

BINGO

This chapter contains information on bingo conducted using bingo paper or bingo hard cards. (See Chapter 4 for information on electronic linked bingo.)



CONTENTS

- Common terms..... 76
- Items used in conduct of bingo 78
 - Providing equipment..... 79
- Bingo program 80
- Bingo prizes 82
- Who may and may not participate,
frequently asked questions..... 84
- Conducting bingo 85
 - Using bingo boards..... 90
- Games and devices
 - Conduct of bar bingo 95
 - Conduct of breakopen bingo game.... 96
 - Q&A..... 97
 - Conduct using electronic bingo
devices 99
- Records and reports
 - Bingo paper 101
 - Bingo hard cards..... 103

Common Terms	
Bingo	<p>“Bingo” means a game:</p> <ul style="list-style-type: none"> • where each player has a bingo hard card, bingo paper sheet, or facsimile of a bingo paper sheet used with an electronic bingo device; • for which a consideration has been paid; and • that is played according to Minnesota statutes and rules.
Bingo board	A bingo board is a disposable sealed bingo placard that is used as a bingo number selection device. Bingo boards contain 75 randomly placed bingo letter and number combinations, using each of the numbers 1 through 75, under numbered seals. The caller sequentially opens the seals on the bingo board, starting with the number 1.
Bingo face	Bingo is played on a bingo face containing 25 squares arranged in five vertical rows and five horizontal rows with the center space marked “free.” The columns are marked with B-I-N-G-O in order at the top.
Bingo number	A bingo number is a letter and number combination of B-I-N-G-O and numbers 1 through 75 that are selected by using bingo balls, a random number generator, or a bingo board.
Bingo occasion	<ul style="list-style-type: none"> • A bingo occasion may be conducted for up to eight consecutive hours. • A bingo occasion may have intermissions. • There is no limit on the number of bingo occasions that may be conducted by an organization. • There is no limit on the number of games that may be conducted during a bingo occasion.
Bingo paper	<p>Bingo paper is:</p> <ol style="list-style-type: none"> 1. a paper sheet 2. a paper packet 3. a paper package 4. sealed paper 5. linked bingo paper 6. a facsimile of a bingo face used with an electronic bingo device
Case paper	Uncollated bingo paper sheets are sold by distributors in case lots. Case paper may be either single bingo paper sheets or in a tablet from which the organization removes single bingo paper sheets.
Checker	<p>When hard cards are used, a checker is a person who:</p> <ul style="list-style-type: none"> • counts and records the number of bingo hard cards purchased and played during each game; • records the prizes awarded; and • does not collect the payment for the hard cards.
Continuation game	Up to three patterns may be played on one face, such as a regular bingo, double bingo, and cover-all. Each portion is considered a separate game, even though the balls are not returned to the receptacle until all of the games have been completed.
Cover-all game (blackout)	<p>A game where all spaces on the bingo face must be covered.</p> <p>A cover-all game is one in which a player must cover all spaces except a single free space to win and includes a game in which all odd or even numbers are designated by the organization as covered prior to the start of the game.</p>

Common Terms	
Cover-none game	A game in which a player does not cover any numbered spaces to win. (Also known as "last person standing.")
Facsimile	A "facsimile" is an electronic display of a bingo paper face with its face number displayed in an electronic bingo device used by a bingo player.
Hot-ball bingo	Hot-ball bingo is a bingo game in which organizations may offer an additional prize of up to \$500 for a winning bingo face for which the last number called matches a predesignated bingo number. A hot-ball bingo prize amount may be increased from game to game and/or occasion to occasion (similar to a progressive game). Players may pay an additional cost to participate.
Limiting bingo number (ball) count	In this game, a bingo pattern must be completed within an established quantity of bingo numbers selected and called. A consolation prize is awarded if the bingo pattern is not completed within the established bingo number count.
Linked bingo game	A bingo game conducted simultaneously at two or more locations. See <i>Linked Bingo</i> section in this chapter.
On's	The number of bingo faces on a single bingo paper sheet.
Package	Any combination of separately invoiced bingo paper sheets or packets that will be sold as a single unit to players. Linked bingo paper may not be included in a package.
Packet	A bingo paper sheet "packet" is a group of bingo paper sheets that is manufactured, collated, and sold by the manufacturer as a unit. Bingo paper sheet packets may not be taken apart and sold as individual sheets. Linked bingo paper may not be included in a packet.
Progressive bingo game	A game where the established prize levels increase from one occasion or game to the next, up to a predetermined amount. If no player completes the required pattern within the specific number of bingo numbers selected and called during a bingo occasion, a consolation prize may be awarded. The ball count does not have to be progressive.
Sealed bingo paper sheet	A bingo paper sheet, or facsimile used with an electronic bingo device, that is sealed by the manufacturer in a manner that prevents any part of the face from being seen prior to being opened by a player.
Single bingo game	A game other than a cover-all, cover-none, or progressive game.
Up's	The number of sheets in a packet.

Items Used in the Conduct of Bingo														
Required Items														
Item	Use	Where to Obtain												
Bingo number selection device	<p>A bingo number selection device is a machine or other device from which bingo numbers are randomly withdrawn or selected. It can be as simple as a "squirrel cage" or as elaborate as a computerized bingo ball blower or random number generator.</p> <p>A bingo board, similar in look to a pull-tab flare, has 75 perforated windows and is used instead of a bingo ball selection device to select bingo numbers.</p>	From a licensed distributor.												
Bingo balls	<p>When used with a bingo ball blower or squirrel cage, use a set of 75 balls numbered 1 through 75, and lettered B-I-N-G-O. Each ball must bear only one letter and one number:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Letter</u></th> <th style="text-align: center;"><u>Numbers</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">1 - 15</td> </tr> <tr> <td style="text-align: center;">I</td> <td style="text-align: center;">16 - 30</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">31 - 45</td> </tr> <tr> <td style="text-align: center;">G</td> <td style="text-align: center;">46 - 60</td> </tr> <tr> <td style="text-align: center;">O</td> <td style="text-align: center;">61 - 75</td> </tr> </tbody> </table> <p>Each ball must be of equal size, weight, shape, balance, and free of any defects.</p>	<u>Letter</u>	<u>Numbers</u>	B	1 - 15	I	16 - 30	N	31 - 45	G	46 - 60	O	61 - 75	From any source.
<u>Letter</u>	<u>Numbers</u>													
B	1 - 15													
I	16 - 30													
N	31 - 45													
G	46 - 60													
O	61 - 75													
Bingo paper or hard cards	<p>Restrictions apply depending on the amount of bingo gross receipts received in the organization's last fiscal year:</p> <ul style="list-style-type: none"> • If bingo gross receipts were under \$150,000, hard cards, bingo paper, or facsimiles used with an electronic bingo device may be used. • If bingo gross receipts were over \$150,000, only bingo paper or facsimiles used with an electronic bingo device may be used. Hard cards, except for braille or large print cards, may not be used. • Bingo hard cards may not be used for bar bingo. 	<p>From a licensed distributor.</p> <p>Linked bingo equipment is provided by a licensed linked bingo game provider.</p>												
Bingo program	<p>Bingo programs are used to list at a minimum:</p> <ul style="list-style-type: none"> • the games to be played at each occasion • a detailed description of paper • the date the program was implemented • prizes <p>House rules may be included in the bingo program as an alternative to posting the house rules.</p>	<p>An organization must develop the bingo program. It can be printed by the organization or any vendor. A paper and hard card bingo program checklist (LG913) is available at www.mn.gov/qcb.</p>												
Prize receipt form	<p>A prize receipt form must be completed for:</p> <ol style="list-style-type: none"> 1. each winning prize of \$100 or more, and 2. a bingo game(s) with prize(s) that cannot be determined and verbally announced prior to the start of the game, such as % payback games. <p>For linked bingo games, the linked bingo game provider is responsible for documenting prizes paid to jackpot winners and maintaining information regarding winner verification and receipt of the prize.</p>	<p>In this chapter and on the Board's website, www.mn.gov/qcb.</p>												

Items Used in the Conduct of Bingo

Optional Items

Item	Use	Where to Obtain
Coupons	Coupons are the only item that may be used to adjust the selling price of bingo paper, hard cards, or electronic bingo devices. Coupons may not be used for linked bingo games.	As determined by the organization.
Electronic bingo device	An electronic bingo device is a device that may be used by a bingo player to monitor bingo faces purchased at the bingo occasion. See <i>Electronic Bingo Device</i> section in this chapter.	Leased from a licensed distributor or linked bingo game provider.
Flashboard; camera system	Electronic device used to display called bingo numbers for the players. Flashboards and camera systems are optional but are frequently used by organizations that conduct bingo.	From any source.
Gift certificates	Bingo gift certificates are sold at face value to potential customers and are redeemed by players for bingo paper on a "same as cash" basis. The LG914, Bingo Gift Certificate Tracking form, is required.	As determined by the organization.
Linked bingo paper sheets	Bingo paper sheets or facsimiles used with an electronic bingo device in a linked bingo game.	From a licensed linked bingo game provider.
Monitor	Used to display the called bingo numbers and to verify winning bingos.	From any source.
Sealed bingo paper	Individually sealed bingo paper sheets or sealed facsimiles used with an electronic bingo device.	From a licensed distributor.

Providing equipment to another organization: What's allowed

Q. May we give our old bingo hard cards to the senior citizens' group in our community?

A. No. However, your organization may arrange with a distributor licensed by the Gambling Control Board to document a transaction that would involve your organization returning the hard cards to the distributor, who may then give the hard cards to the senior citizens' group.

As an alternative, your organization could loan the bingo hard cards to an organization authorized for an event.

Q. A nearby church has obtained an "exemption" permit from the Gambling Control Board to conduct bingo on a Saturday later this spring. May we loan them both our bingo number selection device and bingo hard cards to help them have a successful event?

A. Yes. An organization may loan bingo number selection devices and bingo hard cards to another organization authorized to conduct bingo. However, you may not provide them with bingo paper.

Bingo Program
Developing a Bingo Program
<p>Before starting a bingo operation, a bingo program must be developed. Use the bingo program checklist to help develop a bingo program.</p> <p>Include in the program any factors used to determine the prize payout structure. When prize amounts are adjusted within a single program, the method used to determine prize amounts must be clear to the players before the start of the occasion. Examples include the following.</p> <ul style="list-style-type: none"> • Percentage payback: If a bingo prize is a percentage of gross receipts, the bingo program must state that the game pays a specific percentage of gross receipts not to exceed the prize limits for that type of bingo game, such as "70% payback, up to \$199." • Caller's choice: For a "caller's choice" game, the bingo program must provide a written description of the game offered and an illustration of the winning pattern. • Good neighbor: For a "good neighbor" game, the bingo program must provide a written description of how the prize is shared.
Advertising
<p>To help reduce expenses, organizations may solicit and include advertising in their bingo programs. The money received must be deposited in the gambling account and reported as other income on Line 10 of the LG100A.</p>
Keep Bingo Program
<ul style="list-style-type: none"> • Organizations must maintain a copy of the hard card or paper bingo program in use for each bingo occasion conducted and must make the bingo program available to the Board upon request. • Prior membership approval is not required, but be sure to include the program with the minutes of the organization's next monthly meeting. • Contact your Compliance Specialist with questions about bingo programs.
Bad Weather
<p>An organization may reduce bingo prizes prior to the bingo occasion if the bingo program contains information regarding prize reduction due to reduced attendance caused by bad weather.</p>

Sample Bingo Program

Bingo at The Roundabout!

