

State of Colorado



Bernie Buescher
Secretary of State

Raffles Games Manager Reference Manual



Presented by
Licensing & Enforcement Division
1700 Broadway, Suite 300
Denver, CO 80290
(303) 894-2200 Press 4 or Ext. 6409

REVISED January 2009

TABLE OF CONTENTS

Introduction 5

General Provisions 7

Conduct of Raffles 8

Schedule A: LE - 21 Distribution of Proceeds Instructions 11

LE - 21 Quarterly Report Instructions (multiple pages covering various sections 13, 15, 17

LE - 21a Confidential Bank Account Information Instructions/Form 18

Introduction

This book is provided by the Secretary of State as a handy reference guide for bingo and raffles activities. While the information contained herein is accurate and somewhat easier to find, the final word on bingo and raffles activities in the State of Colorado are:

- **COLORADO CONSTITUTION**
Article 18, Section 2, Subsections 1 through 6
- **COLORADO STATUTES**
CRS 12-9-101 through 12-9-301
- **RULES AND REGULATIONS**
Issued by the Secretary of State, Rules 1.0 through 16.0

The constitutional, statutory, and regulatory requirements for bingo activities have been provided to you during the games manager certification class. You must become very familiar with all the requirements for games of chance activities before you commence activities.

All the forms that must be kept by an organization conducting bingo, raffles, or pull tab sales are in this book. These forms should be used for record keeping and tracking the information that is required by statute and rule.



NOTE: All reports and supporting information must be maintained for a period of two (2) years, Rule 11.0.A.1. All reports for the current and preceding quarter shall be kept at the location of the licensee's games of chance.

General Provisions

The bingo and raffles laws contain several provisions that are applicable to all licensees. These provisions are summarized below.

1. The bingo-affles license issued by the licensing authority is a calendar year license. All licenses expire on December 31st of the year it was issued. 12-9-104(2)
2. Games manager certifications are good for four years. An individual may serve as games manager for a maximum of three licensed organizations. Rule 3.0.a.5.e
3. Individuals may not be remunerated for participating in the management, operation or conduct of bingo and raffles activities. Article XVIII, Section 2. Remuneration means: "reward; recompense; salary". (Black's Law Dictionary)
4. No one involved in the bingo and raffles activity may directly or indirectly defraud or deceive players or the licensing authority. (12-9-102.3)
5. All persons participating in the conduct, operation and/or management of bingo and raffles activities shall be bonafide active members of the bingo-affle licensee or a bonafide auxiliary of the licensee, (12-9-107(1)(a))
6. An officer of the bingo-affle licensee must be designated to be in full charge and primarily responsible for the proper utilization of the entire proceeds of bingo-affle activities. (12-9-107(3))
7. The net proceeds of any game shall be devoted to a lawful use or uses 12-9-107(4). The lawful purposes of the organization are found in the bylaws, constitution and/or articles of incorporation.
8. The net proceeds from bingo-affles game activities must be used for the lawful purposes of the organization within one year of receiving the proceeds. If an organization wishes to accumulate funds for a special project, permission must be sought from the licensing authority. 12-9-107(11)
9. Any licensee that does not report net proceeds within any one year period will be required to show cause before the licensing authority why its right to conduct bingo-affles activities should not be revoked 12-9-107(12)
10. Each bingo-affles licensee must file a quarterly financial report for each calendar quarter whether any activity was conducted or not. 12-9-108(1) (a)
11. Failure to file quarterly reports in a timely manner could result in a fine or the license being suspended by the licensing authority. 12-9-108(2) (a)
12. All funds collected or received from bingo-affle activities must be deposited in a separate checking or savings account or both. No other funds may be deposited the designated bingo-affle account(s). Funds withdrawn from this account(s) shall be on consecutively numbered checks, withdrawal slips, or electronic funds transfers. No checks may be made to "cash". 12-9-108(3) (a)

CONDUCT OF RAFFLES

What does your organization need to do in order to conduct a raffle? The statute and the rules are, as always, the final word. Everything that you need to know to properly and lawfully conduct a raffle is in the statute and rules. The following should serve only as a guide, and the statute and regulations need to be examined thoroughly by you to ensure that your organization complies fully with the Bingo and Raffles Law.


1. **OBTAIN A BINGO-RAFFLES LICENSE** - You may not conduct a raffle without a current Colorado bingo-raffles license. The license must be posted at the location where the drawing is held (CRS 12-9-106).
2. **APPOINT A GAMES MANAGER** - The games manager must have been an active member of the organization for at least 6 months. Games managers must be at least 18 years of age and never convicted of a felony or crime involving gambling. They must be certified by the Secretary of State's office by attending a class, passing a test, and paying the required fee. The certification must be renewed every 4 years.
3. **GET THE PRIZES FOR YOUR RAFFLE** - All prizes must be owned by the licensee, free of any debt or lien (Rule 9.0). See rule 9.0 for special requirements concerning raffle prizes and types of raffles. You need to know the retail value of the prizes offered, even if the prizes are given to your organization free of charge.
4. **PRINT YOUR RAFFLE TICKETS AND FILE WITH THE SECRETARY OF STATE**- If the total prizes given at your raffle are valued at more than \$ 1,000.00, then special tickets must be printed (Rule 9.0). These tickets must conform to the requirements stated in Rule 9.0 in the law book. Please read Rule 9.0 closely to make sure that your tickets are properly prepared. After your tickets are printed, a voided ticket must be filed with the Secretary of State (Rule 9.0). If the total prizes in your organization's raffle do not exceed \$1,000, then a special raffle ticket is not required to be printed and the two part theater- type tickets can be used. If the drawing in a raffle with prizes not exceeding \$1,000 has the possibility of not taking place on the date and at the location of sales, a special ticket is advisable so that winners can be identified and notified.

INFORMATION REQUIRED TO BE PRINTED ON RAFFLE TICKETS

- a. The word "Raffle
- b. Bingo and Raffles License Number
- c. The name of the licensee as it appears on the bingo and raffles license
- d. Cost of the ticket
- e. Description of the major cash and merchandise prizes
- f. Time, date and location of drawing
- g. If the person must be present to win a prize
- h. Ticket must contain a detachable stub for purchaser information
- i. Tickets must be consecutively numbered

CONDUCT OF RAFFLES (cont)

5. SELL THE TICKETS - Active members of any age of the licensed organization and members of an organization or association which is an auxiliary of the licensed organization, members of organizations or associations of which the licensed organization is an auxiliary, or members of an organization or association that is affiliated with the licensed organization by being, with it, auxiliary to another organization or association may sell tickets.
6. CANCELING OR POSTPONING A DRAWING – A raffle drawing may be canceled or postponed in accord with Rule 9.0.a.5 and/or Rule 9.0.a.6.
7. HOLD THE DRAWING - The winner(s) of the raffle prizes shall be determined by a random method of selecting numbers, as determined in rules by the licensing authority. The bingo and raffles license must be conspicuously displayed during the random selection and for half an hour afterwards. If the raffle is held at a bingo occasion only one raffle may be held during the occasion (Rule 9.0). Raffle tickets must be sold at a separate place from bingo cards or sheets, and sales of raffle tickets cannot be conditioned on buying a bingo card or admission (Rule 9.0).
8. GIVE OUT PRIZES - If presence at the drawing is required for a winner, tickets shall be drawn until prizes are claimed during the drawing. If presence at the drawing is not required, winners of prizes shall be notified using the information on the random method of selecting winners. When prizes are not claimed within thirty days of the drawing, winners shall be notified via U.S. Mail, Returned Receipt Requested giving the winner such details as necessary to claim the prize(s). (Rule 9.0)
9. FILING QUARTERLY FINANCIAL STATEMENTS – Shall be accomplished for each quarter the organization has a valid bingo and raffles license.
10. RETAIN TICKETS - All winning raffle ticket stubs, non-winning ticket stubs, and all unsold tickets shall be retained for six months following the quarter in which the drawing was held (Rule 9.0).

 **NOTE: A Bingo–Raffles licensee may not loan the bingo–raffles license to any other organization. Activities under the Bingo–Raffle license may only be conducted by the organization named on the license.**



State of Colorado
Licensing & Enforcement Division –Bingo-Raffles

SCHEDULE A: LE-21 - Distribution of Proceeds Instructions

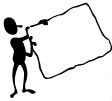
This schedule records all expenditures made by the licensee in the quarter.

FOR EACH EXPENDITURE:

- Column a. Enter the date that the expenditure was made.
- Column b. Enter the amount of the expenditure.
- Column c. Enter the number of the withdrawal slip or the check number (*must be in consecutive order*) of the expenditure.
- Column d. Give the name and address 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 three checks. The checks were:

- \$ 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;

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

1/2/06	\$100	#1002	Red Cross, 200 2nd Ave. Big Town	Contribution-Flood Relief
1/8/06	\$300	#1003	Printing Co., 300 Wet Creek, My Town	Raffle Ticket Printing
1/9/06	\$150	#1004	T's Inc., 400 1st Place, My Town	Little League jerseys

State of Colorado Licensing & Enforcement Division LE - 21: QUARTERLY REPORT	Office of the Secretary of State 1700 Broadway - Suite 300 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.
---	--	--

<u>BINGO/RAFFLES REPORTING INFORMATION</u>		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. (for office use only)
1. License Number	2. Quarter	
3. Organization Name		
4. Mailing Address		
5. City, State, Zip		

BINGO OCCASIONS / ATTENDANCE

6. Total number of bingo occasions this quarter	6)	
7. Day(s) of the week and time(s) played	7)	
8. Total number of players this quarter (LE-32 /Line 25)	8)	

PULL TABS

9. Pull tabs at Club - # days during quarter	9)	
--	----	--

RAFFLES

10. Number of raffles held during current quarter	10)	
11. Raffle Dates	11)	

RECEIPTS AND INCOME (Whole Dollars Only)

12 Regular Bingo Gross Receipts (LE-32/Line 15c)	12	
*13. Progressive Bingo Gross Receipts (LE-34a/Line 31d + LE-34b/Line 31d)	* 13	
14 Pulltabs at Bingo occasions: Gross Receipts (LE-31/Line 8f)	14	
*15. Progressive Pulltabs at Bingo Occasions: Gross Receipts (LE-31a/Line 39e)	* 15	
16. Pulltabs at Bar/Clubroom: Gross Receipts (LE-31/ Line 8f)	16	
*17. Progressive Pulltabs at Bar/Clubroom: Gross Receipts (LE-31a/Line 39e)	* 17	
18. Raffles held at Bingo occasions: Gross Receipts (LE-31/Line 9)	18	
19. Raffles other than Bingo occasions: Gross Receipts (see instructions)	19	
20. Total Proceeds to account for this quarter (total of items 12-19)	20	\$0

CALCULATION OF ADMINISTRATIVE FEES

21. TOTAL FEE: If Line 20 is less than \$5,000, Fee = \$0 If Line 20 is less than \$100,000, Fee = Line 20 x .005 (.5%) If Line 20 is more than \$100,000, Fee = Line 20 x .006 (.6%) Make the check for the fee (the amount in line 21) payable to the Secretary of State. Mail the check to the address provided at the top of this LE-21 Quarterly Report form.	21.	\$ -
---	-----	------

22. 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



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT

{COLORADO REVISED STATUTES 12-9-108. Bingo-raffle licensee's statement receipts - expenses - fees. (Rule 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.

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, pull-tab's, 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 9.0.
- 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

BINGO/RAFFLES REPORTING INFORMATION

1. Enter the current Colorado bingo/raffles license number of the organization.
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). The dates should be one of the following: April 30, July 31, October 31 and January 31.

3. Enter the organization name as it appears on the current license.
4. Enter the organization's current correct mailing address.
5. Enter the city, state, and zip code portion of the organization's current correct mailing address.

BINGO OCCASIONS/ATTENDANCE

6.-9. Skip 6-9 Bingo/Pull-Tab

RAFFLES

10. Enter the total number of raffles held during the current reporting quarter.
11. Enter the date(s) on which the raffles occurred during the current reporting quarter.

State of Colorado Licensing & Enforcement Division LE - 21: QUARTERLY REPORT	Office of the Secretary of State 1700 Broadway - Suite 300 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.
---	--	--

BINGO/RAFFLES REPORTING INFORMATION		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. (for office use only)
1. License Number	2. Quarter	
3. Organization Name		
4. Mailing Address		
5. City, State, Zip		

BINGO OCCASIONS / ATTENDANCE

6. Total number of bingo occasions this quarter	⁶⁾	
7. Day(s) of the week and time(s) played	⁷⁾	
8. Total number of players this quarter (LE-32 /Line 25)	⁸⁾	

PULL TABS

9. Pull tabs at Club - # days during quarter	⁹⁾	
--	---------------	--

RAFFLES

10. Number of raffles held during current quarter	¹⁰⁾	
11. Raffle Dates	¹¹⁾	

RECEIPTS AND INCOME (Whole Dollars Only)

