



Charitable Bingo Operations Division
Bingo Quarterly Report

CONDUCTOR

FORMID 68

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 Conductors, including Conductors that also hold a Commercial Lessor License.
- Conductor must submit this Quarterly Report **and** Charitable Distributions form (FORMID 129).
- A cash accounting method must be used to prepare this report.
- You must file a report even if no games were conducted. Failure to timely file this report may result in an administrative penalty of up to \$300.**
- Make your payment for the amount in Item 6a payable to: **STATE COMPTROLLER**. Do not staple your check to this report for paper submissions.

USPS Delivery: Texas Lottery Commission, Charitable Bingo Operations Division, PO Box 16630, Austin, TX 78761-6630
Courier Delivery: Texas Lottery Commission, Charitable Bingo Operations Division, 1801 Congress Ave., Austin TX, 78701
Fax: 1-512-344-5142 **Email:** bingo.services@lottery.state.tx.us **Website:** txbingo.org

FORMID 156-Prize Fee Summary for Multiple Playing Locations must be submitted if an organization/unit conducts occasions in multiple counties or municipalities.
Do not send prize fees due to a County or Municipality to the TLC. Payments that are incorrect (i.e. overpayments) will be returned.

License Number	Taxpayer Number	Filing Period	Quarter
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Organization/Unit Name

BINGO OCCASIONS / ATTENDANCE

1. Total number of occasions this quarter	1. <input style="width:100%" type="text"/>
2. Total number of persons attending this quarter	2. <input style="width:100%" type="text"/>

BINGO GAMING ACTIVITY (WHOLE DOLLARS)

	GROSS RECEIPTS	Over \$50*	PRIZES AWARDED	\$50 or less*
3. Regular bingo - paper/hard cards	<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	
4. Regular bingo - electronic cards	<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	
5. Total regular bingo (Add Lines 3 + 4)		-	<input style="width:100%" type="text"/>	
6. Pull-tab bingo - Event	<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	
7. Pull-tab bingo - Instant	<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	
8. Total bingo activity (Add Lines 5 + 6 + 7)	<input style="width:100%" type="text"/>	-	<input style="width:100%" type="text"/>	
8a1. Total Regular and Pull-Tab CASH prizes of \$5.00 and under	<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	
8a2. Total Regular and Pull-Tab NON-CASH prizes	<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	
8b. Prizes awarded subject to prize fee (Line 8 minus 8a1 minus 8a2)	<input style="width:100%" type="text"/>		<input style="width:100%" type="text"/>	

5. <input style="width:100%" type="text"/>
6. <input style="width:100%" type="text"/>
7. <input style="width:100%" type="text"/>
8. <input style="width:100%" type="text"/>

RENT INCOME (payments received from other organizations, if applicable (WHOLE DOLLARS))

9. Total lump sum rent income	9. <input style="width:100%" type="text"/>
10. Property taxes, utility expenses and insurance premiums received from organizations	10. <input style="width:100%" type="text"/>

OTHER INCOME (WHOLE DOLLARS)

11a. Bingo interest earned	11a. <input style="width:100%" type="text"/>
11b. Unclaimed customer account funds	11b. <input style="width:100%" type="text"/>
11c. Equipment and supplies sales amount	11c. <input style="width:100%" type="text"/>
11. Total other income (Add Lines 11a + 11b + 11c)	11. <input style="width:100%" type="text"/>
12. Total income activity (Add Lines 8 + 9 + 10 + 11)	12. <input style="width:100%" type="text"/>

Report continues on next page with Item 13

CALCULATIONS OF PRIZE FEES (Enter dollars & cents, 3a thru 6a. Do not round.)

PRIZE FEES

*If an organization played occasions in multiple municipalities and/or counties complete and submit Form 156: Prize Fee Summary for Multiple Playing Locations

1a. Prizes awarded subject to prize fee (from Line 8b prizes awarded column)	1a. <input style="width:100%" type="text"/>
2a. Prize fee rate (5%)	2a. <input style="width:100%" type="text" value="0.05"/>
3a. Total Prize fees due (Multiply Line 1a by Line 2a)	3a. <input style="width:100%" type="text"/>
Enter State Percentage of prize fee in box 50% OR 100%*	
3b. Prize fee due to State by multiplying Line 3a by <input style="width:50px" type="text"/> %	3b. <input style="width:100%" type="text"/>
3c. Prize fee due to County	3c. <input style="width:100%" type="text"/>
3d. Prize fee due to Municipality	3d. <input style="width:100%" type="text"/>
3e. Prize fee to be retained for charitable distribution	3e. <input style="width:100%" type="text"/>
4a. Late filing penalty for state prize fee (see instructions)	4a. <input style="width:100%" type="text"/>
5a. Late filing interest for state prize fee (see instructions)	5a. <input style="width:100%" type="text"/>
6a. Total amount due to state; state prize fee, penalty and interest due (Add Lines 3b + 4a + 5a)	6a. <input style="width:100%" type="text"/>

RENT PAYMENTS TO COMMERCIAL LESSOR (WHOLE DOLLARS)

- | | | |
|---|-----|--|
| 13. Lump sum rent payments to lessor | 13. | |
| 14. Property taxes, utility expenses and insurance premiums paid to commercial lessor | 14. | |
| 15. Total rent payments (Add Lines 13 + 14) | 15. | |

EXPENSES (WHOLE DOLLARS)

Cost of goods, purchased (Lines 16 & 17)

- | | | | | | | | | |
|---|-------|--|--------------------|--|---|--|-----|--|
| 16. Regular bingo | Paper | | Add (+) Electronic | | = | | 16. | |
| 17. Pull-tab bingo | Event | | Add (+) Instant | | = | | 17. | |
| 18. Purchase, lease or repairs of bingo equipment | | | | | | | 18. | |
| 19. Rental tax, local, state, federal taxes | | | | | | | 19. | |
| 20. Advertising and promotions | | | | | | | 20. | |
| 21. Premises expenses (mortgage, insurance, repairs, utilities, janitorial) | | | | | | | 21. | |
| 22. Professional services (accounting, legal, security) | | | | | | | 22. | |
| 23. Employee expenses (payroll and payroll taxes) | | | | | | | 23. | |
| 24. Do Not Use | | | | | | | 24. | |
| 25. Other expenses | | | | | | | 25. | |
| 26. Total expenses (Add Lines 16 thru 25) | | | | | | | 26. | |
| 27. TOTAL EXPENSES PAYMENTS (Add Lines 15 + 26) | | | | | | | 27. | |

PRIZE FEES (WHOLE DOLLARS)

- | | | |
|--|------|--|
| 28a. Prize fees paid to State | 28a. | |
| 28b. Prize fees paid to County | 28b. | |
| 28c. Prize fees paid to Municipality | 28c. | |
| 28d. Prize fees collected | 28d. | |
| 28. Prize fees minus prize fees collected (Add Lines 28a + 28b + 28c minus Line 28d) | 28. | |
| 29. NET PROCEEDS - THIS QUARTER (Line 12 minus Line 27 minus Line 28) | 29. | |

DISTRIBUTIONS (WHOLE DOLLARS)

- | | | |
|---|------|--|
| 30a. Charitable distributions | 30a. | |
| 30b. Unclaimed customer account funds (Line 11b) | 30b. | |
| 30c. Charitable distributions - retained prize fees | 30c. | |
| 30. Total distributions for this quarter (Add Lines 30a + 30b + 30c) | 30. | |

OTHER TRANSACTIONS (WHOLE DOLLARS)

RECEIVED

REIMBURSED

- | | | | | | | | | |
|--|--|--|-----------|--|---|--|-----|--|
| 31. Transfer of funds (non-bingo funds) | | | minus (-) | | = | | 31. | |
| 32. Unit member contributions (bingo funds) | | | minus (-) | | = | | 32. | |
| 33. Previous quarter bingo funds balance (from Item 42 on previous report) | | | | | | | 33. | |
| 34. Total other transactions (Add Lines 31 + 32 + 33) | | | | | | | 34. | |

BINGO FUND BALANCE (WHOLE DOLLARS)

- | | | |
|--|-----|--|
| 35. Bingo funds at end of quarter - per book balance (Line 29 minus Line 30 Add Line 34) Must match Line 42 | 35. | |
|--|-----|--|

RECONCILIATION OF BINGO FUNDS TO FUNDS IN BANK (dollars and cents)

- | | | |
|---|-----|--|
| 36. End of quarter bingo checking account balance | 36. | |
| 37. Deposits in transit at end of quarter | 37. | |
| 38. Outstanding checks at end of quarter | 38. | |
| 39. Reconciled end of quarter bingo checking account balance (Add Lines 36 + 37 minus Line 38) | 39. | |
| 40. Reconciled end of quarter bingo savings account balance if applicable | 40. | |
| 41. Reconciled end of quarter petty cash on hand (if from bingo net proceeds) | 41. | |
| 42. Bingo funds at end of quarter - per bank balance (Add Lines 39 + 40 + 41) Must match Line 35 | 42. | |

I declare that the information in this document and accompanying supplements are true and correct to the best of my knowledge and belief.

sign here ▶

Signature

Phone Number

Print Name

Date