

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
RAFFLE/TREASURE CHEST SALES RECONCILIATION FORM – BINGO SESSION**

INSTRUCTIONS

- When To Use:** Use this particular form to record raffle sales that occurs during the 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 and date this completed form at the conclusion of the bingo session.

- Line 1** Enter the ticket number of the first raffle ticket issued at the bingo session. Please issue all raffle tickets in numerical order.
- Line 2** Enter the ticket number of the next raffle ticket that is to be issued.
- Line 3** Enter the difference between Line 2 (Next Raffle Ticket Number on Hand) minus Line 1 (Beginning Raffle Ticket Number).
- Line 4** Enter the selling price for the raffle ticket.
- Line 5** Multiply Line 3 (Number of Tickets Sold) by Line 4 (Sales Price Per Ticket) and enter the figure. Remember to carry this figure to Line 6 of the Bingo Session Reconciliation Summary (Form 103).
- Line 6** Enter the total amount of prizes that were paid by cash during the bingo session. If the prize was paid by check, then please enter the total amount of prizes on Line 10.
- Line 7** Enter the difference between Line 5 minus Line 6.
- Line 8** Enter the total amount of the cash on hand from the sales of raffle tickets
- Line 9** Enter the difference between Line 7 and Line 8. If Line 8 is greater than Line 7, then an overage exists. If Line 7 is greater than Line 8, then a shortage exists.
- Line 10** Enter the total amount of prizes that were paid by check during the bingo session. If the prize was paid by cash, then please enter the total amount of prizes on Line 6.
- Line 11** Add Line 6 plus Line 10 and enter the figure. (Line 6 + Line 10)
- Line 12** List all the merchandise that was awarded as a prize. Please provide a complete description of the merchandise.

INFORMATION ENTRIES:

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