

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE GAMING  
BINGO SESSION RECONCILIATION SUMMARY**

**ORGANIZATION:** \_\_\_\_\_

**SESSION DATE:** \_\_\_\_\_

The Bingo Manager must complete and sign form within 48 hours of the bingo session. I certify this form is complete and accurate to the best of my knowledge.		Date Signed: _____
Printed Name: _____	Signature: _____	
Bingo Manager	Bingo Manager	

- 1. **TOTAL ATTENDANCE THIS SESSION** \_\_\_\_\_
- 2. **BEGINNING CASH ON HAND (change fund)** \_\_\_\_\_

**RECEIPTS: (Gross receipts include all discounts and coupons)**

- 3. Bingo Game Paper Sales:
  - a. Bingo Admission Sales (Form104-A) \_\_\_\_\_
  - b. Bingo Floor Sales (Form104-B) \_\_\_\_\_
  - c. Decision Bingo Sales (Form104-C) \_\_\_\_\_
  - d. Total Paper Sales (Add lines 3a through 3c) \_\_\_\_\_
- 4. Electronic Bingo Devices (Attach computer printouts) \_\_\_\_\_
- 5. Instant Bingo/Seal Card Sales (Form 105) \_\_\_\_\_
- 6. Treasure Chest/Raffle Sales (Form 104-D) \_\_\_\_\_
- 7. Miscellaneous Sales (include daubers, wands and tape) \_\_\_\_\_
- 8. **Total Gross Receipts for Session** (Add lines 3d+ 4 + 5 + 6 + 7) \_\_\_\_\_
- 9. Less Discounts Given \_\_\_\_\_
- 10. **Total Adjusted Receipts for Session** (Line 8 minus Line 9) \_\_\_\_\_
- 11. Add Prizes Paid By Check \_\_\_\_\_
- 12. **Total Funds To Account For** (Add lines 2 + 10 + 11) \_\_\_\_\_

<b>Information Entries:</b>	Admission Sales	Floor Sales	Elect Device Sales	Total Receipts
Progressive Game #1	_____	_____	_____	_____
Progressive Game #2	_____	_____	_____	_____
Progressive Game #3	_____	_____	_____	_____
Progressive Game #4	_____	_____	_____	_____
Progressive Game #5	_____	_____	_____	_____
Progressive Game #6	_____	_____	_____	_____

*\*\*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.\*\**

**DISBURSEMENTS: (Do not include any merchandise awarded as prizes)**

- 13. Bingo Game Prizes: *(include only cash and checks disbursements)*
  - a. Regular, Special, Jackpot Bingo Prizes \_\_\_\_\_
  - b. Progressive Bingo Game Prizes \_\_\_\_\_
  - c. Decision Bingo Prizes \_\_\_\_\_
  - d. Total Bingo Game Prizes *(Add lines 13a through 13c)* \_\_\_\_\_
- 14. Instant Bingo/Seal Cards/Instant Progressive Prizes *(Form 105)* \_\_\_\_\_
- 15. Treasure Chest/Raffle Prizes *(Form 104-D)* \_\_\_\_\_
- 16. Door Prizes
  - a. Cash Prizes \_\_\_\_\_
  - b. Coupons Redeemed \_\_\_\_\_
  - c. Total Door Prizes *(Add lines 16a + 16b)* \_\_\_\_\_
- 17. Food For Bingo Volunteers *(include only cash disbursements)* \_\_\_\_\_
- 18. **Total Disbursements** *(Add lines 13d + 14 + 15 + 16c + 17)* \_\_\_\_\_

**CASH RECONCILED:**

- 19. Total Cash To Account For *(Line 12 minus Line 18)* \_\_\_\_\_
- 20. Ending Cash On Hand *(include change fund)* \_\_\_\_\_
- 21. Amount Withheld For Change Fund \_\_\_\_\_
- 22. Deposit To Bank *(Line 20 minus Line 21)* \_\_\_\_\_  
*(Attach bank validated deposit slip to this form)*

**OVERAGE/SHORTAGE:**

- 23. Overage/Shortage Enter shortage figure if Line 19 is greater than Line 20. \_\_\_\_\_  
 Enter overage figure if Line 20 is greater than Line 19. \_\_\_\_\_

*(Attach a brief explanation for variances equal or greater than \$50 to this form)*

<b>Information Entries:</b>	Beginning Balance	Additions	Payouts	Carry Over Balance
Treasure Chest	_____	_____	_____	_____
Instant Progressive	_____	_____	_____	_____
Progressive Game #1	_____	_____	_____	_____
Progressive Game #2	_____	_____	_____	_____
Progressive Game #3	_____	_____	_____	_____
Progressive Game #4	_____	_____	_____	_____
Progressive Game #5	_____	_____	_____	_____
Progressive Game #6	_____	_____	_____	_____