ABC Organization, License #09876-001
 Friday sessions 7:30 p.m.
 Effective 08/11/2020

Paper Color	Game	Payout
1. Orange	Regular bingo	\$25
2. Orange	Double bingo	\$50
3. Blue	Regular bingo	\$25
4. Blue	Letter X	\$50
5. Pink	Regular bingo	\$25
6. Pink	Double bingo	\$50
7. Yellow	Regular bingo	\$25
8. Yellow	Small round robin	\$50
9. Gray	\$500 cover-all Starts at 50#s and goes up 1# each week until won Consolation prize	\$99

INTERMISSION

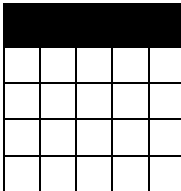
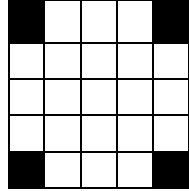
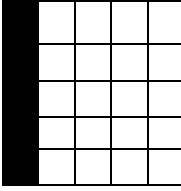
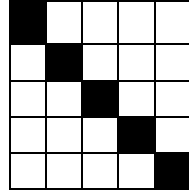
10. Red	Regular bingo	\$25
11. Red	Double bingo	\$50
12. Olive	Regular bingo	\$25
13. Olive	Large round robin	\$50
14. Brown	Regular bingo	\$25
15. Brown	Diamond	\$50
16. Blue	Bonanza (progressive cover-all). Starts at 45 #s and goes up 1 # each week until won. Start at \$500 and goes up \$100 a week to \$2,000 until won. Consolation prize	\$50
17. Black	Cover-all	\$500

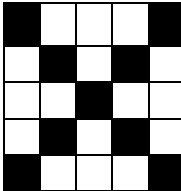
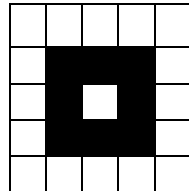
\$8 package = 6 ON 8 UP
 \$10 package = 9 ON 8 UP

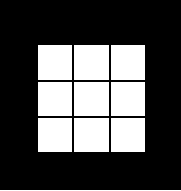
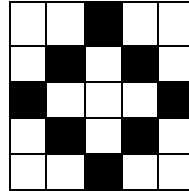
SPECIALS:

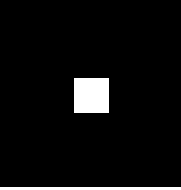
\$1 cover-all (gray) = 3 ON 1 UP
 \$1 cover-all (black) = 3 ON 1 UP
 \$1 additional bonanza (blue) 2 ON 1 UP
 \$0.50 trade-in bonanza (red) 2 ON 1 UP

Regular Bingo - 4 ways to win

Across—any row 	Four Corners 
Down—any column 	Diagonal—either way 

Letter X 	Small Round Robin 
--	--

Large Round Robin 	Diamond 
---	--

Cover-all


Bingo Prizes		
Prize Limits		
Single game and progressive consolation prizes	May not exceed \$500 per game.	
Cover-all game	May not exceed \$2,000 for all cover-all games playing during a bingo occasion.	
Cover-none game	May not exceed \$2,000 for all cover-none games played during a bingo occasion.	
Progressive game	<ul style="list-style-type: none"> • May start at up to \$500. • May increase by up to \$100 per game or occasion up to a maximum of \$2,000. 	
Hot-ball bingo game prizes	Up to \$500 per bingo occasion.	
Linked bingo game	Each licensed organization may contribute up to 85% of linked bingo gross receipts toward linked bingo prizes. The actual percentage paid by each organization is determined by the organization's linked bingo game provider.	
Alternative Prize Levels		
<ul style="list-style-type: none"> • Bingo games may have alternative prize levels. • A prize receipt form must be completed for these games. • The games must be included in your bingo program. Examples include the following: 		
<p>A prize may be based on the percentage of gross receipts.</p> <ul style="list-style-type: none"> • A prize receipt is required if the prize value is announced after the game begins. • A prize receipt is not required if the prize value is announced before the game starts. 	<p>Prizes may be determined based on the value of the bingo packet or package sold to the player. For example:</p> <ul style="list-style-type: none"> • If package sold for \$10, the prize would be \$50. • If packages sold for \$20, the prize would be \$100. 	<p>A prize is ten times the value of the last digit of the last ball called.</p> <p>EXAMPLE: I-21 is \$10, O-65 is \$50.</p> <p>You may offer a \$100 prize if the number zero (0) is the last digit.</p>

Bingo Prizes (continued)

