

Charitable Bingo Operations Division (CBOD) Recordkeeping Forms

The Charitable Bingo website contains forms discussed in the presentation. Except for FORMID 68, 69 and 129, these forms may be used as they are or customized for each organization's use. Please refer to the forms on CBOD's website to ensure that forms used include all the information required to comply with Bingo Enabling Act and Texas Charitable Administrative Rules.

All forms are available via CBOD's website (www.txbingo.org).

Commonly Used Forms in Audits

- Bingo Quarterly Reports (FORMID 68 for single organization and FORMID 69 for accounting unit) (must not be altered)
- Charitable Distribution Details for Conductor and Unit Member (FORMID 129) (must not be altered)
- Occasion Cash Reports (FORMID 72)
- Occasion Schedule of Prizes (FORMID 73)
- Floor Sales by Usher (FORMID 74 or 75)
- Sales Journal (FORMID 76)
- Cash Disbursements Journal (FORMID 77)
- Perpetual Inventory Disposable Bingo Card Sales (FORMID 79)
- Pull-Tab Perpetual Inventory and Purchase Log (FORMID 84)

Below are examples of the forms listed above.

4a. Late filing penalty for state prize fee (see instructions)

5a. Late filing interest for state prize fee (see instructions)

FORMID 68

N _M	TISS!						
You may to This report of Conduct of A cash a of You must of Make you USPS Del Courier D	ort is to be used by Conductors, in- or must submit this Quarterly Repo- accounting method must be used to st file a report even if no games ur payment for the amount in Item livery: Texas Lottery Commission, lelivery: Texas Lottery Commission, 2-344-5142 Email: bingo.services	nt due on the Bingo Service Portal (BSP). Cluding Conductors that also hold a Commerci rt and Charitable Distributions form (FORMID by prepare this report. were conducted. Failure to timely file thi fia payable to: STATE COMPTROLLER. Do no Charitable Bingo Operations Division, PO Box no, Charitable Bingo Operations Division, 1801 No Pottery.state.tx.us Website: txbingo.org or Municipality to the TLC. Payments that	ial Lessor License. 129). s report may result that staple your chect 16630, Austin, TX 7 N. Congress Ave., A	Ilt in an administrative k to this report for paper 8761-6630 ustin TX, 78701	r submissions.	\$300.	
icense Nun	nber	Taxpayer Number	Filing Perio	d		Quarter	
 Prganization	/Unit Name						
BINGO	O OCCASIONS / ATTE	NDANCE					
1.	Total number of occasion	s this quarter				1.	
2.		•				2.	
	GAMING ACTIVITY (V	ů i		OSS EIPTS	PRIZES AWARDED		
3.	Regular bingo - paper/ha	-	3.	Over \$50*	AWARDED		
4.	Regular bingo - electronio		4.	\$50 or less			
5.	Total regular bingo (Add I					5.	
6.	Pull-tab bingo - Event	,		-		6.	
7.	Pull-tab bingo - Instant			-		7.	
8.	Total bingo activity (Ad	-		-		8.	
8a1.	•	b CASH prizes of \$5.00 and under					
8a2.	Total Regular and Pull-Ta	·	2-0)				
8b.	*All prizes (cash and non-	o prize fee (Line 8 minus 8a1 minus 8	382)				
DENT	, ,	,	one if annli	achia (WHOLE F	OLLABEN		
		eceived from other organization	ons, ii appiic	able (WHOLE L	JULLARS))	ء ٦	
	Total lump sum rent incom		1.6			9.	
		nses and insurance premiums receive	ed from organiza	ations		10	
	R INCOME (WHOLE D	OLLARS)				г	
	Bingo interest earned	wat five de				11a.	
	Unclaimed customer acco Equipment and supplies sa					11b 11c.	
	Total other income (Add Li					11.	
	Total income activity (A					12.	
	,	Report continues	on next page w	rith Item 13			
		·					
		FEES (Enter dollars & cents, in multiple municipalities and/or count				mary for	PRIZE FEES Multiple Playing Locations
1a.	Prizes awarded subject to	prize fee (from Line 8b prizes awarde	ed column)			1a.	
2a.	\ /		•	0.05		2a.	0.05
3a.	Total Prize fees due (Multip	oly Line 1a by Line 2a)	Enter State Percent	age of prize fee in box	50% OR 100%*	3a.	
	3b. Prize fee due to	State by multiplying Line 3a by	%	(=) equal Item	3b result.	3b.	
	3c. Prize fee due to	•		3c			
	3d. Prize fee due to			3d.			
	3e. Prize tee to be re	tained for charitable distribution		3e	1		

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6a. Total amount due to state; state prize fee, penalty and interest due (Add Lines 3b + 4a + 5a)

4a. 5a.

6a.

License Num	nber	Taxpayer Number	Organization/Unit Name		Quarter
DENT	DAVIATUTO T	0.00444550141	LEGGER (WILLIE BOLLARS)		
			LESSOR (WHOLE DOLLARS)	40	
		payments to lessor	surance premiums paid to commercial lessor	13 14	
		nents (Add Lines 13		15	
EXPE	NSES (WHOLE	DOLLARS)			
	-	sed (Lines 16 & 17)			
	Regular bingo		Paper Add (+) Electronic	= 16	S
	Pull-tab bingo		Event Add (+) Instant	= 17	
		or repairs of bingo eq state, federal taxes	uipment	18 19	
	Advertising and			20	
			ice, repairs, utilities, janitorial)	21	
22.	Professional serv	rices (accounting, lega	I, security)	22	2.
		ses (payroll and payro	Il taxes)	23	
	Do Not Use			24	
	Other expenses	Add Lines 16 thru 25)		25 26	
		SES PAYMENTS (Ad	d Lines 15 + 26)	27	
		•			
	FEES (WHOL	•		00	
	Prize fees paid to Prize fees paid to			28; 28j	
	Prize fees paid to			28	
	Prize fees collect			280	·
28.	Prize fees minus	prize fees collected (A	Add Lines 28a + 28b + 28c minus Line 28d)	28	
29.	NET PROCEED	S - THIS QUARTER	(Line 12 minus Line 27 minus Line 28)	29	9.
DISTR	IBUTIONS (W	HOLE DOLLARS)			
30a.	Charitable distrib	outions		30a	l.
		mer account funds (L	· · · · · · · · · · · · · · · · · · ·	30b).
		outions - retained prize		300	
30.	Total distribution	ons for this quarter	Add Lines 30a + 30b + 30c)	30)
		ONS (WHOLE DO		EIMBURSED	
		(non-bingo funds)	minus (-)	= 31	
		ntributions (bingo fund	s) minus (-) (from Item 42 on previous report)	= 32 33	
		sactions (Add Lines	, , ,	34	
		•			
		NCE (WHOLE DO end of quarter - per	cook balance (Line 29 minus Line 30 Add Line 34) Mus	st match Line 42 35	5.
		•	TO FUNDS IN BANK (dollars and cents)		
36.		bingo checking accou		36.	
37.		nsit at end of quarter		37.	
38.	Outstanding ch	ecks at end of quarte	•	38.	
39.			cking account balance (Add Lines 36 + 37 minus Line 38		
40.		-	ngs account balance if applicable on hand (if from bingo net proceeds)	40.	
41. 42.			bank balance (Add Lines 39 + 40 + 41) Must match Li	41. ine 35 42.	
I declare	that the information	in this document and as	companying supplements are true and correct to the best of my	knowledge and holiof	
_		in this document and ac	companying supplements are true and correct to the best of my	niowieuge and belief.	
_ `	gn Signatura			Phone Number	
	Signature			Fliotie Number	
	B				
	Print Name	•		Date	

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FORMID 69

FORM SUBMISSION

You may file this form and pay the amount due on the Bingo Service Portal (BSP). https://bsc.txbingo.org

- This report is to be used by Accounting Units.
- Accounting Unit must submit this Quarterly Report and Charitable Distributions form (FORMID 130).

