



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).

- This report is to be used by Units and Conductors, including Conductors that also hold a Commercial Lessor License.
- 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 payments for the amount in Item 6a payable to: **STATE COMPTROLLER**. Do not staple your check to this report.

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

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

BINGO GAMING ACTIVITY (WHOLE DOLLARS, Items 3 thru 1a)

	GROSS RECEIPTS		PRIZES AWARDED	
3. Regular bingo - paper/hard cards	<input type="text"/>	Over \$50	<input type="text"/>	5. <input type="text"/>
4. Regular bingo - electronic cards	<input type="text"/>	\$50 or less*	<input type="text"/>	6. <input type="text"/>
5. Total regular bingo (3 + 4)	<input type="text"/>	-	<input type="text"/>	7. <input type="text"/>
6. Pull-tab bingo - Event	<input type="text"/>	-	<input type="text"/>	8. <input type="text"/>
7. Pull-tab bingo - Instant	<input type="text"/>	-	<input type="text"/>	
8. Total bingo activity (5 + 6 + 7)	<input type="text"/>	-	<input type="text"/>	
8a. Total prizes of \$5.00 and under			<input type="text"/>	
8b. Prizes awarded subject to prize fee (8 - 8a)			<input type="text"/>	

*All prizes \$50.00 or less, including those \$5.00 or less.

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 (11a + 11b + 11c) | 11. | <input type="text"/> |
| 12. Total income activity (8 + 9 + 10 + 11) | 12. | <input type="text"/> |

Report continues on next page with Item 13

CALCULATION OF PRIZE FEES

	PRIZE FEES
1a. Prizes awarded (from Item 8b, prizes awarded column)	1a. <input type="text"/>
2a. Prize fee rate	2a. 0.05
3a. Prize fee due (DOLLARS AND CENTS, Items 3a thru 6a)	3a. <input type="text"/>
4a. Late filing penalty on prize fee	4a. <input type="text"/>
5a. Late filing interest on prize fee	5a. <input type="text"/>
6a. Total amount prize fee, penalty and interest due (3a + 4a + 5a)	6a. <input type="text"/>

License Number	Taxpayer Number	Organization/Unit Name	Quarter
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RENT PAYMENTS TO COMMERCIAL LESSOR (WHOLE DOLLARS, Items 13 thru 15)

- 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 (Items 13 + 14)** 15.

EXPENSES (WHOLE DOLLARS, Items 16 thru 27)

Cost of goods, purchased (Items 16 & 17)

- 16. Regular bingo Paper + Electronic 16.
- 17. Pull-tab bingo Event + 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 (total of Items 16 thru 25) 26.
- 27. **Total expenses payments (15 + 26)** 27.

PRIZE FEES (WHOLE DOLLARS, Items 28 thru 29)

- 28. Prize fees Paid - Collected 28.
- 29. **Net proceeds - this quarter (12 - 27 - 28)** 29.

DISTRIBUTIONS (WHOLE DOLLARS, Items 30a thru 30)

- 30a. Charitable distributions 30a.
- 30b. Unclaimed customer account funds (line 11b) 30b.
- 30. **Total distributions for this quarter** 30.

OTHER TRANSACTIONS (WHOLE DOLLARS, Items 31 thru 34)

RECEIVED **REIMBURSED**

- 31. Transfer of funds (non-bingo funds) - 31.
- 32. Unit member contributions (bingo funds) - 32.
- 33. Previous quarter bingo funds balance (from Item 42 on previous report) 33.
- 34. **Total other transactions (total of Items 31 thru 33)** 34.

BINGO FUND BALANCE (WHOLE DOLLARS, Items 35)

- 35. **Bingo funds at the end of the quarter - per book balance (29 - 30 + 34) Must match line 42** 35.

RECONCILIATION OF BINGO FUNDS IN BANK (DOLLARS AND CENTS, Items 36 thru 42)

- 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 (36 + 37 - 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 the end of the quarter - per bank balance (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