

State of Colorado



Bernie Buescher
Secretary of State

BINGO-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

Reformatted March 2009

TABLE OF CONTENTS

Introduction.....	4
General Provisions.....	5
Conduct of Raffles.....	6
Conduct of Pull tab Games.....	8
LE 31 Pull Tabs Identification & Sales Instructions.....	11
LE 31 Pull Tabs Identification & Sales Example.....	13
LE – 31a Progressive Pull-Tab Summary Instructions.....	15
LE - 33 Summary of Pull-Tab Activity Instructions.....	17
LE - 33 Summary of Pull-Tab Activity Example.....	19
LE – 37 Last Sale Pull-Tab Form & Instructions.....	20
Conduct of Bingo.....	22
LE - 34 Bingo Door Count & Income per Occasion Instructions.....	25
LE - 34 Bingo Door Count & Income per Example.....	27
LE - 35 Specials Report (Bingo Disposable Sheets) Instructions.....	29
LE - 35 Specials Report (Bingo Disposable Sheets) Instructions.....	31
LE - 36 Bingo Payout Report Instructions.....	33
LE - 36 Bingo Payout Report Example.....	35
LE – 32 Bingo Occasion Activity Summary Instructions.....	37
LE – 32 Bingo Occasion Activity Summary Example.....	39
LE - 34a Progressive Jackpot Bingo Summary Instructions.....	41
LE - 34b(1) Progressive Jackpot Bingo Summary (Secondary Jackpot) Instructions.....	43
LE - 34b(2) Progressive Jackpot Bingo Summary (Secondary Jackpot) Instructions.....	45
Schedule A: LE - 21 Distribution of Proceeds Instructions.....	47
LE - 21 Quarterly Report Instructions (multiple pages covering various sections).....	49, 51, 53, 55, 57
LE - 21a Confidential Bank Account Information Instructions/Form.....	58

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 bona fide , active members of the bingo-affle licensee or a bona fide 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. 12-9-108(1) (a)
11. Failure to file quarterly reports in a timely manner could result in the license issued by the licensing authority being suspended. 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. No other funds may be deposited to this account. Funds withdrawn from this account shall be on consecutively numbered checks or withdrawal slips. 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 raffle do not exceed \$ 1,000.00, then you do not need to have special tickets printed. If you have any questions about the form or correctness of your raffle ticket, send a draft of your ticket to the Secretary of State's office for comments before spending money or time to print your tickets.

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

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.

CONDUCT OF PULLTAB GAMES

How can your organization properly conduct pull-tab games? The statute and rules contain all the information you need. Here is a summary of that information. This is only a guide, and you should thoroughly read and master the statute and the rules to guard against any improper practices.

1. **POST YOUR ORGANIZATION'S BINGO-RAFFLES LICENSE** - You may not sell pull-tabs without a current Colorado bingo-raffles license. The license must be posted at the location where pull-tab games are sold (CRS 12-9-106). A duplicate license issued by the licensing authority may be posted at a bar/clubroom if the organization also conducts bingo occasions at a commercial bingo facility.
2. **PURCHASE PULLTABS** - The pull-tabs you buy must conform to the requirements of the statute (CRS 12-9-107 and 12-9-102) and the rules (Rule 6.0). Pull-tabs must be purchased from a currently licensed bingo-affle supplier or manufacturer (CRS 12-9-107(22)). Remember also that invoices for pull-tab games must be present at the location where the pull-tabs are sold (CRS 12-9-107).
3. **SELL PULLTABS** –the flare card accompanying the deal must be posted in close proximity to the deal being offered for sale. Pull-tabs may only be sold to individuals eighteen (18) years of age or older (CRS 12-9-107). Individuals assisting in the sale of pull-tabs must be bona fide, active, dues-paying members of the licensee, at least fourteen (14) years of age (CRS 12-9-107). Bingo-affle licensees conducting bingo occasions at two or more locations may conduct pull tab operations using different deals of pull tabs at each location. The license must be posted at all times. If a bingo–affle licensee owns a building that is used as the organization’s offices and sells pull tabs to its members but conducts bingo occasions off-premises the licensee may apply to the licensing authority for a duplicate bingo-raffles license. The duplicate license must be posted at the organization’s premises. Do not photocopy the original license. Do not indicate in any way to any person the number and type of tickets that remain in the deal or that have been redeemed. (Rule 6.0.A.4.) Rule 6.0.C states the “last sale” deals of pull tabs for sale shall display and make available for sale all pull tabs contained in a discrete deal upon opening said deal for sale to the public. If the pull tab deal exceeds 5,000 tickets, the licensee shall not be required to display all pull tabs but shall post a conspicuous notice upon the receptacle containing such pull tabs indicating whether or not all unsold tickets in the deal are contained in the receptacle.
4. **GIVE OUT PRIZES** - All prizes must be awarded in cash or in merchandise, except that a player can exchange winning cash tickets for new tickets of the same deal (Rule 6.0). The exchange of winning tickets for new tickets of the same deal is called a playback or replay. Playbacks are actually sale of pull-tabs and payment of a prize at the same time and must be recorded accordingly. Redeemed winning pull tab tickets of \$20 or more must be retained by the licensee for six months after the quarter in which the tickets were redeemed. The winning combination of each and every winning ticket must be defaced prior to the end of the occasion (Rule 6.0).

 **(IT IS IN THE BEST INTEREST OF THE BINGO–RAFFLES LICENSEE AND HIGHLY RECOMMENDED TO DEFACE WINNING PULL TAB TICKETS AT THE TIME THEY ARE REDEEMED TO AVOID RE-USE AND/OR THEFT.)**

5. CLOSE THE DEAL PROPERLY - A deal may not be removed from play before all the tickets are sold unless:
- a. The secretary of state gives permission to pull the deal; or
 - b. A law enforcement officer orders you to remove a deal from play; or
 - c. You have demonstrated that the tickets cannot be sold. This can be shown only by offering the deal for sale for two consecutive bingo occasions, or for two weeks continuously at a bar or club room, without the sale of any tickets from that deal:
or
 - d. A deal of pull-tabs is found to be defective.



NOTE: To ensure that the maximum profit is realized from each deal of pull tabs, it is very important to sell all of the tickets in a deal. The losing tickets constitute your profit.

Once a deal has been sold out or removed from sale, the LE-33 recording the opening of the deal must be updated. The LE-33 must be kept current at all times (Rule 6.0.E.4).



ADDITIONAL NOTES:

- A bingo-raffle licensee may sell a pull-tab deal that offers a prize for the "Last Sale" in the deal provided the game is designated a "last sale" game by the manufacturer of the deal and the bingo-raffle licensee adheres to the provisions of Rule 6.0(C).
- One progressive pull-tab game at a time can be run in accordance with Rule 6.0(D).
- A bingo-raffle licensee may conduct a seal flare pull-tab game as long as the licensee complies with Rule 6.0(B).
- **TIME TO REDEEM PULL-TAB.** The bingo-raffle licensee may consider any pull tab ticket presented more than 10 days after a determination that it is a winning ticket void and of no value and the licensee may elect to not redeem such pull tab, except as provided for seal and progressive pull tab winners pursuant to these rules. (Rule 10.0)

**State of Colorado
Licensing & Enforcement Division**

LE 31 - Pull Tabs Identification & Sales

1) Date 1/15/2008

2) License Number 2008-001

3) Organization _____

Pull Tabs Held at Bingo or Bar/Club Rooms

4) Prepared by: Jane Doe 5) Time: 6:30 pm

6) Games Manager: Suzy Flowers 7) Bingo Bar/Club _____

a	b	c	RECEIPTS			PAYOUTS			PROFIT
			d	e	f	g	h	i	j
Ticket Name	Price	Serial #	Cash	Replay	Receipts	Cash	Replay	Payouts	Profit
Dead Man's Hand	\$1.00	1234	\$250.00	\$100.00	\$350.00	\$110.00	\$100.00	\$210.00	\$140.00
Maryland Jackpot	\$0.50	500101	\$120.00	\$50.00	\$170.00	\$85.00	\$50.00	\$135.00	\$35.00
Dodge City Diamonds	\$0.25	901522	\$150.70	\$24.25	\$175.00	\$70.50	\$24.25	\$94.75	\$80.25
8) Grand Totals					\$695.00			\$439.75	\$255.25

Raffles held at Bingo Occasions: (Do not include pull tabs)

9) Total receipts from raffle \$111.00

10) CASH prizes paid \$0

11) MERCHANDISE prizes (actual cost) \$79.00

12. Retail value of merchandise \$79.00

13. Description of merchandise prize: Portable Radio

14. NET RAFFLE RECEIPTS: (Line 8-Line 9- Line 11) \$32.00



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-31 – Pull Tabs Identification & Sales Instructions

(This form, or an approved replacement, is used each day pull-tabs are sold)

1. Enter the date of the game.
2. Enter the license number of the organization.
3. Enter the name of the organization:
4. Enter the name of the person who prepared the report.
5. Enter the time the game was played.
6. Enter the name of the games manager.
7. Check whether game played at bingo occasion or at bar/club room.

PULL-TABS: Complete the following for each pull-tab game played on this date.

- a. Ticket name: enter name of pull-tab ticket.
 - b. Price: enter the price of each ticket.
 - c. Serial number: enter serial number of ticket.
 - d. Cash: enter amount of cash received from sale of tickets.
 - e. Replays: enter amounts received through playbacks.
 - f. Receipts: enter the gross receipts which equals the total amount of money received from sales of the deal or board ~ cash and playbacks (d + e = f).
 - g. Cash: Enter cash paid out for winning tickets.
 - h. Replays: enter amounts paid out for exchanges/playbacks; (h) should equal (e).
 - i. Payouts: enter total amount paid out (g + h = i).
 - j. Profits: Enter the difference between gross receipts (f) and payouts (i).
8. Grand totals: add the total receipts, payouts and profits in each column.

RAFFLE: Complete the following for raffles held at bingo occasions.

9. Enter the total cash receipts for the raffle.
10. Enter the cash prizes paid.
11. Enter the actual cost to the licensee of all merchandise prizes given.
12. Enter the retail value of the merchandise given.
13. Describe the merchandise given at the raffle.
14. Enter the net receipts (Line 9 minus line 10 minus line 11).

F.Y.I.

NOTE: Only one raffle may be held at each bingo occasion. That means that only one series of tickets may be sold and that no tickets may be sold after the drawing for the first prize in the raffle (if more than one prize is given).

**State of Colorado
Licensing & Enforcement Division**

LE 31 - Pull Tabs Identification & Sales

1) Date 1/15/2008

2) License Number 2008-001

3) Organization _____

Pull Tabs Held at Bingo or Bar/Club Rooms

4) Prepared by: Jane Doe 5) Time: 6:30 pm

6) Games Manager: Suzy Flowers 7) Bingo X Bar/Club _____

			RECEIPTS			PAYOUTS			PROFIT
a	b	c	d	e	f	g	h	i	j
Ticket Name	Price	Serial #	Cash	Replay	Receipts	Cash	Replay	Payouts	Profit
Dead Man's Hand	\$1.00	1234	\$250.00	\$100.00	\$350.00	\$110.00	\$100.00	\$210.00	\$140.00
Maryland Jackpot	\$0.50	500101	\$120.00	\$50.00	\$170.00	\$85.00	\$50.00	\$135.00	\$35.00
Dodge City Diamonds	\$0.25	901522	\$150.70	\$24.25	\$175.00	\$70.50	\$24.25	\$94.75	\$80.25
8) Grand Totals					\$695.00			\$439.75	\$255.25

Raffles held at Bingo Occasions: (Do not include pull tabs)

9) Total receipts from raffle \$111.00

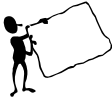
10) CASH prizes paid \$0

11) MERCHANDISE prizes (actual cost) \$79.00

12. Retail value of merchandise \$79.00

13. Description of merchandise prize: Portable Radio

14. NET RAFFLE RECEIPTS: (Line 8-Line 9- Line 11) \$32.00



Example Of LE-31 Pull Tabs Identification & Sales

Your organization is selling three different pull-tab games at this bingo game. The three games that are being sold are:

Dead Man's Hand, selling at \$1.00, serial number 1234 Maryland Jackpot, selling at \$0.50, serial number 500101 Dodge City Diamonds, selling at \$0.25, serial number 901522

You also held a raffle at this occasion. A summary of your raffle is:

- You sold twenty (20) tickets at \$1.00 each;
- You gave away a cash prize of \$15.00 and
- No merchandise prize was given away.

Fill in the lines as follows:

Line 1, Enter today's date.

Line 2, Enter the current bingo-raffle license number of your organization.

Line 3, Enter the name of your organization.

Line 4, Write your name.

Line 5, Give the time of day your organization usually plays.

Line 6, Write the name of the games manager... you.

Line 7, Check the appropriate line.

Pull-tabs Table, enter the information for the pull-tabs given above.

A summary of the activity of each of the pull-tabs for this occasion appears below:

- Dead Man's Hand - \$250.00 cash receipts, \$100.00 in playbacks, and cash payouts of \$110.00.
- Maryland Jackpot - \$120.00 cash receipts, \$50.00 in playbacks, and cash payouts of \$85.00.
- Dodge City Diamonds - \$150.75 cash receipts, \$24.25 in playbacks, and cash payouts of \$70.50.

Enter this information in the appropriate columns of the table. You will need to calculate the entries for columns f, i, and j.

Line 8, Grand Totals, you need to add the numbers from the lines above that were just calculated and entered by you. The entries should be \$695.00 in column f, \$439.75 in column i, and \$255.25 in column j.

Line 9, enter the total receipts from your raffle, or 20.00.

Line 10, enter the amount of cash prizes paid, or \$15.00.

*Since you did not give away a merchandise prize in your raffle, **lines 11, 12, and 13** should be left blank for this example.*

Line 14, calculate the net receipts for the raffle. Follow the formula shown at line 14 to calculate this figure. The entry for this example should be \$5.00.

**State of Colorado
Licensing & Enforcement Division
LE 31a - Progressive Pulltab Summary**

License#: 2006-001

Licensee Name: _____

Game Name _____

Form Number _____

Number of Tickets/Deal _____ Ticket Denomination _____ Expected Profit for Deal \$ _____

Note: Use one or more forms (LE 31a) for each sequence of games until cumulative jackpot prize won.

(Check one) Games Played at bingo occasion or bar/clubroom Sheet # _____ of _____.

			RECEIPTS	PAYOUTS	PROFIT	JACKPOT		
	a	b	c	*d	e	f **	g	h
	Serial Number	Date	Actual Receipts	Actual Payouts	Actual Profit	Jackpot Contribution	Jackpot Balance	Jackpot Payout
1	12345	12/15/2007	\$ 300.00	\$ 100.00	\$100.00	\$100.00	\$100.00	
2	12346	12/18/2007	\$ 299.00	\$ 100.00	\$99.00	\$100.00	\$200.00	
3	12347	12/22/2007	\$ 298.00	\$ 100.00	\$98.00	\$100.00	\$300.00	
4	12348	12/29/2007	\$ 300.00	\$ 100.00	\$100.00	\$100.00	\$400.00	
5	12349	1/1/2008	\$ 301.00	\$ 100.00	\$101.00	\$100.00	\$500.00	
6	12350	1/5/2008	\$ 300.00	\$ 100.00	\$100.00	\$100.00	\$600.00	
7	12351	1/8/2008	\$ 300.00	\$ 100.00	\$100.00	\$100.00	\$700.00	
8	12352	1/12/2008	\$ 297.00	\$ 100.00	\$97.00	\$100.00	\$800.00	
9	12353	1/15/2008	\$ 300.00	\$ 100.00	\$100.00	\$100.00	\$900.00	
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30	TOTALS		\$ 2,695.00	\$0.00	\$895.00		\$900.00	\$0.00

NOTE: The progressive pulltab bank deposit (LE-32, line 23b) is calculated by subtracting actual payouts (column "d") from actual receipts (column "c")

Column "d" excludes jackpot payout
Column "e" (actual Profit) = Column "c" (actual receipts minus)
Columns "d" (actual payouts and "f" (jackpot contribution)



Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-31a -- Progressive Pull-Tab Summary Instructions

1. Enter license number and licensee name.
2. Enter: game name; form number; number of tickets per deal; ticket denomination; and, expected profit per deal (all game characteristics for specific progression).
3. Check the box that indicates where the progressive pull-tab game is played (either at bingo occasion or bar/clubroom).



Each deal in the progression must have the same form number and its own unique serial number.



Use one (or more) form(s) of the LE-31a for each sequence of progressive pull tab games until the cumulative jackpot prize is won. After the jackpot prize is won, start a new form le-31a for the next sequence of progressive games.

COMPLETE THIS INFORMATION EVERYDAY THAT A PROGRESSIVE PULL TAB IS SOLD (Information derived from this form is needed to complete the quarterly report form LE-21, Schedule E)

Column "a" - Serial number of the game.

Column "b" - Date game is played.

Column "c" - Actual Receipts. Enter the amount of money received on date game is played (column "a").

Column "d" - Actual Payouts. Enter the amount of actual cash payouts (instant winners, seal tab winners, etc.), but NOT the Jackpot Contribution.

Column "e" - Actual Profit. The actual profit is calculated using actual receipts (column "c") and subtracting actual payouts (column "d") and subtracting the jackpot contribution (column "f").

Column "f" - Jackpot Contribution. Enter the jackpot contribution amount per the manufacturer's predesignated payout structure as specified on the flare.

Column "g" - Jackpot Balance. This is the cumulative amount of Column "f".

Column "h" - Jackpot Payout. List amount paid to jackpot winner.

Progressive Pull-tab Bank Deposit (LE-32, Line 23b): The deposit amount to be recorded is calculated using actual receipts (column "e") less actual payouts ("column h").

The deposit must be made using a separate deposit slip and the deposit slip must indicate the serial number(s) of the game(s) sold that was(were) used to calculate the deposit amount.

**State of Colorado
Licensing & Enforcement Division
LE33 Summary of Pull-Tab Activity**

1) Month/Year: January, 2008
 2) License No.: 2007-001
 3) Organization: _____

a	b	c	d	e	f	g	h	i	j	k	l	m	n	
No.	Game Name	Form Number	Serial Number	Date In	Expected Receipts	Expected Payouts	Expected Profits	No. of tickets	Ticket Cost	Date Out	No. not sold	Actual Receipts	Actual Payouts	Actual Profits
1	Dead Man's Hand	DMH	1234	11/1/2007	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00	4000	\$ 1.00	1/15/2008	0	\$3,981.00	\$3,000.00	\$981.00
2	Maryland Jackpot	MJ50	500101	11/1/2007	\$ 1,500.00	\$ 1,100.00	\$ 400.00	3000	\$ 0.50			\$0.00	\$0.00	\$0.00
3	Dodge City Diamonds	DCD25	901522	11/1/2007	\$ 500.00	\$ 400.00	\$ 100.00	200	\$ 0.25			\$0.00	\$0.00	\$0.00
4												\$0.00	\$0.00	\$0.00
5												\$0.00	\$0.00	\$0.00
6												\$0.00	\$0.00	\$0.00
7												\$0.00	\$0.00	\$0.00
8												\$0.00	\$0.00	\$0.00
9												\$0.00	\$0.00	\$0.00
10												\$0.00	\$0.00	\$0.00
11												\$0.00	\$0.00	\$0.00
12												\$0.00	\$0.00	\$0.00
13												\$0.00	\$0.00	\$0.00
14												\$0.00	\$0.00	\$0.00



State of Colorado
Licensing & Enforcement Division –Bingo-Raffles

LE-33 Summary of Pull-Tab Activity Instructions

(This form, or an approved replacement, is used for both bingo occasions and games sold at bar/club rooms)

DO NOT USE THIS FORM FOR PROGRESSIVE PULL TABS

1. Enter month activity began. The sheet must be used until completed, that is, until all deals recorded on this sheet are closed.
2. Enter bingo-affle license number.
3. Enter name of organization.

