

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, (beginning cash minus misc. expense).
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).
 - 24d. Enter amount deposited from strip card bingo (from LE 34 + LE 39, 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.