

# Colorado Secretary of State



## BINGO/RAFFLE/PULL TAB FORMS

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<b>State of Colorado Licensing &amp; Enforcement Division LE - 21: QUARTERLY REPORT</b>	<b>Office of the Secretary of State 1700 Broadway - Suite 200 Denver, Colorado 80290</b>	You must file this report even if no games of chance were conducted during the quarter. Remember to always submit "Schedule A" (Distribution of Proceeds) as a required part of this LE-21 Quarterly Report.
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<b>Section 1 BINGO/RAFFLES REPORTING INFORMATION</b>	Reports must be filed on or before the last day of the month following the end of each calendar quarter. Please read and follow all instructions carefully.
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1.1 License Number		1.2. Quarter	
1.3. Organization Name			
1.4. Mailing Address			
1.5. City, State, Zip			

(for office use only)

**BINGO OCCASIONS / ATTENDANCE**

1.6. Total number of bingo occasions this quarter	1.6)	
1.7. Day(s) of the week and time(s) played	1.7)	
1.8. Total number of players this quarter (LE-32 /Line 25)	1.8)	

**PULL TABS**

1.9. Pull tabs at Club - # days during quarter	1.9)	
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**RAFFLES**

1.10. Number of raffles being reported (see instructions)	1.10)	
1.11. Dates of reported raffles (see instructions)		

**RECEIPTS AND INCOME (Whole Dollars Only)**

1.12. Regular Bingo Gross Receipts	1.12	
*1.13. Progressive Bingo Gross Receipts	* 1.13	
1.14. Pulltabs at Bingo occasions: Gross Receipts	1.14	
*1.15. Progressive Pulltabs at Bingo Occasions: Gross Receipts	* 1.15	
1.16. Pulltabs at Bar/Clubroom: Gross Receipts	1.16	
*1.17. Progressive Pulltabs at Bar/Clubroom: Gross Receipts	*1.17	
1.18. Regular raffles held at Bingo occasions: Gross Receipts	1.18	
*1.19. Progressive Raffles held at Bingo occasions: Gross Receipts	*1.19	
1.20. Regular raffles other than Bingo occasions: Gross Receipts	1.20	
*1.21. Progressive Raffles at other than Bingo occasions: Gross Receipts	*1.21	
<b>1.22. Total Proceeds to account for this quarter</b>	<b>1.22</b>	

**CALCULATION OF ADMINISTRATIVE FEES**

<b>1.23. TOTAL FEE:</b> <small>If Line 1.22 is less than \$5,000, Fee = \$0          If Line 1.22 is greater than or equal to \$5000 but less than \$100,000, Fee = Line 1.22 x .005 (.5%)          If Line 1.22 is greater than or equal to \$100,000, Fee = Line 1.22 x .006 (.6%)          Make the check for the fee (the amount in line 1.23) payable to the Secretary of State.          Mail the check to the address provided at the top of this LE-21 Quarterly Report form.          **Please note: if you file your quarterly report online, the fee that you pay may be less than the fee calculated in field 1.23 on this form**</small>	1.23	
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**1.24. VERIFICATION STATEMENT:**

I solemnly affirm under penalty of perjury, as defined in section 18-8-503, Colorado Revised Statutes and punishable by law that I am fully and duly authorized to sign and file this report, that I have read the report and know its contents, and that it is true and complete.

This statement is made under penalty of perjury and does NOT need to be notarized.

Sign here >

Signature (above)

Print Name (above)

Phone Number (work)		Date	
Phone Number (home)		Title	

**\*Remember to Attach Schedule A & LE21a**

**\*Attach copies of required forms LE-31a & LE-34a that indicate all quarterly progressive games activity - if applicable. Please refer to the instructions**

# Instructions For Completing Colorado LE-21 Quarterly Report

## {COLORADO REVISED STATUTES 24-21-622. Bingo-affle licensee's statement of receipts - expenses - fees. (Rule 11.0)}

- WHO MUST FILE:** Every bingo-affle licensee in Colorado must file a quarterly financial report even if no games of chance were conducted and no administrative fee is due.
- WHEN TO FILE:** Reports must be filed on or before the last day of the month following the end of each calendar quarter.  
**(April 30, July 31, October 31 and January 31)**
- FOR ASSISTANCE:** For bingo, pull-tabs and raffle information or assistance, call the Colorado Secretary of State office, Licensing, at 303-894-2200 (option 4).

### GENERAL INFORMATION

- Report whole dollars only.
- Make sure all information regarding bingo, pulltabs, and raffles at bingo occasions has been documented in daily records.
- Make sure that all bingo occasion raffles activity and non-bingo occasion raffles activity complies with the requirements of Rule 8.0.
- If filing a "zero report" enter "zeros" in all applicable fields. Remember to always submit "Schedule A" (distribution of proceeds) even if no activity occurred. -- Copies of forms LE-31a and LE-34a indicating all progressive games activity for the reporting quarter must be submitted (if applicable).

### LINE ITEM INSTRUCTIONS

#### **Section 1**

#### **BINGO/RAFFLES REPORTING INFORMATION**

- 1.1. Enter the current Colorado bingo/raffles license number of the organization.
- 1.2. Enter the quarter being reported (1, 2, 3, 4 or first, second, third, fourth).  
**(Remember: Reports must be filed on or before the last day of the month following the end of each calendar quarter)**
- ✓ **Those dates are: April 30, July 31, October 31 and January 31**
- 1.3. Enter the organization name as it appears on the current license.
- 1.4. Enter the organization's current mailing address.
- 1.5. Enter the city, state, and zip code portion of the organization's current mailing address.

#### **BINGO OCCASIONS / ATTENDANCE**

- 1.6. Enter the total number of bingo occasions conducted during the current reporting quarter.
- 1.7. Enter the day(s) of the week and the time(s) of your bingo occasions.
- 1.8. Enter the attendance total from all lines 25 from all LE-32 forms Bingo Occasion Activity Summary forms for the current reporting quarter.

#### **PULL TAB INFORMATION**

- 1.9. Enter the number of days your bar/club was open for business during the reporting quarter.

#### **RAFFLES**

- 1.10. Enter the total number of raffles being reported. You must report all raffles for which you sold tickets during the reporting quarter, regardless of the drawing date.
- 1.11. Enter the date(s) on which the raffles being reported will/have occurred.

