

Bingo Training



**Presented by the Washington State
Gambling Commission**

Regional Office Phone Numbers

Renton (425) 277-7022

Spokane (509) 325-7900

Licensing Phone Numbers

Licensing (360) 486-3440, ext. 2331 or 2332

Toll Free 1-800-345-2529

Agency Website: www.wsgc.wa.gov

Introduction

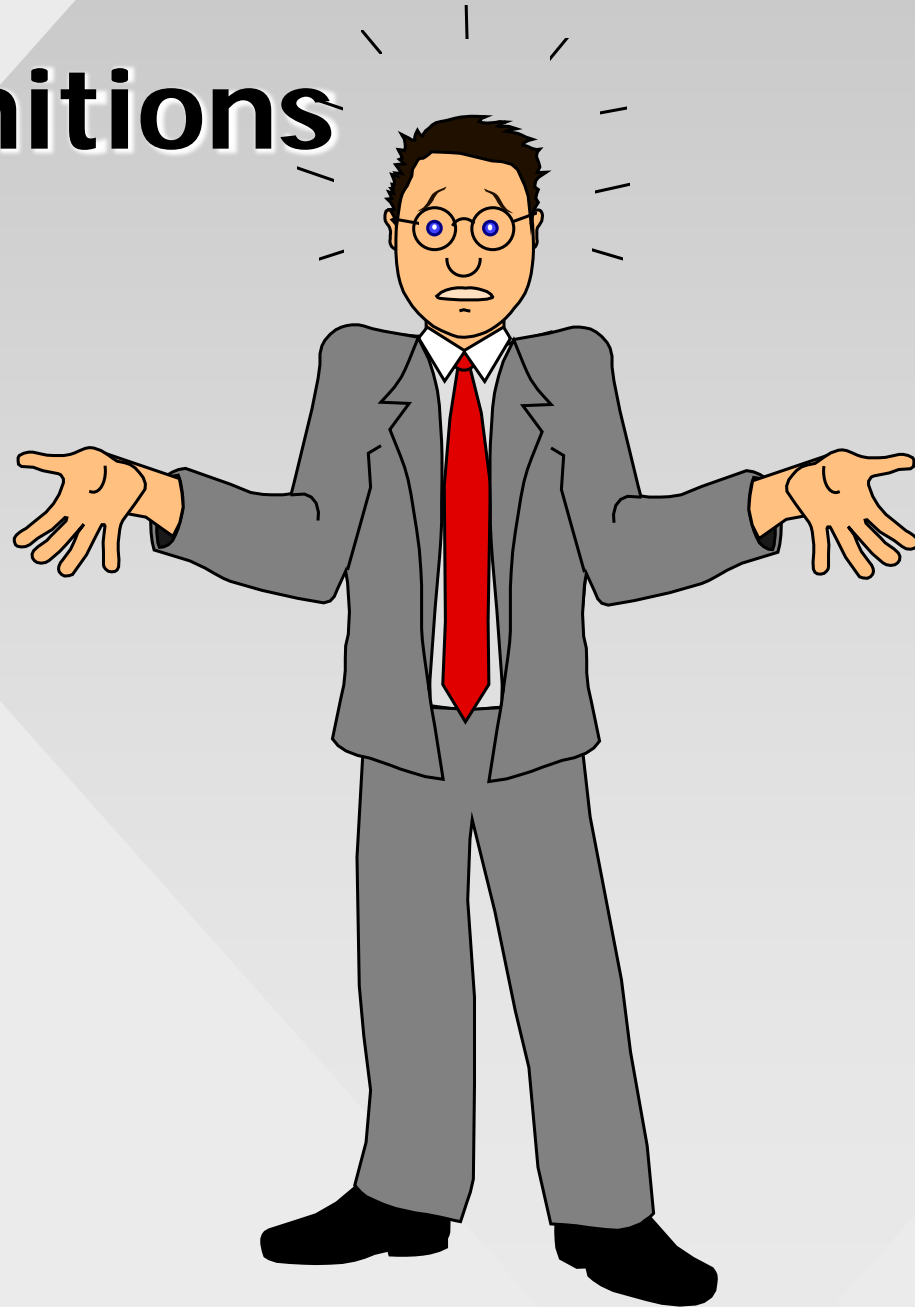
The purpose of this training is to:

- Introduce you to the rules governing the operation of bingo in Washington State.**
- Overview record keeping requirements.**
- Establish a basic understanding of your responsibilities, rule knowledge, and resources.**

Presentation Overview

- I. Definitions**
- II. General Gambling Rules**
- III. General Bingo Rules**
- IV. Bingo Equipment**
- V. Conduct of The Game**
- VI. Basic Record Keeping**
- VII. Adjusted Cash Flow Requirements**

I. Definitions



WAC 230-07-010

Use of Proceeds

- **Must only be used towards the organization's stated purpose.**
- **Proceeds to benefit an individual must receive prior approval by the Commission**

WAC 230-07-060

Independent Management

Control Structure

Each organization must have a control structure that facilitates the following:

- 1. Gambling activities are supervised;**
- 2. Gambling proceeds are used for the organization's stated purpose;**
- 3. Protection from misuse or theft;**
- 4. Implementation of organization's policies;**

Organizations licensed for gross receipts exceeding 3 million must:

- 1. Develop and implement a management control system;**
- 2. Have independent oversight from officers or Board;**
- 3. Have written policies that set scope and authority of officers and employees;**
- 4. Have management and accounting controls;**
- 5. Justify all expenditures including wages;**

6. Have planning process to set goals;

7. Accounting Controls must include:

- Management approval for expenditures**
- Restrict access to assets**
- Periodic inventory of physical assets**

230-03-235
Nonprofit Gambling
Manager Defined

- **Primarily responsible to supervise gambling activity**
- **Assigned responsibility to supervise other gambling managers**
- **The Employee who has the highest level of authority over the day-to-day affairs of the organization**

230-07-115

Duties of Gambling Manager

- **Ensure public is protected from fraud**
- **Ensure safety of participants**
- **Fair and equal participation by players**
- **Organization is protected from theft**
- **Records are complete and correct**
- **Gambling proceeds are protected and deposited into organization's bank account**
- **Gambling proceeds are used for organization's stated purpose**

230-10-080/085

**Regulation of Managers,
Operators, and Employees**

- Organizations must supervise all persons involved in the conduct of bingo and ensure regulations are followed
- Only members or employees shall manage or conduct the operation of bingo
- Persons involved with a bingo game with gross receipts less than \$150,000 may volunteer at another bingo game with gross receipts less than \$150,000
- A primary manager must be designated
- A primary manager at a bingo with gross receipts in excess of \$150,000 cannot work at another bingo game. All assistant managers are allowed to be hourly employees at another bingo game
- Want to work at two bingo games? Refer to rule

230-10-075

Licensing Nonprofit Gambling Managers

Managers who must be licensed:

- **Bingo – Gross receipts in excess of \$150,000**
- **Pull Tabs – Gross receipts in excess of \$100,000**
- **Any employee supervising a licensed manager**
- **Highest level employee of the organization**

230-10-075
Licensed Gambling
Manager on Premises

Bingo games with gross receipts in excess of \$150,000:

- **A licensed gambling manager must be on premises during all hours of bingo operation**

230-10-090

Operators Shall Not Play

Paid bingo employees cannot play at any bingo games where they work.

Exceptions:

- **Bingo games with gross receipts less than \$150,000**
- **Volunteers who are not on duty**
- **Non-bingo employees (snack bar, pull tabs)**
- **Seven days after resignation**

230-07-120

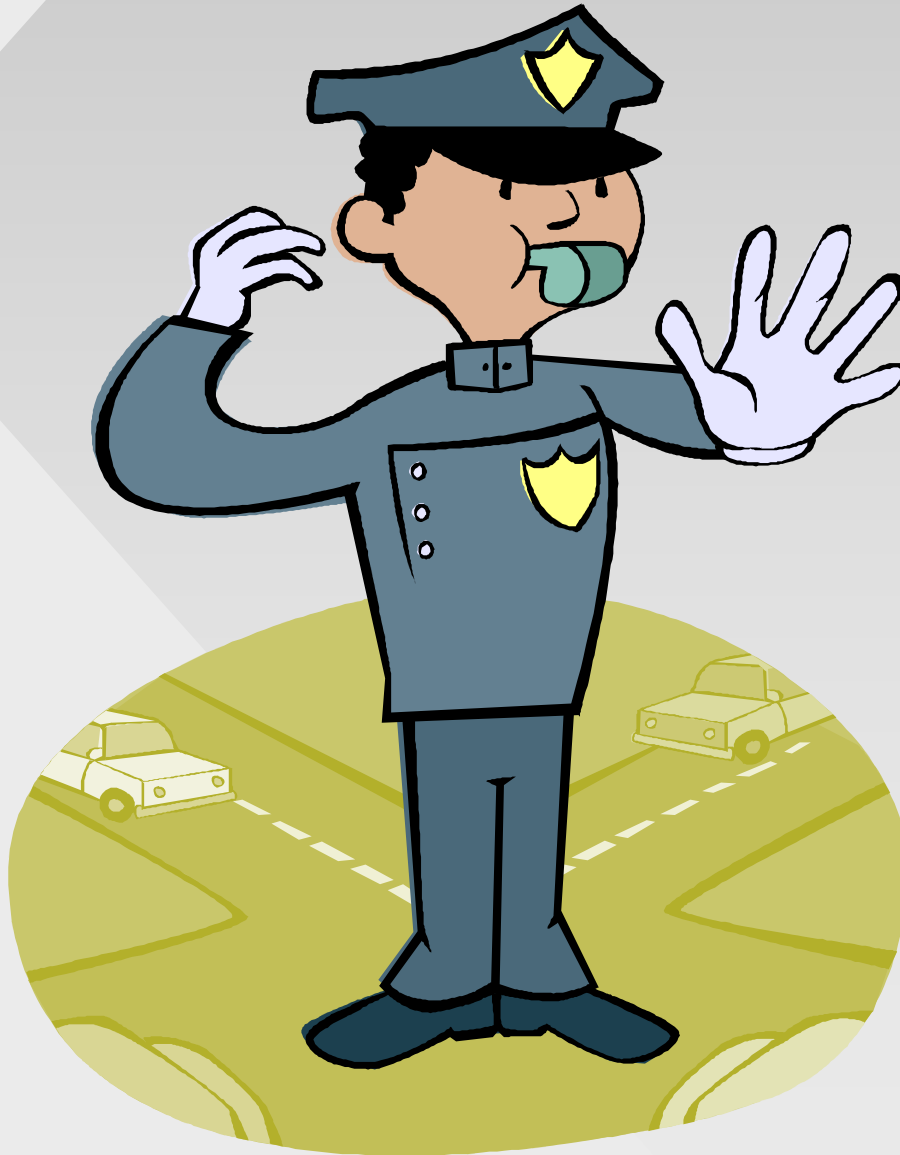
**Notification of Termination,
Changing or Beginning Gambling
Manager Responsibilities**

Written notification must be submitted by the organization within 10 days to include:

- **Name and birth date**
- **Starting/ending work date**
- **Full description of change**
- **Signed by supervisor of manager**

NOTE: License is void upon resignation

II. General Gambling Rules



Basics

- **RCW 9.46.130 - Inspection of premises, records, and devices may be done by law enforcement when activity is conducted.**
- **230-06-065 - Licenses must be displayed**
- **230-06-060 - A copy of Commission rules must be on premises**
- **RCW 9.46.071 - Problem Gambling sign must be posted and caution must be disclosed**
- **230- - - Licensed employees must wear a nametag in clear view**

WAC 230-06-030

Promotions For

Gambling Activities

Gambling promotions directly related to gambling activity must meet the following conditions and restrictions:

- May offer cash, merchandise, or coupons**
- Equal opportunity for players**
- May allow free entry or discount into gambling activity**

Promotions For Gambling Activities Continued...

- **Promotions rules must be disclosed**
- **Individual items offered cannot exceed \$500**
- **Cannot involve a scheme in which the prize is an entry into another gambling activity regulated by the Gambling Commission**
- **Cannot be combined with a “promotional contest of chance”**

230-06-035

**Extension of Credit, Loans,
or Gifts Prohibited**

No licensee, member, or employee shall extend credit, or grant a gift to any person playing an authorized activity.

