

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
 OFFICE OF CHARTIABLE AND REGULATORY PROGRAMS
 ADMISSION SALES RECONCILIATION FORM – PAPER

INSTRUCTIONS

- When to Use:** Use this particular form to record all bingo paper sales and electronic pull-tab transactions that occurs at the admission counter or special tables during a bingo 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 bingo session.
- Signature of Cashier:** Cashier must sign this completed form at the conclusion of the bingo session.

ADMISSION CONTROL PLAYER COUNT

- Beginning Serial Number on Hand*** Enter the serial number of the first admission control ticket issued at the bingo session. Please issue all admission control tickets in numerical order.
- Ending Serial Number on Hand*** Enter the serial number of the next admission control ticket that is to be issued.
- Total Count (Player Attendance)*** Enter the difference from the Ending Serial Number on Hand Line minus Beginning Serial Number on Hand, which should be the total player count for the bingo session.

ADMISSION SALES

Lines 1 through 10 Enter the following information for each type of paper that is available for sale at the admission counter or specials table.

- | | | |
|-----------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Column A | <i>Type of Paper</i> | Enter the type of paper (i.e., 9 ON Jackpot, 6 ON 18 UP Pack, 8 ON Sheet, 3 ON Bonanza, 5 ON Early Bird, etc.). |
| Column B | <i>Unit of Measure</i> | Enter the unit of issue, which would be card, pack or sheet. |
| Column C | <i># of Units Start</i> | Enter the number of units (cards/packs/sheets) issued from the organization’s storeroom. |
| Column D | <i># of Units Finish</i> | Enter the number of units (cards/packs/sheets) remaining at the admission counter or specials table that have not be sold during the bingo session. |

- Column E** *# of Units Sold* Enter the difference between Column C (# of Units Start) minus Column D (# of Units Finish).
- Column F** *Unit Price* Enter the selling price for the type of paper.
- Column G** *Total Sales* Multiply Column E (# of Units Sold) by Column F (Unit Price) and enter the figure.

- Line 11** Add Lines 1 through 10 of Column G (Total Sales) and enter the figure. Remember to REV. 07/30/13 Page 2 of 2 carry this figure to Line 3a of the Bingo Session Reconciliation Summary (Form 103).
- Line 12** Enter the amount of the cash on hand for the admission counter or special tables at the beginning of the bingo session.
- Line 13** Enter the total amount of the discounts (i.e. discounts, promotions, birthday packs, senior citizen discounts, etc.) given at the admission counter or special tables. Remember to carry this figure to Line 9 of the Bingo Session Reconciliation Summary (Form 103). Please remember to maintain documentation that verifies the amount of discounts that are given to players.
- Line 14** Enter the total value of the door prize coupons that were redeemed during the bingo session. Remember to carry this figure to Line 16b of the Bingo Session Reconciliation Summary (Form 103). Maintain documentation to support door prize coupons redeemed with the session records.
- Line 15** Enter the total bingo program prizes paid out to the players from this cash drawer.
- Line 16** Add Line 11 plus Line 12 minus Line 13 minus Line 14 minus Line 15 and enter the figure. (Line 11 + Line 12 - Line 13 – Line 14 – Line 15)
- Line 17** Enter the total amount of the cash on hand at the admission sales or specials table.
- Line 18** Enter the difference between Line 16 and Line 17. If Line 17 is greater than Line 16, then an overage exists. If Line 16 is greater than Line 17, then a shortage exists.

SEPARATE ACCOUNTING FOR JACKPOT BINGO PAPER SOLD WITHIN A PACK:

When selling jackpot bingo paper as part of an admission pack or game pack, one must separately itemize, account and price the jackpot bingo paper on the Form 104-A. For example, if one is offering a 6on 18up admission pack, which includes a sheet of jackpot bingo paper and the corresponding game program indicates that the price for the 6on 18up admission pack minus the sheet of jackpot bingo paper is \$25 and the price for the sheet of jackpot bingo game within the 6on 18up admission pack is \$5, then the Form 104-A would indicate the following:

FORM 104-A

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
ADMISSION SALES RECONCILIATION FORM - PAPER**

ORGANIZATION: Virginia Charity Group

SESSION DATE: 11/01/12

LINE	Column:	A	B	C	D	E	F	G	LINE
		TYPE OF PAPER	UNIT OF MEASURE CARD/PACK/SHEET	# OF UNITS START	# OF UNITS FINISH	# OF UNITS SOLD	UNIT PRICE	TOTAL SALES	
1.		Admission Pack - 6on 18up	Pack	120	80	40	\$25.00	\$1,000.00	1.
2.		Jackpot - 6on w/n 6on 18up	Sheet	120	80	40	\$5.00	\$200.00	2.
3.						0		\$0.00	3.