#### **RECEIPTS AND INCOME**

- 1.12. Enter the total from line 15c from all LE-32 forms Bingo Occasion Activity Summary for the current reporting quarter.
- 1.13. Enter the total from line 31d from all LE-34a Progressive Jackpot Bingo Summary forms & line 30c from all LE34b(2) Progressive Jackpot Bingo Summary-Secondary Jackpot forms for the current reporting quarter.
- 1.14. Enter the total from line 8f from all LE-31 Pulltabs Identification & Sales-Bingo forms for the current reporting quarter.
- 1.15. Enter the total from line 39e from all LE-31a Progressive Pulltab Summary-Bingo forms for the current reporting quarter.
- 1.16. Enter the total from line 8f from all LE-31 Pulltabs Identification & Sales Bar-Clubroom forms for the current reporting quarter.
- 1.17. Enter the total from line 39e from all LE-31a Progressive Pulltabs Summary-Bar/Clubroom forms for the current reporting quarter.
- 1.18. Enter the totals from line 9 from all LE-31 Pulltabs Identification & Sales forms (**raffles held at bingo occasions**) for the current reporting quarter.
- 1.19. Enter the total from line 31b from all LE-34c Progressive Raffles Summary (**progressive raffles held at bingo occasions**) forms for the current reporting quarter.
- 1.20. Enter the total receipts from regular raffles held during the quarter (raffles held at non-bingo occasions).
- 1.21. Enter the total from line 31b from all LE-34c Progressive Raffles Summary (raffles held at other than bingo occasions) forms for the current reporting quarter.
- 1.22. To account for the total receipts for the current reporting quarter, add together all the receipts listed in line items 12 through 19. (Calculated automatically in Excel version.)

#### ✓ **Copies of all indicated forms must be submitted with the LE 21 Quarterly Report CALCULATION OF ADMINISTRATIVE FEES**

- 1.23. (Calculated automatically in Excel version.) To calculate the total fee:  
If line 1.22 is greater than or equal to \$5,000 and less than \$100,000, multiply line 1.22 by .005 (0.5%); If line 1.22 is greater than or equal to \$100,000, multiply line 1.22 by .006 (0.6%).

The calculated amount is entered on line 1.23.

Make the check for the fee (line 1.23 amount) payable to the Secretary of State and mail the check to the address provided at the top of the LE-21 Quarterly Report

#### **VERIFICATION STATEMENT**

- 1.24. (This must be completed)
- ✓ Be sure to record the title of the person signing the verification statement and include the contact phone information.

**Section 2**

**PAYOUT DISTRIBUTIONS (Whole Dollars Only)**

2.1 Regular Bingo: cash payouts	2.1	
2.2 Regular Bingo: merchandise payouts	2.2	
*2.3 Progressive Bingo payouts at Bingo occasions	*2.3	
2.4 Pull-tab payouts at Bingo occasions	2.4	
*2.5 Progressive pull-tab payouts at Bingo occasions	*2.5	
2.6 Pull-tab payouts at Bar/Clubroom	2.6	
*2.7 Progressive pulltab payouts at Bar/Clubroom	*2.7	
2.8 Raffles cash prizes at Bingo occasions	2.8	
*2.9 Progressive Raffle Cash prizes at Bingo Occasions	*2.9	
2.10 Actual cost of raffles merchandise prizes at Bingo occasions	2.10	
2.11 Raffles cash prizes: non-Bingo occasions	2.11	
*2.12 Progressive Raffle cash prizes: non-Bingo occasions	*2.12	
2.13 Actual cost of raffles merchandise prizes: non-Bingo occasions	2.13	
<b>*2.14 Total payouts this quarter</b>	<b>*2.14</b>	

**RAFFLE PRIZE INFORMATION**

2.15. Retail Value of Raffles Merchandise Prizes:	
2.16. Description of Raffles Merchandise Prizes:	

**Section 3**

**BONA FIDE EXPENSES PAID (Whole Dollars Only)**

3.1 Amount paid for Bingo occasion rent	3.1	
3.2 Amount paid for Bingo occasion security	3.2	
3.3 Amount paid for Bingo occasion bookkeeping services	3.3	
3.4 Amount paid for janitorial services	3.4	
3.5 Amount paid for regular Bingo supplies and equipment	3.5	
*3.6 Amount paid for <i>Progressive</i> Bingo supplies and equipment	*3.6	
3.7 Amount paid for pulltab supplies and equipment at <i>Bingo occasions</i>	3.7	
*3.8 Amount paid for <i>Progressive</i> pulltab supplies at <i>Bingo occasions</i>	*3.8	
3.9 Amount paid for pulltab supplies and equipment at <i>Bar/Clubroom</i>	3.9	
*3.10 Amount paid for <i>Progressive</i> pulltab supplies at <i>Bar/Clubroom</i>	*3.10	
3.11 Amount paid for raffle expenses	3.11	
*3.12 Amount paid for <i>Progressive</i> raffle expenses	*3.12	
3.13 Amount paid for volunteer food allowance	3.13	
<b>3.14 Total bona fide expenses paid this quarter</b>	<b>3.14</b>	

**Section 4**

**BONA FIDE EXPENSES OWED -- Not Paid (Whole Dollars Only)**

4.1 Amount owed (not paid) for Bingo occasion rent	4.1	
4.2 Amount owed (not paid) for Bingo occasion security	4.2	
4.3 Amount owed (not paid) for Bingo occasion bookkeeping services	4.3	
4.4 Amount owed (not paid) for janitorial services	4.4	
4.5 Amount owed (not paid) for regular Bingo supplies and equipment	4.5	
*4.6 Amount owed (not paid) for Progressive Bingo supplies	*4.6	
4.7 Amount owed (not paid) for pulltab supplies & equipment at Bingo occasions	4.7	
*4.8 Amount owed (not paid) for Progressive pulltab supplies & equipment at Bingo	*4.8	
4.9 Amount owed (not paid) for pulltab supplies & equipment at Bar/Clubroom	4.9	
*4.10 Amount owed (not paid) for Progressive pulltab supplies & equipment at Bar/Clubroom	*4.10	
4.11 Amount owed (not paid) for raffle expenses	4.11	
*4.12 Amount owed (not paid) for Progressive raffle expenses	*4.12	
<b>4.13 Total expenses owed (not paid) at end of quarter</b>	<b>4.13</b>	

