

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

INSTRUCTIONS

- When to Use:** Use this particular form to record all paper forms of instant bingo and seal card sales during a bingo session. If additional sheets are necessary to record all of the sales, then please use the paper instant bingo/seal cards/pull-tabs reconciliation continuation form (Form 105-A) to do so.
- 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.
- Organization:** Fill in the official name of the organization.
- Session Date:** Fill in the date of the bingo session.
- Signature of Cashier:** Cashier must sign this completed form at the conclusion of the bingo session.
- Signature of Bingo Manager:** Bingo Manager must sign this completed form within 48 hours of the completed bingo session.

BEGINNING INVENTORY OF OPENED PAPER DEALS CARRIED FORWARD FROM THE PREVIOUS BINGO SESSION

- Line 1** Enter the totals from Line 16, Column G (Remaining Take In) and Column H (Remaining Payout) from the previous paper instant bingo/seal cards/pull-tab reconciliation form (Form 105).

PAPER DEALS OPENED DURING THE BINGO SESSION

- Lines 2 through 9** Enter the following information for each paper deal that is opened during the bingo session. Remember, the information necessary to complete this form is located on the deal’s flare.

A flare is a piece of paper/cardboard that is attached to a instant bingo/seal card deal/pull-tab that has the following printed information: game name, form number, serial number, card count, ticket price, free ticket count, amount of cash taken in and the amount of prizes paid out.

Column A Serial # Enter the deal’s serial number

| | | |
|-----------------|----------------|--|
| Column B | Deal Name | Enter the deal's name. |
| Column C | Form # | Enter the deal's form number. |
| Column D | Ticket Price | Enter the selling price for each ticket in the deal. |
| Column E | # of Tickets | Enter the number of tickets in the deal. |
| Column F | # of Free Tkts | Enter the number of free tickets in the deal. |
| Column G | Take In | Enter the deal's expected gross receipts. |
| Column H | Payout | Enter the deal's expected gross cash payout. |

Line 10 Enter the totals from Line 22, Column G (Take In) and Column H (Payout) from Page 1 of the paper instant bingo/seal cards/pull-tabs reconciliation continuation sheet (Form 105-A).

Line 11 Complete the following calculations:

| | | |
|-----------------|---------|--|
| Column G | Take In | Add Lines 1 through 10 of Column G (Take In) and enter the figure. |
| Column H | Payout | Add Lines 1 through 10 of Column H (Payout) and enter the figure. |

Line 12 Enter the total amount of prizes being added to the paper instant progressive during the bingo session.

ENDING INVENTORY OF OPENED PAPER DEALS TO BE CARRIED FORWARD TO THE NEXT BINGO SESSION

Lines 13 through 15 Enter the following information for each paper deal that is opened during the bingo session and carried forward to the next bingo session. Remember, the information necessary to complete this form is located on the deal's flare.

| | | |
|-----------------|-------------------|---|
| Column A | Serial # | Enter the deal's serial number |
| Column B | Deal Name | Enter the deal's name. |
| Column C | Form # | Enter the deal's form number. |
| Column D | Ticket Price | Enter the selling price for each ticket in the deal. |
| Column E | # of Tickets | Enter the number of remaining tickets in the deal. |
| Column F | # of Free Tkts | Enter the number of remaining free tickets in the deal. |
| Column G | Remaining Take In | Enter the deal's remaining gross receipts. |

Column H Remaining Payout Enter the deal's remaining gross cash payout.

Line 16 Complete the following calculations:

Column G Remaining Take In Add Lines 13 through 15 of Column G (Remaining Take In) and enter the figure.

Column H Remaining Payout Add Lines 13 through 15 of Column H (Remaining Payout) and enter the figure.

Line 17 Enter the total amount of prizes awarded from the instant progressive during the bingo session.

TOTALS FOR THE BINGO SESSION

Line 18 Complete the following calculations. Remember to carry these totals forward to the Bingo Session Reconciliation Summary (Form 103):

Column G Total Take In Enter the difference between Line 11 minus Line 16 of Column G (Line 11 – Line 16)

Column H Total Payout Enter the difference between Line 11 minus Line 12 minus Line 16 plus Line 17 of Column H (Line 11 – Line 12 – Line 16 + Line 17)

CASH RECONCILED

Line 19 Enter the total amount of the beginning instant bingo/seal card/pull-tab change fund.

Line 20 Enter the total amount of prizes paid by check for paper instant bingo/seal card/pull-tab.

Line 21 Enter the total amount of sales generated from Line 18, Column G (Total Paper Take In)

Line 22 Enter the total amount of prizes awarded from Line 18, Column H (Total Paper Payout).

Line 23 Add Line 19 plus Line 20 plus Line 21 minus Line 22 and enter the figure. (Line 19 + Line 20 + Line 21 – Line 22)

Line 24 Enter the total amount of the cash on hand from the sale of instant bingo/seal card/pull-tab.

Line 25 Complete the following line by using one of two following methods:
1. Enter the overage figure if Line 24 is greater than Line 23.
2. Enter the shortage figure if Line 23 is greater than Line 24.

INSTANT PROGRESSIVE

- Use this box to track the instant progressive prizes being carried over from session to session. Remember to carry these figures forward to the Bingo Session Reconciliation Summary (Form 103).