

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
BINGO SESSION RECONCILIATION SUMMARY**

ORGANIZATION: _____ **SESSION DATE:** _____

The Bingo Manager must complete and sign form within 48 hours of the bingo session. I certify this form is complete and accurate to the best of my knowledge.		Date Signed: _____
Printed Name: _____ Bingo Manager	Signature: _____ Bingo Manager	

- 1. **TOTAL ATTENDANCE THIS SESSION** _____
- 2. **BEGINNING CASH ON HAND (change fund)** _____

RECEIPTS: (Gross receipts include all discounts and coupons)

- 3. Bingo Game Paper Sales:
 - a. Bingo Admission Sales (Form104-A) _____
 - b. Bingo Floor Sales (Form104-B) _____
 - c. Decision Bingo Sales (Form104-C) _____
 - d. Total Paper Sales (Add lines 3a through 3c) _____
- 4. Electronic Bingo Device Sales (Attach computer printouts) _____
- 5. Paper Instant Bingo/Seal Card/Pull Tab Sales (Form 105) _____
- 6. Treasure Chest/Raffle Sales (Form 104-D) _____
- 7. Miscellaneous Sales (include daubers, wands and tape) _____
- 8. **Total Gross Receipts for Session** (Add lines 3d+ 4 + 5 + 6 + 7) _____
- 9. Less Discounts Given _____
- 10. Total Adjusted Receipts for Session (Line 8 minus Line 9) _____
- 11. Add Prizes Paid By Check _____
- 12. Total Funds To Account For (Add lines 2 + 10 + 11) _____

Information Entries:	Admission Sales	Floor Sales	Electronic Bingo Sales	Total Receipts
#1 Bingo Progressive	_____	_____	_____	_____
#2 Bingo Progressive	_____	_____	_____	_____
#3 Bingo Progressive	_____	_____	_____	_____
#4 Bingo Progressive	_____	_____	_____	_____
#5 Bingo Progressive	_____	_____	_____	_____
#6 Bingo Progressive	_____	_____	_____	_____

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.

BINGO SESSION RECONCILIATION SUMMARY (Concluded)

DISBURSEMENTS: (Do not include any merchandise awarded as prizes)

- 13. Bingo Game Prizes: *(include only cash and checks disbursements)*
 - a. Regular, Special, Jackpot Bingo Prizes _____
 - b. Progressive Bingo Game Prizes _____
 - c. Decision Bingo Prizes _____
 - d. Total Bingo Game Prizes *(Add lines 13a through 13c)* _____
- 14. Instant Bingo/Seal Cards/Instant Progressive Prizes *(Form 105)* _____
- 15. Treasure Chest/Raffle Prizes *(Form 104-D)* _____
- 16. Door Prizes
 - a. Cash Prizes _____
 - b. Coupons Redeemed _____
 - c. Total Door Prizes *(Add lines 16a + 16b)* _____
- 17. Food For Bingo Volunteers *(include only cash disbursements)* _____
- 18. **Total Disbursements** *(Add lines 13d + 14 + 15 + 16c + 17)* _____

CASH RECONCILED:

- 19. Total Cash To Account For *(Line 12 minus Line 18)* _____
 - 20. Ending Cash On Hand *(include change fund)* _____
 - 21. Amount Withheld For Change Fund _____
 - 22. Deposit To Bank *(Line 20 minus Line 21)* _____
- (Attach bank validated deposit slip to this form)*

OVERAGE/SHORTAGE:

- 23. Overage/Shortage *(Shortage) if Line 19 is greater than Line 20.*
Overage if Line 20 is greater than Line 19. _____

(Attach a brief explanation for variances equal or greater than \$50 to this form)

Information Entries:	Beginning Balance	Additions	Payouts	Carry Over Balance
Treasure Chest Raffle	_____	_____	_____	_____
Instant Progressive	_____	_____	_____	_____
#1 Bingo Progressive	_____	_____	_____	_____
#2 Bingo Progressive	_____	_____	_____	_____
#3 Bingo Progressive	_____	_____	_____	_____
#4 Bingo Progressive	_____	_____	_____	_____
#5 Bingo Progressive	_____	_____	_____	_____
#6 Bingo Progressive	_____	_____	_____	_____