

# PROGRESSIVE PULL-TAB GUIDELINES

1. Organization must initially setup a separate, non-interest bearing, checking account entitled “Progressive Pull-Tab Account”.
2. Initial deposit shall be a minimum \$500 and may be transferred by check from the “Charitable Gaming Account”. Transfer will be reflected on the quarterly report as a transfer to the Progressive Pull-Tab Account on line 25 as an adjustment.
3. Minimum balance is equal to \$500 or the organization’s average weekly jackpot contribution(s), whichever is greater. The minimum balance is in addition to the contribution amounts required to be deposited into the progressive account.
4. Organization that offers progressive pull-tabs at a particular session shall maintain all the information as required in LAC 42:I.1775.
5. Organization that offers progressive pull-tabs will use the “Model Accounting System” forms to account for the sale of all progressive pull-tabs sold during a particular session. Monies collected, less cash payouts, shall be deposited along with the regular session deposit.
6. All progressive jackpot winners must be paid by check written from the separate “Progressive Pull-Tab Account”, regardless of the amount won (excluding instant winners and consolation prizes).
7. All progressive pull-tab deals completely sold during a particular session will be noted on the session records (Pull-Tab Manager Statement) and a record of the serial number(s) and the dollar amount of each jackpot contribution(s) will be maintained.
8. An amount of total progressive pull-tab jackpot contribution(s) per session shall be transferred into the “Progressive Pull-Tab Account” no later than the **second** banking day. This contribution amount shall be transferred into the progressive pull-tab account by check written from the “Charitable Gaming Account”.
9. Total progressive pull-tab contribution(s) per session will be included on the quarterly report as part of line 4B, pull-tab cost of prizes, during the quarter the progressive pull-tabs were sold.
10. Any expenses relating to the “Progressive Pull-Tab Account” should be considered expenses of the Charitable Gaming activity. Bank charges, check charges, etc. should be considered Charitable Gaming expenses. A check or transfer from the “Charitable Gaming Account” should be deposited into the “Progressive Pull-Tab Account” to cover these expenses. Report these expenses on the Organization’s Quarterly on line 19, Bank Charges.
11. If an Organization wishes to discontinue selling progressive pull-tabs, they must award all prize money assigned to the “Progressive Pull-Tab Account” to the players. Once all prize monies have been awarded, the remaining balance (minimum balance from #C above) must be transferred in the “Charitable Gaming Account” and then the account can be closed. Transfer will be reflected on the quarterly report as a transfer from the Progressive Pull-Tab Account on line 25 as an adjustment.