Types of Prizes Allowed	Types of Prizes Not Allowed
<p>Prizes for a bingo game may consist of:</p> <ol style="list-style-type: none"> 1. cash; 2. a coupon redeemable for bingo paper, bingo hard cards, or the use of an electronic bingo device; 3. gift cards or gift certificates; and 4. merchandise, which includes certificates for merchandise or services. <p>Cash may not be substituted for merchandise prizes, certificates for merchandise or services, gift certificates, or gift cards. EXCEPTION: Cash may be substituted for a merchandise prize that cannot be divided.</p>	<p>Prizes may not consist of lawful gambling equipment:</p> <ol style="list-style-type: none"> 1. paper pull-tabs; 2. tipboard tickets; 3. paddlewheel tickets; 4. bingo paper (use coupons instead); or 5. electronic game credits. <p>(Minnesota Rules, Part 7861.0260, subpart 4.)</p>

Merchandise Prizes Allowed; Restrictions

Donated prize	Prizes may be donated.
Lessor restrictions	<p>For a leased premises:</p> <ol style="list-style-type: none"> 1. The lessor may donate prizes. 2. An organization may purchase from the lessor a certificate for merchandise or gift card to be redeemed for food or beverages at the premises if: <ul style="list-style-type: none"> - the certificate or card has a redeemable monetary cash value; - the certificate or card does not contain restrictions on its redemption, such as requiring a purchase of food or beverage of equal or greater value or redeemable for a specific item; - the certificate or card may be redeemed at any time during regular business hours of the permitted premises; and - the cost to the organization is 50% or less of the redeemable cash value.
Compliance with prize limits	To determine compliance with prize limits (see previous page), merchandise prizes donated to an organization or purchased at a discount and bingo coupons for future bingo occasions must be valued at their fair market value. The fair market value of a merchandise prize must not be an amount less than the purchase price.
Savings bonds	If savings bonds (considered a merchandise prize) are awarded, they must be announced and reported at their purchase price. EXAMPLE: A savings bond that will be worth \$50 at maturity would be announced as \$25.
Report on the LG100A	<p>For purposes of reporting on the monthly LG100A:</p> <ul style="list-style-type: none"> • donated prizes have no value (not reported); and • merchandise prizes are reported at the actual cost plus shipping and sales tax.

LG830 Track all merchandise (non-cash) prizes on the LG830.

Certificate for Merchandise or Services—Required Information

A certificate for merchandise or certificate for services awarded as a prize must include:

- a complete description, including the value, of the merchandise or services;
- the vendor’s name from whom the certificate must be redeemed; and
- a statement expressly prohibiting the substitution of cash or another type of merchandise or services described on the certificate.

Ownership of Prizes Required

Prior to the bingo occasion, an organization must pay in full for bingo prizes or otherwise become the owner without lien or interest of others.

Bingo—Who May and May Not Participate

For information on who may and may not participate in lawful gambling, see Chapter 3, page 20.

Frequently Asked Questions

Q. Our organization conducts bingo at a premises where bingo is conducted by more than one organization. May our gambling employees play bingo when our organization is conducting bingo at the premises?

A. It depends on whether the employee is working during that occasion. An employee may play at an occasion as long as the employee is not involved with the conduct of any lawful gambling during that occasion.

EXAMPLE:

An employee who works the early bird games may not participate as a player in any games during that occasion.

EXAMPLE:

An employee who sells paper pull-tabs during a bingo occasion may not play bingo during the occasion.

The term "employee" includes a volunteer. An organization, in its house rules or internal controls, may adopt broader restrictions to limit employee player participation.

Q. Our organization conducts bingo at a premises where bingo is conducted by more than one organization. May our employees play bingo when another organization is conducting the bingo occasion at the premises?

A. Yes, as long as they are not involved with the conduct of any lawful gambling during that occasion.

Q. May we allow anyone under 18 to be present at our regular licensed bingo occasion?

A. There is nothing in statute or rule that would prohibit someone under 18 from being present at a bingo occasion. (Check local ordinances.)

Persons under 18 may not play bingo at a permitted premises, with one exception. If accompanied by a parent or guardian, persons under 18 may play bingo conducted by an organization as part of an annual community event.

Q. May floor workers play a bingo game for someone who has gone to the restroom?

A. No. Bingo employees may not play bingo during occasions at which they work. This would include playing any player's bingo paper.

Q. May floor workers assist players by pointing out winning bingo patterns or missed numbers?

A. No. Bingo employees may not assist players.

Conducting Bingo

Information Required to Be Posted at Each Premises or Included in the Bingo Program

General information	<p>The following information must be prominently posted at each premises or included in the bingo program:</p> <ul style="list-style-type: none"> • organization name; • license number and premises permit number; • statement that illegal gambling is prohibited at the premises; • problem gambling helpline number (1-800-333-HOPE) at each point of sale; • the price for each hard card, or bingo paper sheet, packet, package, and electronic bingo device; • a statement that only cash sales are permitted.
House rules	<p>When house rules are posted, the minimum size for the house rules sign is 11" x 17". The house rules must be clearly visible at the point of sale or included in the bingo program.</p> <p>The house rules governing the conduct of lawful gambling must include all policies of the organization that affect the play of the game and must include:</p> <ul style="list-style-type: none"> • any restrictions in addition to those imposed by Minnesota Statutes, Section 349.181, on who may not participate in the conduct of lawful gambling at the premises; • the policy on declaring bingo and last number called; • reasons for potentially canceling bingo occasions; <ul style="list-style-type: none"> For example: <p style="margin-left: 20px;"><i>"If fewer than 15 players are in attendance, the bingo occasion may be cancelled. Players are required to return their bingo package and will receive a coupon for a future occasion."</i></p> • whether duplicate hard cards are in play; and • other rules established by an organization for the conduct of bingo.
Name of paid employees	<p>Paid gambling employees must clearly display their name when conducting lawful gambling. Their last name is not required.</p>

Information Required to Be Kept at Each Premises

Records and forms	<p>The following must be kept at each premises:</p> <ul style="list-style-type: none"> • Current site inventory records that list the bingo paper inventory kept on the premises (LG900). <ul style="list-style-type: none"> — Depending on how your organization conducts its bingo, additional forms may include the LG920, LG901, LG902, or LG903. • A copy of the distributor's invoice for bingo paper.
Separation of equipment	<p>For leased premises, a clear physical separation or divider must be maintained between the organization's gambling equipment, another organization's gambling equipment, and the lessor's business equipment.</p>

Conducting Bingo (continued)

Determining the Selling Price

The price at which bingo paper will be sold is set by the organization when ordering bingo paper. The distributor then prints that price on the invoice.

The price listed on the distributor's invoice is the price an organization must charge players for the bingo paper.

The price does not have to be printed on the bingo paper.

Changing the Selling Price

The selling price of bingo paper or hard cards may only be changed in one of the following ways:

1. unopened cases of bingo paper may be returned to the distributor for credit. Then the paper may be repurchased with the desired selling price listed on the new invoice; **or**
2. the cost to the player of the bingo paper or hard cards may be reduced through the use of coupons.

Using Coupons

Coupons may be used to adjust the cost to the player of bingo paper sheets, bingo paper packets, bingo paper packages, and bingo hard cards. However, coupons may not be used for a linked bingo game. The cost may be adjusted down to zero with the use of a coupon.

The following information must be on each redeemed bingo coupon:

1. the dollar value of the coupon;
2. the player's name and address; and
3. the printed name and signature, in ink, of the player redeeming the coupon.

Identification of players may be kept on file to speed up the use of coupons. The identification must be maintained either in a paper/card file or by computer, and must be available upon request of the Gambling Control Board.

Keep all coupons and records in a secured area for at least 3-1/2 years.

Conducting Bingo (continued)

Starting Cash Banks and Drawers

A starting cash bank is money placed in the cash drawer prior to the beginning of the game, and is used to make change and pay prizes awarded.

Selling Bingo Paper or Hard Cards—Requirements and Restrictions

Sales Bingo paper or hard cards must be:

- sold at the organization’s permitted premises;
- sold during or immediately preceding the occasion for which they are being sold;
- paid for prior to the start of a specific game, with the exception of sealed bingo paper used for a breakopen bingo game.

Bingo paper or hard cards are valid only during the bingo occasion for which they were purchased.

Bingo paper or hard cards may not be reserved or held for any player.

Cash only; no checks or credit

- Only cash, traveler’s checks, money orders, and cashier’s checks may be accepted for the purchase of bingo paper or hard cards.
- Checks, credit cards, or debit cards may not be accepted.
- Credit may not be extended to a player.

Restricted sales Example: If an organization requires players to have played the five preceding games in order to participate in a cover-all game, include those restrictions in the bingo program, or house rules if not included in the bingo program, posted at the site.

Age Restrictions

Only persons 18 or older may participate as a player.

EXCEPTIONS: Persons under 18 may play bingo conducted by:

- organizations that are exempt or excluded from licensing; or
- organizations as part of an annual community event, if accompanied by a parent or guardian.

Age restrictions may be included in the house rules or bingo program.

Conducting Bingo (continued)

Selling Food and Beverages at a Bingo Occasion

Q. Our organization leases the space where we conduct bingo. Is it okay for a gambling employee to sell lunch and sell bingo paper at a bingo occasion?

A. It depends. The employee may sell lunch before the occasion starts or after the occasion has been completed. However, at a leased premises a person may not work as a gambling employee and provide food and beverage service during the same bingo occasion.

Q. At a leased premises may someone who is not a gambling employee working at the bingo occasion dispense food and beverages to players while bingo is being conducted?

A. Yes. Food and beverages may be sold or served to players during a bingo occasion provided that, at a leased premises, the persons involved with dispensing food or beverages are also not involved with the conduct of gambling during that occasion.

Q. Our organization owns the building where we conduct bingo. May a bingo employee also sell or serve food and beverages to the players during the same occasion?

A. It depends.

If an organization owns the premises where bingo is conducted, bingo employees may also sell or serve food and beverages to players during the same occasion, provided that non-gambling funds are used to pay for the percentage of time spent on these non-gambling-related activities.

If the employee is paid 100% from the gambling account, then no.

An organization may not purchase food and beverage items using lawful gambling funds. This includes coffee, cups, and candy.

Conducting Bingo (continued)

Before the Game Begins

Inspection of bingo balls and bingo boards

If bingo balls are used, display the balls in their correct letter and number slot. At least one player must inspect bingo balls before an occasion begins, to determine that all balls are in operating condition and there are no missing or duplicate numbers.

If bingo boards are used, each bingo board must be inspected by at least one player before a bingo game begins, to determine that each bingo board has not been altered or tampered with, and is free from defects.

Replacement of defective bingo balls

All equipment used for bingo must be in sound working order. Bingo balls must be free of defects and equal in all characteristics that control their selection.

The life span of bingo balls depends on several factors:

- the amount of use
- the type of bingo balls
- the bingo number selection device
- how the caller handles them

If there are any concerns about bingo balls currently in play, replace the bingo balls immediately. It is suggested that you have several sets of bingo balls available.