• Make you USPS De Courier I Fax: 1-51	our payment for the amount in Ite Blivery: Texas Lottery Commission Delivery: Texas Lottery Commis 2-344-5142 Email: bingo.service	nes were conducted. Failure to timely em 6a payable to: STATE COMPTROLLE on, Charitable Bingo Operations Division, I sion, Charitable Bingo Operations Division es@lottery.state.tx.us Website: txbingo.c ty or Municipality to the TLC. Paymen	ER. Do not staple you PO Box 16630, Austi a, 1801 N. Congress org	ur check to this n, TX 78761-66 Ave., Austin TX,	report for paper 30 78701	submissior	
cense Nun		Taxpayer Number	Filing Period	or (i.e. overpa)	mients, wiii be	Quarter	
ganization.	/Unit Name						
BINGO	OCCASIONS / ATTEN	DANCE					
1.	Total number of occasions	this quarter				1.	
2.	Total number of persons at	•				2.	
BINGO	GAMING ACTIVITY (WI	HOLE DOLLARS)	GROSS RECEIPTS	6	PRIZES AWARDED		
3.	Regular bingo - paper/hard	· · · · · · · · · · · · · · · · · · ·	3.	Over \$50*		7	
4.	Regular bingo - electronic		4.	\$50 or less*		1	
5.	Total regular bingo (Add Lir	nes 3 + 4)				5.	
6.	Pull-tab bingo - Event			-		6.	
7.	Pull-tab bingo - Instant			-		7.	
8.	Total bingo activity (Add	•		_		8.	
8a1.	· ·	CASH prizes of \$5.00 and under					
8a2.	Total Regular and Pull-Tab	·				-	
8b.	*All prizes (cash and non-c	orize fee (Line 8 minus 8a1 minus 8a2	<u>(2)</u>			J	
DENT	. ,	का। eived from other organization	s if applicable	WHOLE D	OLLADSII		
		elved from other organization	іѕ, ії арріісаріє	(WHOLE D	OLLARS))		
	Total lump sum rent income					9.	
		ses and insurance premiums received	from organizations			10	
	R INCOME (WHOLE DO	LLARS)					
	Bingo interest earned					11a.	
	Unclaimed customer accour					11b.	
	Equipment and supplies sale Total other income (Add Line					11c	
	Total income activity (Add	•				12.	
12.	Total moonie douvity (Ade	Report continues or	nevt nage with Ite	ım 13		12.	
041.0	U ATIONO OF BRITE F	·					PRIZE FEES
*If an or	ganization played occasions in	EES (Enter dollars & cents, 3 multiple municipalities and/or counties	complete and sub			mary for N	
	, ,	rize fee (from Line 8b prizes awarded	,			1a.	0.05
2a.	Prize fee rate (5%)		0.0	05		2a	0.00
За.	Total Prize fees due (Multiply		er State Percentage of	prize fee in hox !	50% OR 100%*	3a	
	3h Prize fee due to St	ate by multiplying Line 3a by		(=) equal Item		3b.	
	3c. Prize fee due to St		/0	3c.	OD TOSUIL.	ου. [
	3d. Prize fee due to M	-		3d.			
		lined for charitable distribution		3e.			
4a.	Late filing penalty for state p			* * · L		4a.	
5a.						5a.	

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6a. Total amount due to state; state prize fee, penalty and interest due (Add Lines 3b + 4a + 5a)