- **Credit cards are prohibited for bingo**
- **Free food, drink, or merchandise can be offered according to the following conditions:**
 - **\$500 limit per item, per person**
 - **Cannot be traded for entry in gambling activity**
 - **Items exceeding \$100 require a written record**

230-06-005

Acceptance of Checks

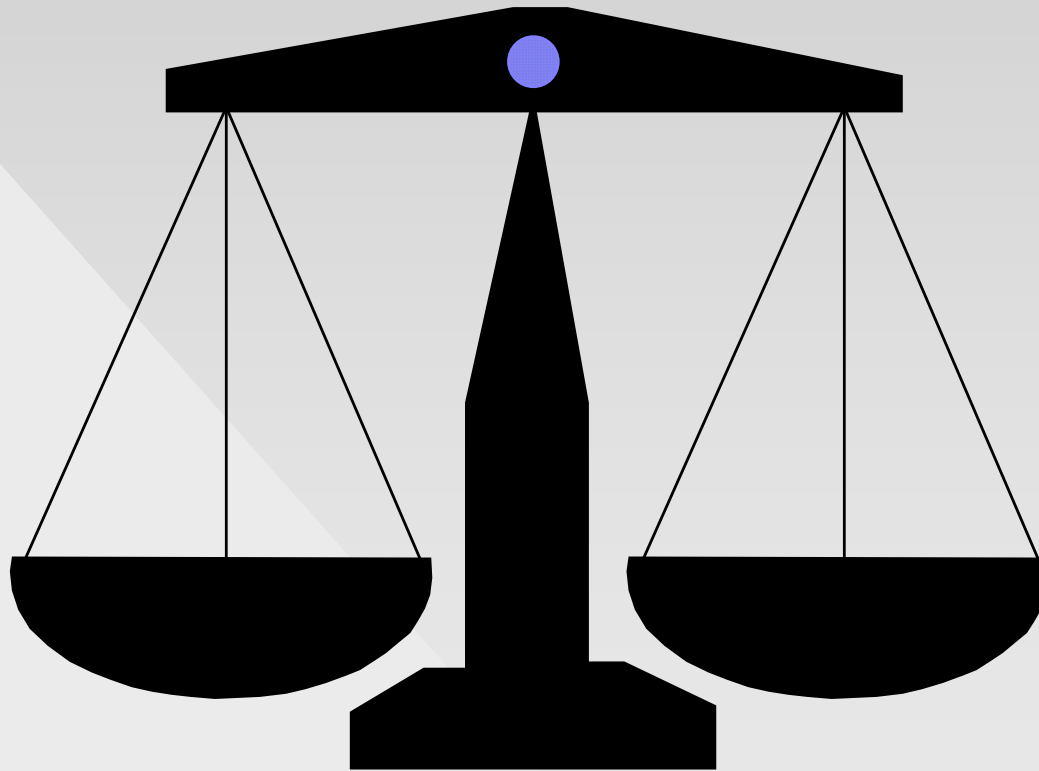
Checks must be fully negotiable upon acceptance. They cannot be:

- **A third party check**
- **A counter check**
- **From a player with a balance owed on an NSF check**

Miscellaneous

- **230-06-020 - No liquor as prizes**
- **230-06-025 - No firearms as prizes**
- **230-06-055 - Notify law enforcement after issuance of gambling license within 10 days. Notification must be 10 days prior to operation of activity. Bingo licensees with less than \$150,000 in gross receipts are exempt.**
- **230-06-105 - Notification of change in management**
- **230-06-100 - Notification prior to change of location**
- **230-06-085/090 - Notification of civil, criminal suits, and administrative actions**

III. General Bingo Rules



230-10-105

Disclosure of Prizes and Rules

Should include at least the following:

- Cost to participate**
- Prizes, extra costs, conditions**
- Cost or retail value of merchandise prizes exceeding \$50**
- House rules**
- Whether duplicate cards may be used (Only allowed for licensees with less than \$150,000 in gross receipts, or for Braille cards)**

Miscellaneous

- **230-10-105/135/285 - Bingo cards must be sold upon the premises prior to or during the session intended for play, however, entry guarantees for future sessions may be purchased if rule guidelines are followed.**
- **230-06-010 - Persons under the age of 18 cannot participate in bingo unless they are accompanied by a guardian, who is at least 18 years of age**

230-10-305

Gift Certificates

Gift certificates can be sold or issued as prizes and can be redeemed for any activity:

- Receipts must be deposited within 5 banking days**
- Certificates awarded as prizes cannot exceed \$50**
- See rule for other specifics**

Activities and Entertainment

**230-10-280 - Activities Conducted as
Bingo games:**

- **Drawings**
- **Creativity contests**
- **Good neighbor schemes**
- **Birthday bonus**
- **Second element of chance schemes**

IV. Bingo Equipment

Basic bingo equipment is common and specific details are covered in the handout for your review.

This section of the presentation will only cover electronic bingo daubers

230-10-180/185/200

Electronic Daubers

Electronic bingo card daubers must:

- **Be manufactured by a licensed manufacturer**
- **Be sold or leased by a licensed Distributor**
- **Require player to input each number**
- **Notify the operator of a winning pattern**
- **Limit of 66 card faces per game and one dauber unit per person**
- **Not be reserved for players**

NOTE: A separate fee may be charged for the use of electronic dauber units

V. Conduct of The Game



230-10-115 to 170

Manner of Conducting Bingo

- 1. Must be conducted at the premises**
- 2. Sales take place prior to start of session**
- 3. Sales may take place after session begins if it does not allow any player advantage**
- 4. Hard cards must be selected/purchased prior to game in which it is used**
- 5. No selection of throwaway bingo cards**
- 6. No card reservations except for Braille cards**
- 7. Cards sold for a specific prize must have the same price and be distinguishable from other cards**
- 8. Numbers selected in presence of players**

Manner of Conducting Bingo

Continued...

- 9. Number must be called as they are drawn**
- 10. Number must be lit on flashboard immediately**
- 11. Game ends when specified pattern is attained by a player**
- 12. Bonus games are played concurrently with other bingo games**
- 13. If two players achieve a winning pattern simultaneously, the prize shall be split in two**
- 14. Minimum prize or prize pool must be disclosed**
- 15. Verification must be done by a game employee and a neutral player**

Manner of Conducting Bingo

Continued...

- 16. If a bingo is declared, the next ball out of the machine must be removed prior to shutting off the machine**
- 17. Winning bingo verification:**
 - Worker reviews winner's receipt**
 - Licensee obtains winner's positive identification**
 - Prize receipt issued**
 - Prize shall be awarded**

NOTE: All prizes offered must be available prior to the start of the session. Merchandise prizes must be fully paid for.

230-10-455 to 457

Linked Bingo

Manner of Conducting

A linked bingo prize provider must request approval from the Commission prior to adding another bingo hall to the satellite bingo game. The satellite game must be conducted as follows:

- 1. Numbers are selected at a licensed premises in the presence of players**
- 2. Winners of the main prize must be verified by a licensed gambling manager, neutral employee, and the game caller**
- 3. All balls will be removed from the blower and recorded in the order they were removed**
- 4. Main or bonus prizes must be awarded within 48 hours**

230-10-455 to 457
Linked Bingo
Manner of Conducting
Continued...

5. Provider must establish procedures for operators to follow
6. Operator must disclose series number and sheet numbers sold to players
7. Provider must not restrict which bingo operators can participate
8. Provider may establish consolation prize to be paid
9. Provider may allow players to mark all odd or even numbers based on calendar date. Hidden face cards must be used for this scheme

230-10-455 to 457
Linked Bingo
Manner of Conducting...

- 10. ALL licensees must maintain records required for a licensee who has gross receipts in excess of \$150,000.**
- 11. Card sales must cease prior to drawing first ball**
- 12. Licensee may not require a player to call bingo on the last number called**
- 13. For all games, a winner (main or consolation prize) must be determined at each premises**

Game Variations

230-10-220 Player Selection Games:

- **Two-part disposable card**
- **Original copy placed in a locked container**
- **Special verification procedure for prizes of \$250 or more**
- **See rule for other specifics**

230-10-235 Hidden Face Bingo Games

- **Special hidden face cards used**
- **Cards may be sold after numbers called**
- **Must have separate display board to show numbers called**

VI. Record Keeping Requirements



230-10-385

Income From Bingo Games

Receipting

- Bingo licensees with annual gross receipts less than \$150,000 are exempt from this rule - WAC 230-07-125 lists reduced record keeping requirements
- Bingo licensees with annual gross receipts in excess of \$150,000 must account for all income from bingo games using one or more of the five different receipting methods as applicable.

230-10-395

Cash Register Receipting

- **Sufficient cash register keys to record each type of sale**
- **Produce and retain an "x-tape" summary**
- **Must print customer receipt**
- **Must imprint a consecutive transaction number**
- **Internal tape must be retained with daily records**
- **See mandatory training handout and record keeping handout for specifics**

230-10-420

Ticket Method of Receipting

Licensees may use consecutively numbered tickets to record:

- Bingo sales (See rule for restrictions)**
- Bonus games, hard cards or drawings (See rule for restrictions)**
- Tickets used by Bingo licensees with annual gross receipts in excess of \$650,000 must be purchased from a licensed distributor or manufacturer**

Ticket Receipting - Form GC2-118d

See 2.30-20-105
 Class F & above - *only* *May only be used*
BINGO DAILY SUMMARY *Class E and below*
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					
(X) \$ 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				
(X) \$ 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					
(X) \$ VALUE	.50					
(=) GROSS RECEIPTS	\$ 27.00	\$	\$	\$	\$	\$

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.

[illegible]

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

GC2-118 (2/88) - 10-1488-

230-10-415

Electronic Bingo

Dauber Receipting

- **Copy of receipting summary must be printed and retained with session records**
- **Any unsold cards must be retained with the daily records**
- **Refer to specific rule for details**

230-10-390

Throwaway Receipting

This method tracks the beginning and ending numbers of each type of cards issued during a session:

- Used for packs or single games**
- Each disposable card must be consecutively issued at each sales point**
- Any cards not issued consecutively during a session must be retained if the audit number is lower than the highest number that was issued**

Throwaway Receipting Example

BINGO SESSION SUMMARY – DISPOSABLE CARD RECEIPTING

Licensee's Name: Our Game Date: 1-31-9x Session: AM
 Game: Black pot
 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
= NO. ISSUED	184		
- NO. RETURNED (3)	0		
- NO. MISSING (4)	0		
= NO. SOLD	184		
x DOLLAR VALUE EACH (5)	2.00		
= GROSS GAMBLING RECEIPTS (6)	368.00		
			TOTAL ⑥
			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.	216119		
COLOR/BORDER PATTERN	pink		
ENDING NO. SOLD (2)	446		
- BEGINNING NO. SOLD	244		
+ PREVIOUS SESSION RETURNS (3) ...	0		
+ ADD 1		+1	+1
= NO. ISSUED	203		
- NO. RETURNED (3)	0		
- NO. MISSING (4)	0		
= NO. SOLD	203		
x DOLLAR VALUE EACH (5)	2.00		
= GROSS GAMBLING RECEIPTS (6)	406.00		
			TOTAL ⑦
			406.00 ⑦

Notation Only: Actual Cash Collected 386.00 ⑦
 Cash Over/(Short) {20.00}

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 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).

230-10-345

Combination Receipting

This method utilizes both cash register receipting and throwaway receipting. Required for Bingo licensees with annual gross receipts in excess of \$650,000 to record income for:

- Disposable card packets**
- Disposable card sheets if set is divided into subgroups**
- Electronically generated cards**
- Bonus games**

Combination Receipting - Session Summary

BINGO SESSION SUMMARY - CASH CONTROL *Sample - Class F1*

Licensee's Name: Whatta Game Date: 4/4/9X

Session: Late Night (LN) Attendance: 216 Time Attendance Taken: 9:05 p.m.

COMBINATION
FORMAT

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	\$1035.00 ⁽¹⁾	\$5.00 ⁽²⁾	\$1030.00 ⁽³⁾	\$0	\$1030.00	\$986.50 ⁽⁴⁾	\$43.50
HALFTIME REG. CARDS/PACKETS							
DOUBLE PAY-GARBS/PACKETS	3380.00 ⁽⁵⁾	0	3380.00 ⁽⁶⁾	0	3380.00	2781.00 ⁽⁷⁾	599.00
Early Birds			364.00 ⁽⁸⁾		364.00	192.00 ⁽⁹⁾	172.00
Wagon 1/px2			439.00 ⁽¹⁰⁾		439.00	134.00 ⁽¹¹⁾	305.00
Super G			560.00 ⁽¹²⁾		560.00	206.50 ⁽¹³⁾	353.50
Bonanza			556.00 ⁽¹⁴⁾		556.00	126.00 ⁽¹⁵⁾	430.00
Texas			506.00 ⁽¹⁶⁾		506.00	150.00 ⁽¹⁷⁾	356.00
Pick 7			704.00 ⁽¹⁸⁾		704.00	150.00 ⁽¹⁹⁾	554.00
LUCKY NUMBER/PIGJAR (7)							
SESSION TOTALS	\$	\$5.00 ⁽²⁰⁾	\$7539.00	\$	\$7539.00	\$4720.00	\$2619.00

LUCKY NUMBER/PIGJAR TYPE GAMES (7) *notation only*

BEGINNING BALANCE	\$ 75.00
ADD: INCREASES (7)	5.00
LESS: PAYOUTS (8)	(50.00)
ENDING BALANCE (9)	\$ 30.00

EXPLANATION OF CASH OVER OR SHORT EXCEEDING \$20.00 (10):

ADD: BEGINNING WORKING BANK	\$2500.00
ADD: PRIZES PAID WITH CHECK OR MERCHANDISE	\$1000.00 ⁽¹⁹⁾
SUBTOTAL: EXPECTED CASH - PER RECORDS	6119.00
ADJUSTMENTS: CASH OVER OR (SHORT) (10)	\$ (9.00)
ACTUAL CASH: PER COUNT	6110.00
LESS: ENDING WORKING BANK (11)	2500.00
EQUALS: CASH DEPOSIT REQUIRED (12)	\$3610.00

PREPARED BY (13): Cindy Van Wey DATE: 4/4/9X

BINGO MANAGER (13): George Reed DATE: 4/4/9X

*Note: Circled number agrees to supporting receipting document.
for instructional purposes only.*

230-10-350

Record of Winners

- **All winners must provide proof of card purchase and identification**

Prize Receipts must be:

- **Consecutively numbered and issued**
- **Printed by a commercial printer on two-part, self duplicating paper**

Prize receipt must have the following information:

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

NO. 12345

OUR GANG MEMORIAL FOUNDATION
188 EIGHT BALL LANE
SOMEWHERE, WA 90000

DATE 6-15-91 GAME NO. 7

AMOUNT OF PRIZE (CASH OR COST OF MERCHANDISE) \$ 50.00
DESCRIPTION OF MERCHANDISE PRIZE _____

CHECK NO. (IF APPLICABLE) _____ CASHIER INITIALS CAW
PAYOUT EMPLOYEE INITIALS GA

Soc. Security No. (Prizes over \$1,200) _____

PRIZE WINNER INFORMATION (Valid I.D. may be requested)

NAME Phred Jones
STREET ADDRESS 123 Main
CITY Nowhere STATE WA ZIP 90001

ORIGINAL (Customer's copy)

NO. 12345

OUR GANG MEMORIAL FOUNDATION
188 EIGHT BALL LANE
SOMEWHERE, WA 90000

DATE 6-15-91 GAME NO. 7

AMOUNT OF PRIZE (CASH OR COST OF MERCHANDISE) \$ 50.00
DESCRIPTION OF MERCHANDISE PRIZE _____

CHECK NO. (IF APPLICABLE) _____ CASHIER INITIALS CAW
PAYOUT EMPLOYEE INITIALS GA

Soc. Security No. (Prizes over \$1,200) _____

PRIZE WINNER INFORMATION (Valid I.D. may be requested)

