

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
BINGO SESSION RECONCILIATION SUMMARY**

INSTRUCTIONS

- When To Use:** Use this particular form to record all of its gaming activities that occurred during a bingo session.
If a bingo session is not held due to inclement weather, etc., then the organization needs to fill in only the following fields: organization, session date, printed name and signature. In addition, the organization needs to simply state the reason why the bingo session is not being held.
The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.
- Organization:** Fill in the official name of the organization.
- Session Date:** Fill in the date of the bingo session.
- Printed Name:** Fill in the name of the Bingo Manager.
- Signature:** Bingo Manager must sign and date this completed form within 48 hours of the completed bingo session.

- Line 1** *Total Attendance This Session* Enter the total attendance at the bingo session.
- Line 2** *Beginning Cash On Hand (change fund)* Enter the total amount of cash that is on hand at the beginning of the bingo session.

RECEIPTS: (Gross receipts include all discounts and coupons)

- Line 3** *Bingo Game Paper Sales*
- Line 3a** *Bingo Admission Sales* Enter the total amount of sales that were generated from bingo paper that was sold at the admission/special table. Please use the figure from Line 11 of the Form 104-A.
- Line 3b** *Bingo Floor Sales* Enter the total amount of sales that are generated from bingo paper that is sold on the floor. Please use the figure from Line 4, Totals column of the Form 104-B.
- Line 3c** *Decision Bingo Sales* Enter the total amount of sales that are generated from decision bingo. Please use the figure from Line A of the Form 104-C.
- Line 3d** *Total Paper Sales* Add Lines 3a through 3c and enter the figure.
- Line 4** *Electronic Bingo Devices* Enter the total amount of sales that are generated from electronic bingo devices. Please attach computer printouts for the sales of the electronic bingo devices to this form.
- Line 5** *Instant Bingo/Seal Card Sales* Enter the total amount of sales that are generated from instant bingo, seal card, coin board and tip board. Please use the figure from Line 18, Column G (Total Paper Take In) of the Form 105.
- Line 6** *Electronic Pull Tab Sales* Enter the total amount of sales that are generated from electronic pull tabs. Please attach computer printouts for the sales of the electronic pull tabs to this form. Please do not include the cash transactions, only the amount of pull tab sales.
- Line 7** *Treasure Chest/Raffle Sales* Enter the total amount of sales that are generated from Treasure Chest Raffle, and raffles. Please use the figure from Line 5 of the Form 104-D.
- Line 8** *Miscellaneous Sales* Enter the total amount of sales that are generated from daubers, wands and tape if these items are originally purchased with gaming funds. Please do not include snack bar concession sales in the line.
- Line 9** *Total Gross Receipts For Bingo Session* Add Lines 3d through 8 and enter the figure.

- Line 10** *Less Discounts Given* Enter the total amount of discounts that are given to players (i.e., birthday packs, senior citizen packs, free packs, etc.). Please remember to maintain documentation that verifies the amount of discounts that are given to players.
- Line 11** *Total Adjusted Receipts For Bingo Session* Enter the difference from Line 9 minus Line 10, (Line 9 – Line 10).
- Line 12** *Add Prizes Paid By Check* Enter the total amount of prizes that are paid by check.
- Line 13** *Total Funds To Account For* Enter the total of Line 2 plus Line 11 plus Line 12 (Line 2 + Line 11 + Line 12).

INFORMATION ENTRIES:

Use these particular fields to calculate the total amount of sales that are generated from up to six Progressive Bingo games.

DISBURSEMENTS: (Do not include any merchandise awarded as prizes)

- Line 14** *Bingo Game Prizes* (include only cash and checks disbursements)
- Line 14a** *Regular, Special, Jackpot Bingo Prizes* Enter the total amount of regular, special or jackpot bingo prizes that are paid by cash/check.
- Line 14b** *Progressive Bingo Game Prizes* Enter the total amount of Progressive prize(s) that is paid by cash/check.
- Line 14c** *Decision Bingo Prizes* Enter the total amount of decision bingo prizes that are paid by cash/check. Please use the figure from the totals line (Total \$), Prizes Paid column from the Summary of Games chart of the Form 104-C.
- Line 14d** *Total Bingo Game Prizes* Add Lines 14a through 14c and enter the figure.
- Line 15** *Instant Bingo/Seal Cards/Instant Progressive Prizes* Enter the total amount of instant bingo, seal cards, instant progressive, coin board or tip board prizes, excluding merchandise that are paid by cash/check. Please use the figure from Line 18, Column H (Total Paper Payout) of the Form 105.
- Line 16** *Electronic Pull Tab Prizes* Enter the total amount of prizes paid that are generated from electronic pull tabs. Please attach computer printouts for the prizes paid of the electronic pull tabs to this form. Please do not include the cash transactions, only the amount of prize payouts.
- Line 17** *Treasure Chest/Raffle Prizes* Enter the total amount of Treasure Chest or raffle prizes, excluding merchandise that are paid by cash/check. Please use the figure from Line 6 of the Form 104-D.
- Line 18** *Door Prizes* Please remember to keep a record of all door prizes awarded to players.
- Line 18a** *Cash Prizes* Enter the total amount of door prizes that are paid by cash/check.
- Line 18b** *Coupons Redeemed* Enter the total value of the door prize coupons that are redeemed by players.
- Line 18c** *Total Door Prizes* Add Lines 18a through 18b and enter the figure.
- Line 19** *Food For Bingo Volunteers (include cash disbursements only)* Enter the total cost of food that is paid to the snack bar for providing food to the bingo game session workers. Please remember to keep a record of the volunteer name, food/drink item(s) consumed, and cost of individual item(s).
- Line 20** *Total Disbursements* Add Line 14d plus Line 15 plus Line 16 plus Line 17 plus Line 18c plus Line 19 and enter the figure: (Line 14d + Line 15 + Line 16 + Line 17 + Line 18c + Line 19)

CASH RECONCILED:

- Line 21** *Total Cash To Account For* Enter the difference between Line 13 minus Line 20:
(Line 13 – Line 20)
- Line 22** *Ending Cash On Hand
(include change fund)* Enter the total amount of cash that is on hand at the end of the
bingo session. Please remember to include the change fund.
- Line 23** *Amount Withheld For Change Fund* Enter the total amount of cash that is withheld for the next bingo
session.
- Line 24** *Deposit To Bank
(Attach bank validated deposit slip to this form)* Enter the difference from Line 22 minus Line 23:
(Line 22 – Line 23). Please remember to attach the bank
validated deposit slip to this form.

OVERAGE/SHORTAGE:

- Line 25** *Overage/Shortage* Complete one of the following lines:
1) Enter the (shortage) figure if Line 21 is greater than Line 22.
2) Enter the overage figure if Line 22 is greater than Line 21.

INFORMATION ENTRIES:

Use these particular fields to track the activity for the Treasure Chest Raffle, Instant Progressive and Progressive Bingo Games. These fields include the beginning balances, additions, payouts and carry over balances.