



## INSTRUCTION GUIDE FOR BINGO EVENT REPORT

The use of this report, or an MGCC approved facsimile, is mandatory under the Terms and Conditions governing your license. This report contains the information necessary for proper completion of the QUARTERLY REPORT FOR BINGO. The EVENT REPORTS are to be retained by your organization for a period of three (3) years.

To begin, enter your organization's LICENSE NUMBER, NAME, DATE and the ATTENDANCE for the event.

**I REVENUE:** REVENUE is calculated from the sale of bingo paper and/or cards during the event.

### PAPER BINGO

1. Enter the PRODUCT CODE and DESCRIPTION of paper used (including any and all specials).
2. Record the original amount issued for sale to your sellers plus any additional amounts issued to arrive at TOTAL ISSUED.
3. Subtract the AMOUNT RETURNED from the TOTAL ISSUED to arrive at the TOTAL SOLD.
4. Multiply the TOTAL SOLD by the UNIT PRICE charged for each type of paper .
5. Add the REVENUE column to obtain your TOTAL GROSS REVENUE (A).

### HARD CARD BINGO

1. Enter the total number of entry cards and/or extra cards sold.
2. Multiply these by their respective prices to arrive at REVENUE.
3. Add the REVENUE column to obtain your TOTAL GROSS REVENUE (A).

**II BINGO EVENT PRIZE PAYOUT:** The actual prizes paid in accordance with the bingo program should be summarized on page 2 on the EVENT REPORT.

1. Record the GAME NUMBERS AND NAMES at the standard amounts and/or those with percentage payouts (e.g. Share the wealth games)
2. Calculate and record the ACTUAL CASH PRIZE PAID and the number of winners for each game. Indicate the amount of the prizes paid by CHEQUE in the last column.

For merchandise games enter the description of the prize awarded. In the event there are multiple winners of the merchandise game with the exception of perishable prizes (turkeys or hams), cash must be awarded as the prize. The retail value of the intended merchandise prize would be divided equally among the winners. This amount should be entered under the ACTUAL CASH PRIZES PAID column and included in the TOTAL CASH PRIZES PAID (B).

**III EXPENSES:** Record and total any cash expenses in this section and attach receipts to the event sheet. Cash expenses should be minimized at all times.

**IV FLOAT TRACKING BY SELLING STATION:** This area provides information regarding the cash float that is issued to each seller and/or selling station. The float should be removed from all of the cash collected from Bingo sales at the end of the event and the total noted in this area. The floats returned by each seller should be the same as the float issued.

### **V DEPOSIT AT END OF EVENT:**

1. Once the float is set aside, count the remaining cash and make up your bank deposit.
2. Record the total under ACTUAL DEPOSIT (E).

### **VI DEPOSIT RECONCILIATION:**

1. Carry forward the totals from TOTAL GROSS REVENUE (A), TOTAL CASH PRIZES PAID (B), AND TOTAL CASH EXPENSES (C).
2. Subtract (B) and (C) from (A) to arrive at CALCULATED DEPOSIT (D).
3. Record the ACTUAL DEPOSIT (E) and subtract from (D). The result will be CASH SHORT (-) or CASH OVER (+).

Once everything has been recorded and checked to your satisfaction, the BINGO CHAIRPERSON must SIGN the form in the space provided and have their signature WITNESSED by a second person. The form should be kept for future use when completing the QUARTERLY REPORT FOR BINGO.

If your organization was provided with prizes from an area business or group to be given away at your Bingo event, details must be attached to this sheet. The details should list how many and what type of items were involved, as well as documentation acknowledging the donation.