COMPLETE THIS INFORMATION WHEN EACH GAME IS OPENED

- a. Game name: enter the name of the game.
- b. Form number: enter the form number of the deal or board.
- c. Serial number: enter the serial number of deal or board.
- d. Date in: enter the date the game opened.
- e. Expected receipts: enter amount of money made if all tickets sold.
- f. Expected payouts: enter the amount of money which will be paid out in prizes and playbacks.
- g. Expected profit: enter the amount of profit to the organization if all tickets are sold.
- h. Number of tickets: enter number of tickets in the deal, k. Cost per ticket: enter the cost for each ticket. **COMPLETE THE REST OF THE LINE WHEN THE GAME OR DEAL IS CLOSED**
- i. Ticket cost, enter amount the pull-tab is being sold for at the occasion.
- j. Date out: enter the date the game closed.
- k. Tickets unsold: list the number of tickets which were not sold.
- l. Actual receipts: enter the amount of money received for the game or deal which is calculated by adding the daily receipts for the game (LE 31, column 8f).
- m. Actual payouts: enter the amount of money paid out in the game or deal which is calculated by adding the daily payouts for the game (LE 31, column
- n. Actual profit: enter the amount of profit received by the organization which is calculated by adding the daily profit for the game (LE 31, column 8j).

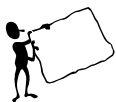
State of Colorado
Licensing & Enforcement Division
LE33 Summary of Pull-Tab Activity

1) Month/Year: January, 2008

2) License No.: 2007-001

3) Organization: _____

No.	a Game Name	b Form Number	c Serial Number	d Date In	e Expected Receipts	f Expected Payouts	g Expected Profits	h No. of tickets	i Ticket Cost	j Date Out	k No. not sold	l Actual Receipts	m Actual Payouts	n Actual Profits
1	Dead Man's Hand	DMH	1234	11/1/2007	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00	4000	\$ 1.00	1/15/2008	0	\$3,981.00	\$3,000.00	\$981.00
2	Maryland Jackpot	MJ50	500101	11/1/2007	\$ 1,500.00	\$ 1,100.00	\$ 400.00	3000	\$ 0.50			\$0.00	\$0.00	\$0.00
3	Dodge City Diamonds	DCD25	901522	11/1/2007	\$ 500.00	\$ 400.00	\$ 100.00	200	\$ 0.25			\$0.00	\$0.00	\$0.00
4												\$0.00	\$0.00	\$0.00
5												\$0.00	\$0.00	\$0.00
6												\$0.00	\$0.00	\$0.00
7												\$0.00	\$0.00	\$0.00
8												\$0.00	\$0.00	\$0.00
9												\$0.00	\$0.00	\$0.00
10												\$0.00	\$0.00	\$0.00
11												\$0.00	\$0.00	\$0.00
12												\$0.00	\$0.00	\$0.00
13												\$0.00	\$0.00	\$0.00
14												\$0.00	\$0.00	\$0.00



Example of LE-33 - Summary of Pull-tab Activity

Your organization has just been granted a bingo-raffles license. You have decided to begin playing bingo, and to sell pull-tab at your bingo games. For your first occasion, you will open three pull-tab games for sale. The games you will open are:

1st game The game name is Dead Man's Hand, the form number is DMH, the ticket backing is black, the serial number is 1234, and the cost for the game from the supplier is \$50.00. There are 4,000 tickets that cost \$1.00 each in the deal, and the expected receipts, payouts, and profit are \$4,000.00, \$3,000.00 and \$1,000.00 respectively.

2nd game The game name is Maryland Jackpot, the form number is MJ50, the ticket backing is red, the serial number is 500101, and the cost for the game from the supplier is \$40.00. There are 3,000 tickets that cost \$0.50 each in the deal, and the expected receipts, payouts, and profit are \$1,500.00, \$1,100.00 and \$400.00 respectively.

3rd game The game name is Dodge City Diamonds, the form number is DCD25, the ticket backing is green, the serial number is 901522, and the cost for the game from the supplier is \$25.00. There are 2,000 tickets that cost \$0.25 each in the deal, and the expected receipts, payouts, and profit are \$500.00, \$400.00 and \$100.00 respectively.

You will prepare your LE-33 using the information above, as well as specific information about your organization.

- Enter the current month and year on line 1, and your organization's license number and name on lines 2 and 3.
- Enter the information for the specific games in the table.

For column f, date in (the first day that pull-tab from this deal are on sale), enter the first day of the current month. Assume for purposes of this example that only one game, Dead Man's Hand, sold out during this quarter. Enter today's date in column l, date out (the last date that this deal was offered for sale). The actual receipts for this game were \$3,981.00 and the actual payouts were \$3,000.00. There were no tickets left when the deal was closed. Enter these figures on the appropriate line of the LE - 33 and then calculate the actual profit for this game and enter that in column p for Dead Man's Hand.

**State of Colorado
Licensing & Enforcement Division**

LE 37 Last Sale Pull-Tab

LE 37 (REQUIRED)		LAST SALE PULL-TAB	
1. ORGANIZATION _____	2. LIC # _____		
3. NAME OF GAME _____	4. FORM NUMBER _____		
5. SERIAL NUMBER OF DEAL _____			
6. AMOUNT OF PAYOUT \$ _____	7. DATE _____		
8. NAME OF WINNER _____			
9. ADDRESS OF WINNER _____			
10. CITY _____	11. STATE _____	12. ZIP _____	
13. IDENTIFICATION NUMBER (Driver's License or other photo identification) : _____			
		14. Type _____	
15. ID CONFIRMED BY : (Full Name) _____			

When a Licensee sells a deal of pull tabs that has a last sale feature, the LE-37 must be completed when the deal is sold out. Last Sale deals are those deals so designated by the manufacturer of the deal (set) of pull tabs.

- Line 1. Enter the name of the organization that sold the pull tabs
- Line 2. Enter the licensee's number
- Line 3. Enter the name of the pull tab game
- Line 4. Enter the pull tab game form number.
- Line 5. Enter the serial number of the deal of pull tabs.
- Line 6. Enter the amount of the last sale payout.
- Line 7. Enter the date the prize was paid out.
- Line 8. Enter the name of the winner.
- Line 9. Enter the winner's address
- Line 10. Enter the winner's city
- Line 11. Enter the winner's state
- Line 12. Enter the winner's zip
- Line 13. Enter the winner's identification number
- Line 14. Enter the type of identification that was provided
- Line 15. Enter the full name of the individual(s) who confirmed winner's identification.



NOTES:

CONDUCT OF BINGO

How can your organization run bingo games properly? The statute and rules contain all the information you need. This is only a summary. You should carefully read and master the statute and the rules to run a bingo correctly and in a way that will be enjoyable for both your players and workers.

1. **POST YOUR ORGANIZATION'S BINGO-RAFFLE LICENSE AND SIGNS** – You may not conduct bingo without a current Colorado bingo-raffles license. The license must be posted at the location where bingo is held (CRS 12-9-106). You must also post signs informing players that a copy of the laws is available and showing any bingo occasion rules that are in effect (Rule 3.0).



NOTE: Additional signs must be posted if a progressive bingo game is to be offered.

2. **CHECK EQUIPMENT** - You must check the equipment that will be used for your bingo game to make sure it conforms to the law (CRS 12-9-107). The equipment must be in good working order, designed so that everyone has an equal chance to win. If disposable packs are sold, they must be consecutively numbered by series or center space number (Rule 5.0).
3. **CHECK ROOM SET-UP** - The receptacle and the caller must be visible to all players unless more than one room is used. If more than one room is used, the receptacle and caller must be in the room with the most players. (CRS 12-9-107). A lighted display board can be used, but it is not the official board. The master board is the rack in which the balls are placed and is the only official scorer (Rule 4.0). All the balls or objects must be present in the receptacle before each occasion, and must be checked by a player immediately before the first game of the occasion (Rule 4.0).
4. **SIGN IN THE WORKERS** - Workers must be active, bona fide members of the organization holding the game. Rule 4.A.7 allows for auxiliaries to assist. Neither members' friends nor family nor other volunteers may assist in any way. The person that acts as the caller must satisfy several requirements (CRS 12-9-107). The caller must have been a member of the licensee or one of its licensed auxiliaries for at least three months before the date of the game, be of good moral character, and never have been convicted of a felony. Rule 4.0.6.d requires that a worker in any capacity at bingo-raffles activities shall present personal photo identification upon request of any employee or authorized agent of the licensing authority.

No owner, co-owner, or lessee of premises can conduct or assist with bingo (CRS 12-9-107). Neither can any manufacturer, supplier, or agent (CRS 12-9-107.5). Security personnel shall be identified by badge or uniform, and may not play the game or participate in running the game (Rule 4.0).

5. **GIVE OUT THE BANKS** - Give out change banks and special sheets to workers that will be selling specials on the floor.
6. **SUPERVISE PRE-GAME** - Bingo cards, packs and sheets must be sold in accordance with Rule 5.0. The arrangement of numbers required to be covered in order to win and the amount of the prize must be audibly announced to the players immediately before each game is begun (CRS 12-9-107).

7. SUPERVISE THE GAME AND CHECK WINNERS - Bingo must be conducted in accord with Rule 4.0. Once a winning combination has been called, the game stops. If the combination that was called is not a winner, the game continues. When an electronic verifier indicates that a declared bingo is not a winner, the caller shall require the worker to verbally call back the numbers in the possible bingo. If it is a winner, the caller must check for other bingos in the hall. Refer to Rule 4.0.A.4 to close a Bingo Game.
8. GIVE OUT THE PRIZES - Maximum occasion prizes. Bingo-affle licensees may award an aggregate amount not to exceed \$2,000.00 for prizes for bingo games played during an occasion. (Rule 10.0)

MAXIMUM GAME PRIZE. Bingo-affle licensees may award any amount as a prize for any single game of bingo so long as the aggregate amount of all prizes awarded for all games played during the occasion does not exceed \$2,000.00 not including progressive jackpot bingo games.

9. PROGRESSIVE BINGO. The maximum progressive jackpot prize that may be awarded for any single bingo progression is \$15,000. (Rule 10.0)
10. A bingo-affles licensee conducting a progressive jackpot bingo game must post a sign at each occasion the game is offered. The sign must state at least the following information:
 - a. The amount of the progressive jackpot at the beginning of the occasion.
 - b. The number of the current game and whether the game is a “must go” game.
 - c. The price and description of the cards used for the game.
 - d. The bingo pattern or arrangement of numbers required to win the progressive jackpot. A clear diagram of the pattern must be presented.
 - e. The maximum number of calls in which a player must complete the required pattern in order to win the jackpot.
 - f. The method by which the jackpot amount is determined and the date, time and location of the next occasion if the jackpot is not won.
 - g. Where more than one progressive jackpot bingo game is conducted, a separate sign must be posted for each progressive game.
11. 12-9-107 (13) (c) If a consolation prize is offered the amount must be included in the allowed \$2,000.00 prize limit.

If an occasion must be canceled, it must be posted at the location of the occasion at least one hour prior to the scheduled occasion time. (See rule 3.0 for details)

A bingo-affles licensee may not conduct more than 220 bingo occasions in a calendar year. 12-9-107(7) and Rule 4.0.A.9

**State of Colorado
Licensing & Enforcement Division
LE34 Bingo Door Count & Income per
Occation**

5. Pack or Card
Sales

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150

1.Date 1/15/2007

2.Lic. No.: 2007-001

3.Org. _____

4.Time of Occasion: 6:30 PM

6.Total Players: 140

7.Fees: # 140 @\$ \$ 10.00 =\$ \$1,400.00

8.Hard Cards

a.Master: # _____ @\$ _____ =\$ _____

b.Extra: # _____ @\$ _____ =\$ _____

9.Packs Sold

a.Master:# 40 @\$ 6 =\$ \$ 840.00

b.1 Extra: # 75 @\$ 6 =\$ \$ 450.00

c.2 Extra: # 50 @\$ 3 =\$ \$ 150.00

d.1 Extra: # 35 @\$ 3 =\$ \$ 105.00

e.Total Packs Sold: 300

f.Total Pack Income:\$ \$ 1,545.00

10.Total Occasion Revenue:
\$1,545.00

11.Manufacturer's Serial Numbers in Play: (top sheet)

Serial Number:	No. Issued	No. Returned
10001	320	20

12. Prepared by: Jane Doe

Games Manager: Suzy Flower

Games Manager Signature: _____



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-34 – Bingo Door Count & Income per Occasion Instructions

(This form is used at every bingo occasion.)

REQUIRED INFORMATION

- √ Date of occasion.
- √ Time of occasion.
- √ Total number of bingo players.
- √ Total number of persons paying a door fee, the amount of the door fee, and the total receipts from door fees.
- √ Total number of master hard cards sold, the price per master hard card, and the total receipts from master hard card sales.
- √ Total number of extra hard cards sold, the price per extra hard card, and the total receipts from extra hard card sales.
- √ Total number of master packs sold, the price per master pack sold, and the total receipts from master pack sales.
- √ Total number of extra packs sold (for each multiple), the price per extra pack sold (for each multiple), and the total receipts from extra pack sales for each multiple.
- √ Total number of packs sold (masters and extras).
- √ Total receipts from the sale of packs (masters and extras).
- √ Total income for this bingo occasion.
- √ For each manufacturer's serial number in play, record the serial number, the number of cards or packs issued, and the number of cards or packs returned.
- √ Record the name of the person preparing the form
- √ Provide the name and signature of the games manager.

INSTRUCTIONS

1. Enter the date of the occasion.
2. Enter the current bingo-raffles license number.
3. Enter the organization name.
4. Enter the starting time of this bingo occasion.
5. *Pack or Card Sales: This grid is intended as an aid in tracking your door sales. Write a number in the boxes in the grid, proceeding to the right and down, to show how many packs or cards are bought by players at the door. There is room in this grid for only 150 players. If more than 150 players participate in your bingo games, use a second copy of this sheet to record the purchases of additional players.*
6. Enter the total number of persons purchasing the right to participate in bingo games for the occasion.
7. Enter the total number of people paying a fee at the door, the amount of the door fee, and the total revenue received from door fees.
8. Hard Cards:
 - a. Master: Enter the number of master hard cards sold, the price per card, and the total revenue received from master hard card sales.
 - b. Extras: Enter the number of extra hard cards sold, the price per card, and the total revenue received from extra hard card sales.
9. Packs Sold:
 - a. Master: Enter the number of master packs sold, the price per pack, and the total revenue received from master pack sales,
 - b-d. Extras: Enter the number of extra packs sold for each multiple, the price per extra pack for each multiple, and the total revenue received from extra pack sales for each multiple.
 - e. Enter the total number of packs sold for this occasion.
 - f. Enter the total income from pack sales for this occasion.
10. Enter the total income generated at this occasion from hard card and pack sales.
11. For each manufacturer's serial number in play give the serial number, the number of packs issued for sale at the door, and the number of packs returned.
12. Fill in the name of the person preparing the form and the name of the games manager. The games manager must then sign the form.

**State of Colorado
Licensing & Enforcement Division
LE34 Bingo Door Count & Income per
Occasion**

**5. Pack or Card
Sales**

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150

1. Date 1/15/2007
 2. Lic. No.: 2007-001
 3. Org. _____

4. Time of Occasion: 6:30 PM

6. Total Players: 140

7. Fees: # 140 @\$ \$ 10.00 =\$ \$1,400.00

8. Hard Cards

a. Master: # _____ @\$ _____ =\$ _____

b. Extra: # _____ @\$ _____ =\$ _____

9. Packs Sold

a. Master: # 40 @\$ 6 =\$ \$ 840.00

b.1 Extra: # 75 @\$ 6 =\$ \$ 450.00

c.2 Extra: # 50 @\$ 3 =\$ \$ 150.00

d.1 Extra: # 35 @\$ 3 =\$ \$ 105.00

e. Total Packs Sold: 300

f. Total Pack Income: \$ 1,545.00

10. Total Occasion Revenue: \$1,545.00

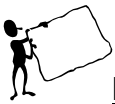
11. Manufacturer's Serial Numbers in Play: (top sheet)

Serial Number:	No. Issued	No. Returned
10001	320	20

12. Prepared by: Jane Doe

Games Manager: Suzy Flower

Games Manager Signature: _____



EXAMPLE: LE-34 – Bingo Door Count & Income per Occasion

The information from your occasion is shown below. Usually you would keep track of the door count, cards and packs sold by using the table under item 5). For this occasion, assume the following figures:

The serial number of the packs in play is 10001. The paper you use is in a 6 on, 6 up format. 320 packs were issued to the door sellers, and 20 were returned. No hard cards were sold and no door fees were assessed. The breakdown of pack sales is as follows:

140 persons bought 1 pack; 75 persons bought 2 packs; 50 persons bought 3 packs; and 35 persons bought 4 packs. The pack price breakdown is \$6, \$12, \$15, \$18, etc. \$1,500 is the total amount of cash prizes given away at your bingo.

- Fill in lines 1 - 4 based on your organization's information and usual bingo starting time.
- *The table under item 5 is not used for this example.*
- On line 6, enter the total number of bingo players (140).
- On line 7, enter 0 (zero number of people paying door fee), \$0 (zero amount of door fee), for \$0 from door fees.
- Line 8a and 8b will be left blank since no hard cards were sold.
- Lines 9a - 9d should be entered from the information above on pack sales. Go ahead and calculate the monies received for each line.
 - Line 9e can be calculated in one of two ways. Either subtract the amount of packs returned from the amount issued, or use the figures entered in 9a - 9d. This should be 300 (140+75+50+35)
 - Line 9f is calculated by adding the amounts just calculated in 9a - 9d. This should be \$1,545.00.
- Line 10 should be calculated using your figures for hard card revenue and pack revenue. Using the figures calculated above, this should be (\$0 + \$1,545) or \$1,545.
- Line 11 should be entered based on the packs in play at this occasion. This entry should read:
Serial Number -10001, 320 packs issued and 20 packs returned.
- There are three items that need to be completed for line 12.
 - Enter the name of the person preparing the form and
 - The name of the games manager.
 - The games manager should then sign the form

**State of Colorado
Licensing & Enforcement Division**

LE35-Specials Report (Bingo Disposable Sheets)

1) Date: _____

2) License. Number: _____

3) Organization: _____

a) Name of Seller	Game 1					Game 2					Game 3				
	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash
John Doe	50	10	40	\$ 1.00	\$ 40.00										
Jane Smith	50	5	45	\$ 1.00	\$ 45.00										
4. TOTALS	100	15	85		\$ 85.00										

a) Name of Seller	Game 4					Game 5					Sheets in play for Special Games			
	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	Game #	g) Serial #	h) Issued	i) Return
											#1	99999	100	\$15.00
											#2			
											#3			
											#4			
											#5			
											j) Total Sheets Sold		85	
4. TOTALS											k) Total Cash Received		\$85.00	



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-35 – Specials Report Instructions (Bingo Disposable Sheets)

(This form is used at every bingo occasion, not used for Progressive Bingo Cards/Sheets).

REQUIRED INFORMATION

1. Date of occasion.
2. Time of occasion.
3. For each game for which special sheets are sold, record the following information:
 - a. The name of the sellers of special sheets.
 - b. The number of special sheets issued to each seller.
 - c. The number of special sheets returned by each seller.
 - d. The amount of special sheets sold by each seller.
 - e. The cost of each special sheet.
 - f. The amount collected by each seller for sales of special sheets.
 - g. The total number of special sheets sold.
 - h. The total receipts for each game for which special sheets are sold.
 - i. The manufacturer's serial number for the special sheets issued for this game.
 - j. The manufacturer's serial number for the special sheets returned for this game.
4. The total number of special sheets sold for this bingo occasion.
5. The total receipts from the sale of special sheets for this occasion.

INSTRUCTIONS

1. Enter the date of the occasion.
2. Enter the current bingo-raffle license number.
3. Enter name of organization as shown on bingo-raffle license.

The next set of instructions are to be completed for each game. The information must be completed for each seller.

- a. **Seller:** enter the full name of each seller of specials.
 - b. **Out:** enter the number of sheets issued to each seller.
 - c. **In:** enter the number of sheets returned by each seller.
 - d. **Sold:** Subtract the number returned from the number issued to determine the number of sheets sold.
 - e. **Sale amount:** enter the cost of each sheet:
 - f. **Cash:** enter the amount each seller collected for sales (amount in bank minus amount in bank before sales started).
4. Totals: enter total number of sheets sold and total amount collected for each game.

Sheets in play for Special Games: For each game for which special sheets are sold...

- g. Enter the manufacturer's serial number for the sheets in play. The serial number is found in the top center of each bingo sheet.
- h. Enter the total number of sheets issued to sellers.
- i. Enter the total number of sheets returned unsold by sellers.
- j. Calculate and enter the total number of special sheets sold for the occasion.
- k. Enter the total cash received from the sale of special sheets.

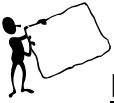
**State of Colorado
Licensing & Enforcement Division**

LE35-Specials Report (Bingo Disposable Sheets)

1) Date: _____
 2) License. Number: _____
 3) Organization: _____

a) Name of Seller	Game 1					Game 2					Game 3				
	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash
John Doe	50	10	40	\$ 1.00	\$ 40.00										
Jane Smith	50	5	45	\$ 1.00	\$ 45.00										
4. TOTALS	100	15	85		\$ 85.00										

a) Name of Seller	Game 4					Game 5					Sheets in play for Special Games			
	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	b) Out	c) In	d) Sold	e) Sale Amount	f) Cash	Game #	g) Serial #	h) Issued	i) Return
											#1	99999	100	\$15.00
											#2			
											#3			
											#4			
											#5			
											j) Total Sheets Sold		85	
4. TOTALS											k) Total Cash Received		\$85.00	



EXAMPLE for LE-35 – Specials Report Instructions (Bingo Disposable Sheets)

For purposes of this example, only one game with special sheets was played at this occasion. The cost for a single special sheet is \$1.00. The specials used are 6 on, 1 up sheets. The serial number of the specials is 999999. You had two sellers, John Doe and Jane Smith. They were each issued 50 sheets. John returned 10 sheets and \$40.00, and Jane returned 5 sheets and \$45.00.

On lines 1, 2 and 3 of the LE - 35, enter the date and your organization's license number and name.

At the bottom right of the sheet, enter the serial number of the specials in play and how many total sheets were issued to the sellers (100). The number of sheets returned should be completed after information for each seller is completed.

- In column "a" write each seller's name.
- For John Doe, enter 50 sheets out and 10 sheets in.
- Calculate the number of sheets sold.
- The sale amount (cost for a single sheet) is \$1.00, and
- The cash received from John is \$40.00.

For Jane Smith, enter 50 sheets out and 5 sheets in. Again, calculate the number of sheets sold. The sale amount (cost for a single sheet) is \$1.00, and cash received from Jane is \$45.00.

- Run your totals for game #1 for which specials were sold.
- The number of sheets out is 100,
- The number of sheets in is 15.
- 85 sheets were sold at \$1.00 each.

The total cash received on the sale of special sheets is (\$40.00 + \$45.00) or \$85.00.

Returning to the bottom right of the sheet,

- Enter 15 sheets returned for game 1,
- Enter Serial number 999999.
- Enter the total sheets sold for all specials games (85) and
- The total cash received from specials sales (\$85.00). *This figure will be used on the LE - 32.*

State of Colorado
Licensing & Enforcement Division
LE 36 BINGO PAYOUT REPORT

1) Date: 1/15/2007 _____

2) Lic. No.: 2007-001 _____

3) Organization: _____

4) Caller #1 _____ Mel Torrme _____

5) Paper _____ X _____

Caller #2 _____

Cards _____

6) Game Number	7) Sheet Color	8) Description of Game	9) Mfg Serial Number of winners	10) Number of winners	11) Total Payout
1	Blue	Regular Bingo	100001	1	\$100.00
2		Blackout	100001	2	\$250.00
3	Red	Regular Bingo	100002	1	\$100.00
4	Green	Regular Bingo	100003	1	\$150.00
5	Brown	Regular Bingo	100004	1	\$150.00
6	Yellow	Letter "X"	100005	1	\$100.00
7		Blackout	100005	1	\$250.00
8	Purple	Lucky 7	100006	1	\$150.00
9		Blackout	100006	2	\$250.00
12) GRAND TOTAL OF PAYOUTS :					\$1,500.00



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-36 - BINGO PAYOUT REPORT INSTRUCTIONS

(This form is used at every bingo occasion)

REQUIRED INFORMATION

1. Date of occasion.
2. The current bingo-raffle license number of the organization.
3. The name of the organization as it appears on the license.
4. The name(s) of the callers for the occasion.
5. Indicate whether hard cards or paper is being used.

For each game, record the following information:

6. The number of the game.
7. The color of the sheet in play for this game.
8. Describe the type of game being played (e.g. postage stamp, blackout).
9. The manufacturer's serial number of the winning card(s) or sheet(s).
10. The number of winners of this game.
11. The total payout for this game.
12. The total payout for all bingo games held at this occasion.

INSTRUCTIONS

1. Enter the date of the occasion.
2. Enter the current bingo-raffle license number.
3. Enter the name of organization as shown on the bingo-raffle license.
4. Enter the name of the caller(s) for the occasion.
5. Indicate whether paper or hard cards are being used.

The next set of instructions are followed for each game and each special played during an occasion.

6. Enter the number of the game and indicate whether it is a regular game or a special.
7. Enter the color of the sheet being played.
8. Describe the game (type of game; if the game has multiple parts, describe each part on the same line).
9. Enter the manufacturer's serial number for each winner.
10. Enter the number of winners for each game.
11. Enter the total payout for the game. If the game has multiple parts, write the payout for each part of the game.
12. Enter the total payouts for the occasion.

State of Colorado
Licensing & Enforcement Division
LE 36 BINGO PAYOUT REPORT

1) Date: 1/15/2007 _____

2) Lic. No.: 2007-001 _____

3) Organization: _____

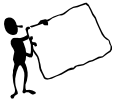
4) Caller #1 _____ Mel Torrme _____

5) Paper _____ X _____

Caller #2 _____

Cards _____

6) Game Number	7) Sheet Color	8) Description of Game	9) Mfg Serial Number of winners	10) Number of winners	11) Total Payout
1	Blue	Regular Bingo	100001	1	\$100.00
2		Blackout	100001	2	\$250.00
3	Red	Regular Bingo	100002	1	\$100.00
4	Green	Regular Bingo	100003	1	\$150.00
5	Brown	Regular Bingo	100004	1	\$150.00
6	Yellow	Letter "X"	100005	1	\$100.00
7		Blackout	100005	1	\$250.00
8	Purple	Lucky 7	100006	1	\$150.00
9		Blackout	100006	2	\$250.00
12) GRAND TOTAL OF PAYOUTS :					\$1,500.00



EXAMPLE for LE-36 - BINGO PAYOUT REPORT

Your caller for this bingo occasion was Mel Torne. You play only paper, no hard cards.

A summary of your game information follows:

Number of game	Color of sheet	Description of game	Serial # of winning games	Number of Winners	Total Payout
#1	Blue	Regular Bingo	100001	1	\$100.00
#2		Blackout	100001	2	250.00
#3	Red	Regular Bingo	100002	1	100.00
#4	Green	Regular Bingo	100003	1	150.00
#5	Brown	Regular Bingo	100004	1	150.00
#6	Yellow	Letter "X"	100005	1	100.00
#7		Blackout	100005	1	250.00
#8	Purple sheet from packs & Pink Specials	Lucky 7	100006	1	150.00
#9		Blackout	100006 & 999999	2	250.00

On lines 1 - 3 of the LE - 36, give today's date, and the license number and name of your organization.

On line 4, write the name(s) of the caller(s) for tonight's games. In this example, enter Mel Torne.

On line 5, check which you are playing tonight at bingo, hard cards or paper.

Use the information shown above to complete the table for entries 6-11.

On line 12 at the bottom of the page, total all the payouts entered above in column 11.

*This entry should be $(\$100 + \$250 + \$100 + \$150 + \$150 + \$100 + \$250 + \$150 + 250)$ or \$1,500.

**State of Colorado
Licensing & Enforcement Division**

LE 32 - Bingo Occasion Activity Summary

1) Date: 1/15/07

2) License No.: 2007-0000

3) Organization: _____

4) Prepared by: Jane Doe

5) Time: 6:30 PM

6) Games Mgr: Sue Flower

7) Rent: \$200.00

	a	b	c		
Type of sale	Receipts	- Over/Under	= Adj. Receipts		
8) Fees	\$0.00	\$ -	.	14) Payouts:	
9) Master Cards	\$0.00	\$ -	\$ -	(a) Cash:	_____
10) Extra Cards	\$0.00	\$ -	\$ -	(b) Merch (actual):	_____
11) Packets	\$ 1,545.00	\$ -	\$ 1,545.00	(c) Merch (retail):	_____
12) Sheets	\$ 85.00	\$ -	\$ 85.00		
13) Misc. Bingo Supplies	\$ -	\$ -	\$ -	d	e
				- Payouts	= Net Income
		15) Totals:*	\$ 1,630.00	\$ 1,500.00	\$ 130.00
		16) Pull Tabs* (Jar Raffles)	\$ 695.00	\$ 439.75	\$ 255.25
		17) Raffle	\$ 111.00	\$ 79.00	\$ 32.00
		18) Grand Totals	\$ 2,436.00	\$ 2,018.75	\$ 417.25

19) Caller: Mel Torme

21) Beginning Cash \$ 3,500.00

20) Workers (full names):

22) Ending Cash \$ 3,917.25

Joe Blow

23) Bank Deposit Made \$ 3,917.25

Ciinderella

(a) Progressive Bingo Deposit \$ 610.00

Captain Hook

(b) Progressive Pulltab Deposit \$ 100.00

Tinkerbell

John Doe

Jane Doe

24) Explanation of cash (short)
more than \$30.00:

25) Total Players: 140

26) Security Guard Information:

Name: _____

Company: XYZ Guards

Hours: 5

Amt. Charged: \$ 45.00

***DO NOT INCLUDE PROGRESSIVE BINGO and PULLTAB SALES & PAYOUTS**



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-32 –Bingo Occasion Activity Instructions

(This form, or an approved replacement, is used at every bingo occasion)

1. Enter the date of occasion.
2. Enter the bingo-affle 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.

**State of Colorado
Licensing & Enforcement Division**

LE 32 - Bingo Occasion Activity Summary

1) Date: 1/15/07

2) License No.: 2007-0000

3) Organization: _____

4) Prepared by: Jane Doe

5) Time: 6:30 PM

6) Games Mgr: Sue Flower

7) Rent: \$200.00

	a	b	c		d	e
Type of sale	Receipts	- Over/Under	= Adj. Receipts		- Payouts	= Net Income
8) Fees	\$0.00	\$ -	.	14) Payouts:		
9) Master Cards	\$0.00	\$ -	\$ -	(a) Cash:		
10) Extra Cards	\$0.00	\$ -	\$ -	(b) Merch (actual):		
11) Packets	\$ 1,545.00	\$ -	\$ 1,545.00	(c) Merch (retail):		
12) Sheets	\$ 85.00	\$ -	\$ 85.00			
13) Misc. Bingo Supplies	\$ -	\$ -	\$ -			
		15) Totals:*	\$ 1,630.00	\$ 1,500.00	\$ 130.00	
		16) Pull Tabs* (Jar Raffles)	\$ 695.00	\$ 439.75	\$ 255.25	
		17) Raffle	\$ 111.00	\$ 79.00	\$ 32.00	
		18) Grand Totals	\$ 2,436.00	\$ 2,018.75	\$ 417.25	

19) Caller: Mel Torme

21) Beginning Cash \$ 3,500.00

20) Workers (full names):

22) Ending Cash \$ 3,917.25

Joe Blow

23) Bank Deposit Made \$ 3,917.25

Ciinderella

(a) Progressive Bingo Deposit \$ 610.00

Captain Hook

(b) Progressive Pulltab Deposit \$ 100.00

Tinkerbell

John Doe

Jane Doe

24) Explanation of cash (short) more than \$30.00:

25) Total Players: 140

26) Security Guard Information:

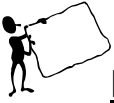
Name: _____

Company: XYZ Guards

Hours: 5

Amt. Charged: \$ 45.00

***DO NOT INCLUDE PROGRESSIVE BINGO and PULLTAB SALES & PAYOUTS**



EXAMPLE for LE 32-Bingo Occasion Activity Summary:

Your organization just concluded your first bingo occasion. You need to complete the LE-32 for this night. The source documents that will be used are the LE-31 through 36. Assemble these forms and we can proceed to filling out the LE-32.

- On lines 1-3 of the LE-32, enter today's date and your organization's license number and name.
- On line 4, enter the name of the person preparing the form.
- On line 5, give the starting and ending time of your bingo occasion.
- On line 6, give the name of the games manager... you.
- On line 7, give the amount that you pay for rent for a bingo occasion.

The table containing items 8-14 will be completed by using the forms filled out for this occasion.

- Line 8 is from the LE-34, line 7 (\$0 in the example).
- Line 9 is from the LE-34, line 8a (\$0 in the example).
- Line 10 is from the LE-34, line 8b (\$0 in the example).
- Line 11 is from the LE-34, line 9f (\$1,575 in the example).
- Line 12 is from the LE-35, total cash received at the bottom right of the page (\$85 in the example).
- Line 13 is used to record the sale of daubers and other miscellaneous items.
- Line 14a - 14c should be used to record cash and merchandise prizes given as prizes for bingo games (\$1,500 cash and \$0 merchandise in the example). Line 15c should be completed by totaling the figures in column c for lines 8-13. For 15d, add 14a and 14b and enter that result here (\$1,500 in the example).
- For 15e, subtract 15d from 15c (\$1,660 - \$1,500 or \$160 in the example).
- Line 16 will be completed by taking figures from the LE-31 and making a calculation based on these figures. 16c should be taken from the LE-31, line 8f (\$695 in the example). 16d should be taken from the LE-31, line 8i (\$439.75 in the example). 16e should be calculated by subtracting 16d from 16c. This figure should match the amount on the LE-31, line 8j.
- Line 17 will be completed by taking figures from the LE - 31 and making a calculation. 17c should be taken from the LE-31, line 9 (\$20 in the example). 17d should be taken from the LE-31, lines 10 + 11 (\$15 + 0 or \$15 in the example). 17e should be calculated by subtracting 17d from 17c. This figure should match the amount on the LE-31, line 14.
- For line 18, add together the adjusted receipts (15c + 16c + 17c), payouts (15d + 16d + 17d) and net income (15e + 16e + 17e) from bingo, pull-tab, and raffles for this occasion. Calculate the totals yourself from the examples. Your results should be \$2,375, \$1,954.75, and \$420.25, respectively.
- On lines 19 and 20, enter the name of your caller from the LE-36, and the full name of each worker.
- On line 21, enter the beginning cash on hand for the occasion.
- On line 22, enter the cash on hand at the end of the occasion.
- On line 23, enter the amount deposited in the bank. **ALL RECEIPTS MUST BE DEPOSITED.** On line 23a, enter the amount deposited in the bank from progressive bingo (separate deposit). On line 23b, enter the amount deposited in the bank from progressive pull-tab (separate deposit).
- On line 24, give a brief explanation if there is a cash shortage of more than \$30.00
- On line 25, enter the total number of players for the occasion from the LE-34, line 6.
- Under item 26, enter the information required about your security services for the occasion.