Announce pattern and prize

- A bingo program must be available to all players prior to the start of the occasion.
- Immediately before each game is begun, describe and announce to the players the arrangement of spaces to be covered (pattern) or other game requirements in order to win. A predetermined pattern or game requirement must be completed to win.
- Verbally announce the prize before the start of a game. For games with alternative prize levels, the factors determining the prize amount must be announced to players.
- Announce any limiting bingo number counts.

Display prizes

If merchandise is offered as prizes, display the merchandise in full view.

Sales After First Game in a Bingo Occasion Has Begun

If bingo paper is sold after the first game in a bingo occasion has begun, deface those games in the packet or package that have been played, or are in play, prior to the sale of the bingo paper.

Cancellation of Bingo Occasion

If all or a portion of a bingo occasion is cancelled due to bad weather such as tornado, blizzard, flood, or power failure, an organization may require players to return the unused portion of their bingo package and may issue them a coupon for a future occasion. Report the occasion up to the point the bingo was discontinued. Deface and keep all unused bingo paper in a secured area for at least 3-1/2 years. It is strongly recommended to use a storage area not susceptible to flooding.

Conducting Bingo (continued)

Calling and Displaying the Numbers

1. The game begins with the first called letter and number of a randomly drawn or selected bingo number.
2. Except for bar bingo, the caller must make sure that the majority of the players are able to see the selected letter and number during the game. When a flashboard is used, light the corresponding letter and number after a number is called out.
3. In a bingo game with a pattern that does not require all available bingo numbers, the caller must announce before the game begins that selected bingo numbers not pertaining to the pattern will not be called. However, the bingo balls must be displayed.

For example, a game called "small round robin" does not include any numbers in the winning pattern from the "B" and "O" columns. The caller does not have to call out the drawn "B" and "O" numbers, but they must be displayed.

Q. If I do not have to call bingo numbers that are not part of the pattern in play and the players must bingo within 45 numbers, are those uncalled bingo numbers counted as part of the 45 numbers?

A. An organization has the option of counting all bingo numbers drawn or selected in its limited ball count or just counting those which are contained in the predetermined pattern. The method an organization uses must be clearly noted in the bingo program, or house rules if not included in the bingo program, and verbally stated to players before the start of the game.

4. Once drawn, bingo balls must not be returned to the receptacle until after the game or continuation game ends.
5. If the wrong letter or number is called, the caller must announce that an error has been made and call the correct letter or number. Correct the flashboard, if used, and continue with the game.

Conducting Bingo Using Bingo Boards

1. If a bingo board is used, the caller must:
 - sequentially open one seal on the bingo board, starting with the number 1; and
 - immediately announce the letter and number revealed.
2. The caller must make sure that at least two players are able to see the selected/opened letter and number during the game.
3. No additional windows or seals may be opened after a winning bingo has been called and verified, unless the game is a continuation game.

Conducting Bingo (continued)

Verifying and Declaring a Winner

1. Stop the game when bingo is declared by a player.
2. If using bingo balls, before shutting off the machine the caller draws one more number in case the bingo is not valid. In a continuation game, hold the bingo number and use it as the first number drawn for the next game in that continuation game.
3. Verify that the declared bingo is valid.
 - Each winning bingo face must be verified by at least one neutral player who is not an immediate family member of the player declaring bingo.
 - An organization employee must read aloud the numbers in the winning bingo if an electronic verification device is not used.

“Pick your own” bingo game—In games where players fill in their own numbers on the bingo paper or facsimiles are used with an electronic bingo device, be sure the numbers correspond to the appropriate columns and the pattern designated by the organization.
4. Ask at least twice if there are any other bingos. If no one answers, announce that the game is completed.
5. Prizes must be awarded immediately at the bingo occasion.

EXCEPTION: Prizes of \$200 or more may be awarded by check within three days. Be sure to give the winner a receipt.

Conducting Bingo (continued)

Awarding Prizes

All prizes won must be based upon the completion of a predetermined pattern or predetermined game requirement with the letters and numbers called and by no other method.

All persons who complete the specified pattern or game requirements are winners.

Awarding Prizes for Multiple Winners

Drawings not allowed

Drawings are not allowed to decide who gets the prize when there are multiple winners.

Divide amount

If a cash prize is awarded for a bingo game with multiple winners, divide the cash amount equally and award the divided amount for each verified winning bingo face. The prize may be rounded to the nearest higher dollar, provided the total amount of prizes awarded does not exceed the prize limits.

EXAMPLE: Three winners splitting a \$50 prize could each be awarded either \$16.66 or \$17.

Include your organization's prize-splitting policy in your bingo program or house rules.

- Q. If one bingo winner completes two patterns on the same face at the same time and another winner completes one pattern, how is the prize divided?**
- A. Each player receives half the prize as a player may only win once on a face in a regular bingo game.
- Q. If one bingo winner completes the pattern on two different faces and another winner completes the pattern on one face, how is the prize divided?**
- A. The player who completed the pattern on two different faces receives $\frac{2}{3}$ of the prize, and the other player receives $\frac{1}{3}$.

Merchandise prizes

If the prize is a merchandise prize that cannot be divided, substitute prizes of equal value may be awarded. Cash may be awarded as a substitute prize.

Conducting Bingo (continued)

Using the Prize Receipt Form

Complete a prize receipt form:

1. for each winning prize awarded of \$100 or more, and
2. when the value of a prize cannot be determined and verbally announced prior to the start of the game (for example, % payback games).