License Num	nber	Taxpayer Number	Organization/Unit Name		Quarter
DENT	DAVIATUTO T	0.00444500141	LEGGER (WILLIE DOLLARS)		
			LESSOR (WHOLE DOLLARS)	4.0	
		payments to lessor	surance premiums paid to commercial lessor	13 14	
		nents (Add Lines 13		15	
EXPE	NSES (WHOLE	DOLLARS)			
	-	sed (Lines 16 & 17)			
	Regular bingo		Paper Add (+) Electronic	= 16	5.
	Pull-tab bingo		Event Add (+) Instant	= 17	
		or repairs of bingo eq state, federal taxes	uipment	18	
	Advertising and			19 20	
			ice, repairs, utilities, janitorial)	21	
		vices (accounting, lega		22	
		ses (payroll and payro	Il taxes)	23	3.
	Do Not Use			24	
	Other expenses	A		25	
		Add Lines 16 thru 25) SES PAYMENTS (Add	d Lines 15 + 26\	26	
			d Lilles 13 + 20)	27	
	FEES (WHOL	-			
	Prize fees paid to			28	
	Prize fees paid to			281	
	Prize fees paid to Prize fees collect			28 ⁻ 28 ⁻	·
			Add Lines 28a + 28b + 28c minus Line 28d)	200	
			(Line 12 minus Line 27 minus Line 28)	29	
DISTR	IBUTIONS (W	HOLE DOLLARS)			
	Charitable distrib			30a	a.
30b.	Unclaimed custo	mer account funds (Li	ne 11b)	30b).
		outions - retained prize		300).
30.	Total distribution	ons for this quarter (Add Lines 30a + 30b + 30c)	30).
OTHE	R TRANSACTI	ONS (WHOLE DO		IMBURSED	
		(non-bingo funds)	minus (-)	= 31	
		ntributions (bingo fund	· ————————————————————————————————————	= 32	
		isactions (Add Lines	(from Item 42 on previous report)	33 34	
		•	•	0-	
		NCE (WHOLE DO end of guarter - per l	LLARS) book balance (Line 29 minus Line 30 Add Line 34) Musi	t match Line 42 35	j. [
			TO FUNDS IN BANK (dollars and cents)		
36.		bingo checking accou		36.	
37.		nsit at end of quarter	The Salarios	37.	
38.		ecks at end of quarte	•	38.	
39.	Reconciled end	l of quarter bingo ched	cking account balance (Add Lines 36 + 37 minus Line 38)	39.	
40.			ngs account balance if applicable	40.	
41.			on hand (if from bingo net proceeds)	41.	
42.	Bingo tunas at	end of quarter - per	bank balance (Add Lines 39 + 40 + 41) Must match Lin	ne 35 42.	
I declare	that the information	in this document and ac	companying supplements are true and correct to the best of my l	knowledge and belief.	
si	gn 🛌			1 1	I
_ `	Signature			Phone Number	
	ı			1 1	1
	Print Name)		l	

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Charitable Distributions Details for Conductor and Unit Member

FORMID 129

WHO MUST SUBMIT THIS FORM

This form must be completed by a Conductor, including unit members, and submitted with each quarterly report. Unit members are required to submit this form on or before the quarterly report due date.

FORM SUBMISSION

Online: This form may be filed on the Bingo Service Portal (BSP). bsc.txbingo.org

By mail: Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630

By delivery: Charitable Bingo Operations Division, Texas Lottery Commission, 1801 N. Congress Ave., Austin TX, 78701

FOR ASSISTANCE in completing this form, please call 1-800-BINGO-77 (1-800-246-4677) or visit our website at txbingo.org.

GENERAL INSTRUCTIONS

- Use black or blue ink only.
- Accounting Unit should not submit this form, only unit members and conductors.
- Use continuation sheet(s) if needed.
- For conductors, the total charitable distribution amount on this form must match the charitable distribution amount on the quarterly report filed for the same quarter.
- Current distributions are the proceeds which have been disbursed for a cause, deed or activity dedicated to the charitable purposes of the organization.
- Future distributions are the proceeds to be applied to a cause, deed or activity dedicated to the charitable purposes of the organization.

- Ni	Conductor (I In the American Normal			
se Number	Conductor/Unit Member Name		Filing Period	Quarter
	CHARITABLE DISTR	IBUTIONS SUMMARY		
				FICATION OF
				DISTRIBUTIONS
		Transaction, Confirmation or	Current Amount	Future Amount
Date	Distribution Recipient	Check Number	Charitable	Charitable
			\$	\$
		Classification Totals	\$	\$
			(a)	(b)
	Takal Ola avi	table Distributions (Sum of salumns a stable	(α)	(6)
	Total Chari	table Distributions (Sum of columns a + b)		
P P I 17 X 7	Second of the control	Una Oha Yahia D'ai Ya ika a laisi f	I. I	
continuation sheet(s) it intinuation sheet(s) are	needed. If conductor not in unit, final total must equal used, check here Enter total on last continuation		rterly report.	