12 Regular Bingo Gross Receipts (LE-32/Line 15c)	12	
*13. Progressive Bingo Gross Receipts (LE-34a/Line 31d + LE-34b/Line 31d)	* 13	
14 Pulltabs at Bingo occasions: Gross Receipts (LE-31/Line 8f)	14	
*15. Progressive Pulltabs at Bingo Occasions: Gross Receipts (LE-31a/Line 39e)	* 15	
16. Pulltabs at Bar/Clubroom: Gross Receipts (LE-31/ Line 8f)	16	
*17. Progressive Pulltabs at Bar/Clubroom: Gross Receipts (LE-31a/Line 39e)	* 17	
18. Raffles held at Bingo occasions: Gross Receipts (LE-31/Line 9)	18	
19. Raffles other than Bingo occasions: Gross Receipts (see instructions)	19	
20. Total Proceeds to account for this quarter (total of items 12-19)	20	\$0

CALCULATION OF ADMINISTRATIVE FEES

21. TOTAL FEE:	If Line 20 is less than \$5,000, Fee = \$0 If Line 20 is less than \$100,000, Fee = Line 20 x .005 (.5%) If Line 20 is more than \$100,000, Fee = Line 20 x .006 (.6%) Make the check for the fee (the amount in line 21) payable to the Secretary of State. Mail the check to the address provided at the top of this LE-21 Quarterly Report form.	21. \$ -
-----------------------	---	----------

22. 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

RECEIPTS AND INCOME

Skip 12-17, Bingo/Pull Tab Information

19. Enter the total receipts from raffles held during the quarter (***Raffles Held at Non-Bingo Occasions***).
20. 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 if using Excel format*)

CALCULATION OF ADMINISTRATIVE FEES

21. No fee when the gross receipts for the quarter total less than \$5,000.
To calculate the total fee:
If line 21 is more than \$10,000 and less than \$100,000, multiply line 21 by .005 (0.5%).
If line 21 is \$100,000 or more, multiply line 21 by .006 (0.6%).
 - √ The calculated amount is entered on line 21. (*Calculated automatically if using Excel format*).
 - √ Make the check for the fee (amount of line 21) 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

22. Check the report CAREFULLY. If it is accurate, complete and true, than sign and date the verification statement.

 ***Be sure to record the title of the person signing the verification statement and include the contact phone information.***



NOTES:

PAYOUT DISTRIBUTIONS (Whole Dollars Only)

23. Regular Bingo: cash payouts (LE-32/Line 14a)	23	
24. Regular Bingo: merchandise payouts (LE-32/Line 14b)	24	
25. Progressive Bingo payouts at Bingo occasions (LE-34a/Line 31h)	25	
26. Pull-tab payouts at Bingo occasions (LE-31/Line 8j)	26	
27. Progressive pull-tab payouts at Bingo occasions (LE-31a/Lines 39f and 39g)	27	
28. Pull-tab payouts at Bar/Clubroom (LE-31/Line 8j)	28	
29. Progressive pulltab payouts at Bar/Clubroom (LE-31a/Lines 39f and 39g)	29	
30. Raffles cash prizes at Bingo occasions (LE-31/Line 10)	30	
31. Actual cost of raffles merchandise prizes at Bingo occasions (LE-31/Line 11)	31	
32. Raffles cash prizes: non-Bingo occasions (see instructions)	32	
33. Actual cost of raffles merchandise prizes: non-Bingo occasions (see instructions)	33	
34. Total payouts this quarter (Total of items 23-33)	34	\$0.00

RAFFLE PRIZE INFORMATION

35. Retail Value of Raffles Merchandise Prizes:	
36. Description of Raffles Merchandise Prizes:	

BONA FIDE EXPENSES PAID (Whole Dollars Only)

37. Amount paid for Bingo occasion rent	37	
38. Amount paid for Bingo occasion security	38	
39. Amount paid for Bingo occasion bookkeeping services	39	
40. Amount paid for janitorial services	40	
41. Amount paid for regular Bingo supplies and equipment	41	
42. Amount paid for Progressive Bingo supplies and equipment	42	
43. Amount paid for pulltab supplies and equipment at Bingo occasions	43	
44. Amount paid for Progressive pulltab supplies at Bingo occasions	44	
45. Amount paid for pulltab supplies and equipment at Bar/Clubroom	45	
46. Amount paid for Progressive pulltab supplies at Bar/Clubroom	46	
47. Amount paid for raffle expenses	47	
48. Total bona fide expenses paid this quarter (Total of items 37-47)	48	\$0.00