NOTE: If the prize amount is announced at the beginning of the game, before the first ball is drawn, and the prize is less than \$100, a prize receipt form is not required.

PRIZE RECEIPT Complete in ink. Staple winning ticket, and winning seal, if any, to prize receipt.*		
Organization name	Date and time	Value of prize \$
	Name of game	
	<input type="checkbox"/> Bingo \$100+ <input type="checkbox"/> Electronic device credits \$600+ <input type="checkbox"/> *Tipboard \$100+ <input type="checkbox"/> *Paddlewheel \$100+ <input type="checkbox"/> *Paper pull-tab \$100+ <input type="checkbox"/> *Last sale prize \$20 or more Bingo alternative prize: \$ _____	
	Site location	Game serial number
	Received by: Name (print)	
Address		
City, state, zip		
Driver's license number or ID# from other picture identification		State
Winner's signature, in ink		Seller's signature, in ink
PREPARED BY THE MINNESOTA GAMBLING CONTROL BOARD (LG0007 7/16)		



Complete in Ink; Signatures Required

The prize receipt information must be completed in ink or scanned on the prize receipt form. The winner's signature and the signature of the organization employee or volunteer making the payment must be in ink.

Picture ID Required

A valid driver's license, a U.S. military ID card, or another form of government-issued picture identification is required to complete the prize receipt. The form of picture ID must be recorded, including the driver's license number and state of registration or the type of government-issued picture ID and ID number. A social security card does not meet this requirement.

If a winner does not have a picture ID, another player's ID may be used. That player's information, signature, and the winner's signature, must be included on the prize receipt form.

Until a player provides the necessary information to complete a prize receipt, the organization has no obligation to award the prize.

Conducting Bingo (continued)

Closing a Bingo Occasion

After the close of a bingo occasion, complete the appropriate bingo form(s). A list of bingo forms is included at the end of this chapter and are available at www.mn.gov/gcb or from the Gambling Control Board.

Questions? Contact a Compliance Specialist at the Gambling Control Board.

Deposit Information

Deposit and record cash in hand, or secure the cash until it can be deposited.

Deposit the gambling receipts into the gambling account within four business days of the bingo occasion.

On the deposit slip, list the following information:

1. premises permit number;
2. date of the deposit;
3. date of the bingo occasion;
4. amount of actual cash from each bingo occasion; and
5. amount for any income received from advertising in conjunction with the bingo occasion, such as advertising on the bingo program.

When providing electronic bingo devices to players, be sure to include receipts from the rental of electronic bingo devices to players and receipts from the sale of facsimiles of bingo paper sheets.

The cash must be deposited and may not be used to award prizes at another bingo occasion.

First National Bank Deposit Slip	
Date 10/06/20	
99999-001	
Bingo 10/5/20	\$500
TOTAL	\$500

Fund Loss

If a fund loss is discovered:

1. Notify local law enforcement within five days of discovering the loss (within 24 hours if the game was played in a dispensing device), and notify the Gambling Control Board. Fund losses not reported will not be considered by the Board for profit carryover adjustment.
2. Within 60 days, provide the Gambling Control Board with documentation of reimbursement or a request for a profit carryover adjustment due to a fund loss. This documentation must be provided to the Board within 60 days or the fund loss request will not be considered by the Board. Use form LG250 Fund Loss Request (Profit Carryover Adjustment).

Refer to the *Internal Operations and Oversight* chapter, Fund Loss section.

If bingo paper or hard cards are lost due to a disaster such as fire, flood, blizzard, tornado, or other catastrophic event, immediately contact the Gambling Control Board at 651-539-1900 for instructions on how to handle the fund loss.

Conduct of Bar Bingo

Bar bingo is a bingo occasion conducted at a permitted premises in an area where:

- On-sale intoxicating liquor or 3.2% malt beverages are sold, and where
- another form of lawful gambling is also conducted.

Rent may not be paid for a bar bingo occasion.

Bar bingo may be conducted using bingo paper sheets and/or electronic bingo devices.

Organizations conducting bar bingo must comply with all statute and rule requirements for bingo.

Frequently Asked Questions

Q. May the lessor of the site where we conduct bar bingo run the bingo for us or does our gambling manager have to be there?

A. The lessor or lessor’s employees may assist in the conduct of bingo at your site, but an organization employee is needed for the management and inventory of the bar bingo occasions.

Q. Our organization has started conducting bar bingo. Are there any tools we can use to see if we are following all the bingo statutes and rules.

A. Yes. A bingo site inspection checklist (LG859) and a bingo program checklist (LG913) are at www.mn.gov/qcb. Use the checklist to ensure compliance with statutes and rules pertaining to bingo.

Q. May the lessor participate in bar bingo?

A. No.

Q. May we pay the lessor’s employees for helping us conduct bar bingo?

A. No. Compensation may not be paid by an organization to the lessor or the lessor’s employees for the conduct of bar bingo. However, the lessor may pay a lessor employee to assist with bingo.

Q. We sell bingo paper from pads of 25 sheets for our bar bingo activity. A player has asked to purchase only bingo sheets from the end of the pad. Are we allowed to do that?

A. No. First, Board rule prohibits any organization from reserving bingo paper for any person. Second, an organization is required to maintain accurate bingo paper inventory records through the use of control numbers and other information. Therefore, the paper must be sold in sequence from the pad to maintain accurate records.

