

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
PAPER INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION FORM**

FORM 105

ORGANIZATION: _____ **SESSION DATE:** _____

I certify this form is complete and accurate to the best of my knowledge.

Signature of Cashier

Signature of Bingo Manager

Column:	A	B	C	D	E	F	G	H
Beginning inventory of opened paper deals carried forward from the previous bingo session								
Line							Take In	Payout
1.	Total open paper deals from the previous bingo session's Form 105 (Line 16, Column G and H)							
Paper Deals opened during the bingo session								
Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tkts	Take In	Payout
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.	Totals from Form 105-A (Line 22, Column G and H of Page 1)							
11.	Total Lines 1 through 10							
12.	Total of the prizes added to the paper instant progressive amount from deals opened during this bingo session							
Ending inventory of opened paper deals to be carried forward to the next bingo session								
Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tkts	Remaining Take In	Remaining Payout
13.								
14.								
15.								
16.	Total Lines 13 through 15							
17.	Total of the paper instant progressive paid by check or cash							
Instant Progressive							Totals for the Bingo Session	
_____ Beginning Balance (previous bingo session's carry over balance) + _____ Additions (from Line 12, column H above) - _____ Payouts (from Line 17 column H above) = _____ Carry Over Balance							TOTAL PAPER TAKE IN	TOTAL PAPER PAYOUT
							Line 11-16 (Line 18, Column G)	18.

Cash Reconciled	
Beginning Change Fund	19.
Prizes Paid by Check	20.
Total Paper Take In (from Line 18, Column G)	21.
Total Paper Pay Out (from Line 18, Column H)	22.
Total Cash to Account For (Lines 19 + 20 + 21 - 22)	23.
Cash on Hand	24.
Overage/(Shortage) Overage, if Line 24 is greater than Line 23. Shortage, if Line 23 is greater than Line 24.	25.

**Line 11 - 12 - 16 + 17
(Line 18, Column H)**

(Totals to be included on Bingo Session Reconciliation Summary (Form 103))

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.