	$	$
HALFTIME REG. CARDS/PACKETS					
DOUBLE PAY CARDS/PACKETS					
LUCKY NUMBER/PIG/JAR(5)	—	—	—		
SESSION TOTALS	$	$	$	$	$

LUCKY NUMBER/PIG/JAR TYPE GAMES (4)

BEGINNING BALANCE	$
ADD: INCREASES (5)	
LESS: PAYOUTS (6)	
ENDING BALANCE (7)	$

ADD: BEGINNING WORKING BANK	+
ADD: CHECK AND MERCHANDISE PRIZES	+
SUBTOTAL: EXPECTED CASH—PER RECORDS	
ADJUSTMENTS: CASH OVER OR (SHORT) (8)	+/-
CASH ON HAND: PER COUNT	
LESS: ENDING WORKING BANK (9)	
EQUALS: CASH DEPOSIT REQUIRED (10)	$

EXPLANATION OF CASH OVER OR SHORT EXCEEDING $10.00 (8):

_____

_____

_____

PREPARED BY (11): _____ DATE: _____

BINGO MANAGER (11): _____ DATE: _____

FOOTNOTES:

NOTE: This format must be used by licensees who DO NOT elect to accrue prizes as allowed by WAC 230-08-080(2).

NOTE: This record must be completed immediately following the end of each session. Refer to WAC 230-08-080; WAC 230-12-020; and WAC 230-20-100 for 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 prize being offered. Examples are "Double Pay", specials, halftime sales, packet sales and individual throwaway games.

(2) Amount of sales as indicated by your receipting records. This is NOT the count of actual cash but the dollar amount of card sales indicated by your records.

(3) This column is to be used only if cash register receipting is used. 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.

(4) Operators that set aside small prize amounts into a "jar" fund and record them as paid, as authorized by WAC 230-08-080, 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.

(5) 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.

(6) 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.

(7) 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.

(8) The difference between "Expected Cash—Per Records" and "Cash on Hand—Per Count". Cash over/short cannot be determined before actual cash is counted. Cash over/short amounts in excess of $10.00 must be explained. Analyze the receipting records and enter an explanation in the space provided. If additional space is needed, continue on back.

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

(10) 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.

(11) This record must be signed 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.

Example

WASHINGTON STATE GAMBLING COMMISSION

STANDARD FORMAT

BINGO SESSION SUMMARY — CASH CONTROL

Licensee's Name: What A Game Date: 1-25-9X

Session: Thus. Evening Attendance: 140 Time Attendance Taken: 7:45

TYPE OF SALE (1):	GROSS RECEIPTS (2)	LESS: VOIDS AND OVERRINGS (3)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS/~~PACKETS~~	$ 820.00	$ 14.00	$ 806.00	$ 612.50	$ 193.50
HALFTIME REG. CARDS/~~PACKETS~~	26.00	—	26.00	—	26.00
DOUBLE PAY CARDS/~~PACKETS~~	276.00	10.00	266.00	375.00	<109.00>
Early Bird Packet	303.00		303.00	242.00	61.00
Special #1 T/A	201.00		201.00	150.00	51.00
Jackpot T/A	430.00		430.00	325.00	105.00
Bonanza	243.00		243.00	—	243.00
Promotions-HATS				140.00	<140.00>
LUCKY NUMBER/PIG/JAR(5)	—	—	—	5.00	<5.00>
SESSION TOTALS	$ 2299.00	$ 24.00	$ 2275.00	$ 1,849.50	$ 425.50

LUCKY NUMBER/PIG/JAR TYPE GAMES (4)

BEGINNING BALANCE	$ 70.00
ADD: INCREASES (5)	5.00
LESS: PAYOUTS (6)	∅
ENDING BALANCE (7)	$ 75.00

ADD: BEGINNING WORKING BANK	+ 1,000.00
ADD: CHECK AND MERCHANDISE PRIZES	+ 490.00
SUBTOTAL: EXPECTED CASH—PER RECORDS	1,915.50
ADJUSTMENTS: CASH OVER OR (SHORT) (8)	+/- 10.50
CASH ON HAND: PER COUNT	1,926.00
LESS: ENDING WORKING BANK (9)	1,000.00
EQUALS: CASH DEPOSIT REQUIRED (10)	$ 926.00

EXPLANATION OF CASH OVER OR SHORT EXCEEDING $10.00 (8):

50¢ Over - Special #1 (George)

$10.00 Over - Cash Register

PREPARED BY (11): Tom McGyver DATE: 1-25-9X

BINGO MANAGER (11): Sally Jones DATE: 1-25-9X

FOOTNOTES:

NOTE: This format must be used by licensees who DO NOT elect to accrue prizes as allowed by WAC 230-08-080(2).

NOTE: This record must be completed immediately following the end of each session. Refer to WAC 230-08-080; WAC 230-12-020; and WAC 230-20-100 for 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 prize being offered. Examples are "Double Pay", specials, halftime sales, packet sales and individual throwaway games.

(2) Amount of sales as indicated by your receipting records. This is NOT the count of actual cash but the dollar amount of card sales indicated by your records.