**Net Proceeds:**

\_\_\_\_\_

## Section 2

### **PAYOUT DISTRIBUTIONS**

- 2.1. Enter the total from line 14a from all LE-32 Bingo Occasion Activity Summary forms for the current reporting quarter.
- 2.2. Enter the actual cost total of the merchandise prizes from line 14b from all LE-32 Bingo Occasion Activity Summary forms for the current reporting quarter. 2.3. Enter the total from lines 31h from all LE-34a Progressive Jackpot Bingo Summary forms for the current reporting quarter.
- 2.4. Enter the total from line 8i from all LE-31 Pull-Tabs Identification & Sales-Bingo forms for the current reporting quarter.
- 2.5. Enter the total from line 30d and line 30h from all LE-31a Progressive Pull-Tab Summary forms for the current reporting quarter.
- 2.6. Enter the total from line 8i from all LE-31 Pull-Tabs Identification & Sales-Bar/Clubroom forms for the current reporting quarter.
- 2.7. Enter the total from lines 30d and line 30h from all LE-31a Progressive Pull-Tab Summary-Bar/Clubroom forms for the current reporting quarter.
- 2.8. Enter the totals from line 10 from all LE-31 Pull-Tabs Identification & Sales-Bingo Raffles forms for the current reporting quarter
- 2.9. Enter the total cash prizes awarded at progressive raffles at bingo occasions for this quarter.
- 2.10. Enter the totals from line 11 from all LE-31 Pulltabs Identification & Sales-Bingo Raffles forms for the current reporting quarter.
- 2.11. Enter the total amount of cash prizes awarded from (non-bingo occasion) raffles held during the quarter. Remember to comply with the provisions of Rule 8.
- 2.12. Enter the total cash prizes awarded at progressive raffles at non-bingo occasions for this quarter.
- 2.13. Enter the actual cost total of all merchandise prizes awarded from (non-bingo occasion) raffles held during the quarter.
- 2.14. To account for all payout distributions for the current reporting quarter, add together all the payout distributions listed in line items 2.1 through 2.13.

### **RAFFLE PRIZE INFORMATION**

- 2.15. Enter the retail value of all merchandise prizes (including donated prizes) given in the current reporting quarter.
- 2.16. Give a brief description of merchandise prizes given in the current reporting quarter.

## Section 3

### **BONA FIDE EXPENSES PAID**

**NOTE: All totals in this section should reflect checks recorded on "Schedule A" for expenses incurred and paid in the current reporting quarter only. Expenses reported as "BONA FIDE EXPENSES OWED -- Not Paid" on a prior quarterly report, but paid for by check in the current reporting period, are to be excluded from being reported in this section. Refer to Rule 10.2.**

- 3.1. Enter the total amount of all checks written for bingo occasion rent expense incurred only during the current reporting quarter.
- 3.2. Enter the total amount of all checks written for bingo occasion security expense incurred only during the current reporting quarter.
- 3.3. Enter the total amount of all checks written for bingo occasion bookkeeping services expense incurred only during the current reporting quarter.
- 3.4. Enter the total amount of all checks written for janitorial services expense incurred only during the current reporting quarter.
- 3.5. Enter the total amount of all checks written for regular (non-progressive) bingo supplies and equipment incurred only during the current reporting quarter.
- 3.6. Enter the total amount of all checks written for progressive bingo supplies incurred only during the current reporting quarter.
- 3.7. Enter the total amount of all checks written for pulltab supplies and equipment at bingo occasions incurred only during the current reporting quarter.
- 3.8. Enter the total amount of all checks written for progressive pulltab supplies at bingo occasions incurred only during the current reporting quarter.
- 3.9. Enter the total amount of all checks written for (non-progressive) pulltab supplies and equipment at bar/clubroom incurred only during the current reporting quarter.
- 3.10. Enter the total amount of all checks written for progressive pulltab supplies at bar/clubroom incurred only during the current reporting quarter.
- 3.11. Enter the total amount of all checks written for raffle expenses (non-prize expenses) incurred only during the current reporting quarter.
- 3.12. Enter the total amount of all checks written for progressive raffle expenses (non-prize expenses) incurred only during the current reporting quarter.
- 3.13. Enter the total amount of all checks written for food for volunteers incurred only during the current reporting quarter.
- 3.14. To account for all bona fide expenses incurred and paid during the current reporting quarter only, add together the amounts listed in line items 3.1 through 3.13.

(Calculated automatically.)

## Section 4

### **BONA FIDE EXPENSES OWED --Not Paid At End Of Quarter**

**NOTE: Totals in this section should reflect all bona fide expenses owed -- but not yet paid (accrued liabilities) at the end of the current quarter. Expenses reported as "BONA FIDE EXPENSES OWED -- Not Paid" on the current quarterly report, should NOT be reported as "BONA FIDE EXPENSES PAID" when paid in subsequent quarters because that section ("BONA FIDE EXPENSES PAID") is required to reflect only bona fide expenses incurred and paid in that specific subsequent reporting quarter. Refer to Rule 10.2.**

- 4.1. Enter the total amount for bingo occasion rent expense incurred -- but not yet paid at the end of the current reporting quarter.
- 4.2. Enter the total amount for bingo occasion security expense incurred -- but not yet paid at the end of the current reporting quarter.
- 4.3. Enter the total amount for bingo occasion bookkeeping services incurred -- but not yet paid at the end of the current reporting quarter.
- 4.4. Enter the total amount for janitorial services expense incurred -- but not yet paid at the end of the current reporting quarter.
- 4.5. Enter the total amount for regular (non-progressive) bingo supplies and equipment expense incurred -- but not yet paid at the end of the current reporting qtr. 4.6. Enter the total amount for progressive bingo supplies expense incurred -- but not yet paid at the end of the current reporting quarter.
- 4.7. Enter the total amount for pulltab supplies and equipment expense at bingo occasions incurred -- but not yet paid at the end of the current reporting quarter.
- 4.8. Enter the total amount for progressive pulltab supplies expense at bingo occasions incurred -- but not yet paid at the end of the current reporting quarter.
- 4.9. Enter the total amount for pulltab supplies and equipment expense at bar/clubroom incurred -- but not yet paid at the end of the current reporting quarter.
- 4.10. Enter the total amount for progressive pulltab supplies expense at bar/clubroom incurred -- but not yet paid at the end of the current reporting quarter.
- 4.11. Enter the total amount for raffles expenses (non-prize expenses) incurred -- but not yet paid at the end of the current reporting quarter.
- 4.12. Enter the total amount for progressive raffles expenses (non-prize expenses) incurred -- but not yet paid at the end of the current reporting quarter.
- 4.13. To account for all bona fide expenses owed but not paid at the end of the current reporting quarter, add together the amounts listed in line items 4.1 through 4.12. (Calculated automatically.)

