

### **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, a - e Calculation of receipts, payouts and net income.**

##### **Column "a"**

8. Enter the gross receipts for each type of activity fees [such as door fees]
9. Enter the gross receipts for master cards
10. Enter the gross receipts for extra cards
11. Enter gross receipts for disposable packs
12. Enter gross receipts for disposable sheets
13. Enter gross receipts for supplies

**Column "b"** - Enter the over/under-rings for each activity (if applicable).

Note: Licensee must retain documentary evidence of voids and/or over-rings along with this completed record.

**Column "c"** Adjusted receipts: enter difference between gross receipts and voids and/or over-rings.

14. 14a. If merchandise payouts are given as well as cash payouts, break out the total payouts as to cash
- 14b. Enter actual cost to licensee for merchandise
- 14c. Enter retail value of merchandise (line 14c).
- 15c. Enter total adjusted receipts for bingo.
- 16c. Enter total receipts for the occasion from pull tabs (from the LE 31)
- 17c. Enter total for raffles (from the LE 31).

##### **Column "d"**

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

**Column "e"** - Enter the net income for bingo (15e), pull tabs (16e) and raffles (17e): subtract payouts from adjusted receipts.

18. Grand totals: Add together the adjusted receipts (15c + 16c + 17c), payouts (15d + 16d + 17d) and net income (15e + 16e + 17e) from bingo, pull tabs and raffles in the appropriate column.
19. Enter the name of the caller.
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 the cash on hand at end of occasion.
23. Enter amount deposited in the bank. **ALL RECEIPTS MUST BE DEPOSITED.**
  - 23a. Enter amount deposited from progressive bingo (must be a separate deposit).
  - 23b. Enter amount deposited from progressive pull tabs (must be a separate deposit).
24. Explain cash shortage if more than \$30.00.
25. Write the total number of players for the occasion.
26. Security guard information: Enter the full name, company, the number of hours security guard was on duty and amount charged/paid for the occasion.