

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION CONTINUATION FORM
(NON-BINGO)**

INSTRUCTIONS

When To Use: Use this particular form during a social quarters session or a specific day of the single event, which is part of an annual fundraising event by an athletic association or booster club or a band booster club in which it is necessary to continue the recording of instant bingo/seal card/pull-tab sales from the instant bingo/seal cards/pull-tabs reconciliation form (non-bingo) (Form 111).

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

Organization: Fill in the official name of the organization.

Date: Fill in the date for a specific day of the single event.

Page Number (#): Fill in the page number.

DEALS OPENED DURING THE SESSION

Lines 1 through 20 Enter the following information for each deal that is opened during the session. Remember, the information necessary to complete this form is located on the deal's flare.

A flare is a piece of paper/cardboard that is attached to an instant bingo/seal card/pull-tab deal that has the following printed information: game name, form number, serial number, card count, ticket price, free ticket count, amount of cash taken in and the amount of prizes paid out.

Column A	<i>Serial Number (#)</i>	Enter the serial number of the instant bingo/seal card/pull-tab deal.
Column B	<i>Deal Name</i>	Enter the name of the instant bingo/seal card/pull-tab deal.
Column C	<i>Form Number (#)</i>	Enter the form number of the instant bingo/seal card/pull-tab deal.
Column D	<i>Ticket Price</i>	Enter the selling price for each ticket in the instant bingo/seal card/pull-tab deal.
Column E	<i>Number (#) of Tickets</i>	Enter the number of tickets in the instant bingo/seal card/pull-tab deal.
Column F	<i>Number (#) of Free Tickets</i>	Enter the number of free tickets in the instant bingo/seal card/pull-tab deal.
Column G	<i>Take In</i>	Enter the expected gross receipts for the instant bingo/seal card/pull-tab deal.
Column H	<i>Payout</i>	Enter the expected gross cash payout for the instant bingo/seal card/pull-tab deal.

Line 21 On Page 1, enter the totals on Line 22, Column G (Take In) and Column H (Payout) from Page 2.

On Page 2, enter the totals from Line 21, Column G (Take In) and Column H (Payout) on Page 3.

On Page 3, add Lines 1 through 20 of Column G (Take In) and Column H (Payout)

Line 22 Complete the following calculations:

Column G	<i>Take In</i>	Add Lines 1 through 21 of Column G (Take In) and enter the figure.
Column H	<i>Payout</i>	Add Lines 1 through 21 of Column H (Payout) and enter the figure.