## NET PROCEEDS

Start with TOTAL PROCEEDS (line 1.22). From line 20, **SUBTRACT** the following line items:

- TOTAL FEE (line 1.23);
- TOTAL PAYOUT DISTRIBUTIONS (line 2.14)
- TOTAL BONA FIDE EXPENSES PAID (line 3.14);
- TOTAL EXPENSES OWED -- Not Paid (line 4.13)
- TOTAL NET PROCEEDS**

**LE-21a Quarterly Report  
Segregated Bank Account Information**

Pursuant to Section 24-21-622(3)(a), C.R.S., all moneys collected or received shall be deposited in a segregated checking or savings account, or both, of the licensee. Failure to do so may result in sanctions by the Secretary of State

*Confidential: Not for public distribution.  
This form will not be scanned for public viewing.*

**Report information**

Bingo-Raffle license number

Year

Quarter

Organization name

Mailing address

City

State

ZIP code

**Bank account information**

This account is:  Checking  Savings  Progressive

Bank name

Account number

Bank address 1

Address 2

City

State

ZIP code

Province

Country

Total # of checks written

Check range

to

Beginning balance \$

Number of non-check withdrawals

Ending balance \$

**Bank account information**

This account is:     Checking     Savings     Progressive

Bank name

Account number

Bank address 1

Address 2

City

State

ZIP code

Province

Country

Total # of checks written

Check range

to

Beginning balance \$

Number of non-check withdrawals

Ending balance \$

**Bank account information**

This account is:     Checking     Savings     Progressive

Bank name

Account number

Bank address 1

Address 2

City

State

ZIP code

Province

Country

Total # of checks written

Check range

to

Beginning balance \$

Number of non-check withdrawals

Ending balance \$

## LE 21a Quarterly Report Bank Account Information Instructions

1. Enter the bingo-raffle license number.
2. Enter the year being reported.
3. Enter the current quarter.
4. Enter the organization's name.
5. Enter the organization's mailing address.
- 6 - 8. For each bank account:
  - a. Mark whether the account is checking, savings, or progressive.
  - b. Enter the bank's name.
  - c. Enter the account number.
  - d. Enter the bank's address.
  - e. Enter the total number of checks written for the quarter.
  - f. Enter the check range for checks written this quarter.
  - g. Enter the account balance at the beginning of the quarter.
  - h. Enter the account balance as of the end of the quarter.
  - i. Enter the number of non-check withdrawals.



**Instructions for LE-21 Schedule A Distribution of Proceeds**

This schedule records all expenditures made by the licensee in the quarter.

For each expenditure:

**Column a:** Enter the date that the expenditure was made.

**Column b:** Enter the number of the withdrawal slip or the check number (must be in consecutive order) of the expenditure or by electronic transactions referenced by transaction number or date.

**Column c:** Enter the amount of the expenditure.

**Column d:** Give the name of the organization or individual receiving the funds.

**Column e:** List the purpose for which the funds were spent. Expenditures must comply with the authorized use of the funds in both the statute and the licensee's organizational documents.

Note: Net proceeds must be used within one year of receipt. If the licensee wishes to hold the proceeds for more than one year, it may apply to the Secretary of State for permission. If good cause is shown, the Secretary of State may grant the request.

1. License # \_\_\_\_\_  
 2. Licensee Name \_\_\_\_\_

3. Progressive Raffle Type:     Playing Card     Members-Only

4. Jackpot Prize Card (Playing Card Raffle Only): \_\_\_\_\_

5. Date of First Drawing: \_\_\_\_\_

6. Percent of Gross Sales Contributed to Jackpot: \_\_\_\_\_

7. Consolation Prize Type (flat, %, tiered):     Flat Rate     Percentage     Tiered

Amount (% or \$): \_\_\_\_\_

**Note: Use one form for each progressive raffle**

	<b>a</b>	<b>b</b>	<b>c (1)</b>	<b>d (2)</b>	<b>e (3)</b>	<b>f (4)</b>	<b>g (5)</b>
	Date of Drawing	Cash Receipts	Starting Jackpot	Jackpot Contribution	Jackpot Prize	Consolation Prize	Amount Deposited
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
<b>31</b>	<b>TOTALS</b>						

- (1) Equals "Jackpot Prize" from last drawing. Will equal 0 at first drawing unless jackpot was "seeded"
- (2) Equals "Cash Receipts" times "Percentage of Cash Receipts Contributed to Jackpot"
- (3) Equals "Starting Jackpot" plus "Jackpot Contribution"
- (4) This amount will only be subtracted from "Amount Deposited" if the consolation prize is determined as a percentage of gross sales
- (5) Amount deposited must be equal to or greater than jackpot contribution

## Instructions for LE-34c Progressive Raffle Summary

1. Enter license number.
2. Enter name of organization.
3. Enter type of progressive raffle game being played.
4. Enter the jackpot prize card only if the game being played is a playing card progressive raffle.
5. Enter the date of the first drawing.
6. Enter the percent of gross sale being contributed to the jackpot.
7. Enter the type and amount of the consolation prize

Enter the amount of the percentage of sales from that occasion; or

Enter the flat amount of the prize per occasion; or

Enter the tiered structure. You may attach the structure on a separate sheet.

Remember that no progressive raffle jackpot may exceed the \$15,000 limit.

### **Complete this information for each progressive raffle being conducted.**

- a. Date of the drawing (column "a").
- b. Cash receipts from that occasion (date of drawing); (column "b").
- c. Starting jackpot (column "c"). (Will equal "0" at first drawing unless jackpot is seeded).
- d. Jackpot contribution (column "d"): This equals the "Cash Receipts" times "Percentage of Cash Receipts Contributed to Jackpot."
- e. Jackpot Prize (column "e"): This will equal the "Starting Jackpot" plus the "Jackpot Contribution."
- f. Consolation Prize (column "f"). This amount will be subtracted from the "Amount Deposited" if the consolation prize is determined as a percentage of gross sales, or if the consolation prize is less than the amount of the "Cash Receipts." It is anticipated that flat rate prizes are not taken from the deposit, but are lump sums taken directly from your segregated bingo/raffle account.
- g. Amount Deposited (column "g"): This amount should be equal to the amount recorded in "Cash Receipts," (column "b") less any amount paid as a Consolation Prize, (column "f"), as long as the deposit is equal to or greater than the "Jackpot Contribution" (column d). The deposit must be made using a separate deposit slip.

As a reminder, the entire amount of the accrued jackpot prize must be maintained in the licensee's bingo-raffle checking or savings account for the entire duration of the progression.