**State of Colorado
Licensing & Enforcement Division**

1) License # 2008-001

LE 34a-Progressive Jackpot Bingo Summary

2) Licensee Name _____

3) Bingo Pattern Played Blackout

4) Starting Maximum Number of Calls 49

5) Serial Number(s) / Paper Configuration in Play 654321/ 1 on

Note: Use one form (LE-34a) for each progressive jackpot

	a	b	c	d	e (1)	f (2)	g (3)	h (4)	i
	Date of Bingo Occasion	Maximum No. of Calls	Price per Card	Cash Receipts	Starting Jackpot	Jackpot Contribution	Jackpot Prize	Prize Paid	Amount Deposited
1	11/16/2007	49	\$ 1.00	\$160.00	\$100.00		\$100.00		\$160.00
2	11/19/2007	49	\$ 1.00	\$175.00	\$100.00	\$122.50	\$222.50		\$175.00
3	11/23/2007	50	\$ 1.00	\$198.00	\$222.50	\$138.60	\$361.10		\$198.00
15	11/27/2007	50	\$ 1.00	\$210.00	\$361.10	\$147.00	\$508.10		\$210.00
16	12/1/2007	51	\$ 1.00	\$220.00	\$508.10	\$154.00	\$662.10		\$220.00
17	12/4/2007	51	\$ 1.00	\$240.00	\$662.10	\$168.00	\$830.10		\$240.00
18	12/8/2007	52	\$ 1.00	\$260.00	\$830.10	\$182.00	\$1,012.10		\$260.00
19	12/11/2007	52	\$ 1.00	\$275.00	\$1,012.10	\$192.50	\$1,204.60		\$275.00
20	12/15/2007	53	\$ 1.00	\$290.00	\$1,204.60	\$203.00	\$1,407.60		\$290.00
21	12/18/2007	53	\$ 1.00	\$330.00	\$1,407.60	\$231.00	\$1,638.60		\$330.00
22	12/22/2007	54	\$ 1.00	\$350.00	\$1,638.60	\$245.00	\$1,883.60		\$350.00
23	12/29/2007	54	\$ 1.00	\$390.00	\$1,883.60	\$273.00	\$2,156.60		\$390.00
24	1/1/2008	55	\$ 1.00	\$410.00	\$2,156.60	\$287.00	\$2,443.60		\$410.00
25	1/5/2008	55	\$ 1.00	\$450.00	\$2,443.60	\$315.00	\$2,758.60		\$450.00
26	1/8/2008	56	\$ 1.00	\$500.00	\$2,758.60	\$350.00	\$3,108.60		\$500.00
27	1/12/2008	56	\$ 1.00	\$540.00	\$3,108.60	\$378.00	\$3,486.60		\$540.00
28	1/15/2008	57	\$ 1.00	\$610.00	\$3,486.60	\$427.00	\$3,913.60	\$3,913.60	\$610.00
29						\$0.00	\$0.00		\$0.00
30						\$0.00	\$0.00		\$0.00
31	TOTALS			\$5,608.00					

- (1) Equals "Column g" from previous bingo occasion
- (2) Equals 70% of "column d" beginning with bingo occasion #2
- (3) Equals "Column e" + "Column f" beginning with bingo occasion #2
- (4) Does not include consolation prize if applicable

Approved by Games Manager _____ (sign after final game)



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-34a – Progressive Jackpot Bingo Summary Instructions (Progressive Jackpot Bingo Summary)

1. Enter license number and licensee name.
2. Enter name of organization.
3. Enter bingo pattern played.
4. Enter starting maximum number of calls.
5. Enter serial number of progressive paper and the configuration of the paper in play (1 on, 3 on, etc.).



Remember that only one progressive bingo game can be conducted at any time and must be played at every successive occasion once it has started but for no more than 30 consecutive occasions.

COMPLETE THIS INFORMATION EVERYDAY THAT PROGRESSIVE BINGO IS PLAYED (Information derived from this form is needed to complete the quarterly report form LE-21, Schedule E)

- A. Date of bingo occasion (column "a").
- B. Maximum number of calls (column "b").
- C. Price per Card -- \$1 (column "c").
- D. Cash Receipts (column "d"): Enter total amount of money received on the date of the bingo occasion when the progressive game is played.
- E. Starting Jackpot (column "e"): First bingo occasion -- an amount not to exceed \$100. Beginning with the 2nd progressive bingo game, the starting jackpot must equal the jackpot prize from the previous bingo occasion.
- F. Jackpot Contribution (column "f"): First bingo occasion - no contribution amount. Beginning with the 2nd progressive bingo games, the contribution amount will be equal to 70% of cash receipts (column "d").
- G. Jackpot Prize (column "g"): Beginning with the 2nd progressive bingo game, the jackpot prize will be equal to the starting jackpot (column "e") plus the jackpot contribution amount (column "f").
- H. Prize Paid (column "h"): Only one entry will be made in this column -- on the day the prize is paid. The amount will be equal to the amount in column "g" (Jackpot Prize) for the same day.
- I. Amount Deposited (column "i"): This amount should be equal to the amount recorded in column "d" (Cash Receipts). The deposit must be made using a separate deposit slip. Also, the deposit amount must be reported on form LE-32, line 23(a).

Note: If a consolation prize is awarded, the amount must be included in the allowed \$2,000 aggregate prize limit.

State of Colorado
Licensing & Enforcement Division
 LE 34b(1)-Progressive Jackpot Bingo
 Summary (Secondary Jackpot)

1. License number: _____

2. Licensee Name: _____

3. Bingo Pattern Played: _____

4. Starting Maximum Number of Calls: _____

5. (%)Percent of sales added to jackpot _____

6. Serial Number(s) / Paper Configuration in Play: _____

Note: Use one form (LE-34b) for each progressive game where a secondary jackpot is withheld

	a	b	c	d	e	f	g	h	i	j
	Date of Bingo Occasion	Max No. of Calls	Price Per Card	Cash Receipts	Amount Deposited	Startng Jackpot	Jackpot Contribution	Jackpot Prize	Prize Paid	Secondary Jackpot
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS									

Column "f" equals Column "h" from previous bingo occasion
 Column "g" equals 70% of Column "d" beginning with bingo occasion #2
 Column "h" equals Column "f" + Column "g" beginning with bingo occasion #2
 Column "i" does not include consolation prize if applicable

Approved by Games Manager: _____ (sign after final game)



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-34b(1) Progressive Jackpot Bingo with Secondary Jackpot Instructions

- At the top of the form, fill in the requested information: License Number, Licensee Name, and Bingo Pattern to be played. Fill in the starting maximum number of calls within which a player must achieve a bingo of the specified pattern.
- Fill in the percentage of card sales that will be added to a jackpot that is not won on an occasion.
- Fill in the serial number(s) and configuration of bingo cards to be used for the progressive game.
- Fill in per card price for the cards to be used in the progressive game. Progressive cards must be sold for a minimum of \$1.00 per card.
- For column “a”, enter the date of the bingo occasion.
- For column “b”, enter the maximum number of balls to be called within which a player must achieve a bingo.
- For column “c”, enter the price per card
- For column “d”, enter the receipts for the sale of progressive jackpot bingo cards for that occasion.
- For column “e”, enter the amount deposited per occasion
- For column “f”, enter the jackpot amount for that occasion.
- For column “g”: If a per cent of sales of progressive cards from the initial occasion is to be added to the jackpot for the second and subsequent occasions multiply the amount in column “d” by the per cent to be added to the jackpot. Enter that amount in column “f”.
- For column “h”, add the amounts in column “f” and column “g”. This will be the starting jackpot for the next game in the progression.
- For column “i”, indicate whether the jackpot was won on that occasion by entering “yes” or “no” where applicable.
- For column “j”, enter the ten percent of card sales being withheld for the secondary jackpot which will be used as the starting jackpot for the next progressive jackpot bingo game.

State of Colorado
Licensing & Enforcement Division
 LE 34b(2)-Progressive Jackpot Bingo
 Summary (Secondary Jackpot)

1. License number: _____

2. Licensee Name: _____

3. Bingo Pattern Played: _____

4. Starting Maximum Number of Calls: _____ 5. (%) Percent of sales added to jackpot _____

6. Serial Number(s) / Paper Configuration in Play: _____

7. Price Per Card \$ _____

Note: Use one form (LE-34b) for each progressive game where a secondary jackpot is withheld

	a	b	c	d	e	f	g	h
	Date of Bingo Occasion	Max No. of Calls	Jackpot	Cash Receipts	Carryover Jackpot Contribution (% multiplied by "column d")	Carry-over Jackpot (total of c & e)	Jackpot Paid (Yes/No)	Secondary Jackpot
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30	TOTALS							

Approved by Games Manager: _____ (sign after final game)



State of Colorado

Licensing & Enforcement Division –Bingo-Raffles

LE-34b(2) Progressive Jackpot Bingo with Secondary Jackpot Instructions

This form is to be used when the licensee adds jackpot contributions to the Progressive Jackpot on the first and subsequent games in the progression and the licensee retains 10% of cards sales as a secondary jackpot.

At the top of the form, fill in the requested information: License Number, Licensee Name, and Bingo Pattern to be played. Fill in the starting maximum number of calls within which a player must achieve a bingo of the specified pattern.

Fill in the percentage of card sales that will be added to a jackpot that is not won on an occasion.

Fill in the serial number(s) and configuration of bingo cards to be used for the progressive game.

Fill in per card price for the cards to be used in the progressive game. Progressive cards must be sold for a minimum of \$1.00 per card.

For Column “a”, enter the date of the bingo occasion.

For column “b”, enter the maximum number of balls to be called within which a player must achieve a bingo.

For column “c”, enter the jackpot amount for that occasion.

For column “d”, enter the receipts for the sale of progressive jackpot bingo cards for that occasion.

For column “e”: If a per cent of sales of progressive cards from the initial occasion is to be added to the jackpot for the second and subsequent occasions multiply the amount in column “d” by the per cent to be added to the jackpot. Enter that amount in column “e”.

For column “f”, add the amounts in column “c” and column “e”. This will be the jackpot for the next game in the progression.

For column “g”, indicate whether the jackpot was won on that occasion by entering “yes” or “no” where applicable.

For column “h”, enter the ten percent of card sales being withheld for the secondary jackpot which will be used as the starting jackpot for the next progressive jackpot bingo game.



SCHEDULE A: LE-21 - Distribution of Proceeds Instructions

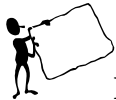
This schedule records all expenditures made by the licensee in the quarter.

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 or by electronic transactions referenced by transaction number or date.
- 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 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 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:

1/1/06	\$250	#1001	Joe's Place, 100 Jackson Road, My Town	Bingo Hall Rent
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
1/11/06	\$40	#1005	1234 Accounting, 500 Main Street, Her Town	Bingo Bookkeeping
1/15/06	\$45	#1006	XYZ Guards, 600 West Way, His Town	Bingo Security

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



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. Enter the total number of bingo occasions conducted during the current reporting quarter.
7. Enter the day(s) of the week and the time(s) of your bingo occasions.
8. Enter the attendance total from all lines 25 from all LE-32 forms (bingo occasion activity summary) for the current reporting quarter.

PULL-TAB INFORMATION

9. Enter the number of days your bar/club were open for business during the reporting quarter.

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: <i>If Line 20 is less than \$5,000, Fee = \$0</i> <i>If Line 20 is less than \$100,000, Fee = Line 20 x .005 (.5%)</i> <i>If Line 20 is more than \$100,000, Fee = Line 20 x .006 (.6%)</i> <i>Make the check for the fee (the amount in line 21) payable to the Secretary of State.</i> <i>Mail the check to the address provided at the top of this LE-21 Quarterly Report form.</i>	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 (cont pg. 2 of 4)

RECEIPTS AND INCOME

12. Enter the total from line 15c from all LE-32 Bingo Occasion Activity Summary forms for the current reporting quarter.



***Note: Copies must be submitted of ALL Progressive Bingo Summary Forms for each quarter with the LE 21 Quarterly Report. For line #13 attach form LE34a Progressive Jackpot Bingo Summary & LE 34b(2) Progressive Jackpot Bingo Summary Secondary Jackpot. For line #15 attach form LE-31a Progressive Pull-Tab Summary-Bingo. For #17 attach form LE-31a Progressive Pull-Tab Summary-Bar/Clubroom.**

- *13. Enter the total from line 31d from all LE-34a Progressive Jackpot Bingo Summary forms & line 30c from all LE 34b(2) Progressive Jackpot Bingo Summary-Secondary Jackpot forms for the current reporting quarter.
14. Enter the total from line 8f from all LE-31 Pull-Tabs Identification & Sales-Bingo forms for the current reporting quarter.
- *15. Enter the total from line 30c from all LE-31a Progressive Pull-Tab Summary-Bingo forms for the current reporting quarter.
16. Enter the total from line 8f from all LE-31 Pull-Tabs Identification & Sales-Bar/Club Room forms for the current reporting quarter.
- *17. Enter the total from lines 30c from all LE-31a Progressive Pull-Tab Summary-Bar/Clubroom forms for the current reporting quarter.
18. Enter the totals from line 9 from all LE-31 Pull-Tabs Identification & Sales forms (***Raffles Held at Bingo Occasions***) for the current reporting quarter.
19. Enter the total receipts from raffles held during the quarter (***Raffles Held at Non-Bingo Occasion***).
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 greater than \$5,000 and less than \$100,000, multiply line 21 by .005 (.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 30d and 30h)	27	
28. Pull-tab payouts at Bar/Clubroom (LE-31/Line 8j)	28	
29. Progressive pulltab payouts at Bar/Clubroom (LE-31a/Lines 30d and 30h)	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	<hr/> <hr/>

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 <i>Progressive</i> Bingo supplies and equipment	42	
43. Amount paid for pulltab supplies and equipment at <i>Bingo occasions</i>	43	
44. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bingo occasions</i>	44	
45. Amount paid for pulltab supplies and equipment at <i>Bar/Clubroom</i>	45	
46. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bar/Clubroom</i>	46	
47. Amount paid for raffle expenses	47	
48. Total bona fide expenses paid this quarter (Total of items 37-47)	48	<hr/> <hr/>

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 Bar/Clubroom	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	<hr/> <hr/>

61. Net Proceeds: (Line 20 minus Lines 21, 34, 48, and 60)	61	<hr/> <hr/>
---	-----------	-------------

INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT (cont pg. 3 of 5)

PAYOUT DISTRIBUTIONS

23. Enter the total from line 14a from all LE-32 Bingo Occasion Activity Summary forms for the current reporting quarter.
24. Enter the actual cost total of the merchandise prizes from line 14b from all LE-32 Bingo Occasion Activity Summary forms for the current reporting quarter.
25. Enter the total from line 31h from all LE-34a Progressive Jackpot Bingo Summary forms for the current reporting quarter.
26. Enter the total from line 8j from all LE-31 Pull-Tabs Identification & Sales-Bingo forms for the current reporting quarter.
27. Enter the total from line 30d and line 30h from all LE-31a Progressive Pull-tab Summary forms for the current reporting quarter.
28. Enter the total from 8i from all LE-31 Pull-Tabs Identification & Sales-Bar/Clubroom forms for the current reporting quarter.
29. Enter the total of lines 30d and lines 30h from all LE-31a Progressive Pull-Tab Summary-Bar/Clubroom forms for the current reporting quarter.
30. Enter the total from line 10 from all LE-31 Pull-Tabs Identification & Sales-Bingo Raffles forms for the current reporting quarter.
31. Enter the total from line 11 from all LE-31 Pull-Tabs Identification & Sales-Bingo Raffles forms for the current reporting quarter.
32. 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 9.
33. Enter the actual cost total of all merchandise prizes awarded from (*non-bingo occasion*) 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.



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 30d and 30h)	27	
28. Pull-tab payouts at Bar/Clubroom (LE-31/Line 8j)	28	
29. Progressive pulltab payouts at Bar/Clubroom (LE-31a/Lines 30d and 30h)	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	

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 <i>Progressive</i> Bingo supplies and equipment	42	
43. Amount paid for pulltab supplies and equipment at <i>Bingo occasions</i>	43	
44. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bingo occasions</i>	44	
45. Amount paid for pulltab supplies and equipment at <i>Bar/Clubroom</i>	45	
46. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bar/Clubroom</i>	46	
47. Amount paid for raffle expenses	47	
48. Total bona fide expenses paid this quarter (Total of items 37-47)	48	

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 pultab supplies & equipment at Bar/Clubroom	56	
57. Amount owed (not paid) for pulltab supplies & equipment at Bar/Clubroom	57	
58. Amount owed (not paid) for Progressive pultab 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	

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

INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT (cont pg. 4 of 5)

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.

37. Enter the total amount of all checks written for bingo occasion rent expense incurred only during the current reporting quarter.
38. Enter the total amount of all checks written for bingo occasion security expense incurred only during the current reporting quarter.
39. Enter the total amount of all checks written for bingo occasion bookkeeping services expense incurred only during the current reporting quarter.
40. Enter the total amount of all checks written for janitorial services expense incurred only during the current reporting quarter.
41. Enter the total amount of all checks written for regular (*non-progressive*) bingo supplies and equipment incurred only during the current reporting quarter.
42. Enter the total amount of all checks written for *progressive* bingo supplies incurred only during the current reporting quarter.
43. Enter the total amount of all checks written for (*non-progressive*) pull-tab supplies and equipment at *bingo occasions* incurred only during the current reporting quarter.
44. Enter the total amount of all checks written for *progressive* pull-tab supplies at *bingo occasions* incurred only during the current reporting quarter.
45. Enter the total amount of all checks written for (*non-progressive*) pull-tab supplies and equipment at *bar/clubroom* incurred only during the current reporting quarter.
46. Enter the total amount of all checks written for *progressive* pull-tab supplies at *bar/clubroom* incurred only during the current reporting quarter.
47. Enter the total amount of all checks written for raffle expenses (*non-prize expenses*) incurred 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.*)



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 30d and 30h)	27	
28. Pull-tab payouts at Bar/Clubroom (LE-31/Line 8j)	28	
29. Progressive pulltab payouts at Bar/Clubroom (LE-31a/Lines 30d and 30h)	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	<hr/> <hr/>

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 <i>Progressive</i> Bingo supplies and equipment	42	
43. Amount paid for pulltab supplies and equipment at <i>Bingo occasions</i>	43	
44. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bingo occasions</i>	44	
45. Amount paid for pulltab supplies and equipment at <i>Bar/Clubroom</i>	45	
46. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bar/Clubroom</i>	46	
47. Amount paid for raffle expenses	47	
48. Total bona fide expenses paid this quarter (Total of items 37-47)	48	<hr/> <hr/>

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 Bar/Clubroom	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	<hr/> <hr/>

61. Net Proceeds: (Line 20 minus Lines 21, 34, 48, and 60)	61	<hr/> <hr/>
---	-----------	-------------

INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT (cont pg. 5 of 5)

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. Enter the total amount for bingo occasion rent expense incurred -- but not yet paid at the end of the current reporting quarter.
50. Enter the total amount for bingo occasion security expense incurred -- but not yet paid at the end of the current reporting quarter.
51. Enter the total amount for bingo occasion bookkeeping services incurred -- but not yet paid at the end of the current reporting quarter.
52. Enter the total amount for janitorial services expense incurred -- but not yet paid at the end of the current reporting quarter.
53. 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.
54. Enter the total amount for *progressive* bingo supplies expense incurred -- but not yet paid at the end of the current reporting quarter.
55. Enter the total amount for (*non-progressive*) pull-tab supplies and equipment expense at *bingo occasions* incurred -- but not yet paid at the end of the current reporting quarter.
56. Enter the total amount for *progressive* pull-tab supplies expense at *bingo occasions* incurred -- but not yet paid at the end of the current reporting quarter.
57. Enter the total amount for pull-tab supplies and equipment expense at *bar/clubroom* incurred -- but not yet paid at the end of the current reporting quarter.
58. Enter the total amount for progressive pull-tab supplies expense at *bar/clubroom* incurred -- but not yet paid at the end of the current reporting quarter.
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*)



NOTES:

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: