State of Colorado
Licensing & Enforcement Division

SCHEDULE A: LE-21 - Distribution of Proceeds

Quarter:	
License No.:	
Organization:	

a	b	c		
Date (mm/dd/yyyy)	**Check #**	**Amount**	**Payee individual or organization**	**Purpose for which funds were spent. Be specific.**
Subtotal this page		$		

State of Colorado			Quarter:	
Licensing & Enforcement Division			License No.:	
SCHEDULE A: LE-21 - Distribution of Proceeds			Organization:	
				Page 2
a	**b**	**c**		
Date (mm/dd/yyyy)	**Check #**	**Amount**	**Payee individual or organization**	**Purpose for which funds were spent. Be specific.**
Subtotal this page		$		

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a	**b**	**c**		
Date (mm/dd/yyyy)	**Check #**	**Amount**	**Payee individual or organization**	**Purpose for which funds were spent. Be specific.**
Subtotal this page		$		
Total Sched A		$		

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