

CHECKLIST

ANNUAL BINGO REPORT

1. The Annual Bingo Report must be completed by all licensed organizations within 30 days after the expiration of the license year, i.e., if the license expires on June 30, 2022, the Annual Bingo Report must be submitted no later than July 30, 2022.
2. Organizations that submit their Annual Bingo Report later than 30 days after the expiration of their license are subject to a penalty in the amount of \$100.00, for the first offense
3. If a licensed organization does not conduct bingo during the license year, they must still complete an Annual Bingo Report and indicate "No Bingo Conducted".
4. Failure to submit the Annual Bingo Report could result in the suspension or revocation of a current license and/or the denial of a future license.
5. Item #3 of Annual Bingo Report - report revenue from the sale of bingo paper ONLY. Revenue from food/merchandise concessions should NOT be reported as part of the Gross Bingo Revenue.
6. **A copy of the General Ledger for the Bingo Account must be submitted along with the Annual Bingo Report. The General Ledger must reflect all activity in the Bingo Account during the reporting period.**
7. **A copy of the Prize Payout Sheet for the Bingo Account must be submitted along with the Annual Bingo Report. The Prize Payout sheet must reflect all winners Name and Addresses who won over \$100.00**
8. Please submit your Annual Bingo Report to:

Idaho Lottery Enforcement Division
Charitable Gaming
P.O. Box 6537
Boise, ID 83707-6537
Fax: 208-334-2391
9. If you need assistance in completing your Annual Bingo Report please contact Tina Miller, Charitable Gaming Coordinator, (208) 780-2558.

ANNUAL BINGO REPORT

Organization Name		License #
Mailing Address (<i>number & street</i>)		
City	State	Zipcode
1. Reporting Period (License Year)	From (<i>Date</i>)	To (<i>Date</i>)
2. Number of Sessions held during reporting period (<i>license year</i>)		_____ Sessions
3. Bingo Revenue		
Gross bingo revenue (all monies paid by players to play bingo)		\$
4. Prizes		
A. Total amount of cash prizes awarded		\$
B. Total amount of non-cash prizes		\$
Total Prizes (4A + 4B)		\$
5. Non-Prizew Operating Expenses (directly related to bingo operations):		
A. Wages/Salaries		\$
B. Equipment		\$
C. Supplies		\$
D. Utilities		\$
E. Rent		\$
F. Other <i>Describe</i> _____		\$
Total Expenses (5A + 5B + 5C + 5D + 5E + 5F)		\$
6. Total Contribution to Charity or Non-Profit		\$
7. Cash		
A. List cash on hand at end of year (in the bank, register, and progressive pots) ALL MONEY		\$
B. List cash on hand at start of year (in the bak, register, and progressive pots) ALL MONEY		\$
c. Subtract line 7B from 7A (this may be a minus)		\$
8. Total from lines 4C, 5G, 6 and 7C (This number should match #3 Bingo Gross Revenue)		\$

A copy of your General Ledger showing ALL Bingo Account activity during the reporting period must be attached to this report. [number of players, Gross Revenue, Prize Payouts, Deposit Amount, Expenses, who expenses were paid to, what type of expense (wages, supplies, equipment), check number, and running balance must be on General Ledger

I hereby certify that the above information is true and correct to the best of my knowledge.

Official for Organization

Bingo Manager

Print Name & Title

Print Name & Title

Date

Telephone #

Date

Telephone #

Charitable Contribution Acknowledgement Report Form

***Submit signed with Annual Report**

Name of Organization **Providing** the Donation

Name of person or organization **receiving** the donation (Please Print

Mailing address of person or organization **receiving** the donation

Name of contact person **and** phone number

\$ _____ / ____ / ____
Amount of donation Date donation **received**

Purpose of donation (Example: scholarship, playground equipment ect.)

Under regulation of the Idaho Gaming Rule 52.01.03.300.07, by receiving the funds and signing this form, the person or organization receiving the donation understands that upon request, they will provide any and all information to the Idaho Lottery Security Division to verify the donation is used for charitable purposes.

Signature of person or Officer of organization receiving the donation

Date