## 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 Conductors, including Conductors that also hold a Commercial Lessor License.
- 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, 611 E. 6th Street, Austin, TX 78701-3715

**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
2. Total number of persons attending this quarter

### Bingo Gaming Activity (Whole Dollars)

<table>
<thead>
<tr>
<th>Gross Receipts</th>
<th>Prizes Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Regular bingo - paper/hard cards</td>
<td>Over $50*</td>
</tr>
<tr>
<td>4. Regular bingo - electronic cards</td>
<td>$50 or less*</td>
</tr>
<tr>
<td>5. Total regular bingo (Add Lines 3 + 4)</td>
<td></td>
</tr>
<tr>
<td>6. Pull-tab bingo - Event</td>
<td></td>
</tr>
<tr>
<td>7. Pull-tab bingo - Instant</td>
<td></td>
</tr>
<tr>
<td>8. Total bingo activity (Add Lines 5 + 6 + 7)</td>
<td></td>
</tr>
</tbody>
</table>

**8a1. Total Regular and Pull-Tab CASH prizes of $5.00 and under**

**8a2. Total Regular and Pull-Tab NON-CASH prizes**

*All prizes (cash and non-cash)

### Rent Income (Payments received from other organizations, if applicable (Whole Dollars))

9. Total lump sum rent income
10. Property taxes, utility expenses and insurance premiums received from organizations

### Other Income (Whole Dollars)

<table>
<thead>
<tr>
<th>OTHER INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>11a. Bingo interest earned</td>
</tr>
<tr>
<td>11b. Unclaimed customer account funds</td>
</tr>
<tr>
<td>11c. Equipment and supplies sales amount</td>
</tr>
<tr>
<td>11. Total other income (Add Lines 11a + 11b + 11c)</td>
</tr>
<tr>
<td>12. Total income activity (Add Lines 8 + 9 + 10 + 11)</td>
</tr>
</tbody>
</table>

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

*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)
2a. Prize fee rate (5%)
3a. Total Prize fees due (Multiply Line 1a by Line 2a)

**3b. Prize fee due to State by multiplying Line 3a by**

**3c. Prize fee due to County**

**3d. Prize fee due to Municipality**

**3e. Prize fee to be retained for charitable distribution**

4a. Late filing penalty for state prize fee (see instructions)
5a. Late filing interest for state prize fee (see instructions)
6a. Total amount due to state; state prize fee, penalty and interest due (Add Lines 3b + 4a + 5a)
**RENT PAYMENTS TO COMMERCIAL LESSOR (WHOLE DOLLARS)**

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

**EXPENSES (WHOLE DOLLARS)**

Cost of goods, purchased (Lines 16 & 17)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Regular bingo Paper + Add (+) Electronic</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Pull-tab bingo Event + Add (+) Instant</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Purchase, lease or repairs of bingo equipment</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Rental tax, local, state, federal taxes</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Advertising and promotions</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Premises expenses (mortgage, insurance, repairs, utilities, janitorial)</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Professional services (accounting, legal, security)</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Employee expenses (payroll and payroll taxes)</td>
<td></td>
</tr>
</tbody>
</table>

24. Do Not Use
25. Other expenses
26. Total expenses (Add Lines 16 thru 25)
27. TOTAL EXPENSES PAYMENTS (Add Lines 15 + 26)

**PRIZE FEES (WHOLE DOLLARS)**

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

**DISTRIBUTIONS (WHOLE DOLLARS)**

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

**OTHER TRANSACTIONS (WHOLE DOLLARS)**

RECEIVED

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.</td>
<td>Transfer of funds (non-bingo funds) minus (-)</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>Unit member contributions (bingo funds) minus (-)</td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>Previous quarter bingo funds balance (from Item 42 on previous report)</td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Total other transactions (Add Lines 31 + 32 + 33)</td>
<td></td>
</tr>
</tbody>
</table>

**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

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

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

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

[Signature]

[Print Name]

[Phone Number]

[Date]