**LE - 34** **Rev 10-2018**  
**Bingo Door Count & Income per Occasion**

5) Pack or Card Sales

1	2	3	4	5	6	7	8	9	10	1) Date:				
11	12	13	14	15	16	17	18	19	20	2) Lic. No.:				
21	22	23	24	25	26	27	28	29	30	3) Org:				
31	32	33	34	35	36	37	38	39	40	4) Time of Occasion:				
41	42	43	44	45	46	47	48	49	50	6) Total Players:				
51	52	53	54	55	56	57	58	59	60	7) Admission Fees:      @\$      Total				
61	62	63	64	65	66	67	68	69	70	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="width: 60px; height: 20px;"></td><td style="width: 20px; text-align: center;">\$</td></tr> </table>		\$		
	\$													
71	72	73	74	75	76	77	78	79	80	8) Packs Sold:				
81	82	83	84	85	86	87	88	89	90	a) Primary Paper:      #      @\$      Total				
91	92	93	94	95	96	97	98	99	100	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="width: 60px; height: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px; text-align: center;">\$</td></tr> </table>				\$
			\$											
101	102	103	104	105	106	107	108	109	110	b) 2nd POS:      \$				
111	112	113	114	115	116	117	118	119	120	c) 3rd POS:      \$				
121	122	123	124	125	126	127	128	129	130	d) 4th POS:      \$				
131	132	133	134	135	136	137	138	139	140	e) Electronic Sales      \$				
141	142	143	144	145	146	147	148	149	150	f) Total      \$				

11) Manufacturer's Serial Numbers in Play

Serial Number:	No. Issued	No. Returned

9) Hard Cards:

a) Primary: #      @\$      Total

			\$
--	--	--	----

b) Extras: ##      @\$      Total

			\$
--	--	--	----

10) Total Occasion Revenue      \$

---

12) Prepared by: \_\_\_\_\_

Games Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

## Instructions for LE-34 Bingo Door Count & Income per Occasion

This form is used at every bingo occasion.

### Required Information

- Date of occasion.
- Time of occasion.
- Total number of bingo players.
- Total number of persons paying a door fee, the amount of the door fee, and the total receipts from door fees.
- Total number of primary hard cards sold, the price per primary hard card, and the total receipts from primary hard card sales.
- Total number of extra hard cards sold, the price per extra hard card, and the total receipts from extra hard card sales.
- Total number of primary packs sold, the price per primary pack sold, and the total receipts from primary pack sales.
- Total number of extra packs sold (for each multiple), the price per extra pack sold (for each multiple), and the total receipts from extra pack sales for each multiple.
- Total number of packs sold (primary and extras).
- Total receipts from the sale of packs (primary and extras).
- Total income for this bingo occasion.
- For each manufacturer's serial number in play, record the serial number, the number of cards or packs issued, and the number of cards or packs returned.
- Record the name of the person preparing the form
- Provide the name and signature of the games manager.

### Instructions

1. Enter the date of the occasion.
2. Enter the current bingo-raffles license number.
3. Enter the organization name.
4. Enter the starting time of this bingo occasion.
5. Pack or Card Sales: This grid is intended as an aid in tracking your door sales. Write a number in the boxes in the grid, proceeding to the right and down, to show how many packs or cards are bought by players at the door. There is room in this grid for only 150 players. If more than 150 players participate in your bingo games, use a second copy of this sheet to record the purchases of additional players.
6. Enter the total number of persons purchasing the right to participate in bingo games for the occasion.
7. Enter the total number of people paying a fee at the door, the amount of the door fee, and the total revenue received from door fees.
8. Packs Sold:
  - a. Primary Paper: Enter the number of primary packs sold, the price per pack, and the total revenue received from primary pack sales,
  - b. Lines b-d. 2<sup>nd</sup> through 4<sup>th</sup> POS: Enter the number of extra packs sold for each multiple, the price per extra pack for each multiple, and the total revenue received from extra pack sales for each multiple.
  - c. Line e. Electronic Sales: Enter the total number of extra packs sold for each multiple, the price per extra pack for each multiple, and the total revenue received from extra pack sales for each multiple.
  - d. Line f. Enter the total number of packs sold for this occasion.
9. Hard Cards:
  - a. Primary: Enter the number of primary hard cards sold, the price per card, and the total revenue received from primary hard card sales.
  - b. Extras: Enter the number of extra hard cards sold, the price per card, and the total revenue received from extra hard card sales.
10. Enter the total income generated at this occasion from hard card and pack sales.
11. For each manufacturer's serial number in play give the serial number, the number of packs issued for sale at the door, and the number of packs returned.
12. Fill in the name of the person preparing the form and the name of the games manager. The games manager must then sign the form.

LE - 35 Rev 12-2018  
**Specials Report (Bingo Disposable Sheets)**

1) Date: \_\_\_\_\_  
 2) Lic. No.: \_\_\_\_\_  
 3) Org. \_\_\_\_\_

Name of Seller	Game 1					Game 2				
	Out	In	Sold	Sale Amount	Cash	Out	In	Sold	Sale Amount	Cash
			0		\$ -			0		\$0.00
			0		\$ -			0		\$0.00
			0		\$ -			0		\$0.00
			0		\$ -			0		\$0.00
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

Name of Seller	Game 3					Game 4				
	Out	In	Sold	Sale Amount	Cash	Out	In	Sold	Sale Amount	Cash
			0		\$0.00			0		\$0.00
			0		\$0.00			0		\$0.00
			0		\$0.00			0		\$0.00
			0		\$0.00			0		\$0.00
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

Name of Seller	Game 5					Game 6				
	Out	In	Sold	Sale Amount	Cash	Out	In	Sold	Sale Amount	Cash
			0		\$0.00			0		\$0.00
			0		\$0.00			0		\$0.00
			0		\$0.00			0		\$0.00
			0		\$0.00			0		\$0.00
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

Sheets in play for Special Games				
Game #	Serial #	Issued	Returned	
#1				
#2				
#3				
#4				
#5				
#6				
<b>Total Sheets Sold:</b>				0
<b>Total Cash Received:</b>				0

### **Instructions for LE-35 Specials Report (Bingo Disposable Sheets)**

This form is used at every bingo occasion, not used for Progressive Bingo Cards/Sheets.

#### **Required Information**

1. Date of occasion.
2. Time of occasion.
3. For each game for which special sheets are sold, record the following information:
  - a. The name of the sellers of special sheets.
  - b. The number of special sheets issued to each seller.
  - c. The number of special sheets returned by each seller.
  - d. The amount of special sheets sold by each seller.
  - e. The cost of each special sheet.
  - f. The amount collected by each seller for sales of special sheets.
  - g. The total number of special sheets sold.
  - h. The total receipts for each game for which special sheets are sold.
  - i. The manufacturer's serial number for the special sheets issued for this game.
  - j. The manufacturer's serial number for the special sheets returned for this game.
4. The total number of special sheets sold for this bingo occasion.
5. The total receipts from the sale of special sheets for this occasion.

#### **Instructions**

1. Enter the date of the occasion.
2. Enter the current bingo-raffle license number.
3. Enter name of organization as shown on bingo-raffle license.

The next set of instructions are to be completed for each game. The information must be completed for each seller.

- a. Seller: enter the full name of each seller of specials.
  - b. Out: enter the number of sheets issued to each seller.
  - c. In: enter the number of sheets returned by each seller.
  - d. Sold: Subtract the number returned from the number issued to determine the number of sheets sold.
  - e. Sale amount: enter the cost of each sheet:
  - f. Cash: enter the amount each seller collected for sales (amount in bank minus amount in bank before sales started).
4. Totals: enter total number of sheets sold and total amount collected for each game.

Sheets in play for Special Games. For each game for which special sheets are sold:

- a. Enter the manufacturer's serial number for the sheets in play. The serial number is found in the top center of each bingo sheet.
- b. Enter the total number of sheets issued to sellers.
- c. Enter the total number of sheets returned unsold by sellers.
- d. Calculate and enter the total number of special sheets sold for the occasion.
- e. Enter the total cash received from the sale of special sheets.



## Instructions for LE-36 Bingo Payout Report

This form is used at every bingo occasion.

### Required Information

1. Date of occasion.
2. The current bingo-raffle license number of the organization.
3. The name of the organization as it appears on the license.
4. The name(s) of the callers for the occasion.
5. Indicate whether hard cards or paper is being used.
6. The number of the game.
7. The color of the sheet in play for this game.
8. Describe the type of game being played (e.g. postage stamp, blackout).
9. The manufacturer's serial number of the winning card(s) or sheet(s).
10. The number of winners of this game.
11. The total payout for this game.
12. The total payout for all bingo games held at this occasion.

### Instructions

6. Enter the date of the occasion.
7. Enter the current bingo-raffle license number.
8. Enter the name of organization as shown on the bingo-raffle license.
9. Enter the name of the caller(s) for the occasion.
10. Indicate whether paper or hard cards are being used.

The next set of instructions are followed for each game and each special played during an occasion.

6. Enter the number of the game and indicate whether it is a regular game or a special.
7. Enter the color of the sheet being played.
8. Describe the game (type of game; if the game has multiple parts, describe each part on the same line.
9. Enter the manufacturer's serial number for each winner.
10. Enter the number of winners for each game.
11. Enter the total payout for the game. If the game has multiple parts, write the payout for each part of the game.
12. Enter the total payouts for the occasion.



### Instructions for LE-32 Bingo Occasion Activity

This form, or an approved replacement, is used at every bingo occasion.

1. Enter the date of occasion.
2. Enter the bingo-raffle license number of the organization
3. Enter the name of the organization.
4. Enter the name of the person preparing the report.
5. Enter the time of the occasion.
6. Enter the name of the games manager.
7. Enter the amount of rent paid/charged for the occasion.

#### Line 8-17 calculation of receipts, payouts and net income.

##### Receipts column

8. Enter the gross receipts for Total Packets POS.
9. Enter the gross receipts for Total Electronic Sales.
10. Enter the gross receipts for Admission Fees.
11. Enter gross receipts for Hard Cards.
12. Enter gross receipts for Additional Hard Cards.
13. Enter gross receipts for Specials Sales (LE-35).
14. Enter gross receipts for supplies.
15. Enter Grand Total of all bingo, admission, and supplies receipts.
16. Enter gross receipts for Pull Tabs.
17. Enter gross receipts for Raffles.
18. Enter Grand Totals for all receipts.

##### Payouts column

15. Enter total payouts for bingo.
16. Enter total payouts for pull tabs.
17. Enter total payouts for raffles.
18. This number should match the total payouts on LE 36 for bingo and on LE 31 for pull tabs and raffles.

**Net income column** - Enter the net income for bingo (14), pull tabs (15) and raffles (16): subtract payouts from adjusted receipts.

18. Grand totals: Add together the receipts (15 + 16 + 17), payouts (15 + 16 + 17) and net income (15 + 16 + 17) from bingo, pull tabs and raffles in the appropriate column.
19. Enter the name of the caller(s).
20. Enter the full names of each worker.

##### Lines 21-24 Final Calculations

21. Enter the beginning cash on hand for the occasion.
22. Enter misc. expenses, such as progressive raffle consolation prize and/or food for workers.
23. Enter the cash on hand at end of occasion.
24. Enter amount deposited in the bank. **ALL RECEIPTS MUST BE DEPOSITED.**
  - 24a. Enter amount deposited from progressive bingo (must be a separate deposit).
  - 24b. Enter amount deposited from progressive pull tabs (must be a separate deposit).
  - 24c. Enter amount deposited from progressive raffle (must be a separate deposit).
25. Explain cash shortage or overage if more than \$30.00.
26. Write the total number of players for the occasion.
27. Enter amount of payout that was in the form of cash and merchandise.

<b>LE - 34a</b>	Rev. 11/5/2018	1. License number:
<b>Progressive Jackpot Bingo Summary</b>		2. Licensee Name:

3. Bingo Pattern Played:		
4. Starting Maximum Number of Calls:	5. Percent of sales added to jackpot:	
6. Serial Number(s) / Paper Configuration in Play:		
7. Percent of sales added to Jackpot for this occasion (Yes or No)		
8. Is there a Secondary Jackpot to fund the next progressive bingo game? (Yes or No).		

Note: Use one form (LE-34a) for each progressive game

	a	b	c	d	e (1)	f (2)	g (3)	h (4)	i	j
	Date of Bingo Occasion	Max No. of Calls	Price per Card	Cash Receipts	Starting Jackpot	Jackpot Contribution	Jackpot Prize	Prize Paid	Amount Deposited	Secondary Jackpot
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31	<b>TOTALS</b>									

- (1) Equals "Column g" from previous bingo occasion
- (2) Contribution will depend on whether proceeds are contributed to jackpot at current occasion or not.
- (3) Equals "Column e" + "Column f" beginning with bingo occasion #2
- (4) Consolation prize (if applicable) is not recorded on this form. Use form LE-36.

Approved by Games Manager: \_\_\_\_\_ (sign after final game)

## Instructions for Use of LE-34a Progressive Jackpot Bingo

1. Enter license number and licensee name.
2. Enter name of organization.
3. Enter bingo pattern played.
4. Enter starting maximum number of calls.
5. Enter percent of sales added to the jackpot.
6. Enter serial number of progressive paper and the configuration of the paper in play (1 on, 3 on, etc.).
7. Enter whether percent of sales is added for this occasion (yes or no).
8. Enter whether a secondary jackpot is being used to fund the next progressive bingo game (yes or no).

Remember that up to three progressive bingo games may be conducted at any time and each must be played at every successive occasion once started, and no progressive bingo jackpot may exceed the \$15,000 limit.

### Complete this information for each progressive bingo game played.

- a. Date of bingo occasion (column "a").
- b. Maximum number of calls (column "b").
- c. Price per Card -- \$1 (column "c").
- d. Cash Receipts (column "d"): Enter total amount of money received on the date of the bingo occasion when the progressive game is played.
- e. Starting Jackpot (column "e"): For the first bingo occasion, this amount must not exceed \$500, or the amount of the secondary jackpot from a prior progression, whichever is greater.
- f. Jackpot Contribution (column "f"): For the first bingo occasion, do not enter a contribution amount. Beginning with the second progressive bingo game, the contribution amount must not be greater than 70% of receipts from progressive bingo sales.
- g. Jackpot Prize (column "g"): Beginning with the 2<sup>nd</sup> progressive bingo game, the jackpot prize will be equal to the starting jackpot (column "e") plus the jackpot contribution amount (column "f").
- h. Prize Paid (column "h"): Only one entry will be made in this column -- on the day the prize is paid. The amount will be equal to the amount in column "g" (Jackpot Prize) for the same day.
- i. Amount Deposited (column "i"): This amount should be equal to the amount recorded in column "d" (Cash Receipts). The deposit must be made using a separate deposit slip. Also, the deposit amount must be reported on form LE-32, line 24a.
- j. Secondary Jackpot (column "j"): This amount should be equal to 10% of the amount recorded in column "d" (Cash Receipts). If using this form in Excel, the amount will be automatically entered if

the question regarding its use is Yes.

1. Where the form asks for “Percent of sales added to jackpot”, insert a number from 1 to 60. 60% is the maximum that can be added to a progressive jackpot when you have a secondary jackpot. Remember that the bingo-raffle licensee must keep 30% of progressive card sales at each occasion.
2. Answer Yes or No where the form asks for “Percent of sales added to Jackpot for this occasion (Yes or No)”. This entry allows the sheet to automatically calculate what amount should be added to the primary and secondary jackpots at each occasion.
3. Answer Yes or No where the forms asks whether a secondary jackpot is being used to fund the next progressive bingo game. This entry allows the sheet to automatically calculate the 10% secondary jackpot.
4. Complete the “Date of Bingo Occasion”, “Max No. of Calls”, “Price per Card”, “Cash Receipts” and “Starting Jackpot” fields. The remainder of the fields will then calculate automatically for each occasion The “Starting Jackpot” field will automatically populate starting during the second occasion.

Note: If a consolation prize is awarded, the amount must be included in the allowed \$2,000 aggregate prize limit.

1) Date \_\_\_\_\_

2) License Number \_\_\_\_\_

3) Organization \_\_\_\_\_

**Pull Tabs Held at Bingo or Bar/Club Rooms**

4) Prepared by: \_\_\_\_\_ 5) Time: \_\_\_\_\_

6) Games Manager: \_\_\_\_\_

7) Bingo \_\_\_\_\_ Bar/Club \_\_\_\_\_ Pull Tab Machine? Y or N \_\_\_\_\_

a	b	c	RECEIPTS			PAYOUTS			PROFIT
			d	e	f	g	h	i	j
Ticket Name	Price	Serial #	Cash	Replay	Receipts	Cash	Replay	Payouts	Profit
<b>8) Grand Totals</b>									

**Raffles held at Bingo Occasions: (Do not include pull tabs)**

9) Total receipts from raffle \_\_\_\_\_

10) CASH prizes paid \_\_\_\_\_

11) MERCHANDISE prizes (actual cost) \_\_\_\_\_

12. Retail value of merchandise \_\_\_\_\_

13. Description of merchandise prize: \_\_\_\_\_

14. NET RAFFLE RECEIPTS: (Line 8-Line 9- Line 11) \_\_\_\_\_

### **Instructions for LE-31 Pull Tabs Identification & Sales**

This form, or an approved replacement, is used each day pull tabs are sold.

1. Enter the date of the game.
2. Enter the license number of the organization.
3. Enter the name of the organization:
4. Enter the name of the person who prepared the report.
5. Enter the time the game was played.
6. Enter the name of the games manager.
7. Check whether game played at bingo occasion, at bar/club room, and whether a pull tab machine is in use.

#### **Pull Tabs: Complete the following for each pull tab game played on this date.**

- a. Ticket name: enter name of pull tab ticket.
  - b. Price: enter the price of each ticket.
  - c. Serial number: enter serial number of ticket.
  - d. Cash: enter amount of cash received from sale of tickets.
  - e. Replays: enter amounts received through playbacks.
  - f. Receipts: enter the gross receipts which equals the total amount of money received from sales of the deal or board ~ cash and playbacks ( $d + e = f$ ).
  - g. Cash: Enter cash paid out for winning tickets.
  - h. Replays: enter amounts paid out for exchanges/playbacks; (h) should equal (e).
  - i. Payouts: enter total amount paid out ( $g + h = i$ ).
  - j. Profits: Enter the difference between gross receipts (f) and payouts (i).
8. Grand totals: add the total receipts, payouts and profits in each column.

#### **Raffle: Complete the following for raffles held at bingo occasions.**

9. Enter the total cash receipts for the raffle.
10. Enter the cash prizes paid.
11. Enter the actual cost to the licensee of all merchandise prizes given.
12. Enter the retail value of the merchandise given.
13. Describe the merchandise given at the raffle.
14. Enter the net receipts (Line 9 minus line 10 minus line 11).

Note: Only one raffle may be held at each bingo occasion. That means that only one series of tickets may be sold and that no tickets may be sold after the drawing for the first prize in the raffle (if more than one prize is given).

**State of Colorado**  
**Licensing & Enforcement Division**  
**LE - 33 Summary of Pull-Tab Activity**

1) Month/Year: \_\_\_\_\_  
 2) License No.: \_\_\_\_\_  
 3) Organization: \_\_\_\_\_

No.	a Game Name	b Form Number	c Serial Number	d Expected Receipts	e Expected Payouts	f Expected Profits	g No. of tickets	h Ticket Cost	i Date Opened	j Date Closed	k No. not sold	l Actual Receipts	m Actual Payouts	n Actual Profits
1												\$	\$	\$
2												\$	\$	\$
3												\$	\$	\$
4												\$	\$	\$
5												\$	\$	\$
6												\$	\$	\$
7												\$	\$	\$
8												\$	\$	\$
9												\$	\$	\$
10												\$	\$	\$
11												\$	\$	\$
12												\$	\$	\$
13												\$	\$	\$
14												\$	\$	\$

### **Instructions for LE-33 Summary of Pull Tab Activity**

This form, or an approved replacement, is used for both bingo occasions and games sold at bar/club rooms.

1. Enter month activity began. The sheet must be used until completed, that is, until all deals recorded on this sheet are closed.
2. Enter bingo-raffle license number.
3. Enter name of organization.

#### **Complete this information when each game is opened.**

- a. Game name: enter the name of the game.
- b. Form number: enter the form number of the deal or board.
- c. Serial number: enter the serial number of deal or board.
- d. Expected receipts: enter amount of money made if all tickets sold.
- e. Expected payouts: enter the amount of money which will be paid out in prizes and playbacks.
- f. Expected profit: enter the amount of profit to the organization if all tickets are sold.
- g. Number of tickets: enter number of tickets in the deal.
- h. Ticket cost, enter amount the pull tab is being sold for at the occasion.
- i. Date opened: enter the date the game opened.

#### **Complete the rest of the line when the game or deal is closed.**

- j. Date closed: enter the date the game closed.
- k. Tickets unsold: list the number of tickets which were not sold.
- l. Actual receipts: enter the amount of money received for the game or deal which is calculated by adding the daily receipts for the game (LE 31, column 8f).
- m. Actual payouts: enter the amount of money paid out in the game or deal which is calculated by adding the daily payouts for the game (LE 31, column 8i).
- n. Actual profit: enter the amount of profit received by the organization which is calculated by adding the daily profit for the game (LE 31, column 8j).

LE 37 (REQUIRED)	LAST SALE PULLTAB
ORGANIZATION _____	LIC # _____
NAME OF GAME _____	FORM NUMBER _____
SERIAL NUMBER OF DEAL _____	
AMOUNT OF PAYOUT \$ _____	DATE _____
NAME OF WINNER _____	
ADDRESS OF WINNER _____	
CITY _____	STATE _____ ZIP _____
IDENTIFICATION NUMBER (Driver's License or other photo identification) :	
_____	Type _____
ID CONFIRMED BY : (Full Name) _____	

LE 37 (REQUIRED)	LAST SALE PULLTAB
ORGANIZATION _____	LIC # _____
NAME OF GAME _____	FORM NUMBER _____
SERIAL NUMBER OF DEAL _____	
AMOUNT OF PAYOUT \$ _____	DATE _____
NAME OF WINNER _____	
ADDRESS OF WINNER _____	
CITY _____	STATE _____ ZIP _____
IDENTIFICATION NUMBER (Driver's License or other photo identification) :	
_____	Type _____
ID CONFIRMED BY : (Full Name) _____	

**LE - 31a:** 1/1/19  
**Progressive Pulltab Summary**

1. License#: \_\_\_\_\_  
 2. Licensee Name: \_\_\_\_\_

3. Game Name \_\_\_\_\_ 4. Form Number \_\_\_\_\_  
 5. Number of Tickets/Deal \_\_\_\_\_ 6. Ticket Denomination \$ \_\_\_\_\_ 7. Expected Profit per Deal \$ \_\_\_\_\_

**Note: Use one or more forms (LE-31a) for each sequence of games until cumulative jackpot prize is won.**  
 8. Games played at bingo occas  or bar/clubroom  (check one) Sheet # \_\_\_ of \_\_\_

	RECEIPTS			PAYOUTS				PROFIT	JACKPOT			
	a	b	c	d	e	f	g	h*	i	j**	k	l
	Serial Number	Date	Actual Cash	Replay	Actual Receipts	Actual Cash	Replay	Actual Payouts	Jackpot Contribution	Actual Profit	Jackpot Balance	Jackpot Payout
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39	<b>TOTALS</b>											

**NOTE:** The progressive pulltab bank deposit (LE-32, line 24b) is calculated by subtracting actual payouts (column "h") from actual receipts (column "e")

\* Column "h" excludes jackpot payout  
 \*\* Column "j" = Column "e" minus Columns "h" and "i"

1. Enter license number.
2. Enter Licensee name.
3. Enter: Game Name.
4. Form Number.
5. Number of tickets per deal.
6. Ticket Denomination
7. Expected Profit per Deal (all game characteristics for specific progression).
8. Check the box that indicates where the progressive pull tab game is played either at bingo occasion or bar/clubroom.

NOTE: Each deal in the progression must have the same form number and its own unique serial number.

Use one (or more) form(s) of the LE-31a for each sequence of progressive pull tab games until the cumulative jackpot prize is won. After the jackpot prize is won, start a new form LE-31a for the next sequence of progressive games.

**Complete this information every day that a progressive pull tab is sold.**

Information derived from this form is needed to complete the quarterly report form LE-21

Column a: Serial number of the game.

Column b: Date game is played.

RECEIPTS

Column c: Actual Cash. Enter the amount of money received on the date game is played.

Column d: Replay: Enter the number of tickets that were cashed in for replays (pull tabs).

Column e: Actual Receipts. Enter total receipts. (Column c + Column d)

PAYOUTS

Column f: Actual Cash. Enter the amount paid out in cash.

Column g: Enter number of replays (pull tabs) paid out instead of cash.

Column h: Actual Payouts. Enter the amount of actual cash payouts (Column f + Column g)

Column i: e: Jackpot Contribution. Enter the jackpot contribution amount per the manufacturer's predesignated payout structure as specified on the deal's flare card.

PROFIT

Column j: Actual Profit. The actual profit is calculated using actual receipts (Column c) and subtracting actual payouts (Column h) then subtracting the jackpot contribution (Column i).

JACKPOT

Column k: Jackpot Balance. This is the progressive jackpot amount of the accumulated amounts in Column i.

Column h: Jackpot Payout. This column will only be completed if a winner is determined for the Progressive Jackpot. Enter the amount paid to the jackpot winner.

\*Progressive Pull Tab Bank Deposit should match the amount on the LE-32 form, Line 24b.: The deposit amount to be recorded is calculated using actual receipts in column e less the actual payouts in column h. As a reminder, all receipts from the sale of progressive games must be deposited in the bingo-raffle account by means of separate deposit slips.