(3) This column is to be used only if cash register receipting is used. 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.

(4) Operators that set aside small prize amounts into a "jar" fund and record them as paid, as authorized by WAC 230-08-080, 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.

(5) 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.

(6) 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.

(7) 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.

(8) The difference between "Expected Cash—Per Records" and "Cash on Hand—Per Count". Cash over/short cannot be determined before actual cash is counted. Cash over/short amounts in excess of $10.00 must be explained. Analyze the receipting records and enter an explanation in the space provided. If additional space is needed, continue on back.

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

(10) 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.

(11) This record must be signed 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.

WASHINGTON STATE GAMBLING COMMISSION

STANDARD FORMAT

BINGO SESSION SUMMARY — CASH CONTROL

Licensee's Name: _____ Date: _____

Session: _____ Attendance: _____ Time Attendance Taken: _____

TYPE OF SALE (1):	GROSS RECEIPTS (2)	LESS: VOIDS AND OVERRINGS (3)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS/PACKETS	$	$	$	$	$
HALFTIME REG. CARDS/PACKETS					
DOUBLE PAY CARDS/PACKETS					
LUCKY NUMBER/PIG/JAR(5)	—	—	—		
SESSION TOTALS	$	$	$	$	$

LUCKY NUMBER/PIG/JAR TYPE GAMES (4)

BEGINNING BALANCE	$
ADD: INCREASES (5)	
LESS: PAYOUTS (6)	
ENDING BALANCE (7)	$

ADD: BEGINNING WORKING BANK	+
ADD: CHECK AND MERCHANDISE PRIZES	+
SUBTOTAL: EXPECTED CASH—PER RECORDS	
ADJUSTMENTS: CASH OVER OR (SHORT) (8)	+/-
CASH ON HAND: PER COUNT	
LESS: ENDING WORKING BANK (9)	
EQUALS: CASH DEPOSIT REQUIRED (10)	$

EXPLANATION OF CASH OVER OR SHORT EXCEEDING $10.00 (8):

_____

_____

_____

PREPARED BY (11): _____ DATE: _____

BINGO MANAGER (11): _____ DATE: _____

FOOTNOTES:

NOTE: This format must be used by licensees who DO NOT elect to accrue prizes as allowed by WAC 230-08-080(2).

NOTE: This record must be completed immediately following the end of each session. Refer to WAC 230-08-080; WAC 230-12-020; and WAC 230-20-100 for 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 prize being offered. Examples are "Double Pay", specials, halftime sales, packet sales and individual throwaway games.

(2) Amount of sales as indicated by your receipting records. This is NOT the count of actual cash but the dollar amount of card sales indicated by your records.

(3) This column is to be used only if cash register receipting is used. 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.

(4) Operators that set aside small prize amounts into a "jar" fund and record them as paid, as authorized by WAC 230-08-080, 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.

(5) 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.

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(11) This record must be signed 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.

BINGO TICKET LOG

Licensee's Name What A GAME

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
1-10-9X	Brown	1.00	602001	2000	TM	1-11-9X
1-10-9X	RED	1.00	032001	2000	TM	1-28-9X
1-10-9X	Yellow	.50	430001	2000	TM	1-18-9X
1-10-9X	Blue	.25	100001	2000	TM	1-21-9X

(1) Each entry must be initialed by the person logging in each roll.

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BINGO TICKET LOG

Licensee's Name _____

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

(1) Each entry must be initialed by the person logging in each roll.

BINGO DAILY SUMMARY
TICKET RECEIPTING

Licensee's Name: What A GAME Date: 1-28-9X Session: Sunday-Day

Game: EARLY BIRD

COLOR	Blue					
ENDING NO. SOLD	1000649					
(-) BEGINNING NO.	1000350					
(+) ADD 1	+1	+1	+1	+1	+1	+1
(=) NO. ISSUED	300					
(-) NO. RETURNED	—					
(=) NO. SOLD	300					
(×) $ VALUE	.25					
(=) GROSS RECEIPTS	$ 75.00	$	$	$	$	$

Game: REGULAR

COLOR	Brown	Red				
ENDING NO. SOLD	604000	032182				
(-) BEGINNING NO.	603278	032001				
(+) ADD 1	+1	+1	+1	+1	+1	+1
(=) NO. ISSUED	723	182				
(-) NO. RETURNED	—	—				
(=) NO. SOLD	723	182				
(×) $ VALUE	1.00	1.00				Total
(=) GROSS RECEIPTS	$ 723.00	$ 182.00	$	$	$	$ 905.00

Game: HalfTime

COLOR	Yellow					
ENDING NO. SOLD	430218					
(-) BEGINNING NO.	430165					
(+) ADD 1	+1	+1	+1	+1	+1	+1
(=) NO. ISSUED	54					
(-) NO. RETURNED	—					
(=) NO. SOLD	54					
(×) $ VALUE	.50					
(=) GROSS RECEIPTS	$ 27.00	$	$	$	$	$

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....	$	$	$	$	$	$