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

49. Amount owed (not paid) for Bingo occasion rent	49	
50. Amount owed (not paid) for Bingo occasion security	50	
51. Amount owed (not paid) for Bingo occasion bookkeeping services	51	
52. Amount owed (not paid) for janitorial services	52	
53. Amount owed (not paid) for regular Bingo supplies and equipment	53	
54. Amount owed (not paid) for Progressive Bingo supplies	54	
55. Amount owed (not paid) for pulltab supplies & equipment at Bingo occasions	55	
56. Amount owed (not paid) for Progressive pulltab supplies & equipment at Bingo	56	
57. Amount owed (not paid) for pulltab supplies & equipment at Bar/Clubroom	57	
58. Amount owed (not paid) for Progressive pulltab supplies & equipment at Bar/Clubroom	58	
59. Amount owed (not paid) for raffle expenses	59	
60. Total expenses owed (not paid) at end of quarter (Total items 49-59)	60	\$0.00

61. Net Proceeds: (Line 20 minus Lines 21, 34, 48, and 60)	61	\$ -
---	-----------	-------------

INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT

PAYOUT DISTRIBUTIONS


23.-29. Skip Bingo/Pull-Tab Information

30. Enter the total amount of raffle cash prizes at bingo occasions.
31. Enter the actual cost of raffles merchandise of prizes that were given at bingo occasions, if they were donated list the amount the donated items were worth.
32. Enter the total amount of cash prizes awarded from (*non-bingo occasions*) raffles held during the quarter. Remember to comply with the provisions of Rule 9.
33. Enter the actual cost total of all merchandise prizes awarded from (*non-bingo occasions*) raffles held during the quarter.
34. To account for all payout distributions for the current reporting quarter, add together all the payout distributions listed in line items 23 through 33. (*Calculated automatically if using Excel format.*)

RAFFLE PRIZE INFORMATION

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


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 11.B.**

Skip 37.-46. Bingo/Pull-Tab Information

47. Enter the total amount of paid raffle expenses (*non-prize expenses*) only during the current reporting quarter.
48. To account for all bona fide expenses incurred and paid during the current reporting quarter only, add together the amounts listed in line items 37 through 47. (*Calculated automatically if using Excel format.*)

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 18.5.**

49.-58. Skip this is Bingo/Pull-Tab Information

59. Enter the total amount for raffles expenses (non-prize expenses) incurred -- but not yet paid at the end of the current reporting quarter.
60. 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 49 through 59. (*Calculated automatically if using Excel format*)

NET PROCEEDS

61. Start with TOTAL PROCEEDS (line 20).
From line 21, subtract the following line items:
TOTAL FEE (line 21);
TOTAL PAYOUT DISTRIBUTIONS (line 34);
TOTAL BONA FIDE EXPENSES PAID (line 48); and
TOTAL EXPENSES OWED -- Not Paid (line 60). (*Calculated automatically if using Excel format*)

State of Colorado
LE-21a: Quarterly Report Bank Account Information

*Colorado Secretary of State
 1700 Broadway, Suite 300
 Denver, CO 80290*

CONFIDENTIAL, NOT FOR PUBLIC DISTRIBUTION

This form will NOT be scanned for public viewing

1. License Number	2. Quarter Year	3. Quarter	4. Due Date

5. Organization Name	
6. Mailing Address	
7. City, State, Zip	

8. Bank Name: _____ 9. Acct. No. _____

10. Address: _____ City: _____ Zip: _____

8. Bank Name: _____ 9. Acct. No. _____

10. Address: _____ City: _____ Zip: _____

(Reminder-Do not put this information into lines 12-15 of the LE-21 as it will be posted to the Internet. Provide bank account information here and it will be maintained in a separate file. It is public information and can be accessed upon request but will not be made available to the general public)

LE 21a Quarterly Report Bank Account Information Instructions

1. Enter the current Colorado Bingo/Raffles License Number
2. Enter the quarter year being reported
3. Enter the current quarter
4. Enter the due date
5. Enter the organization's name
6. Enter the organization's address
7. Enter the city, state, and zip code



NOTES: