Bingo Prize Payout Record

Licensee:	Event Date:

Paymaster must complete prize amount in non-erasable ink before the winner signs. If Paymaster is not a volunteer, an organization volunteer must verify and sign the form.

Game #	Series #	Audit #	Winner's Signature	# of Wins	Prize Amount	Running Total
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					TOTAL:	$

Paymaster:	Page of
Volunteer:	

Bingo Caller's Report

Licensee:	Event Date:

Game #	# Of Winners	Prize Amount	Running Total
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		TOTAL:	$

Caller: (print name)		SERIES IN USE:
		6 UP _____ 9 UP _____
Caller Signature:		12 UP _____ E.B. _____
		BONANZA _____ SPECIALS _____

Bingo Event Summary Sheet and Inventory/Revenue Reconciliation

Licensee:	Event Date:

Bingo Paper	Total Sold	Unit Price	Sales	Cash	Cash +/-
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
			$	$	$
TOTAL:			$	$	$

CASH COUNT		
	x 5.00 =	$
	x 10.00 =	$
	x 20.00 =	$
	x 50.00 =	$
	x 100.00 =	$
Coins:		
	x 1.00 =	$
	x 2.00 =	$
	Other	$
	Total	**$**

CASH RECONCILIATION			
	+		Paper Sales	$
		Cash Register Sales	$
		Total	**$**
Minus:		Cash Prizes	$
		Total Cash Should Be:	$
		Add: Returned Float	$
		Total Actual Cash:	**$**
		Over/Short:	$

Manager:	Volunteer:

Master Bingo Paper Inventory Record

Licensee Name:

Product Type/Identification (colour):

Date:	Opening Inventory Balance			Add: Purchases			Less: Inventory Transfer			Add: Inventory Transfer		Closing Inventory Balance		Signature (volunteer or staff member)
	Opening Inventory:	Series #:	Audit # Range:	BCLC Invoice:	Series #:	Audit # Range:	To Sales Details - series	#/audit #:	Floor:	Details - series	#/audit #: To Stock:	Details - series	#/audit #: Balance:	

Note: Maintain separate rows/sheets for each specific Product Series/Audit Range Units.

Verification signatures:

Volunteer #1:

Volunteer #2:

Note: The verification signatures should not include the same signatory as the individual on the above line items.

Sign-In Sheet

Licensee:			Event Date:	
Name (Print)	**Position**	**Time In**	**Signature**	**Time Out**
Bingo Manager				

Schedule for Progressive/Bonus/Hybrid Games

Date	Name of Licensee	Licence #	Gross Sales	Consolation Prize (X%)	Jackpot (X%) [up to $5000 then X% thereafter]	Seed (X%) [until jackpot reaches $5000 then X% thereafter]	Balance for Organization
	Monthly Reconciliation	Totals	$ -	$ -	$ - A	$ - B	$ -

Monthly Bank Reconciliation

Bank Open (from previous month reconciliation) $

A   Jackpot Contribution $0.00

B   Seed Contribution $0.00

      Total added to bank $0.00

Bank Close (Bank open plus Jackpot plus Seed)   Next month's Bank Open

Jackpot Open (from previous month reconciliation) $0.00

A   Add this month's contribution $0.00

      Less Prize Payout

      Month Close Jackpot   C

Seed Open (from previous month reconciliation) $0.00

B   Add this month's contribution $0.00

      Month Close Seed   D

Total Jackpot plus Se (C+D)

Actual Bank Balance

Difference

Floor Sales Report

Licensee:	Event Date:

Seller:

GAME					
Papers Out	**Returns**	**Sold**	**Voids**	**Cash Required**	**Cash +/-**
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
	Totals			**$**	**$**

GAME					
Papers Out	**Returns**	**Sold**	**Voids**	**Cash Required**	**Cash +/-**
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
	Totals			**$**	**$**

Float issued:	
Returned:	
Floorseller:	Volunteer: