



Instructions – Bingo Quarterly Report

IMPORTANT - This is a NEW report with significant changes. Users should file the most updated version of the report. Invalid reports that are submitted will be returned and further usage may result in administrative action.

Please do not send prize fees due to a County or Municipality to the Texas Lottery Commission. Payments that are incorrect, (i.e., overpayments) may be returned.

WHO MUST FILE

Every licensed organization not in a unit, designated agent for a unit and unit manager licensed for Bingo must file a Bingo Quarterly Report.

Units must complete and attach **Charitable Distributions Details for Accounting Unit - FORMID 130**.

All conductors including unit members must complete and submit **Charitable Distributions Details for Conductor and Unit Member - FORMID 129** with the quarterly report.

Conductors and/or units who conduct Bingo occasions in multiple taxing jurisdictions must file **Prize Fee Summary for Multiple Playing Locations - FORMID 156**.

Reports must be filed for every quarter even if no games were conducted and no prize fee due.

WHEN TO FILE

Reports must be filed on or before the 25th day of the month following each calendar quarter.

- Report whole dollars for Item 3 through Item 35 and dollars and cents for Item 36 through Item 42.
- If filing a "zero report" enter "zeros" in all applicable fields. ***Report is filed on the cash accounting method.**
- This report satisfies the requirement of a Conductor that also holds a Commercial Lessor license of filing the Bingo Lessor's Quarterly Report - FORMID 70.
- You are respectfully advised that if the conductor/lessor is late paying prize fees three times within four consecutive quarters and a final jeopardy determination has been made by the Commission for three of the four consecutive quarters, the Charitable Bingo Operations Division will take administrative action against the license in accordance with Charitable Bingo Texas Administrative Code Rule §402.600 (k).

LINE ITEM INSTRUCTIONS

BINGO OCCASIONS/ATTENDANCE

1. Enter the total number of bingo occasions conducted during the quarter.
2. Enter the total number of persons that attended the occasions during the quarter.

BINGO GAMING ACTIVITY

3. Enter the total gross receipts from regular bingo disposable and/or hard cards sales. Include any entrance fees, if applicable. In the Prizes Awarded column, enter the total prizes where a prize of more than \$50 is awarded in an individual game of regular bingo.
4. Enter the total gross receipts from regular bingo electronic card sales. In the Prizes Awarded column, enter the total prizes where a prize of \$50 or less is awarded in an individual game of regular bingo.
5. Enter the total gross receipts from regular bingo sales (Item 3 + Item 4) and the total prizes awarded for regular bingo games. Subtract the total prizes awarded from the total gross receipts and enter the net receipts.
6. Enter the total gross receipts from event pull-tab bingo games and the total prizes awarded for event pull-tab bingo games. Subtract the total prizes awarded from the total gross receipts and enter the net receipts.
7. Enter the total gross receipts from instant pull-tab bingo games and the total prizes awarded for instant pull-tab bingo games. Subtract the total prizes awarded from the total gross receipts and enter the net receipts.
8. Enter the total bingo gaming activity gross receipts and prizes awarded by summing Item 5 + Item 6 + Item 7 in the respective columns. Subtract the total prizes awarded from the total gross receipts and enter the total net receipts.

8a1. Enter the total CASH prizes awarded of \$5 and under.

8a2. Enter the total NON-CASH prizes awarded.

8b. Subtract Item 8a1 and 8a2 from Item 8 and enter the total prizes awarded, subject to prize fee.

RENT INCOME

9. Enter the total amount of rental income received that was paid in a lump sum by the organizations.
10. Enter the amount of any property taxes, utility expenses or insurance premiums received by the conductor as an expense separate from the lump sum rent received from other organizations, if applicable.

Licensed organizations reporting rent income must complete and attach Rent Receipts Detail - FORMID 100.

OTHER INCOME

- 11a. Enter the total amount of interest earned from bingo checking and savings accounts.
- 11b. Enter the total amount of unclaimed customer accounts funds from card minding devices.
- 11c. Enter the total amount received from the sale of equipment and supplies.
11. Enter the sum of Item 11a + Item 11b + Item 11c to determine the total other income for this quarter.
12. Enter the sum of Item 8 + Item 9 + Item 10 + Item 11 to determine the total income activity for this quarter.

RENT PAYMENTS TO COMMERCIAL LESSOR

13. Enter the amount paid for authorized lump sum rent payments to a commercial lessor.
14. Enter the amount of items paid to the commercial lessor as a separate expense for property taxes, utility expenses and insurance premiums that are specifically excluded from the lump sum rent.
15. Enter the sum of Item 13 + Item 14 to determine the total rent payments.

EXPENSES

16. Enter the amount paid for regular bingo paper cards and separately the amount paid for the use of electronic cardminders during this quarter. Sum the totals.
17. Enter the amount paid for pull-tab bingo event tickets and separately the amount paid for pull-tab bingo instant tickets during this quarter. Sum the totals.
18. Enter the amount paid for the authorized purchase, lease or repair of bingo equipment.
19. Enter the amount of rental receipts taxes paid and any other local, state or federal taxes not reported elsewhere.
20. Enter the amount paid for the authorized advertising and promotion of bingo games.
21. Enter the amount paid for authorized premises expenses such as mortgage, repairs and janitorial. Also enter any property taxes, utility expenses or insurance premiums paid directly to the billing entity.
22. Enter the amount paid for authorized professional services to companies for expenses such as accounting, legal and security.
23. Enter the amount paid for authorized employee expenses such as payroll and payroll taxes.
- 24. Do not use.**
25. Enter the amount paid for all other bingo expenses such as cash over/short, bank fees, debit card transaction fees, attending the bingo training program under BEA Section 2001.107, cash bond payments, or from the bingo checking account.
***Must not be paid from Bingo Account.**
26. Enter the sum of Items 16 through Item 25.
27. Enter the sum of Item 15 + Item 26 to determine the total expense payments this quarter.

PRIZE FEES

- 28a. Enter the actual amount of prize fees paid to the state.
- 28b. Enter the amount of prize fees paid to the county, if applicable from the previous quarter.
- 28c. Enter the amount of prize fees paid to the municipality, if applicable from the previous quarter.
- 28d. Enter the prize fee collected during the current quarter.
28. Subtract the prize fees collected from the prizes paid (Items 28a + 28b + 28c - 28d).

NET PROCEEDS - THIS QUARTER

29. Enter the Net Proceeds your organization made this quarter by subtracting Total Expenses from the Total Income (Item 12 - Item 27 - Item 28). BEA Section 2001.002(18)(A) & (B).

DISTRIBUTIONS

- 30a. Enter the amount disbursed this quarter for authorized charitable distributions. Accounting units attach Charitable Distributions Details for Accounting Unit - FORMID 130 and licensed conductors attach Charitable Distributions Details for Conductor and Unit Member - FORMID 129.
- 30b. Enter the amount disbursed this quarter for unclaimed customer account funds (Item 11b).
- 30c. Enter the amount of retained prize fees distributed for authorized purposes. Accounting units attach Charitable Distributions Details for Accounting Unit - FORMID 130 and licensed conductors attach Charitable Distributions Details for Conductor and Unit Member - FORMID 129. If applicable, enter retained prize fees for charitable distribution purposes.
30. Enter the sum of Item 30a + Item 30b + Item 30c to determine the total distributions for this quarter.

OTHER TRANSACTIONS

31. Enter the amount of non-bingo funds transferred into (Received) or out of (Reimbursed) the bingo account as authorized by BEA Section 2001.451(c). Subtract the bingo funds reimbursed from the bingo funds received and enter this amount. A Transfer of Funds to Bingo Account - FORMID 14 is required for all non-bingo funds transferred into the bingo account.
32. Enter the amount of bingo net proceeds contributed into (Received) the unit bingo account by unit.
33. Enter the previous bingo funds balance recorded on Item 42 of the previous quarter's report.
34. Enter the sum of (Item 31 + Item 32 + Item 33).
35. Enter the bingo fund balance at the end of the quarter by subtracting Item 30 from Item 29 and then adding Item 34 to the total. The amount on this line must match line 42.

RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK

36. Enter the amount of the ending bingo account balance for the last day of the quarter as shown on the bank statement.
37. Enter the total amount of deposits for occasions conducted in the quarter but not posted on the bank statement by the end of the quarter.
38. Enter the total amount of checks written and reported in the quarter but not posted on the bank statement by the end of the quarter.
39. Enter the sum of Item 36 + Item 37 minus Item 38 to determine the reconciled bingo checking account balance.
40. If a bingo savings is maintained, enter the reconciled balance in the account at the end of the quarter.
41. If the petty cash on hand at the end of the quarter is from the bingo net proceeds, enter the petty cash amount.
42. Enter the sum of Item 39 + Item 40 + Item 41 to determine the bingo funds at the end of the quarter per bank balances amount. The amount on this line must match line 35.

CALCULATION OF PRIZE FEES

The following instructions are for organizations playing at a single location. Dollars and cents are entered for Items 3a through 6a. Do not round.

***If an organization played occasions in multiple municipalities and/or counties, leave "Percentage of Prize Fee" and Items 3b, 3c, 3d or 3e blank. Complete and submit Prize Fee Summary for Multiple Playing Locations FORMID 156.**

- 1a. Enter prizes awarded subject to prize fees, from Item 8b, Prizes awarded subject to prize fee.

- 2a. Prize fee rate (.05)

- 3a. Total Prize fee due. Calculate the Prize fee by multiplying Item 1a by Item 2a and enter the result.

- 3b. Calculate the prize fee due to the State by multiplying Item 3a by the State's percentage of prize fee (this will either be 50% or 100%) and enter the result.

- 3c. If applicable, calculate the prize fee due to a County and enter the result.
Do not send prize fees due to a County to the Texas Lottery Commission.

- 3d. If applicable, calculate the prize fee due to a Municipality and enter the result.
Do not send prize fees due to a Municipality to the Texas Lottery Commission.

- 3e. If applicable, calculate the prize fee to be retained for charitable distribution and enter the result.

- 4a. Enter any applicable late filing penalty due to the state. The penalty is 5% of item 3b for prize fees if the report is filed or the prize fees are paid 1-30 days late. An additional 5% is due if more than 30 days late (10% total penalty). An additional 10% jeopardy determination penalty could be assessed on the unpaid prize fees.

- 5a. Enter late filing interest on the amount in 3b due to the state, if applicable. A delinquent payment of the fee on prizes accrues interest at the rate provided by Tax Code Section 111.060 beginning on the 60th day after the due date. Please contact the Accounting Services Section at 800-246-4677 for the current rate.

- 6a. Enter total state prize fees due and any late filing penalty or interest due on prize fees (Items 3b + 4a + 5a).

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