



Charitable Bingo Operations Division (CBOD) Recordkeeping Forms

The Charitable Bingo website contains forms discussed in the presentation. Except for FORMID 68, 69 and 129, these forms may be used as they are or customized for each organization's use. Please refer to the forms on CBOD's website to ensure that forms used include all the information required to comply with Bingo Enabling Act and Texas Charitable Administrative Rules.

All forms are available via CBOD's website (www.txbingo.org).

Commonly Used Forms in Audits

- Bingo Quarterly Reports (FORMID 68 for single organization and FORMID 69 for accounting unit) **(must not be altered)**
- Charitable Distribution Details for Conductor and Unit Member (FORMID 129) **(must not be altered)**
- Occasion Cash Reports (FORMID 72)
- Occasion Schedule of Prizes (FORMID 73)
- Floor Sales by Usher (FORMID 74 or 75)
- Sales Journal (FORMID 76)
- Cash Disbursements Journal (FORMID 77)
- Perpetual Inventory - Disposable Bingo Card Sales (FORMID 79)
- Pull-Tab Perpetual Inventory and Purchase Log (FORMID 84)

Below are examples of the forms listed above.



Charitable Bingo Operations Division
Bingo Quarterly Report

CONDUCTOR

FORMID 68

FORM SUBMISSION

You may file this form and pay the amount due on the Bingo Service Portal (BSP). <https://bsc.txbingo.org>

- This report is to be used by Conductors, including Conductors that also hold a Commercial Lessor License.
- Conductor must submit this Quarterly Report **and** Charitable Distributions form (FORMID 129).
- A cash accounting method must be used to prepare this report.
- You must file a report even if no games were conducted. Failure to timely file this report may result in an administrative penalty of up to \$300.**
- Make your payment for the amount in Item 6a payable to: **STATE COMPTROLLER**. Do not staple your check to this report for paper submissions.

USPS Delivery: Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630
Courier Delivery: Texas Lottery Commission, Charitable Bingo Operations Division, 1801 N. Congress Ave., Austin TX, 78701
Fax: 1-512-344-5142 **Email:** bingo.services@lottery.state.tx.us **Website:** txbingo.org

Do not send prize fees due to a County or Municipality to the TLC. Payments that are incorrect (i.e. overpayments) will be returned.

License Number	Taxpayer Number	Filing Period	Quarter
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Organization/Unit Name

BINGO OCCASIONS / ATTENDANCE

1. Total number of occasions this quarter	1. <input style="width:100%" type="text"/>
2. Total number of persons attending this quarter	2. <input style="width:100%" type="text"/>

BINGO GAMING ACTIVITY (WHOLE DOLLARS)

		GROSS RECEIPTS	Over \$50*	PRIZES AWARDED	
3. Regular bingo - paper/hard cards	3.	<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	3.
4. Regular bingo - electronic cards	4.	<input style="width:100%" type="text"/>	\$50 or less*	<input style="width:100%" type="text"/>	4.
5. Total regular bingo (Add Lines 3 + 4)		<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	5.
6. Pull-tab bingo - Event		<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	6.
7. Pull-tab bingo - Instant		<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	7.
8. Total bingo activity (Add Lines 5 + 6 + 7)		<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	8.
8a1. Total Regular and Pull-Tab CASH prizes of \$5.00 and under		<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	
8a2. Total Regular and Pull-Tab NON-CASH prizes		<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	
8b. Prizes awarded subject to prize fee (Line 8 minus 8a1 minus 8a2)		<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	

*All prizes (cash and non-cash)

RENT INCOME (payments received from other organizations, if applicable (WHOLE DOLLARS))

9. Total lump sum rent income	9. <input style="width:100%" type="text"/>
10. Property taxes, utility expenses and insurance premiums received from organizations	10. <input style="width:100%" type="text"/>

OTHER INCOME (WHOLE DOLLARS)

11a. Bingo interest earned	11a. <input style="width:100%" type="text"/>
11b. Unclaimed customer account funds	11b. <input style="width:100%" type="text"/>
11c. Equipment and supplies sales amount	11c. <input style="width:100%" type="text"/>
11. Total other income (Add Lines 11a + 11b + 11c)	11. <input style="width:100%" type="text"/>
12. Total income activity (Add Lines 8 + 9 + 10 + 11)	12. <input style="width:100%" type="text"/>

Report continues on next page with Item 13

CALCULATIONS OF PRIZE FEES (Enter dollars & cents, 3a thru 6a. Do not round.)

PRIZE FEES

*If an organization played occasions in multiple municipalities and/or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations

1a. Prizes awarded subject to prize fee (from Line 8b prizes awarded column)				1a. <input style="width:100%" type="text"/>
2a. Prize fee rate (5%)	0.05			2a. <input style="width:100%" type="text" value="0.05"/>
3a. Total Prize fees due (Multiply Line 1a by Line 2a)				3a. <input style="width:100%" type="text"/>
Enter State Percentage of prize fee in box 50% OR 100%*				
3b. Prize fee due to State by multiplying Line 3a by	<input style="width:100%" type="text" value=""/>	(=) equal Item 3b result.		3b. <input style="width:100%" type="text"/>
3c. Prize fee due to County		3c.	<input style="width:100%" type="text"/>	
3d. Prize fee due to Municipality		3d.	<input style="width:100%" type="text"/>	
3e. Prize fee to be retained for charitable distribution		3e.	<input style="width:100%" type="text"/>	
4a. Late filing penalty for state prize fee (see instructions)				4a. <input style="width:100%" type="text"/>
5a. Late filing interest for state prize fee (see instructions)				5a. <input style="width:100%" type="text"/>
6a. Total amount due to state; state prize fee, penalty and interest due (Add Lines 3b + 4a + 5a)				6a. <input style="width:100%" type="text"/>

RENT PAYMENTS TO COMMERCIAL LESSOR (WHOLE DOLLARS)

- | | | |
|---|-----|--|
| 13. Lump sum rent payments to lessor | 13. | |
| 14. Property taxes, utility expenses and insurance premiums paid to commercial lessor | 14. | |
| 15. Total rent payments (Add Lines 13 + 14) | 15. | |

EXPENSES (WHOLE DOLLARS)

Cost of goods, purchased (Lines 16 & 17)

- | | | | | | | | | |
|---|-------|--|--------------------|--|---|--|-----|--|
| 16. Regular bingo | Paper | | Add (+) Electronic | | = | | 16. | |
| 17. Pull-tab bingo | Event | | Add (+) Instant | | = | | 17. | |
| 18. Purchase, lease or repairs of bingo equipment | | | | | | | 18. | |
| 19. Rental tax, local, state, federal taxes | | | | | | | 19. | |
| 20. Advertising and promotions | | | | | | | 20. | |
| 21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial) | | | | | | | 21. | |
| 22. Professional services (accounting, legal, security) | | | | | | | 22. | |
| 23. Employee expenses (payroll and payroll taxes) | | | | | | | 23. | |
| 24. Do Not Use | | | | | | | 24. | |
| 25. Other expenses | | | | | | | 25. | |
| 26. Total expenses (Add Lines 16 thru 25) | | | | | | | 26. | |
| 27. TOTAL EXPENSES PAYMENTS (Add Lines 15 + 26) | | | | | | | 27. | |

PRIZE FEES (WHOLE DOLLARS)

- | | | |
|--|------|--|
| 28a. Prize fees paid to State | 28a. | |
| 28b. Prize fees paid to County | 28b. | |
| 28c. Prize fees paid to Municipality | 28c. | |
| 28d. Prize fees collected | 28d. | |
| 28. Prize fees minus prize fees collected (Add Lines 28a + 28b + 28c minus Line 28d) | 28. | |
| 29. NET PROCEEDS - THIS QUARTER (Line 12 minus Line 27 minus Line 28) | 29. | |

