

LG920 Bar Bingo Paper Sales: Instructions

The LG920 is an alternative form that may be used for bar bingo occasions instead of using forms LG904, LG905, LG906, LG907, LG908, and LG909 as it combines those forms into one form...the LG920. This form must be completed in ink.

If merchandise prizes are used, do not use this form.

ORGANIZATION AND OCCASION INFORMATION

Complete the occasion information. The person counting the cash bank must enter the cash bank amount and their initials in ink.

GAME INFORMATION

1. Fill in the columns for each game.
2. List the amount of paper sold by each seller for each game. On a separate line list each different electronic bingo device package sold. Add the columns together and enter the total in the "Total sold" column.
3. If packets are sold, enter "packet" in the "Game # or name" column.
4. Multiply the total paper or electronic packages sold by the selling price. Enter the amount in the "Gross receipts" column.
5. Enter the "Actual cash received."
6. After the bingo is verified complete the columns for "Total prizes paid, # of winners, and Winning face number(s)."

Optional: Do not complete these columns if the LG908 is used to record prize information. However, the total prizes paid amount from the LG908 must be recorded in Box B on the LG920.

7. If coupons are used, write "Coupons" on the last line under "Game # or name." Enter the total value of coupons redeemed as a negative amount in the "Gross receipts" column.
8. Add the "Gross receipts" column. Subtract coupons, if any, and enter the total in box A.
9. Add the "Total prizes paid" column and enter the total in box B.
10. Use additional forms if necessary.

LINES 1 THROUGH 11 - INSTRUCTIONS

Line 1 – Enter the cash count of all cash, including the cash bank and all money received for paper sales and linked bingo paper sales, if any.

Line 2 – Enter the starting cash bank amount.

Line 3 – Subtract line 2 from line 1. This is the deposit amount. If starting cash is deposited back into the gambling account when the occasion receipts are deposited, identify the starting cash separately on the deposit ticket.

Line 4 – Enter the total from Box A .

Line 5 – From the total in Box B subtract any prizes that were or will be paid by check and enter that amount on line 5. Do not include the linked bingo prize contribution, if any.

Line 6 – Subtract line 5 from line 4.

Line 7 – Subtract line 6 from line 3.

If there is a cash discrepancy of more than \$50, submit the completed form within 5 days of the bingo occasion to the Gambling Control Board. Keep a copy for your records. Include an explanation of the cash discrepancy and the name, title, and signature of the person investigating the discrepancy (CEO or gambling manager).

Line 8 – Enter the total amount of prizes paid by check. Do not include the linked bingo prize contribution, if any.

Line 9 – If linked bingo is conducted, enter the amount of the linked bingo prize contribution from the Sales Summary report.

Line 10 – Add lines 8 and 9

Line 11 – Subtract line 10 from line 6.

NOTE: This form does not include the linked bingo provider fee as that is an allowable expense reported on the G-1 Tax Return, line 27.

LINKED BINGO GAMES

- Enter the paper sales just like any other game.
- In the "Total prizes paid" column include only the money your organization pays directly to a player for a consolation prize.
- Enter the total prize contribution amount for the linked bingo game(s) on line 9. Use the linked bingo Sales Summary report to get the information and staple that report to the form.

SIGNATURES

- Each seller must initial their column in ink.
- The preparer and the caller must complete, sign, and date the form **in ink**.