

QUARTERLY REPORT LINE ITEMIZATION

HEADING

1. Type or print name and mailing address of Organization
2. State License number
3. Check appropriate reporting period and year
4. Check if change of address
5. Check if commercial hall is used

Part I- Gaming Proceeds For The Quarter

1. Line 1- Number of attendance
2. 1B- Cash and purchased merchandise awarded during quarter (**Does not include donated prizes or raffles**)
3. Line 2- Number of sessions (**Must agree with scheduled sessions, if not, submit reasons for scheduled differences**)
4. Line 2A- Bingo proceeds, including all paper sales, extra progressive, any and all money jars, horses, and winner take all
5. Line 2B- All prizes paid out, including progressive jackpots, any and all money jars, horses, purchased merchandise, and winner take all (**This does not include door prizes, or donated merchandise**) (**The combined total of line 1B (Door Prizes) and 2B (Bingo Payouts) (Can not exceed \$4,500 for regular session and \$25,000 for super session)**)
6. Line 3- Not in use at this time
7. Line 4- Number of pull tabs sold, per face value of each tab
8. Line 4A- Gross Proceeds of all pull tabs sold (**Should equal the number of pull tabs sold times the face value of each pull tab**)
9. Line 4B- Total amount of winning pull tabs paid out (**Includes all play backs and any prizes purchased for give away from the distributor on any deal of pull tabs**)
10. Line 5- Number of raffles held, only if not in conjunction with bingo game (**If raffle is held in conjunction with bingo session, do not report number of raffles**)
11. Line 5A- Gross proceeds from sales of all raffle tickets
12. Line 5B- All amounts paid out to winners, including cash and checks and any prizes paid for by the organization (**Does not include donated prizes**)
13. Line 6- Number of electronic video machines in hall
14. Line 6A- Net amount of check received and deposited from the distributor
15. Line 6C- Same as 6A
16. Line 7A- Other receipts include, but are not limited to, marker/dauber sales, interest earned, donations from players, NSF check redeposits, gains from invested funds, and overages (**Does not include any refunds, which are credited to their respective lines**) (**Net overages and shortages, report one or the other, overages on line 7 and shortages on Line 12, do not report both**) (**Attach Schedule**)
17. Line 7C- Same as 7A
18. Line 8A, 8B, and 8C- Total of lines through 1 through (**Must also be cross checked**)

Part II- Gaming Expenses For The Quarter (Direct expenses to operate gaming, only)

1. Line 9- Gaming supplies purchased from a licensed distributor, only (**Includes hand held devices**) (**Do not report merchandise purchased for prize payouts on pull-tabs. These amounts are reported in Part IV and Line 4B**)
2. Line 10- Building Rent (**Gaming related only**)
3. Line 11- Purchase or rental of equipment (**Gaming related only**) (**Attach Schedule**)
4. Line 12- Net shortages (**Gaming related only**) (**Net overages and shortages, report one or the other, overages on line 7 and shortages on line 12, do not report both**) (**Does not include loss or theft, which is reported on line 25**)

5. Line 13- Janitorial, Maintenance (**Gaming related only**) (**Attach Schedule**)
6. Line 14- Paid bingo workers and related taxes, including meals paid for at the session (**Gaming related only**) (**Attach Schedule**) (**Paid workers must reflect, number of sessions worked, gross pay, taxes withheld from each worker, and employer taxes**) (**Paid meals must be reflected with date of session, number of workers and amount of meal**)
7. Line 15- Other supplies (**Gaming related only**) (**Attach Schedule**)
8. Line 16- Legal and Accounting (**Gaming related only**) (**Overall bookkeeping for organization is reported on schedule A**) (**Attach Schedule**)
9. Line 17- Security services (**Gaming related only**)
10. Line 18- Regulatory fees (**Gaming related only**) (**Includes state, city, and parish licensing fees, modifications, and any fines or penalties paid**)
11. Line 19- Bank Charges (**Gaming related only**) (**Any and all Gaming Accounts, only**) (**Purchase of checks, safety deposit box, and NSF fees, etc.**) (**Not for NSF checks, which are reported on line 20**)
12. Line 20- Other- (**Gaming related only**) Including, but not limited to, advertising, purchase of raffle tickets to hold raffle, any fees charged for accepting credit cards, loss of invested funds, postage, pull tab Federal Tax, NSF checks, bingo related conferences, etc. (**Not for shortages, progressive payout, cash banks replenished, annual suppers, NSF check fee, refunds, which are credited to their respective lines, or prizes awarded**) (**Attach Schedule**)
13. Line 21- Total expenses- Total of lines 9 through 20
14. Line 22- Net Proceeds- Line 8C minus line 21

Part III- Net Proceeds Carryover

1. Line 23- Must agree with line 28 of prior quarter report
2. Line 24- Same as line 22
3. Line 25 Adjustments- Including but not limited to, the one time progressive deposit and the refund of the progressive deposit, loans from your general fund and pay back of loans, donations received from another licensed organization, any donations your organization makes to another licensed organization, of funds, and rounding. (**Not for shortages, cash banks replenished, progressive payout, annual suppers, refunds, which are credited to their respective lines, or prizes awarded**) (**Attach schedule**)
4. Line 26- Total of lines 23, 24, and 25
5. Line 27- Net proceeds disbursed (**Donations**) (**Must equal Schedule A Total**)
6. Line 28- Net proceeds carry over to next quarter (**Must equal the combined total of Part IV, line 32 and Part V, lines A and B**)

Part IV- Inventory of Purchased Merchandise to be Awarded as Prizes

1. Including, but not limited to merchandise purchased from a licensed distributor as prize pay outs on any pull tab deal
2. The combined total of Part IV, line 32 and Part V, lines A and B must equal line 28

Part V- Separate Charitable Gaming Bank Account Information (Any and all Charitable Gaming Accounts, CDs', Invested accounts, etc.)

1. Account balance per reconciled statement through the end of the month
2. Any cash on hand not deposited (**Include cash bank withheld and any and all money jars**)
3. Combined total of Part IV, line 32 and Part V, lines A and B must equal line 28 Schedule
4. **Do not report a negative amount for the bank balance. Make an adjustment on line 25 to zero out the negative amount.**

Schedule A (For Donations, Only) (Not for gaming expenses) (All disbursements must be by check) (No checks made payable to cash)

1. Organization name, license number and reporting period
2. Date check is written (**Must be in that current quarter**)
3. Check number
5. Payee/Address
6. Explanation or reason for donation
7. Code (**Only one code allowed per check**) (A) Educational, (B) Charitable, (C) Religious, (D) Patriotic, and (E) Other Public Spirited
8. Amount of check (**Total of Schedule A must equal line 27 of report**)

Schedule B (For merchandise valued at over \$100, donated to your organization for a prize to be awarded) or (For merchandise donated to your organization for a raffle to be held in conjunction with your bingo game)

1. Organization name, license number and reporting period
2. Part I (**Date received, Name of donor, Description of Donated merchandise, and Fair Market Value**)
3. Part III (**Date Received, Date Awarded, Type of Game, Description of Donated Merchandise, and Fair Market Value**)