DISTRIBUTIONS (WHOLE DOLLARS)

- | | | |
|---|------|--|
| 30a. Charitable distributions | 30a. | |
| 30b. Unclaimed customer account funds (Line 11b) | 30b. | |
| 30c. Charitable distributions - retained prize fees | 30c. | |
| 30. Total distributions for this quarter (Add Lines 30a + 30b + 30c) | 30. | |

OTHER TRANSACTIONS (WHOLE DOLLARS)

RECEIVED

REIMBURSED

- | | | | | | | | |
|--|--|-----------|--|---|--|-----|--|
| 31. Transfer of funds (non-bingo funds) | | minus (-) | | = | | 31. | |
| 32. Unit member contributions (bingo funds) | | minus (-) | | = | | 32. | |
| 33. Previous quarter bingo funds balance (from Item 42 on previous report) | | | | | | 33. | |
| 34. Total other transactions (Add Lines 31 + 32 + 33) | | | | | | 34. | |

BINGO FUND BALANCE (WHOLE DOLLARS)

- | | | |
|--|-----|--|
| 35. Bingo funds at end of quarter - per book balance (Line 29 minus Line 30 Add Line 34) Must match Line 42 | 35. | |
|--|-----|--|

RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK (dollars and cents)

- | | | |
|---|-----|--|
| 36. End of quarter bingo checking account balance | 36. | |
| 37. Deposits in transit at end of quarter | 37. | |
| 38. Outstanding checks at end of quarter | 38. | |
| 39. Reconciled end of quarter bingo checking account balance (Add Lines 36 + 37 minus Line 38) | 39. | |
| 40. Reconciled end of quarter bingo savings account balance if applicable | 40. | |
| 41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds) | 41. | |
| 42. Bingo funds at end of quarter - per bank balance (Add Lines 39 + 40 + 41) Must match Line 35 | 42. | |

I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.

sign here ▶

Signature

Phone Number

Print Name

Date



Charitable Bingo Operations Division
Bingo Quarterly Report

FORM SUBMISSION

You may file this form and pay the amount due on the **Bingo Service Portal (BSP)**. <https://bsc.txbingo.org>

- This report is to be used by Accounting Units.
- Accounting Unit must submit this Quarterly Report **and** Charitable Distributions form (FORMID 130).
- A cash accounting method must be used to prepare this report.
- **You must file a report even if no games were conducted. Failure to timely file this report may result in an administrative penalty of up to \$300.**
- Make your payment for the amount in Item 6a payable to: **STATE COMPTROLLER**. Do not staple your check to this report for paper submissions.

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Fax: 1-512-344-5142 **Email:** bingo.services@lottery.state.tx.us **Website:** txbingo.org

Do not send prize fees due to a County or Municipality to the TLC. Payments that are incorrect (i.e. overpayments) will be returned.

License Number	Taxpayer Number	Filing Period	Quarter
----------------	-----------------	---------------	---------

Organization/Unit Name

BINGO OCCASIONS / ATTENDANCE

- | | | |
|---|----|----------------------|
| 1. Total number of occasions this quarter | 1. | <input type="text"/> |
| 2. Total number of persons attending this quarter | 2. | <input type="text"/> |

BINGO GAMING ACTIVITY (WHOLE DOLLARS)

GROSS RECEIPTS	PRIZES AWARDED
-----------------------	-----------------------

3. Regular bingo - paper/hard cards	3.	<input type="text"/>	Over \$50*	<input type="text"/>	
4. Regular bingo - electronic cards	4.	<input type="text"/>	\$50 or less*	<input type="text"/>	
5. Total regular bingo (Add Lines 3 + 4)		<input type="text"/>	-	<input type="text"/>	5. <input type="text"/>
6. Pull-tab bingo - Event		<input type="text"/>	-	<input type="text"/>	6. <input type="text"/>
7. Pull-tab bingo - Instant		<input type="text"/>	-	<input type="text"/>	7. <input type="text"/>
8. Total bingo activity (Add Lines 5 + 6 + 7)		<input type="text"/>	-	<input type="text"/>	8. <input type="text"/>
8a1. Total Regular and Pull-Tab CASH prizes of \$5.00 and under		<input type="text"/>		<input type="text"/>	
8a2. Total Regular and Pull-Tab NON-CASH prizes		<input type="text"/>		<input type="text"/>	
8b. Prizes awarded subject to prize fee (Line 8 minus 8a1 minus 8a2)		<input type="text"/>		<input type="text"/>	

*All prizes (cash and non-cash)

RENT INCOME (payments received from other organizations, if applicable (WHOLE DOLLARS))

- | | | |
|---|-----|----------------------|
| 9. Total lump sum rent income | 9. | <input type="text"/> |
| 10. Property taxes, utility expenses and insurance premiums received from organizations | 10. | <input type="text"/> |

OTHER INCOME (WHOLE DOLLARS)

- | | | |
|--|------|----------------------|
| 11a. Bingo interest earned | 11a. | <input type="text"/> |
| 11b. Unclaimed customer account funds | 11b. | <input type="text"/> |
| 11c. Equipment and supplies sales amount | 11c. | <input type="text"/> |
| 11. Total other income (Add Lines 11a + 11b + 11c) | 11. | <input type="text"/> |
| 12. Total income activity (Add Lines 8 + 9 + 10 + 11) | 12. | <input type="text"/> |

Report continues on next page with Item 13

CALCULATIONS OF PRIZE FEES (Enter dollars & cents, 3a thru 6a. Do not round.)

PRIZE FEES

*If an organization played occasions in multiple municipalities and/or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations

1a. Prizes awarded subject to prize fee (from Line 8b prizes awarded column)	1a.	<input type="text"/>
2a. Prize fee rate (5%)	2a.	<input type="text" value="0.05"/>
3a. Total Prize fees due (Multiply Line 1a by Line 2a)	3a.	<input type="text"/>
Enter State Percentage of prize fee in box 50% OR 100%*		
3b. Prize fee due to State by multiplying Line 3a by <input style="width: 50px;" type="text" value="%"/>	3b.	<input type="text"/>
3c. Prize fee due to County	3c.	<input type="text"/>
3d. Prize fee due to Municipality	3d.	<input type="text"/>
3e. Prize fee to be retained for charitable distribution	3e.	<input type="text"/>
4a. Late filing penalty for state prize fee (see instructions)	4a.	<input type="text"/>
5a. Late filing interest for state prize fee (see instructions)	5a.	<input type="text"/>
6a. Total amount due to state; state prize fee, penalty and interest due (Add Lines 3b + 4a + 5a)	6a.	<input type="text"/>

License Number	Taxpayer Number	Organization/Unit Name	Quarter
----------------	-----------------	------------------------	---------

RENT PAYMENTS TO COMMERCIAL LESSOR (WHOLE DOLLARS)

- 13. Lump sum rent payments to lessor 13.
- 14. Property taxes, utility expenses and insurance premiums paid to commercial lessor 14.
- 15. **Total rent payments (Add Lines 13 + 14)** 15.

EXPENSES (WHOLE DOLLARS)

Cost of goods, purchased (Lines 16 & 17)

- 16. Regular bingo Paper Add (+) Electronic = 16.
- 17. Pull-tab bingo Event Add (+) Instant = 17.
- 18. Purchase, lease or repairs of bingo equipment 18.
- 19. Rental tax, local, state, federal taxes 19.
- 20. Advertising and promotions 20.
- 21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial) 21.
- 22. Professional services (accounting, legal, security) 22.
- 23. Employee expenses (payroll and payroll taxes) 23.
- 24. **Do Not Use** 24.
- 25. Other expenses 25.
- 26. Total expenses (Add Lines 16 thru 25) 26.
- 27. **TOTAL EXPENSES PAYMENTS (Add Lines 15 + 26)** 27.

PRIZE FEES (WHOLE DOLLARS)

- 28a. Prize fees paid to State 28a.
- 28b. Prize fees paid to County 28b.
- 28c. Prize fees paid to Municipality 28c.
- 28d. Prize fees collected 28d.
- 28. Prize fees minus prize fees collected (Add Lines 28a + 28b + 28c minus Line 28d) 28.
- 29. **NET PROCEEDS - THIS QUARTER (Line 12 minus Line 27 minus Line 28)** 29.

DISTRIBUTIONS (WHOLE DOLLARS)

- 30a. Charitable distributions 30a.
- 30b. Unclaimed customer account funds (Line 11b) 30b.
- 30c. Charitable distributions - retained prize fees 30c.
- 30. **Total distributions for this quarter (Add Lines 30a + 30b + 30c)** 30.

OTHER TRANSACTIONS (WHOLE DOLLARS)

RECEIVED

REIMBURSED

- 31. Transfer of funds (non-bingo funds) minus (-) = 31.
- 32. Unit member contributions (bingo funds) minus (-) = 32.
- 33. Previous quarter bingo funds balance (from Item 42 on previous report) 33.
- 34. **Total other transactions (Add Lines 31 + 32 + 33)** 34.

BINGO FUND BALANCE (WHOLE DOLLARS)

- 35. **Bingo funds at end of quarter - per book balance (Line 29 minus Line 30 Add Line 34) Must match Line 42** 35.

RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK (dollars and cents)

- 36. End of quarter bingo checking account balance 36.
- 37. Deposits in transit at end of quarter 37.
- 38. Outstanding checks at end of quarter 38.
- 39. Reconciled end of quarter bingo checking account balance (Add Lines 36 + 37 minus Line 38) 39.
- 40. Reconciled end of quarter bingo savings account balance **if applicable** 40.
- 41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds) 41.
- 42. **Bingo funds at end of quarter - per bank balance (Add Lines 39 + 40 + 41) Must match Line 35** 42.

I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.

sign here ▶

Signature

Phone Number

Print Name

Date



Occasion Cash Report

NAME:		TXP#:
DATE:	OCCASION:	ATTENDANCE:

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record relevant information including gross receipts and prizes awarded during a bingo occasion. Proper completion of the form should document the proceeds and prize fees deposited to the bingo bank account as a result of activity during the bingo occasion. Information on this document should be used to record in the accounting records sales, prizes awarded, prize fees withheld and amounts deposited to the bingo bank account.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to accurately account for the activity of a bingo occasion – gross receipts from the sale of bingo products (disposable bingo cards, electronic bingo cards and pull-tabs), the prizes awarded for bingo games, prize fees withheld or collected from winning patrons and the resulting amount deposited into the bingo bank account.

REGULAR BINGO SALES AND PRIZES

					GROSS RECEIPTS	
TOTAL ELECTRONIC CARD SALES						
SET SALES		# Sets Issued	# Sets Returned	# Sets Sold	Price/Set	
1. Serial Number:						
Card Numbers:						
2. Serial Number:						
Card Numbers:						
3. Serial Number:						
Card Numbers:						
4. Serial Number:						
Card Numbers:						
FLOOR SALES (Totals from Floor Sales by Usher)					TOTAL SET AND FLOOR CARD SALES	GROSS PRIZES
TOTAL REGULAR BINGO SALES (Electronics, Set and Floor) & REGULAR PRIZES						

PULL-TAB SALES AND PRIZES

PULL-TAB BINGO EVENT GAMES	1-E	FORM #	SERIAL #		
	2-E	FORM #	SERIAL #		
	3-E	FORM #	SERIAL #		
	4-E	FORM #	SERIAL #		
	5-E	FORM #	SERIAL #		
	6-E	FORM #	SERIAL #		
	7-E	FORM #	SERIAL #		
	8-E	FORM #	SERIAL #		
	9-E	FORM #	SERIAL #		
	10-E	FORM #	SERIAL #		
	11-E	FORM #	SERIAL #		
	12-E	FORM #	SERIAL #		
	13-E	FORM #	SERIAL #		
	14-E	FORM #	SERIAL #		
	15-E	FORM #	SERIAL #		
TOTAL EVENT PULL-TAB SALES & PRIZES					

(Pull-Tab Sales and Prizes continued on Page 2)

PULL-TAB SALES AND PRIZES (CONTINUED)

PULL-TAB BINGO INSTANT GAMES	1-I	FORM #	SERIAL #		
	2-I	FORM #	SERIAL #		
	3-I	FORM #	SERIAL #		
	4-I	FORM #	SERIAL #		
	5-I	FORM #	SERIAL #		
TOTAL INSTANT PULL-TAB SALES & PRIZES					
TOTAL ALL PULL-TAB SALES & PRIZES					
TOTAL REGULAR BINGO & ALL PULL-TAB SALES & PRIZES					

	TOTAL Regular Bingo & Pull-Tab Sales:	
LESS:	TOTAL Regular & Pull-Tab Prizes:	
EQUALS:	NET SALES:	
PLUS:	Prize Fees Withheld:	
PLUS:	Beginning Petty Cash:	
LESS:	Debit Card Transactions:	
PLUS:	Non Cash Prizes (Other Than Bingo Products):	
EQUALS:	TOTAL CASH AVAILABLE:	
LESS:	TOTAL CASH ON HAND:	
EQUALS:	CASH OVER/<SHORT>:	
	Ending Petty Cash:	

NET CASH DEPOSIT:
(CASH ON HAND less ENDING PETTY CASH)

sign here ▶ _____ | _____
Prepared by _____ Date _____

sign here ▶ _____ | _____
Approved by _____ Date _____

Documentation for the *Daily Cash Report* should include:

1. *Daily Schedule of Prizes*
2. *Daily Floor Sales by Usher*
3. Cash register "Z" tape showing totals for each type of sale
4. Electronic Transaction Register
5. Copy of deposit slip



Occasion Schedule of Prizes

NAME:
TAXPAYER #:
DATE:
OCCASION:

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record information regarding prizes awarded and prize fees withheld/collected for regular and pull-tab bingo games. Information from this form may be used to prepare the *Occasion Cash Report FORMID 72*.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for the activity of a bingo occasion. Specifically, the prizes awarded for bingo games, prize fees withheld or collected from winning patrons.

REGULAR BINGO

GAME NUMBER	NUMBERS OF WINNERS		CASH PRIZE AMOUNT PER WINNER		CASH PRIZE AMOUNT	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	TOTAL PRIZES AWARDED	PRIZE FEE ON CASH PRIZES \$5 AND OVER	NET PAYOUT
	FULL	HALF	FULL	HALF						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
TOTAL REGULAR BINGO										
						PRIZES \$50 AND UNDER				
						PRIZES OVER \$50				

PULL-TAB BINGO

E= Event Pull-Tab Bingo

I= Instant Pull-Tab Bingo

GAME	FORM NUMBER	SERIAL NUMBER	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	CASH PRIZES \$5 AND UNDER	CASH PRIZES OVER \$5	TOTAL PRIZES AWARDED	PRIZE FEE ON CASH PRIZES \$5 AND OVER	NET PAYOUT
1-E									
2-E									
3-E									
4-E									
5-E									
6-E									
7-E									
8-E									
9-E									
10-E									

(PULL-TAB BINGO continued on Page 2)

PULL-TAB BINGO (cont'd)

E= Event Pull-Tab Bingo

I= Instant Pull-Tab Bingo

GAME	FORM NUMBER	SERIAL NUMBER	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	CASH PRIZES \$5 AND UNDER	CASH PRIZES OVER \$5	TOTAL PRIZES AWARDED	PRIZE FEE ON CASH PRIZES \$5 AND OVER	NET PAYOUT
11-E									
12-E									
13-E									
14-E									
15-E									
TOTAL EVENT PULL-TAB PRIZES									
1-I									
2-I									
3-I									
4-I									
5-I									
TOTAL INSTANT PULL-TAB PRIZES									
TOTAL PULL-TAB BINGO									

	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	CASH PRIZES \$5 AND UNDER	PRIZE FEE (COLLECTED) ON CASH PRIZES \$5 AND OVER
TOTAL REGULAR BINGO				
TOTAL PULL-TAB BINGO				
TOTAL REGULAR & PULL TAB				
TOTAL NON-CASH PRIZES				



Charitable Bingo Operations Division
Daily Floor Sales by Usher

FORMID 74 CONDUCTOR

ORGANIZATION:		TAXPAYER NUMBER:
DATE:	OCCASION: 1 2 3	PAGE:

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to document the sale of disposable bingo cards by ushers/floor workers. It provides a record for cash and disposable bingo cards handled by individuals that sell disposable bingo cards on the floor of the bingo hall. Information from this form may be used in preparation of the *Occasion Cash Report FORMID 72*.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for bingo products that are sold on the floor.

USHER NAME	CARD COUNT	GAME #1 PRICE:	GAME #2 PRICE:	GAME #3 PRICE:	GAME #4 PRICE:	GAME #5 PRICE:	GAME #6 PRICE:	GAME #7 PRICE:	GAME #8 PRICE:	GAME #9 PRICE:	TOTAL FOR ALL GAMES	USHER SIGNATURE
	Serial #											
	Issued											
	Returned											
	Sold											
TOTAL SALES VALUE		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH RECEIVED		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/(SHORT)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Serial #											
	Issued											
	Returned											
	Sold											
TOTAL SALES VALUE		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH RECEIVED		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/(SHORT)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Serial #											
	Issued											
	Returned											
	Sold											
TOTAL SALES VALUE		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH RECEIVED		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/(SHORT)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Game Totals for all Ushers		Game Totals for all Ushers		Game Totals for all Ushers		Game Totals for all Ushers		Game Totals for all Ushers		Game Totals for all Ushers		
SERIAL #												
TOTAL CARDS SOLD												
TOTAL SALES VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/(SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL SALES BY PRICE (To be posted to the Daily Cash Report)												
Price \$ _____				Price \$ _____				Price \$ _____				
Total Sales \$				Total Sales \$				Total Sales \$				



Charitable Bingo Operations Division
Daily Floor Sales by Usher (3 or Less)

CONDUCTOR

FORMID 75

ORGANIZATION:		TAXPAYER NUMBER:	
DATE:	OCCASION: 1 2 3	PAGE:	

WHO SHOULD USE THIS FORM

Licensed authorized organizations should use this form to document the sale of disposable bingo cards by ushers/floor workers. It provides a record for cash and disposable bingo cards handled by individuals that sell disposable bingo cards on the floor of the bingo hall. Information from this form may be used in preparation of the *Occasion Cash Report FORMID 72*.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for bingo products that are sold on the floor.

CARD COUNT	GAME #1 PRICE:	GAME #2 PRICE:	GAME #3 PRICE:	GAME #4 PRICE:	GAME #5 PRICE:	GAME #6 PRICE:	GAME #7 PRICE:	GAME #8 PRICE:	GAME #9 PRICE:	TOTAL FOR ALL GAMES
Serial #										
Issued										
Returned										
Sold										
TOTAL SALES VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL CASH RECEIVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CASH OVER/(SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

TOTAL SALES BY PRICE (To be posted to the Daily Cash Report)

Price \$ _____	Price \$ _____	Price \$ _____
Total Sales \$	Total Sales \$	Total Sales \$