NAME Phred Jones
STREET ADDRESS 123 Main
CITY Nowhere STATE WA ZIP 90001

DUPLICATE COPY (RETAIN WITH RECORDS)

Merchandise Inventory Control Log

WASHINGTON STATE GAMBLING COMMISSION Merchandise Inventory Control Log

Purchased / Donated Merchandise:

Description: _____

Vendor / Donor Name: _____

Invoice Number: _____ Price / Fair Market Value Per Item: _____

Invoice Amount: _____ Date Purchased / Received: _____

Number of Items: _____

<u>Date Issued</u>	<u># of Items Issued</u>	<u>Cumulative # of Items Remaining</u>	<u>Reason for Inventory Removal</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GC2-325 (Rev. 8/99)

230-10-045
Disposable Bingo Cards
Inventory Control Record

This is required for all licensees with annual gross receipts in excess of \$150,000.

- **All purchase invoices for bingo cards must be maintained on premises**

DISPOSABLE BINGO CARD/PACKET
INVENTORY CONTROL RECORD
 Disposable Receiving Method

Licensee _____ Date of First Entry _____

[illegible]

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 230-10-385(2). These cards will be recorded on form GC2-118j.

(1) If packets, record the serial number and color of the top sheet.

GC2-118k (Rev. 1/08)

230-10-335/340

Daily Records

Required for annual gross receipts in excess of \$150,000

Must include:

- 1. Gross receipts for each type of sale**
- 2. The prize paid for each type of bingo game**
- 3. Beginning and ending cash for each session**
- 4. Attendance of players**
- 5. Call sheet for numbers selected by bingo blower**
- 6. Winning cards for prizes over \$200**
- 7. Master copy of game schedule**
- 8. Daily bingo record must be signed by bingo manager and person completing record**

230-07-090

Gambling Receipts Account

- Each licensee must maintain a separate bank account solely for the purposes of depositing gambling receipts
- No expenditures, other than for prizes, can be made from receipts until they have been deposited
- Receipts must be deposited within 2 banking days

230-07-125

Lower Volume Exemptions

Licensees with annual gross receipts less than \$150,000 are exempt from completing a daily record. At minimum, a monthly record must be prepared with the following:

- Gross receipts**
- Prizes paid**
- Summary of expenses**

230-06-070

Monthly Records

- **Required for all licensees**
- **Forms are not supplied by the Commission**

Prepared By	Initials	Date
Approved By		

ALBANY DISTRICT
ALBANY, N.Y. 12204

What A Game Sample - Bingo Monthly Summary/Cash Receipts Journal January 199X page 2 of 2

Sessions DATE Attendance	Gross Receipts	(-) Prizes % Paid	(=) Net Receipts	(+) Payouts BY Money/Check	+/- CASH OVER/SHORT	(+) Deposit OF Working Bank	CASH Deposit	Notes
Subtotal	\$29745-	74 220/130	\$775370	\$500-	\$(38-)	-	\$819570	
page 1 1/10/99								
1/25 1/100 (THUS. NIGHT)	2875-	81 184950	42550	490-	1050	-	926-	
1/28 1/105 (SUN. DAY)	1456-	80 1165-	291-	100-	2-	-	393-	
1/28 1/103 (SUN. NIGHT)	2448-	73 1787-	661-	-	(4-)	-	657-	
1/29 1/121 (MON. DAY)	1814-	76 1378-	436-	-	-	-	436-	
1/29 1/145 (MON. NIGHT)	2175-	72 1580-	615-	100-	(3-)	1000-	1712-	
21/2457 (1)	(1)	(1)	(1)					
January Totals	\$29933-	75 2977050	\$1016220	\$1190-	\$(3250)	\$1000-	\$1231970	
(1) TRANSFER THESE TOTALS TO QUARTERLY ACTIVITY REPORT.								

Quarterly License Report

- **Provided by the Commission**
- **Must be completed by all licensees**
- **Must be submitted no later than 30 days after the end of each quarter**

VII. Adjusted Cash Flow Requirements

Licensees with annual gross receipts in excess of \$350,000

- Organizations are required to retain adequate funds to promote their charitable and nonprofit programs.
- See rule 230-10-355 for specific requirements and sanctions.

This is the end of the mandatory training session

