

# State of Colorado Licensing & Enforcement Division LE - 21: QUARTERLY REPORT

**Office of the Secretary of State  
1700 Broadway - Suite 550  
Denver, Colorado 80290**

**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.**

**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.**

## Section 1

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

1.1 License Number		1.2. Quarter	
1.3. Organization Name			
1.4. Mailing Address			
1.5. City, State, Zip			

### BINGO OCCASIONS / ATTENDANCE

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

## PULL TABS

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

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

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

- |  |  |
|--|--|
| 1.12. Regular Bingo Gross Receipts                                       |  |
| 1.13. Strip Card Bingo Gross Receipts                                    |  |
| *1.14. Progressive Bingo Gross Receipts                                  |  |
| 1.15. Pulltabs at Bingo occasions: Gross Receipts                        |  |
| *1.16. Progressive Pulltabs at Bingo Occasions: Gross Receipts           |  |
| 1.17. Pulltabs at Bar/Clubroom: Gross Receipts                           |  |
| *1.18. Progressive Pulltabs at Bar/Clubroom: Gross Receipts              |  |
| 1.19. Regular raffles held at Bingo occasions: Gross Receipts            |  |
| *1.20. Progressive Raffles held at Bingo occasions: Gross Receipts       |  |
| 1.21. Regular raffles other than Bingo occasions: Gross Receipts         |  |
| *1.22. Progressive Raffles at other than Bingo occasions: Gross Receipts |  |
| <b>1.23. Total Proceeds to account for this quarter</b>                  |  |

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## CALCULATION OF ADMINISTRATIVE FEES

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**\*\*Please note: if you file your quarterly report online, the fee that you pay may be less than the fee calculated in field 1.24 on this form\*\***

**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.**

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

### PAYOUT DISTRIBUTIONS (Whole Dollars Only)

- [illegible]

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Licensing & Enforcement Division  
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**RAFFLE PRIZE INFORMATION**

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

**Section 3**

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

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


**Section 4**

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

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


**Net Proceeds:**

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# **INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT**

**{COLORADO REVISED STATUTES 24-21-622. Bingo-raffle licensee's statement of receipts - expenses - fees. (Rule 10.0 and 11.0)}**

**WHO MUST FILE:** Every bingo-raffle 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 26 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 15 from all LE-32 forms Bingo Occasion Activity Summary for the current reporting quarter.

1.13. Enter the total from line 24(d) from form LE-32 for the current reporting quarter.

- 1.14. Enter the total from line 31d from all LE-34a Progressive Jackpot Bingo Summary forms for the current reporting quarter.
- 1.15. Enter the total from line 8f from all LE-31 Pulltabs Identification & Sales-Bingo forms for the current reporting quarter.
- 1.16. Enter the total from line 39e from all LE-31a Progressive Pulltab Summary-Bingo forms for the current reporting quarter.
- 1.17. Enter the total from line 8f from all LE-31 Pulltabs Identification & Sales Bar-Clubroom forms for the current reporting quarter.
- 1.18. Enter the total from line 39e from all LE-31a Progressive Pulltabs Summary-Bar/Clubroom forms for the current reporting quarter.
- 1.19. Enter the totals from line 9 from all LE-31 Pulltabs Identification & Sales forms (raffles held at bingo occasions) for the current reporting quarter.
- 1.20. 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.
- 1.21. Enter the total receipts from regular raffles held during the quarter (raffles held at non-bingo occasions).
- 1.22. 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.
- 1.23. To account for the total receipts for the current reporting quarter, add together all the receipts listed in line items 12 through 22. (Calculated automatically in Excel version.)

✓ **Copies of all indicated forms must be submitted with the LE 21 Quarterly Report**

### **CALCULATION OF ADMINISTRATIVE FEES**

- 1.24. (Calculated automatically in Excel version.)  
To calculate the total fee:
  - If line 1.23 is greater than or equal to \$5,000 and less than \$100,000, multiply line 1.23 by .005 (0.5%);
  - If line 1.23 is greater than or equal to \$100,000, multiply line 1.23 by .006 (0.6%).
  - The calculated amount is entered on line 1.24.
  - Make the check for the fee (line 1.24 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**

- 1.25. (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**

- 2.1. Enter the total from line 27a 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 27b from all LE-32 Bingo Occasion Activity Summary forms for the current reporting quarter.
- 2.3. Enter the total from line 12 on the LE-36 (when used for strip card) forms for the current reporting quarter.
- 2.4. Enter the total from lines 31h from all LE-34a Progressive Jackpot Bingo Summary forms for the current reporting quarter.
- 2.5. Enter the total from line 8i from all LE-31 Pull-Tabs Identification & Sales-Bingo forms for the current reporting quarter.
- 2.6. Enter the total from line 39h and column L from all LE-31a Progressive Pull-Tab Summary forms for the current reporting quarter.
- 2.7. Enter the total from line 8i from all LE-31 Pull-Tabs Identification & Sales-Bar/Clubroom forms for the current reporting quarter.
- 2.8. Enter the total from lines 39h and column L from all LE-31a Progressive Pull-Tab Summary-Bar/Clubroom forms for the current reporting quarter.
- 2.9. Enter the totals from line 10 from all LE-31 Pull-Tabs Identification & Sales-Bingo Raffles forms for the current reporting quarter.
- 2.10. Enter the total cash prizes awarded at progressive raffles at bingo occasions for this quarter.
- 2.11. Enter the totals from line 11 from all LE-31 Pulltabs Identification & Sales-Bingo Raffles forms for the current reporting quarter.
- 2.12. 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.
- 2.13. Enter the total cash prizes awarded at progressive raffles at non-bingo occasions for this quarter.

- 2.14. Enter the actual cost total of all merchandise prizes awarded from (non-bingo occasion) raffles held during the
- 2.15. To account for all payout distributions for the current reporting quarter, add together all the payout distributions listed in line items 2.1 through 2.14.

### **RAFFLE PRIZE INFORMATION**

- 2.16. Enter the retail value of all merchandise prizes (including donated prizes) given in the current reporting quarter.
- 2.17. 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 quarter 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 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 1.23). From line 1.23, **SUBTRACT** the following line items;;

TOTAL FEE (line 1.24);

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.

#### Example:

During the current quarter, your organization wrote six checks. The checks were:

- \$ 250 to Joe's Place for bingo rent on January 1;
- \$ 100 to Red Cross as a contribution for flood relief on January 2;
- \$ 300 to Printing Co. for raffle tickets on January 8;
- \$ 150 to T's Inc for Little League jerseys on January 9;
- \$ 40 to 1234 Accounting on January 11; and
- \$ 45 to XYZ Guards for bingo security on January 15.

On the Schedule A of the LE-21, you need to give the date, amount, the withdrawal slip or check number, the name of the person or organization receiving the funds, and the purpose of the expense. Therefore, your Schedule A would have the following lines:

1/1/06	#1001	\$250	Joe's Place	Bingo Hall Rent
1/2/06	#1002	\$100	Red Cross	Contribution-Flood Relief
1/8/06	#1003	\$300	Printing Co.	Raffle Ticket Printing
1/9/06	#1004	\$150	T's Inc.	Little League jerseys
1/11/06	#1005	\$40	1234 Accounting	Bingo Bookkeeping
1/15/06	#1006	\$45	XYZ Guards	Bingo Security