VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
DECISION BINGO RECONCILIATION FORM

INSTRUCTIONS

When To Use: Use this particular form to record all decision bingo activity that occurs at the during a decision session.

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 decision session.

Starting Time of Decision Session: Fill in the start time (i.e. hour and minutes) of decision session.

Ending Time of Decision Session: Fill in the end time (i.e. hour and minutes) of decision session.

Total Number of Games Played: Fill in the total number of decision bingo games played during the decision session.

Signature of Cashier: Cashier must sign this completed form at the conclusion of the decision session.

INDIVIDUAL GAME OF DECISION BINGO

Enter the following information for each game of decision bingo that is played during the decision session. If necessary, please use the decision bingo reconciliation continuation form in order to record all games of decision bingo and staple the forms to the Decision Bingo Reconciliation Form (Form 104-C).

Game Number (#)   The game number has been pre-printed on the form.

Type   Enter the letter D if the game is a double bingo game.
Enter the letter T if the game is a triple bingo game.
Enter the letter C if the game is a coverall game.
Enter nothing, if the game is a single bingo game.

Count of Balls Called   Enter the total number of balls that were called during the game in order for a player to achieve bingo.

$ Buy-In Received   Enter the total amount of money received from the initial buy-in for the game.

$ Prizes Paid   Enter the total amount of money paid out in prizes for the game.

$ Antes in Excess of $100   Enter the total amount of money that was not paid out in prizes because the amount exceeded $100.

SUB-TOTAL
(Sub-Totals are automatically calculated on the pdf form and will appear when form is printed).

$ Buy-In Received   Add Lines 1 through 22 for the column and enter the figure on the Sub-Total Line.

$ Prizes Paid   Add Lines 1 through 22 for the column and enter the figure on the Sub-Total Line.

$ Antes in Excess of $100   Add Lines 1 through 22 for the column and enter the figure on the Sub-Total Line.

SUMMARY OF GAMES PLAYED
Transfer the sub-totals from the columns to the corresponding lines of the Summary of Games Played.
(Subtotals are automatically transferred on the pdf form and will appear when the form is printed.)

$ Buy-In Received	Add the column and enter the figure on the Total $ Line.
$ Prize Paid	Add the column and enter the figure on the Total $ Line. Remember to carry this figure to Line 13d of the Bingo Session Reconciliation Summary (Form 103).
$ Antes in Excess of $100	Add the column and enter the figure on the Total $ Line.
Line A – Gross Receipts	Add the Total Line for the $ Buy-In Received plus the Total Line for the $ Prizes Paid plus the Total Line for the $ Antes in Excess of $100 and enter the figure. **(The figure is automatically calculated on the pdf form and will appear when the form is printed.)**
Line B – Total Cash To Account For	Add the Total Line for the $ Buy-In Received plus the Total Line for the $ Antes in Excess of $100 and enter the figure. **(The figure is automatically calculated on the pdf form and will appear when the form is printed.)**
Line C – Ending Cash On Hand	Enter the total amount of the cash on hand at the end of the decision session.
Line D – Overage/ (Shortage)	Enter the difference between Line B (Total Cash To Account For) and Line C (Ending Cash On Hand). If Line C is greater than Line B, then an overage exists. If Line B is greater than Line C, then a shortage exists.