FORMID 72

NAME:		TXP#:
DATE:	OCCASION:	ATTENDANCE:

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record relevant information including gross receipts and prizes awarded during a bingo occasion. Proper completion of the form should document the proceeds and prize fees deposited to the bingo bank account as a result of activity during the bingo occasion. Information on this document should be used to record in the accounting records sales, prizes awarded, prize fees witheld and amounts deposited to the bingo bank account.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to accurately account for the activity of a bingo occasion – gross receipts from the sale of bingo products (disposable bingo cards, electronic bingo cards and pull-tabs), the prizes awarded for bingo games, prize fees withheld or collected from winning patrons and the resulting amount deposited into the bingo bank account.

		REGULAR	BINGO SA	LES AND	PRIZES		
						GROSS RECEIPTS	
TOTAL ELECTRONIC C	ARD SALES						
SET SALES		# Sets Issued	# Sets Returned	# Sets Sold	Price/Set		
1. Serial Number:		1					
Card Numbers:							
2. Serial Number:			•	•			1
Card Numbers:							
3. Serial Number:			•	•			ı
Card Numbers:							1
4. Serial Number:			•				ı
Card Numbers:							1
FLOOR SALES (Totals fr	om Floor Sales by	/ Usher)	•	<u> </u>	,		GROSS
	·		To	OTAL SET AND FLO	OOR CARD SALES		PRIZES
т	OTAL REGULAR	R BINGO SALES	(Electronics, Set	and Floor) & R	EGULAR PRIZES		
		PULL-1	TAB SALES	AND PRIZ	ZES		
PULL-TAB BINGO	1-E	FORM #		SERIAL #			
EVENT GAMES	2-E	FORM #		SERIAL #			
	3-E	FORM #		SERIAL #			
	4-E	FORM #		SERIAL #			
	5-E	FORM #		SERIAL #			
	6-E	FORM #		SERIAL #			
	7-E	FORM #		SERIAL #			
	8-E	FORM #		SERIAL #			
	9-E	FORM #		SERIAL #			
	10-E	FORM #		SERIAL #			
	11-E	FORM #		SERIAL #			
	12-E	FORM #		SERIAL #			
	13-E	FORM #		SERIAL #			
	14-E	FORM #		SERIAL #			
	1 <i>5</i> -E	FORM #		SERIAL #			
'			TOTAL EV	ENT PULL-TAB	SALES & PRIZES		

(Pull-Tab Sales and Prizes continued on Page 2)

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	PULL-TAB SALES AND PRIZES (CONTINUED)									
PULL-TAB BINGO	1-I	FORM #	SERIAL #							
INSTANT GAMES	2-1	FORM #	SERIAL #							
	3-1	FORM #	SERIAL #							
	4 -l	FORM #	SERIAL #							
	5 -l	FORM #	SERIAL #							
-		•	TOTAL INSTANT PULL-TAB SALES & PRIZES							
	TOTAL ALL PULL-TAB SALES & PRIZES									
		TOTAL REGULAR BI	NGO & ALL PULL-TAB SALES & PRIZES							

	TOTAL Regular Bingo & Pull-Tab Sales:	
LESS:	TOTAL Regular & Pull-Tab Prizes:	
EQUALS:	NET SALES:	
PLUS:	Prize Fees Withheld:	
PLUS:	Beginning Petty Cash:	
LESS:	Debit Card Transactions:	
PLUS:	Non Cash Prizes (Other Than Bingo Products):	
EQUALS:	TOTAL CASH AVAILABLE:	
LESS:	TOTAL CASH ON HAND:	
EQUALS:	CASH OVER/ <short>:</short>	
	Ending Petty Cash:	
I	NET CASH DEPOSIT: (CASH ON HAND less ENDING PETTY CASH)	
Prepared by		Date

Documentation for the *Daily Cash Report* should include:

1. Daily Schedule of Prizes

sign

Approved by

- 2. Daily Floor Sales by Usher
- 3. Cash register "Z" tape showing totals for each type of sale
- 4. Electronic Transaction Register
- 5. Copy of deposit slip

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S TO TO

Charitable Bingo Operations Division

Occasion Schedule of Prizes

FORMID 73

NAME:	
TAXPAYER #:	
DATE:	
OCCASION:	

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record information regarding prizes awarded and prize fees withheld/collected for regular and pull-tab bingo games. Information from this form may be used to prepare the Occasion Cash Report FORMID 72.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for the activity of a bingo occasion. Specifically, the prizes awarded for bingo games, prize fees witheld or collected from winning patrons.

REGULAR BINGO

GAME NUMBER	NUMBERS (OF WINNERS HALF	CASH PRIZ PER W FULL		CASH PRIZE AMOUNT	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	TOTAL PRIZES AWARDED	PRIZE FEE ON CASH PRIZES \$5 AND OVER	NET PAYOUT
1	1022	l las	1011	IIALI		AMOUNTS				
2										
3										
4										
5										
6										
7										
8										
9										
10										
	TOTAL	REGULA	R BINGO							

PRIZES \$50 AND UNDER
PRIZES OVER \$50

PULL-TAB BINGO

E= Event Pull-Tab Bingo

I= Instant Pull-Tab Bingo

									_
GAME	FORM NUMBER	SERIAL NUMBER	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	CASH PRIZES \$5 AND UNDER	CASH PRIZES OVER \$5	TOTAL PRIZES AWARDED	PRIZE FEE ON CASH PRIZES \$5 AND OVER	NET PAYOUT
1-E									
2-E									
3-E									
4-E									
5-E									
6-E									
7-E									
8-E									
9-E									
10-E									

(PULL-TAB BINGO continued on Page 2)

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PULL	-TAB BII	NGO (cont	r'd) E=	Event Pull	Tab Bingo		l= Instant	Pull-Tab Bir	ıgo
GAME	FORM NUMBER	SERIAL NUMBER	BINGO PRODUCTS NON-CASH PRIZE AMOUNTS	OTHER NON-CASH PRIZE AMOUNTS	CASH PRIZES \$5 AND UNDER	CASH PRIZES OVER \$5	TOTAL PRIZES AWARDED	PRIZE FEE ON CASH PRIZES \$5 AND OVER	NET PAYOUT
11-E									
12-E									
13-E									
14-E									
15-E									
TC	TAL EVEN	T PULL-TAB I	PRIZES						
1-1									
2-I									
3-1									
4-1									
5-I				Ì					

		BINGO PRODUCTS NON-CASH	OTHER NON-CASH	CASH PRIZES \$5	PRIZE FEE (COLLECTED)
		PRIZE AMOUNTS	PRIZE AMOUNTS	AND UNDER	ON CASH PRIZES \$5 AND OVER
	TOTAL REGULAR BINGO				
	TOTAL PULL-TAB BINGO				
	TOTAL REGULAR & PULL TAB				
ı	TOTAL NON-CASH PRIZES				

TOTAL INSTANT PULL-TAB PRIZES
TOTAL PULL-TAB BINGO

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Charitable Bingo Operations Division Daily Floor Sales by Usher
Daily Floor Sales by Usher

		FORMID 74	CONDUCTOR
ORGANIZATION:		TAXPAYER NUMBER:	
DATE:	OCCASION: 1 2 3	PAGE:	

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to document the sale of disposable bingo cards by ushers/floor workers. It provides a record for cash and disposable bingo cards handled by individuals that sell disposable bingo cards on the floor of the bingo hall. Information from this form may be used in preparation of the *Occasion Cash Report FORMID 72*.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for bingo products that are sold on the floor.

Note: This form	is not submitted	to the Commissi	ion. It is a recom	mended form t		onductor to acc	count for bingo	products that a	re so l d on the f	loor.		
USHER NAME	CARD COUNT	GAME #1 PRICE:	GAME #2 PRICE:	GAME #3 PRICE:	GAME #4 PRICE:	GAME #5 PRICE:	GAME #6 PRICE:	GAME #7 PRICE:	GAME #8 PRICE:	GAME #9 PRICE:	TOTAL FOR ALL GAMES	USHER SIGNATURE
	Serial #											
	Issued											
	Returned											
	Sold											
TOTAL SALES	VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	l l
TOTAL CASH	RECEIVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/((SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Serial #											
	Issued											
	Returned											
	Sold											
TOTAL SALES	VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH	RECEIVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/((SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Serial #											
	Issued											
	Returned											
	Sold											
TOTAL SALES	VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH	RECEIVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/((SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Game	e Totals for all Us	hers (Game Totals for a	ll Ushers	Game Totals	for all Ushers	Game"	Totals for all Usl	ners			
SERIAL #		T	1	1						I		
TOTAL CARD	S SOLD											
TOTAL SALES	VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL CASH		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CASH OVER/((SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
		•	•	TOTAL SA	ALES BY PRICE	E (To be posted	to the Daily Cas	h Report)	•	•	•	
		Price \$			Price \$				Price \$			
	To	tal Sales \$			Total Sales \$				Total Sales \$			

TLC Pub #14926 (Rev. 9/16)

CONDUCTOR														
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FORMID 75

ORGANIZATION:		TAXPAYER NUMBER:		
DATE:	OCCASION: 1 2 3	PAGE:		

WHO SHOULD USE THIS FORM

Licensed authorized organizations should use this form to document the sale of disposable bingo cards by ushers/floor workers. It provides a record for cash and disposable bingo cards handled by individuals that sell disposable bingo cards on the floor of the bingo hall. Information from this form may be used in preparation of the Occasion Cash Report FORMID 72.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for bingo products that are sold on the floor.

CARD COUNT	GAME #1 PRICE:	GAME #2 PRICE:	GAME #3 PRICE:	GAME #4 PRICE:	GAME #5 PRICE:	GAME #6 PRICE:	GAME #7 PRICE:	GAME #8 PRICE:	GAME #9 PRICE:	TOTAL FOR ALL GAMES
Serial #										
Issued										
Returned										
Sold										
TOTAL SALES VALUE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL CASH RECEIVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CASH OVER/(SHORT)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

	TOTAL SALES BY PRICE (To be posted to the Daily Cash F	Report)
Price \$	Price \$	Price \$
Total Sales \$	Total Sales \$	Total Sales \$

TLC Pub #14927 (Rev. 9/16)

	FORMID 76	CONDUCTOR
ORGANIZATION NAME:		
TXP#:	QUARTER:	

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record relevant information from the occasion cash reports created for each bingo occasion conducted during a quarterly report period.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to accurately account for and summarize the financial information that resulted from bingo occasions that occurred during a specific period. Information from this form may be used to prepare the *Bingo Quarterly Report FORMID* 68.

DATE	CARD SALES	ELECTRONIC SALES	PULL-TAB EVENT SALES	PULL-TAB INSTANT SALES	TOTAL SALES	CARD PRIZES	EVENT PRIZES	INSTANT PRIZES	TOTAL PRIZES
						-			
QTR TOTALS									
uarterly Report	LINE 3	LINE 4	LINE 6	LINE 7	LINE 8	LINE 5	LINE 6	LINE 7	LINE 8

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	Charitable Bingo Operations Division Sales Journal
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	FORMID 76	CONDUCTOR
ORGANIZATION NAME:		
TXP#:	QUARTER:	

		PRIZE FEES COLLECTED		CASH PRIZES \$5 AND UNDER	TOTAL NON-CASH PRIZES				
DATE	NET SALES	COLLECTED	OVER (SHORT)	\$5 AND UNDER	NON-CASH PRIZES	CASH DEPOSIT	DEBIT DEPOSIT	ATTENDANCE	COMMENTS
OTD TOTAL									
QTR TOTALS Quarterly Report		LINE 28	TO CDJ					LINE 2	

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Page 2 of 2

	Charitable Bingo Operations Division	
	Charitable Bingo Operations Division Cash Disbursements Journa	1

	FORMID 77	CONDUCTOR
ORGANIZATION NAME:		
TXP#:	QUARTER:	

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to record information regarding payments made from the bingo bank account during a quarterly period. Summary totals provided in this form are used to prepare the Bingo Quarterly Report FORMID 68.

Note: This form is not submitted to the Commission. It is a recommended form that allows the conductor to account for and summarize the payments including charitable distributions issued during a specific period from the bingo bank account.

				TAID TO COM	MERCIAL LESSOR		COST OF G	OODS PURCHASE)	PURCHASE/LEASE/	RENTAL TAX, LOCAL,
DATE	NAME OF PAYEE	CHECK NO.	AMOUNT	LUMP SUM RENT	TAX, UTILITY, INSURANCE	PAPER CARDS	ELECTRONIC CARDS	PULL-TAB EVENT BINGO	PULL-TAB INSTANT BINGO	REPAIR BINGO EQUIPMENT	STATE, FEDERAL TAXES
		+									
		+									
		+									
		+									
		+									
		+									
		1									
ĺ											
Т	TOTALS POSTED TO QUAR	TERLY REP	ORT								

TLC Pub #16099 (Rev. 11/19)

	Charitable Bingo Operations Divisi	ion
	Charitable Bingo Operations Division Cash Disbursements .	Journal

	FORMID 77	CONDUCTOR
ORGANIZATION NAME:		
TXP#:	QUARTER:	

DATE	NAME OF PAYEE	CHECK NO.	AMOUNT	ADVERTISING AND PROMOTIONS	PREMISES EXPENSES	PROFESSIONAL EXPENSES	EMPLOYEE EXPENSES	OTHER EXPENSES	PRIZE FEES PAID TO STATE	PRIZE FEES PAID TO COUNTY	PRIZE FEES PAID TO MUNICIPALITY	CHARITABLE DISTRIBUTIONS RETAINED PRIZE FEES	CHARITABLE DISTRIBUTIONS
					(Over)/Short from Sc	ıles Journal						
тот	TALS POSTED TO QUAR	TERLY RI	EPORT										
	QC/III		arterly Report	LINE 20	LINE 21	LINE 22	LINE 23	LINE 25	LINE 28a	LINE 28b	LINE 28c	LINE 30c	LINE 30a
		3.01	,										

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Perpetual Inventory - Disposable Bingo Card Sales

FORMID 79

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to log the receipt of disposable bingo cards purchased from distributors and the on-going sale of the disposable bingo cards to bingo patrons. This form allows the licensed authorization to track the sales of disposable bingo cards. The licensed authorized organization may be held responsible for the sales value of disposable bingo cards that are missing or not accurately accounted for.

NOTE:

This form is not submitted to the commission. It is a recommended form that allows the conductor to accurately account for the use of bingo products, specifically, disposable bingo card (UPS PADS or single sheets) that are not typically purchased from distributors and sold to bingo patrons.

Organization Name		Taxpayer #
Distributor Name		Distributor Taxpayer #
nvoice Date	Invoice #	
Serial #	Series #	
Red # on first page)	(i.e. 9001 -18000; 27000 - 36000, etc)	1 1
of Faces (ON)	# of Sheets (UP)	Color

DATE	BEGINNING INVENTORY	NUMBER SOLD	BALANCE	INITIALS	COMMENTS

Pull-Tab Perpetual Inventory and Purchase Log

FORMID 84

WHO SHOULD USE THIS FORM

Licensed authorized organizations may use this form to document the receipt of pull-tab deals ordered from a distributor, or purchased from another licensed authorized organization and the date the pull-tab deal was placed in play for sale to bingo patrons.

Note: This form is not submitted to the Texas Lottery Commission. It is a recommended form that allows the conductor or unit to accurately account for their pull-tabs.

ORGANIZATION NAME:	TAXPAYER #:

ORGANIZATION NAME:				IAXPAYER #:		
PURCHASE DATE	FORM NUMBER	SERIAL NUMBER	NUMBER OF TICKETS PER DEAL	DATE SOLD	NUMBER SOLD, MISSING OR DAMAGED	BALANCE