

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
BINGO SESSION RECONCILIATION SUMMARY**

**ORGANIZATION:** \_\_\_\_\_

**SESSION DATE:** \_\_\_\_\_

The Bingo Manager must complete and sign form within 48 hours of the bingo session. I certify this form is complete and accurate to the best of my knowledge.		Date Signed: _____
Printed Name: _____	Signature: _____	
Bingo Manager	Bingo Manager	

1. **TOTAL ATTENDANCE THIS SESSION** \_\_\_\_\_

2. **BEGINNING CASH ON HAND (change fund)** \_\_\_\_\_

**RECEIPTS: (Gross receipts include all discounts and coupons)**

- 3. Bingo Game Paper Sales:
  - a. Bingo Admission Sales (Form104-A) \_\_\_\_\_
  - b. Bingo Floor Sales (Form104-B) \_\_\_\_\_
  - c. Decision Bingo Sales (Form104-C) \_\_\_\_\_
  - d. Total Paper Sales (Add lines 3a through 3c) \_\_\_\_\_
- 4. Electronic Bingo Device Sales (Attach computer printouts) \_\_\_\_\_
- 5. Paper Instant Bingo/Seal Card/Pull Tab Sales (Form 105) \_\_\_\_\_
- 6. Electronic Pull Tab Sales (Attach computer printouts) \_\_\_\_\_
- 7. Treasure Chest/Raffle Sales (Form 104-D) \_\_\_\_\_
- 8. Miscellaneous Sales (include daubers, wands and tape) \_\_\_\_\_
- 9. **Total Gross Receipts for Session** (Add lines 3d+ 4 + 5 + 6 + 7 + 8) \_\_\_\_\_
- 10. Less Discounts Given \_\_\_\_\_
- 11. **Total Adjusted Receipts for Session** (Line 9 minus Line 10) \_\_\_\_\_
- 12. Add Prizes Paid By Check \_\_\_\_\_
- 13. **Total Funds To Account For** (Add lines 2 + 11 + 12) \_\_\_\_\_

Information Entries:	Admission Sales	Floor Sales	Electronic Bingo Sales	Total Receipts
#1 Bingo Progressive	_____	_____	_____	_____
#2 Bingo Progressive	_____	_____	_____	_____
#3 Bingo Progressive	_____	_____	_____	_____
#4 Bingo Progressive	_____	_____	_____	_____
#5 Bingo Progressive	_____	_____	_____	_____
#6 Bingo Progressive	_____	_____	_____	_____

*\*\*The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.\*\**

**BINGO SESSION RECONCILIATION SUMMARY (Concluded)**

**DISBURSEMENTS: (Do not include any merchandise awarded as prizes)**

- 14. Bingo Game Prizes: *(include only cash and checks disbursements)*
  - a. Regular, Special, Jackpot Bingo Prizes \_\_\_\_\_
  - b. Progressive Bingo Game Prizes \_\_\_\_\_
  - c. Decision Bingo Prizes \_\_\_\_\_
  - d. Total Bingo Game Prizes *(Add lines 14a through 14c)* \_\_\_\_\_
- 15. Instant Bingo/Seal Cards/Instant Progressive Prizes *(Form 105)* \_\_\_\_\_
- 16. Electronic Pull Tab Prizes *(Attach computer printouts)* \_\_\_\_\_
- 17. Treasure Chest/Raffle Prizes *(Form 104-D)* \_\_\_\_\_
- 18. Door Prizes
  - a. Cash Prizes \_\_\_\_\_
  - b. Coupons Redeemed \_\_\_\_\_
  - c. Total Door Prizes *(Add lines 18a + 18b)* \_\_\_\_\_
- 19. Food For Bingo Volunteers *(include only cash disbursements)* \_\_\_\_\_
- 20. **Total Disbursements** *(Add lines 14d + 15 + 16 + 17 + 18c + 19)* \_\_\_\_\_

**CASH RECONCILED:**

- 21. Total Cash To Account For *(Line 13 minus Line 20)* \_\_\_\_\_
  - 22. Ending Cash On Hand *(include change fund)* \_\_\_\_\_
  - 23. Amount Withheld For Change Fund \_\_\_\_\_
  - 24. Deposit To Bank *(Line 22 minus Line 23)* \_\_\_\_\_
- (Attach bank validated deposit slip to this form)*

**OVERAGE/SHORTAGE:**

- 25. Overage/Shortage *(Shortage)* if Line 21 is greater than Line 22.  
*Overage* if Line 22 is greater than Line 21. \_\_\_\_\_

*(Attach a brief explanation for variances equal or greater than \$50 to this form)*

<b>Information Entries:</b>	Beginning Balance	Additions	Payouts	Carry Over Balance
Treasure Chest Raffle				
Instant Progressive				
#1 Bingo Progressive				
#2 Bingo Progressive				
#3 Bingo Progressive				
#4 Bingo Progressive				
#5 Bingo Progressive				
#6 Bingo Progressive				