

BINGO RECORDKEEPING FORMS AND INSTRUCTIONS

This booklet contains recordkeeping forms, instructions for each form, and a completed sample of each form. The instructions are designed to assist an employee complete a line or section of a form that may not be readily understood by the title or instructions found on the form itself. Lines that are considered self-explanatory, such as simple math computations, are not included.

Sample forms have been provided to illustrate the proper completion of this office's standard forms. When used with the instructions, most commonly asked questions about recordkeeping forms should be answered. Please remove the master forms from the booklet and make copies for your site(s). Note that some forms are two sided.

*If you have any questions or comments, please contact this office
in writing or by calling 1-800-326-9240.*

TABLE OF CONTENTS

Bingo Master Inventory Log – Paper Bingo Cards Instructions	Page 3
Sample form	Page 16
Bingo Site Inventory Log – Paper Bingo Cards Instructions	Page 3
Sample form	Page 17
Bingo Caller Number Report Instructions	Page 4
Sample form.....	Page 18
Bingo Session Report - Paper Card or Ticket Receipting Instructions.....	Page 4
Sample form.....	Page 19-20
Bingo Session Report - Cash Register Receipting Instructions	Page 6
Sample form	Page 21
Paper Bingo Card Packages – Package Contents Instructions	Page 7
Sample form	Page 22
Floorworker Sales Report Instructions	Page 8
Sample form	Page 23
Bingo Daily Session Report - Floorworker Sales Receipting Instructions	Page 8
Sample form	Page 24-25
Floorworker Bonanza Bingo Sales Report (Bonanza w/Trade Ins Only) Instructions..	Page 9
Sample form	Page 26
Record of Win Instructions	Page 10
Sample form.....	Page 27

I.O.U. Instructions	Page 10
Sample form	Page 28
Bingo Summary instructions.....	Page 11
Sample form	Page 29
Ideal Cash Bank Master Record Instructions	Page 11
Sample form	Page 30
Cumulative Ideal Cash Bank Record Instructions	Page 12
Sample form	Page 31
Reconciliation of Ideal Cash Banks Instructions	Page 12
Sample form	Page 32
Reconciliation of Inventories Instructions	Page 13
Sample form	Page 33
Quarterly Reconciliation of Paper Bingo Cards Instructions	Page 13
Sample form	Page 34
Master Inventory Log – Ticket Rolls Instructions	Page 13
Sample form	Page 35
Site Inventory Log – Ticket Rolls Instructions	Page 14
Sample form	Page 36
Prize Register Instructions	Page 14
Sample form	Page 37
Cash Reserve Bank – Daily Report Instructions	Page 14
Sample form	Page 38

**Bingo Master Inventory Log –
Paper Bingo Cards
(SFN 18624)**

This form is used to account for all paper bingo cards purchased by an organization. A separate form is needed for each color and type of card. For example, if the organization purchased red 3 on 1's and red single faced cards, two forms would be used.

Note: If an organization has only one site where inventory is stored, it may combine the master and site inventory records. All cards will be accounted for on the Bingo Site Inventory Log – Paper Bingo Cards. However, if cards are kept in a storage area and also in a bingo sales area, for example, the Master Inventory Log would be used for the cards kept in the storage area, and the Site Inventory Log would be used for the cards in the bingo sales area.

The first section of the form accounts for the receipt of bingo cards from a distributor or the return of bingo cards to the distributor.

1. Invoice Number - This field is the sales invoice number for the purchase of bingo cards or the credit invoice number for the return of bingo cards to a distributor.
2. Serial Number - This field is completed for each entry.
3. Number of Cards Received/(Returned) - Enter the number of cards received from or returned to the distributor. Do not enter the number of faces in the series. For example, a series of 9000, 3 on 1 cards would be entered as 3000 (the number of faces in the series divided by the number of faces on a card).

The second section of the form accounts for the cards issued to the site or the cards returned from the site.

1. Serial Number - This field is completed for each entry.
2. Number of Cards (Issued)/Returned - Enter the number of cards issued to the site or returned from the site. Do not enter the number of faces in the series. For example, a series of 9000, 3 on 1 cards would be entered as 3000 (the number of faces in the series divided by the number of faces on a card).

The third section is used to compute and maintain a running balance of the total number of cards in inventory.

See sample form on page 16.

**Bingo Site Inventory Log –
Paper Bingo Cards
(SFN 18626)**

This form is used at a site to account for paper bingo cards used during each bingo session. A separate form is used for each color and type of card and each serial number. For example, if the organization uses red 3 on 1's serial number 12345 and 23456 at a site, two forms would be used.

1. Invoice Number and Date Received - Enter only if this form is being used in place of the Master Inventory Log according to the Note in the previous section.
2. Serial Number - This field is completed for each serial number.

For each bingo session:

1. Session - Enter the time or name of session, such as 6 p.m. or "evening".

2. Number Issued - The number of cards issued from inventory are counted by the cashier. If a second employee is on duty, that employee recounts the cards. When both persons agree to the amounts, the cashier records the amount. The cashier and second employee initial the form verifying the accuracy of the recorded amounts.
3. Number Returned - After sales are complete, the number of cards returned to inventory are counted by the cashier. If a second employee is on duty, that employee recounts the cards. When both persons agree to the amounts, the cashier records the amounts. The cashier and second employee initial the form verifying the accuracy of the recorded amounts.
4. Number Received/(Returned) - This is used to record the receipt of cards at the site from the home office or from the distributor or the number of cards returned to the home office or to the distributor.
5. Cards in Inventory - This is used to compute and maintain a running balance of the total number of cards in inventory at the site.

See sample form on page 17.

Bingo Caller Number Report
(SFN 9856)

This form is used to record the sequence of bingo balls drawn and called for a game in which the potential prize is \$500 or greater.

1. Game Number - Enter the game number from the bingo program. Each game must have its own number. For example, if the first two games are played on one card, a straight bingo continuing on to a blackout, the straight

bingo would be game 1 and the blackout would be game 2.

2. Winning Pattern - Enter the name of the pattern of the winning bingo, such as blackout.
3. Series (Card) Number - Record the series (card) number of the face of the card which contains the winning bingo.
4. Type of Card - Enter the type of card played by the winning player.
5. Type of Package - Enter the type of package (if applicable) played by the winning player.
6. Receipt Number - If cash register or ticket receipting is used, enter the receipt number of the winning player.

See sample form on page 18.

Bingo Session Report - Paper Card
or Ticket Receipting (SFN 19358)

This form is used if the organization is using the paper card count or ticket receipting methods of accounting for sales of bingo cards. Refer to N.D. Admin. Code §§ 99-01.3-04-05 and 99-01.3-04-06.

This form accounts for one bingo session. If an organization has more than one session a day, such as one session at 6 p.m. and another at 9 p.m., two forms would be needed.

If an organization is using the ticket receipting method to account for bingo packages that include multiple different colors and types of cards, the Paper Bingo Card Packages – Package Contents (SFN 52537) is completed in conjunction with this receipting record. For further information on the Paper Bingo Card Packages – Package Contents (SFN 52537) form, see the instructions on page 7 in this booklet.

If bingo cards are sold by a bingo cashier and also by floorworkers, the Floorworker Sales Report (SFN 18628) must be used in conjunction with this report to account for those sales made by floorworkers.

Cash Bank

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amount. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enter the amount as negative. If the running balance is positive, enter the amount as positive.
2. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
3. After sales are complete and prizes have been paid, the cashier counts the actual ending cash and records the amount. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enter the amount as negative. If the running balance is positive, enter the amount as positive.
4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

For further information on the IOU form (SFN 9880), see the instructions on page 10 in this booklet.

Card Sales

This section accounts for up to ten types of card sales. For example, if the organization sells single cards for \$1 and a 6 on 1 card for \$5, two of the ten columns would be used.

1. Primary Color and Type of Card or Ticket – If using the paper card count method, enter the color and type of card, such as red 3 on 1. If using ticket receipting, enter the color of the ticket.
2. Serial Number – Complete this field with the serial number of the bingo card.
3. Beginning Card Count or Ending Ticket Number – If using the paper card count method, enter the count of the cards available for sale for this card type. If ticket receipting is used, enter the ticket number left on the roll after sales are complete.
4. Ending Card Count or Beginning Ticket Number – If using the paper card count method, enter the count of the cards remaining after sales are complete for this card type. If ticket receipting is used, enter the ticket number on the roll before sales begin.
5. Number Voided – If a card cannot be sold for any reason, enter the number of cards that are voided. These voided cards must be attached to the session report.

Prize Register

Every prize awarded must be entered on the prize register. If the prize register section of this form does not have enough lines, use the Prize Register (SFN 9932) provided in this booklet.

Gross Proceeds, Prizes,
Adjusted Gross Proceeds

Line 2 If floorworkers sold bingo cards for this session, enter the "Total Gross Proceeds" from the Floorworker Sales Report (SFN 18628).

Cash Profit and Bank Deposit

Line 8 Enter only the amount of prizes that are paid by check, including merchandise prizes. Do not include prizes that were paid from the cash bank.

Line 10 Enter the amount of the deposit for bingo only.

If the person summarizing the game has conducted the game, has access to the total receipts or cash profit, or has sole signatory authority of the gaming account, the summarization must be audited by someone independent.

If the game is summarized by a person who meets the requirements listed above and is independent, the summary does not need to be reaudited.

See sample form on page 19 and 20.

**Bingo Session Report - Cash Register
Receipting (SFN 9848)**

This form is used if the organization is using the cash register receipting method of accounting for sales of bingo cards. Refer to N.D. Admin. Code § 99-01.3-04-04.

This form accounts for one bingo session. If an organization has more than one session a day, such as one session at 6 p.m. and another at 9 p.m., two forms would be needed.

If bingo cards are sold by a bingo cashier and also by floorworkers, the Floorworker Sales Report (SFN 18628) must be used in

conjunction with this report to account for those sales made by floorworkers.

Cash Bank

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amount. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enter the amount as negative. If the running balance is positive, enter the amount as positive.
2. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.
3. After sales are complete and prizes have been paid, the cashier counts the actual ending cash and records the amount. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enter the amount as a negative. If the running balance is positive, enter the amount as positive.
4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form verifying the accuracy of the recorded amounts.

For further information on the IOU form (SFN 9880), see the instructions on page 10 in this booklet.

Primary Color & Type of Card or
Package Identification

If sales include only one color and type of card the Cash Register Receipting form is all that needs to be completed. For each key number, the color and type of card is recorded.

For a package that includes multiple different colors and types of cards, the Package Identification is recorded. The Package Identification is the name of each package. The Paper Bingo Card Packages – Package Contents (SFN 52537) is used in conjunction with this form.

Serial Number

If using the Paper Bingo Card Packages – Package Contents form, the serial number column is not completed on the Cash Register Receipting record. If only the Cash Register Receipting record is being completed, the color and type of card or serial number is completed on this receipting record.

Card Sales

Attach the total or “z” tape to this form and enter the summary information. If floorworker sales are entered into the cash register under a designated key, this key's totals are also included in this section of the form.

Gross Proceeds, Prizes,
Adjusted Gross Proceeds

If floorworkers sold bingo cards for this session and the total sales were not entered into the cash register, enter the "Total Gross Proceeds" from the Floorworker Sales Report (SFN 18628). If floorworker sales are entered into the cash register under a designated key, leave this field blank.

If the person summarizing the game has conducted the game, has access to the total receipts or cash profit, or has sole signatory authority of the gaming account, the summarization must be audited by someone independent.

If the game is summarized by a person who meets the requirements listed above and is independent, the summary does not need to be reaudited.

See sample form on page 21.

Cash Profit and Bank Deposit

Line 8 Enter only the amount of prizes that are paid by check, including merchandise prizes. Do not include prizes that were paid from the cash bank.

Line 10 Enter the amount of the deposit for bingo only.

Paper Bingo Card Packages –
Package Contents (SFN 52537)

This form is used if packages include multiple different colors and types of cards. It is used with the Bingo Session Report for cash register receipting or ticket receipting. Refer to N.D. Admin. Code §§ 99-01.3-04-04 and 99-01.3-04-05. This form is completed at the site by the cashier.

1. Cash Register Key Number or Color of Ticket – This field identifies the cash register key number for cash register receipting or the color of ticket for ticket receipting for each different package sold during a bingo session.
2. Package Identification – This field is completed for each different package sold. The name given to each package by the organization is entered in this field. For example, if the organization sells regular, super, and premium

packages during a session, each type of package is identified.

3. For each package, the contents must be listed individually by primary color and type of card, or serial number and type of card for each card in the package, and quantity.

This form must be attached to the Daily Session Report for that day.

See sample form on page 22.

Floorworker Sales Report
(SFN 18628)

This form is used to account for sales of bingo cards by a floorworker. The form accounts for three floorworkers selling cards for three games. This form must be completed by an employee other than a floorworker.

If only floorworkers sell all cards at a bingo session, use the Bingo Daily Session Report – Floorworker Sales Receipting form. If floorworker sales are used in addition to cash register receipting, the Bingo Session Summary - Cash Register Receipting is used with this form. If floorworker sales are used in addition to paper card or ticket receipting, the Bingo Session Summary - Paper Card or Ticket Receipting is used with this form.

Game Number - Enter the game number or game name from the bingo program. Each game must have its own number or name. For example, if the first two games are played on one card, a straight bingo continuing on to a blackout, the straight bingo would be game 1 and the blackout would be game 2.

Serial Number – This field is completed for each serial number.

Number Sold equals "Number Issued" minus "Number Returned".

Gross Proceeds equals "Number Sold" times "Selling Price".

If the cash profit is turned in to the cashier after each game, the floorworker and cashier both count the cash. When both persons agree to the amount, the cashier records the amount and both persons initial the form.

Cash Long (Short) equals "Cash Turned In" less "Gross Proceeds".

Totals

For each floorworker, the starting cash is counted by the cashier and the floorworker.

After all sales for the session are completed, ending cash is turned in by each floorworker.

Add the gross proceeds for all games, by floorworker. The total gross proceeds for all floorworkers is entered on line 2 of the "Gross Proceeds, Prizes, Adjusted Gross Proceeds" section of the Bingo Session Report for the receipting method used.

Add the cash turned in for all games, by floorworker.

Total Cash Long (Short) equals "Total Cash Turned In" less "Total Gross Proceeds".

See sample form on page 23.

Bingo Daily Session Report –
Floorworker Sales Receipting
(SFN 54066)

This form is used to account for sales of bingo cards when they are only sold by floorworkers. The form accounts for two floorworkers selling cards for three games.

This form must be completed by an employee other than a floorworker.

Game Number - Enter the game number or game name from the bingo program. Each game must have its own number or name. For example, if the first two games are played on one card, a straight bingo continuing on to a blackout, the straight bingo would be game 1 and the blackout would be game 2.

Serial Number – This field is completed for each serial number.

Number Used equals "Number Issued" minus "Number Returned".

Number Voided – If a card cannot be sold for any reason, enter the number of cards that are voided. These voided cards must be attached to this report.

Number Sold equals "Number Used" minus "Number Voided".

Gross Proceeds equals "Number Sold" times "Selling Price".

If the cash profit is turned in to the cashier after each game, the floorworker and cashier both count the cash. When both persons agree to the amount, the cashier records the amount and both persons initial the form.

Cash Long (Short) equals "Ending Cash Turned In" minus "Starting Cash" minus "Gross Proceeds".

Gross Proceeds, Prizes,
Adjusted Gross Proceeds

Line 3 For the bingo cards sold, enter the total from field J for each floorworker.

Cash Profit and Bank Deposit

Line 8 Enter only the amount of prizes that are paid by check, including merchandise prizes. Do not include prizes that were paid from the cash bank.

Line 10 Enter the amount of the deposit for bingo only.

If the person summarizing the game has conducted the game, has access to the total receipts or cash profit, or has sole signatory authority of the gaming account, the summarization must be audited by someone independent.

If the game is summarized by a person who meets the requirements listed above and is independent, the summary does not need to be reaudited.

Prize Register

Every prize awarded must be entered on the prize register which is located on the back side of this form. For further information on the Prize Register, see the instructions on page 14 in this booklet.

See sample forms on page 24 and 25.

Floorworker Bonanza
Bingo Sales Report
(Bonanza with Trade Ins Only)
(SFN 18629)

This form is used to account for sales of bonanza bingo cards by a floorworker if the organization allows players to trade in bonanza cards. If the organization does not allow players to trade in bonanza cards, bonanza bingo card sales are accounted for on the Floorworker Sales Report with other floorworker sales. This form must be completed by an employee other than a floorworker.

If an organization has more than one bonanza bingo card game during a session, a separate form is required for each game.

This form is used with the Bingo Session Report for the receipting method used.

Number of Trade Ins - Enter the number of cards that were traded in by players. To use this form, the cost per card for trade ins must be the same as the cost of buying the original bonanza card. For example, if the cost per bonanza card is \$1, the player must pay \$1 and one trade in card to receive two new cards. If the cost for a trade in card is different, this form will not correctly account for the activity.

Number Voided - If a card cannot be sold for any reason, enter the number of cards that are voided. These voided cards must be attached to this report.

The "Total Gross Proceeds" for all floorworkers is added to the "Total Gross Proceeds" from the Floorworkers Sales Report and entered on line 2 of the "Gross Proceeds, Prizes, Adjusted Gross Proceeds" section of the Bingo Session Report for the receipting method used.

See sample form on page 26.

Record of Win
(SFN 9939)

This form is used whenever a single cash prize or retail value of a merchandise prize of greater than \$200 is paid to a player.

The Record of Win must be pre-numbered.

1. Check the box for bingo and complete the game number.
2. The player must sign the Record of Win, unless the prize is being mailed to the player.

3. If a partial payout is made, for example, the player is paid \$500 of a \$2000 bingo prize in cash and will be paid the remaining \$1500 of the prize by a check issued from the home office, complete the bottom right section of the form.

See sample form on page 27.

I.O.U.
(SFN 9880)

This form is used at a site to record the lending of funds to one game from another, or from a cash reserve bank. This form accounts for all loans and payback of funds for all games at a site for one quarter.

The source of cash (the game lending the cash or paying back a previous loan) is always entered as a positive amount. The destination for the cash (the game borrowing the cash or being paid back for a previous loan) is always entered as a negative amount. For example, if the twenty-one bank lends \$100 to the bingo bank, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-One	
S \$100	\$100
Bingo	
D (\$100)	(\$100)

When the bingo bank, pays the twenty-one bank back, the entries would be:

<u>Amount</u>	<u>Running Balance</u>
Twenty-one	
D (\$100)	\$0
Bingo	
S \$100	\$0

If a game has a running balance at the beginning or end of the day's activity, that amount is entered on the daily accounting form for that game as a positive amount if the running balance is positive or as a

negative amount if the running balance is negative.

See sample form on page 28.

Bingo Summary **(SFN 50902)**

This form is used to summarize the bingo activity at a site for one quarter. The totals from this form will be reported on the quarterly gaming tax return.

Enter the information from each session's Bingo Session Report. For example, "Gross Proceeds" is the amount from Line 3, "Total Gross Proceeds".

Deposit Amount Verified to Bank Record

An employee who did not have access to the bank deposit funds must verify to the bank statement that the amount recorded as the "Deposit Amount" was actually deposited in the gaming account.

This person initials each deposit and records the date verified indicating that the verification has been completed.

Total each column at the end of the quarter. The totals for Gross Proceeds, Prizes, Adjusted Gross Proceeds, and Cash Profit (Loss) are reported on the gaming tax return for that quarter. Follow the instructions in the tax return booklet.

Ideal Cash Bank Master Record **(SFN 52534)**

This form is used to maintain a master record of the ideal cash bank amounts at a site for each game type. It is used to account for any permanent increases or decreases to the cash bank. (Note: Temporary increases or decreases in a daily cash bank do not need to be

recorded.) This form is maintained at the home office.

1. Cash Bank Reference No. – This is a number assigned by the organization to each cash bank for reference purposes. Each cash bank is assigned its own number. Once a number is assigned to a cash bank, that number cannot be duplicated or used again for any other cash bank.
2. Game Identifier/Name of Game – Enter the name of game that identifies which cash bank the master record is for. For example, pull tabs are identified by the name of the game such as "Century 100" and twenty-one would simply be "twenty-one." If the Game Identifier changes at any time, an entry is made on the Ideal Cash Bank Master Record to show the new name for the Game Identifier with no increase or decrease, the ideal cash bank amount is completed and the record initialed.
3. Source/Destination - This identifies where the cash bank funds are coming from or where they are going. For example, if a check is being written from the Gaming Account to increase a cash bank the source is "Gaming Account." If a cash bank is being decreased and the funds are being deposited into the Gaming Account the destination is the "Gaming Account."
4. Increase/(Decrease) – This field is used to record any permanent increases or decreases to the ideal cash bank amount. If a cash bank is being established or increased, a positive amount is recorded. If a cash bank is being discontinued or decreased, a negative amount is recorded.
5. Ideal Cash Bank Amount – Enter the ideal cash bank amount as established by the organization. When the ideal amount of a cash bank is increased or

decreased, add the increase to or subtract the decrease from the previous ideal cash bank amount recorded for the bank.

See sample form on page 30.

Cumulative Ideal Cash Bank Record **(SFN 52533)**

This form is used to maintain a record of all organization cash banks at all sites. It is used in conjunction with the Ideal Cash Bank Master Record. It provides a cumulative total of the ideal value of all cash banks of the organization.

1. Cash Bank Reference No. – This is the same number assigned to the cash bank on the Ideal Cash Bank Master Record by the organization. If the ideal cash bank amount for a game is permanently increased or decreased, an entry is made on the next available line of this form and the cash bank reference no. for the game recorded.
2. Increase/(Decrease) – This field is used to record any increases or decreases to the ideal cash bank amount as indicated on the Ideal Cash Bank Master Record. If a cash bank is being established, record the amount of the bank. If a cash bank is being discontinued, record the previously recorded amount of the bank as a negative amount. If an established cash bank is being increased or decreased, only the amount of the increase - a positive amount or decrease - a negative amount, is recorded.
3. Ideal Cash Bank Amount – This is the same ideal cash bank amount as recorded on the Ideal Cash Bank Master Record. If an established cash bank has been increased or decreased, the new ideal amount is recorded.

4. Cumulative Total – All Banks – This column maintains a running total of all cash banks at all sites. If an established cash bank is increased or decreased, the cumulative total is changed only by the amount of the increase or decrease to the bank. Add or subtract the amount of the increase or decrease to the previous amount recorded for Cumulative Total – All Banks to establish the current cumulative total for all cash banks.

See sample form on page 31.

Reconciliation of Ideal Cash Banks **(SFN 52532)**

This form is used to reconcile the gaming cash banks at a site on an annual basis. This form accounts for six cash banks at a site. The count and reconciliation must be done by a person who does not have access to the cash banks.

1. Current Cash Amount of Bank is the amount of cash in the cash bank per a physical count on the day of the reconciliation.
2. Plus - Any IOU's (when game is the source of the cash), cash losses from the previous day(s) of activity, or any other increases are added to the current cash bank amount.
3. Less - Any IOU's (when game is the destination of the cash), cash profit accumulated in bank and not yet deposited, or any other decreases are subtracted from the current cash bank amount.
4. Total Current Cash Bank Amount is computed accordingly.
5. Ideal Cash Bank Amount per the Ideal Cash Bank Master Record is recorded.

6. Difference is computed by subtracting the Ideal Cash Bank Amount from the Total Current Cash Bank Amount. If there is any difference, an explanation is required.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 32.

Reconciliation of Inventories **(SFN 17937)**

This form is used by a person who has not had access to the inventory, for the annual reconciling of games requiring a N.D. gaming stamp, bingo cards, casino chips, and rolls of tickets to a physical count of these items back to the information on the inventory logs.

This form accounts for the master inventory and up to three additional site inventories.

The serial number is completed only for the reconciliation of bingo cards. However, when reconciling rolls of tickets use this field to document the starting ticket number as required by N.D.A.C. § 99-01.3-03-09(3).

If the physical count of inventory does not match the records, the action(s) taken by management to resolve the discrepancy must be noted.

The person who completes the reconciliation initials the form verifying the information recorded.

See sample form on page 33.

Quarterly Reconciliation of **Paper Bingo Cards** **(SFN 52536)**

This form is completed by independent audit person after the reconciliation of the

bingo inventory has been completed. This form is used to reconcile the cards used per the Bingo Session Reports for the receipting method used, to the change in inventory per the Inventory Records, and any difference is computed and recorded. The reconciliation is completed for each color and type of card and for each serial number.

See sample form on page 34.

Master Inventory Log - Ticket Rolls **(SFN 9861)**

This form is used to account for ticket rolls purchased by the organization when the ticket receipting method is used to account for bingo activity. This form accounts for all ticket rolls purchased, regardless of color.

Note: If an organization has only one site where inventory is stored, it may combine the master and site inventory records. All ticket rolls will be accounted for on the Site Inventory Log – Ticket Rolls. However, if tickets are kept in a storage area and also in a bingo sales area, for example, the Master Inventory Log – Ticket Rolls would be used for the tickets kept in the storage area, and the Site Inventory Log – Ticket Rolls would be used for the cards in the bingo sales area. If an organization has more than one site, or if it has inventory at more than one location, the Master Inventory Log – Ticket Rolls and Site Inventory Log – Ticket Rolls must be used.

The first section of the form accounts for the receipt of ticket rolls or the return of ticket rolls.

The second section of the form accounts for the tickets issued to the site or the tickets returned from the site.

The third section is used to compute and maintain a running balance of the total number of tickets in inventory.

See sample form on page 35.

Site Inventory Log - Ticket Rolls
(SFN 9859)

This form is used to account for ticket rolls at a site when the ticket receipting method is used to account for bingo activity. This form accounts for one ticket roll.

For each bingo session:

1. Session - Enter the time or name of session, such as 6 p.m. or "evening".
2. Beginning Ticket Number - The beginning ticket number on the roll is recorded by the cashier. If a second employee is on duty, that employee verifies the ticket number recorded. When both persons agree, the cashier and second employee initial the form verifying the accuracy of the number recorded.
3. Ending Ticket Number - After sales are complete, the ticket number left on the ticket roll after sales is recorded by the cashier. For example, if the roll had tickets numbered 1 through 1000, and tickets 1 through 50 were sold, ticket number 51 would be entered on the form. If a second employee is on duty, that employee verifies the ticket number recorded. When both persons agree, the cashier and second employee initial the form verifying the accuracy number recorded.
4. Number Received/(Returned) - This is used to record the receipt of rolls of tickets at the site from the home office or purchased, or the number of tickets returned to the home office or returned to the place of purchase.
5. Tickets in Inventory - This is used to compute and maintain a running balance of the total number of tickets in inventory at the site.

See sample form on page 36.

Prize Register
(SFN 9932)

This form is used for bingo to record all prizes awarded.

Bingo Game Number – Enter the game number from the bingo program. Each game must have its own number. For example, if the first two games are played on one card, a straight bingo continuing on to a blackout, the straight bingo would be game 1 and the blackout would be game 2.

The complete name of each winner is required for each prize. (Note: If cash or retail value of a merchandise prize amount exceeds \$200, a Record of Win is completed.)

Cost of Merchandise Prize - Enter the actual cost to the organization, not the retail value of the prize. For example, a donated prize is entered as -0-.

See sample form on page 37.

Cash Reserve Bank – Daily Report
(SFN 50151)

This form is used by an organization that maintains a central or cash reserve bank for replenishing or lending cash to game banks.

1. At the beginning of the day's activity, the cashier counts the actual starting cash and records the amount unless it is already recorded by the count team. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enters it as a negative amount. If the running balance is positive, enters it as a positive amount.
2. If a second employee is on duty, that employee recounts the starting cash and verifies the amount the cashier or

count team has recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form.

3. At the end of the day's activity, the cashier counts the actual ending cash and records the amount. The cashier reviews the IOU form for any outstanding IOU balance. If the running balance is negative, enters it as a negative amount. If the running balance is positive, enters it as a positive amount.
4. If a second employee is on duty, that employee recounts the ending cash and verifies the amount the cashier recorded and any IOU. When both persons agree to the amounts, the cashier and the second employee initial the form.

For further information on the IOU form, see the instructions on page 10.

See sample form on page 38.



BINGO CALLER NUMBER REPORT
OFFICE OF THE ATTORNEY GENERAL
 SFN 9856 (4-10)

Organization Charity, Inc.	Date 7/1/10
Site The Bar	Session 6 PM
Caller Joe Smith	

Game Number(s) 3		Winning Pattern Blackout			Series (Card) Number 465	
Type of Card Blue 3 on 1		Type of Package			Receipt Number	
1	B10	16	31	46	61	
2	O62	17	32	47	62	
3	G50	18	33	48	63	
4	I17	19	34	49	64	
5		20	35	50	65	
6		21	36	51	66	
7		22	37	52	67	
8		23	38	53	68	
9		24	39	54	69	
10		25	40	55	70	
11		26	41	56	71	
12		27	42	57	72	
13		28	43	58	73	
14		29	44	59	74	
15		30	45	60	75	

Game Number(s)		Winning Pattern			Series (Card) Number	
Type of Card		Type of Package			Receipt Number	
1		16	31	46	61	
2		17	32	47	62	
3		18	33	48	63	
4		19	34	49	64	
5		20	35	50	65	
6		21	36	51	66	
7		22	37	52	67	
8		23	38	53	68	
9		24	39	54	69	
10		25	40	55	70	
11		26	41	56	71	
12		27	42	57	72	
13		28	43	58	73	
14		29	44	59	74	
15		30	45	60	75	

Game Number(s)		Winning Pattern			Series (Card) Number	
Type of Card		Type of Package			Receipt Number	
1		16	31	46	61	
2		17	32	47	62	
3		18	33	48	63	
4		19	34	49	64	
5		20	35	50	65	
6		21	36	51	66	
7		22	37	52	67	
8		23	38	53	68	
9		24	39	54	69	
10		25	40	55	70	
11		26	41	56	71	
12		27	42	57	72	
13		28	43	58	73	
14		29	44	59	74	
15		30	45	60	75	

Game Number(s)		Winning Pattern			Series (Card) Number	
Type of Card		Type of Package			Receipt Number	
1		16	31	46	61	
2		17	32	47	62	
3		18	33	48	63	
4		19	34	49	64	
5		20	35	50	65	
6		21	36	51	66	
7		22	37	52	67	
8		23	38	53	68	
9		24	39	54	69	
10		25	40	55	70	
11		26	41	56	71	
12		27	42	57	72	
13		28	43	58	73	
14		29	44	59	74	
15		30	45	60	75	



**BINGO DAILY SESSION REPORT - PAPER CARD
OR TICKET RECEIPTING
OFFICE OF ATTORNEY GENERAL
SFN 19358 (4-10)**

Organization Charity, Inc.	Date 7/1/10
Site The Bar	Session 6 PM

Starting Cash 500	Starting IOU 0	Total Starting Cash 500	Cashier MS	Verified By JS	Ending Cash 25	Ending IOU (100)	Total Ending Cash (75)	Cashier MS	Verified By JS
-----------------------------	------------------------------	-----------------------------------	----------------------	--------------------------	--------------------------	----------------------------	----------------------------------	----------------------	--------------------------

Primary Color and Type of Card or Ticket	Serial Number	Beginning Card Count or Ending Ticket Number	Initials	Ending Card Count or Beginning Ticket Number	Initials	Number Used	Number Voided	Number Sold	Selling Price	Gross Proceeds	
Red 3 on 1	12345	50	MS JS	3	MS JS	47	0	47	X 1	\$ 47	
Blue 3 on 1	45678	100	MS JS	6	MS JS	94	1	93	X 1	\$ 93	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	
			/		/				X	\$	(A) TOTAL
			/		/				X	\$	\$ 140

GROSS PROCEEDS, PRIZES, ADJUSTED GROSS PROCEEDS		CASH PROFIT AND BANK DEPOSIT		CASH LONG (SHORT)	
1. Gross Proceeds (A)	140	6. Total Ending Cash	(75)	11. Cash Profit (Loss) (Line 9)	(575)
2. Floorworker Gross Proceeds	+ 0	7. Total Starting Cash	500	12. Adjusted Gross Proceeds (Line 5)	(570)
3. Total Gross Proceeds	140	8. Prizes Paid By Check	0	13. Cash Long (Short)	(5)
4. Total Prizes (B + C)	710	9. Cash Profit (Loss)	(575)	Summary Completed By and Date MS 7/1/10	
5. Adjusted Gross Proceeds	(570)	10. Deposit Amount	0	Summary Audited By and Date LG 7/8/10	

PRIZE REGISTER

Game No.	Name	Address	Description of Merchandise Prize	Retail Value of Merchandise Prize	Cost of Merchandise Prize	Cash Prize
1	Mary Jones			\$	\$	\$ 10
2	Bob Smith					70
3	Cindy Dole					630
			Initials	MS	TOTALS	(B) 0 (C) 710



PAPER BINGO CARD PACKAGES - PACKAGE CONTENTS
OFFICE OF ATTORNEY GENERAL
 SFN 52537 (4-10)

Organization Charity, Inc.		Date 7/1/10
Site The Bar	Session 6 PM	Completed By MS

CASH REGISTER KEY NUMBER OR COLOR OF TICKET: 1		
PACKAGE IDENTIFICATION: Regular		
PRIMARY COLOR & TYPE OF CARD	SERIAL NUMBER	QUANTITY IN PACKAGE
Brown 1 on 1	55999	1
Blue 3 on 1	66999	1
Green 6 on 1	77979	1

CASH REGISTER KEY NUMBER OR COLOR OF TICKET: 2		
PACKAGE IDENTIFICATION: Super		
PRIMARY COLOR & TYPE OF CARD	SERIAL NUMBER	QUANTITY IN PACKAGE
Brown 1 on 1	56999	2
Blue 3 on 1	67999	2
Green 6 on 1	77989	2

CASH REGISTER KEY NUMBER OR COLOR OF TICKET: 3		
PACKAGE IDENTIFICATION: Premium		
PRIMARY COLOR & TYPE OF CARD	SERIAL NUMBER	QUANTITY IN PACKAGE
Brown 1 on 1	57999	3
Blue 3 on 1	68999	3
Green 6 on 1	77999	3

CASH REGISTER KEY NUMBER OR COLOR OF TICKET:		
PACKAGE IDENTIFICATION:		
PRIMARY COLOR & TYPE OF CARD	SERIAL NUMBER	QUANTITY IN PACKAGE



FLOORWORKER SALES REPORT
OFFICE OF ATTORNEY GENERAL
 SFN 18628 (4-10)

Organization Charity, Inc.		Date 7/1/10
Site The Bar	Session 9 PM	Completed By MS

Game No.	Floorworker	Primary Color & Type of Card	Serial Number	(A) Number Issued	Initials	(B) Number Returned	Initials	(C) Number Used (A - B)	(D) Number Voided	(E) Number Sold (C - D)	(F) Selling Price	(G) Gross Proceeds (E X F)	(H) Cash Turned In	Initials	Cash Long (Short) (H - G)
	1	JP	Red 3 on 1	12345	50	MS / JP	4	MS / JP	46	0	46	\$ 1	\$ 46	\$ 46	MS / JP
JT		Red 3 on 1	12345	50	MS / JT	3	MS / JT	47	0	47	1	47	46	MS / JT	(1)

Game No.	Floorworker	Primary Color & Type of Card	Serial Number	(A) Number Issued	Initials	(B) Number Returned	Initials	(C) Number Used (A - B)	(D) Number Voided	(E) Number Sold (C - D)	(F) Selling Price	(G) Gross Proceeds (E X F)	(H) Cash Turned In	Initials	Cash Long (Short) (H - G)
	2	JP	Blue 3 on 1	45678	50	MS / JP	2	MS / JP	48	0	48	\$ 1	\$ 48	\$ 48	MS / JP
JT		Blue 3 on 1	45678	50	MS / JT	5	MS / JT	45	0	45	1	45	45	MS / JT	0

Game No.	Floorworker	Primary Color & Type of Card	Serial Number	(A) Number Issued	Initials	(B) Number Returned	Initials	(C) Number Used (A - B)	(D) Number Voided	(E) Number Sold (C - D)	(F) Selling Price	(G) Gross Proceeds (E X F)	(H) Cash Turned In	Initials	Cash Long (Short) (H - G)
						/		/				\$	\$	\$	/
					/		/							/	

TOTALS	Floorworker	Starting Cash	Initials	Ending Cash	Initials	Total Gross Proceeds	Total Cash Turned In	Cash Long (Short)
	JP	\$ 10	MS / JP	\$ 10	MS / JP	\$ 94	\$ 94	\$ 0
JT	10	MS / JT	10	MS / JT	92	91	(1)	
					TOTAL	186	185	(1)



**BINGO DAILY SESSION REPORT -
FLOORWORKER SALES RECEIPTING
OFFICE OF ATTORNEY GENERAL
SFN 54066 (4-10)**

Organization Charity, Inc.		Date 7/1/10
Site The Bar	Session 6 PM	Completed By MS

Starting Cash 500	Starting IOU 0	Total Starting Cash 500	Cashier MS	Verified By JS	Ending Cash 547	Ending IOU 0	Total Ending Cash 547	Cashier MS	Verified By JS
-----------------------------	------------------------------	-----------------------------------	----------------------	--------------------------	---------------------------	----------------------------	---------------------------------	----------------------	--------------------------

Game No.	Floor-worker	Primary Color & Type of Card	Serial Number	(A) Number Issued	Initials	(B) Number Returned	Initials	(C) Number Used (A - B)	(D) Number Voided	(E) Number Sold (C - D)	(F) Selling Price	(G) Gross Proceeds (E x F)	(H) Starting Cash	Initials	(I) Ending Cash Turned In	Initials	Cash Long (Short) (I - H - G)
1	JS	Red 3 on 1	12345	50	MS JS	3	MS JS	47	0	47	\$ 1	\$ 47	\$ 10	MS JS	\$ 57	MS JS	0
2	JS	Blue 3 on 1	45678	50	MS JS	5	MS JS	45	0	45	1	45	10	MS JS	53	MS JS	(2)
Totals				100		8		92	0	92	1	92	20		110		(2)

Game No.	Floor-worker	Primary Color & Type of Card	Serial Number	(A) Number Issued	Initials	(B) Number Returned	Initials	(C) Number Used (A - B)	(D) Number Voided	(E) Number Sold (C - D)	(F) Selling Price	(G) Gross Proceeds (E x F)	(H) Starting Cash	Initials	(I) Ending Cash Turned In	Initials	Cash Long (Short) (I - H - G)
1	DS	Red 3 on 1	12345	50	MS DS	0	MS DS	50	0	50	\$ 1	\$ 50	\$ 10	MS DS	\$ 59	MS DS	(1)
2	DS	Blue 3 on 1	45678	50	MS DS	1	MS DS	49	1	48	1	48	10	MS DS	58	MS DS	0
Totals				100		1		99	1	98	1	98	20		117		(1)

GROSS PROCEEDS, PRIZES, ADJUSTED GROSS PROCEEDS		CASH PROFIT AND BANK DEPOSIT		CASH LONG (SHORT)	
3. Gross Proceeds (Total of J's)	190	6. Total Ending Cash	547	11. Cash Profit (Loss) (Line 9)	47
4. Total Prizes (K + L)	140	7. Total Starting Cash	500	12. Adjusted Gross Proceeds (Line 5)	50
5. Adjusted Gross Proceeds	50	8. Prizes Paid By Check	0	13. Cash Long (Short)	(3)
		9. Cash Profit (Loss)	47	Summary Completed By and Date MS 7/1/10	
		10. Deposit Amount	47	Summary Audited By and Date LG 7/8/10	

PRIZE REGISTER


Game No.	Name	Address	Description of Merchandise Prize	Retail Value of Merchandise Prize	Cost of Merchandise Prize	Cash Prize
1	Joe Miller			\$	\$	\$ 40
2	Sue Johnson					100
			Initials	TOTALS	(K)	(L)
			MS		0	140




FLOORWORKER BONANZA BINGO SALES REPORT
(BONANZA WITH TRADE INS ONLY)
OFFICE OF ATTORNEY GENERAL
 SFN 18629 (4-10)

Organization Charity, Inc.		Date 7/4/10
Site The Bar	Session 9 PM	Game Number 6
Primary Color Yellow	Serial Number 98765	Completed By MS

Floorworker	(A)	Initials	(B)	Initials	(C)	(D)	(E)	Initials	(F)	(G)	(H)	(I)	Initials	(J)	Initials	Cash Long	
	Number Issued		Number Unsold		Number Used (A - B)	Number of Trade-Ins	Number Voided		Number Sold (C - D - E)	Selling Price	Gross Proceeds (F x G)	Starting Cash		Ending Cash Turned In		(Short) (J - I - H)	
Joe Smith	50	MS JS	0	MS JS	50	0	0	MS JS	50	\$ 1	\$ 50	\$ 10	MS JS	\$ 60	MS JS	\$ 0	
	50	MS JS	2	MS JS	48	12	10	MS JS	26	1	26	10	MS JS	35	MS JS	(1)	
	100	TOTALS	2		98	12	10		76	1	76	20		95		(1)	
Floorworker	(A)	Initials	(B)	Initials	(C)	(D)	(E)	Initials	(F)	(G)	(H)	(I)	Initials	(J)	Initials	Cash Long	
	Number Issued		Number Unsold		Number Used (A - B)	Number of Trade-Ins	Number Voided		Number Sold (C - D - E)	Selling Price	Gross Proceeds (F x G)	Starting Cash		Ending Cash Turned In		(Short) (J - I - H)	
										\$	\$	\$		\$		\$	
	TOTALS																
Floorworker	(A)	Initials	(B)	Initials	(C)	(D)	(E)	Initials	(F)	(G)	(H)	(I)	Initials	(J)	Initials	Cash Long	
	Number Issued		Number Unsold		Number Used (A - B)	Number of Trade-Ins	Number Voided		Number Sold (C - D - E)	Selling Price	Gross Proceeds (F x G)	Starting Cash		Ending Cash Turned In		(Short) (J - I - H)	
										\$	\$	\$		\$		\$	
	TOTALS																
TOTALS																	
									76		20			95		(1)	

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (4-10)	Organization Charity, Inc.		Date 7/1/10		NO. 001
	Site The Bar		Completed By MS		Type of ID ND Drivers Lic.
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$ 630	Description Merchandise Prize	Retail Value of Prize \$
<input checked="" type="checkbox"/> Bingo	Game Number 3		Name of Player Cindy Dole		
<input type="checkbox"/> Prize Board	Name of Game	Gaming Stamp Number	Address PO Box 999		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City Anytown	State ND	Zip Code 58999
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Stamp Number	Signature of Player Cindy Dole		Date 7/1/10
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input type="checkbox"/> Seal Board	Gaming Stamp Number	For Prize Paid By Check, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament	Date of Event				

 RECORD OF WIN OFFICE OF ATTORNEY GENERAL SFN 9939 (4-10)	Organization		Date		NO. 002
	Site		Completed By		Type of ID
Game Type (Check One) and Complete Information for that Game Type			Cash Prize Amount \$	Description Merchandise Prize	Retail Value of Prize \$
<input type="checkbox"/> Bingo	Game Number		Name of Player		
<input type="checkbox"/> Prize Board	Name of Game	Gaming Stamp Number	Address		
<input type="checkbox"/> Calcutta	Date of Event	Gaming Stamp Number	City	State	Zip Code
<input type="checkbox"/> Pull Tabs	Name of Game	Gaming Stamp Number	Signature of Player		Date
<input type="checkbox"/> Club Special <input type="checkbox"/> Punchboard	<input type="checkbox"/> Tip Board <input type="checkbox"/> Seal Board	Gaming Stamp Number	For Prize Paid By Check, Complete This Section		
<input type="checkbox"/> Raffle	Date of Drawing	Winning Ticket Number	Amount Paid Now \$	Paid By	Amt. Yet To Be Paid \$
<input type="checkbox"/> Sports Pools	Date of Event	Gaming Stamp Number	Check Number	Paid By	Date
<input type="checkbox"/> Twenty-One Tournament <input type="checkbox"/> Poker Tournament	Date of Event				



RECONCILIATION OF IDEAL CASH BANKS
OFFICE OF ATTORNEY GENERAL
 SFN 52532 (4-10)

Organization Charity, Inc.	Site The Bar	Page 1 of 1
Name of Person Completing Reconciliation Linda Green	Job Title Bookkeeper	Date 10/1/10

Game Type <u>Bingo</u> Game Identifier/Name of Game <u>Bingo</u> Current Cash Amount of Bank (per count) \$ <u>800</u> Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited <u>100</u> Other Decreases (explain) _____ Total Current Cash Bank Amount \$ <u>700</u> Ideal Cash Bank Amount (per master record) <u>700</u> Difference (explanation required) <u>0</u> Explanations: <u>OK</u> Initials LG	Game Type _____ Game Identifier/Name of Game _____ Current Cash Amount of Bank (per count) \$ _____ Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ _____ Ideal Cash Bank Amount (per master record) _____ Difference (explanation required) _____ Explanations: _____ Initials	Game Type _____ Game Identifier/Name of Game _____ Current Cash Amount of Bank (per count) \$ _____ Plus: IOU-When Game Is Source Of Cash _____ Cash Loss From Previous Day(s) Activity _____ Other Increases (explain) _____ Less: IOU-When Game Is Destination Of Cash _____ Cash Profit Not Yet Deposited _____ Other Decreases (explain) _____ Total Current Cash Bank Amount \$ _____ Ideal Cash Bank Amount (per master record) _____ Difference (explanation required) _____ Explanations: _____ Initials
--	---	---



RECONCILIATION OF INVENTORIES
OFFICE OF ATTORNEY GENERAL
 SFN 17937 (4-10)

Organization
Charity, Inc.

Master *When completing the physical count for the deals and games with a state gaming stamp, include all deals and games in inventory and in play.

Site: _____

Master *When completing the physical count for the deals and games with a state gaming stamp, include all deals and games in inventory and in play.

Site: **The Bar**

Reconciliation Completed By Linda Green		Job Title Bookkeeper		Date 10/1/10
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
Red 3 on 1	12345	3000	2997	(3)
Red 3 on 1	23456	500	500	0
Blue 3 on 1	45678	500	500	0

Reconciliation Completed By Linda Green		Job Title Bookkeeper		Date 10/1/10
Name of Game/Primary Color & Type of Bingo Card/Casino Chips/ or Ticket Rolls	Serial Number	Number Per Inventory Record	*Number Per Physical Count	Difference
Red 3 on 1	12345	1500	1498	(2)
Red 3 on 1	23456	3000	3000	0

Result:
OK - Bingo card counts do not match inventory log

Result:
OK - Bingo card counts do not match inventory log

Corrective Action Taken:
Inventory records adjusted to actual - determined to be immaterial for serial number 12345

Corrective Action Taken:
Inventory records adjusted to actual - determined to be immaterial for serial number 12345

Initials **LG**

Initials **LG**



PRIZE REGISTER
OFFICE OF ATTORNEY GENERAL
 SFN 9932 (4-10)

"X" ONE
 GAME
 TYPE

Bingo
 Raffle

Organization Charity, Inc.	Date 7/9/10
Site The Bar	Completed By MS

Bingo Game No. or Raffle Ticket No.	Name of Winner	Address of Winner	Initials - Raffle Drawing	Initials - Raffle Drawing	Description of Merchandise Prize	Retail Value of Merchandise Prize	Cost of Merchandise Prize	Cash Prize Amount	Date of Payout if Different Than Above
1	Mary Deacon					\$	\$	\$ 30	
2	Molly Price							50	
3	George Larson							100	
4	Pat Griggs							100	
5	Lois Fischer							200	
						TOTALS	(A) 0	(B) 480	(A + B) 480