Bar Bingo Prizes, Program, and Prize Receipts

Prizes and bingo program

Bar bingo prize amounts are often a percentage of sales for the game. Bar bingo programs must list the method of computing the prize (the percent) and the maximum prize that will be given away. This helps to ensure that the total prizes for the occasion do not exceed the limits. For example, “70% of sales, up to a maximum of \$99.”

Prize receipts

Some organizations sell bingo paper sheets one game at a time, then figure the prize and announce it prior to the game. If so, a prize receipt is not required unless the prize is \$100 or more.

A prize receipt is required when a prize is based on a percentage of sales that is not announced prior to the game.

Conduct of Breakopen Bingo Game	
<p>Breakopen bingo is a form of bingo in which an organization calls and posts a predetermined quantity of bingo numbers. The game is then stopped while sales continue and is resumed later during the occasion.</p>	
Equipment Needed	
<p>Breakopen bingo may only be played with individually sealed bingo paper sheets or facsimiles of sealed paper used with an electronic bingo device. Also required is either a bingo board or another set of bingo balls and one of the following:</p> <ul style="list-style-type: none"> • a separate bingo ball selection device; or • a separate tray within the bingo ball selection device, or a separate bingo ball container that must remain in view of players at all times during the game. 	
Bingo Program or House Rules	
<p>The bingo program or house rules must include:</p> <ul style="list-style-type: none"> • price and color of all original sealed bingo paper sheets; • price of "trade-in" sheets. Trade-ins are not allowed for facsimiles used with an electronic bingo device; and • a statement that identical bingo faces may occur during the game. 	
Price and Sales of Sealed Paper	
Price	<p>The price for each sealed bingo paper sheet is the same as stated on the distributor or linked bingo game provider invoice.</p> <ul style="list-style-type: none"> • Sell all sealed bingo paper sheets in the original set for the same price. • Sell all sealed bingo paper sheets in the "trade-in set" for the same price. <p>The price of the "trade-in set" may be different from the price of the original set. If trade-ins of sealed bingo paper sheets are used, the original sheet must be a different color from the second set, known as the "trade-in set".</p>
Sales during bingo occasion	<p>Sealed bingo paper sheets or facsimiles may continue to be sold throughout the bingo occasion until the breakopen bingo game is resumed. No additional sealed paper or facsimiles may be sold once your organization resumes calling bingo numbers for the breakopen game.</p>
Conduct	
Compliance	<p>All rules and statutes regarding the conduct and recordkeeping for bingo also apply to breakopen bingo games.</p>
Post numbers	<p>In the presence of players attending the bingo occasion, call and post a predetermined quantity of bingo numbers.</p>
Ask for winners	<p>After the predetermined quantity of bingo numbers has been called and posted, and immediately before the game resumes with the selection of the next bingo number, ask if any player has completed the required bingo pattern or bingo game requirement. All players who complete the game pattern or game requirement within the predetermined quantity of numbers initially called are considered winners, regardless of the last bingo number called.</p> <p>If there are no winning bingos after the predetermined quantity of bingo numbers has been drawn, called, and posted, continue the bingo game until a player completes the winning pattern or game requirement.</p>
Award prizes and end game	<p>After bingo is declared and verified, award the designated prize to the winning player(s) and end the bingo game.</p>

Bingo Q & A

Is Blackout a Cover-All or a Progressive Game?

- Q. **We play a cover-all game where the prize increases each occasion until the game is won. Is this game a “cover-all” game or a “progressive” game?**
- A. It is a progressive game because the prize increases. Therefore, the game would be subject to all prize limits established for progressive games.

Odd-Even Game

- Q. **May we conduct a cover-all game in which all odd or even numbers are covered before the game starts?**
- A. Yes. This is commonly known as an “odd-even” game. You must use sealed bingo paper or facsimiles of sealed paper (used with an electronic bingo device) for this game. The prize amount counts toward the cover-all limit. If the odd-even cover-all game is played as a progressive game, then the progressive limits apply, not the cover-all limits.

Prize Limits: More Than One Cover-All Game Per Occasion

- Q. **We have three cover-all games (non-progressive) during our bingo occasion. The prize for the first cover-all is \$1,000, and the prizes for the other two are 80% of the gross receipts of each of the games. Is there any problem with this?**
- A. There may be.
- The total amount that may be awarded at any bingo occasion for non-progressive cover-all games is \$2,000.
 - Since the first cover-all game is already paying \$1,000, the total or aggregate amount of the other two cover-all games (which pay 80% of the gross receipts of each game) may not exceed \$1,000.
 - The bingo program could state that the prize for each of the other cover-all games will be 80% of the gross receipts, with a maximum prize of \$500 each.

Hot-Ball Bingo

- Q. **May we draw a ball at the beginning of our bar bingo occasion and designate that number as the “hot ball” for the entire occasion? We sell standard one-face bingo sheets prior to the start of each bingo game.**
- A. No. Once the hot ball number is determined, no additional bingo sheets, except for sealed bingo paper, may be sold. This is to prevent sellers from giving sheets containing the hot ball number only to favored players.
- If non-sealed bingo paper is sold prior to each game, you’ll need to draw a new hot ball number once the sales for each game have concluded. Then announce the new hot ball number (and write it down), drop the ball back into the device, and then begin drawing balls for that game.

Progressive Bingo Game—Q & A

Different Programs for Progressive Games

- Q. **Our organization uses several different programs each week. When operating a progressive bingo game, must the progressive prize be offered at the very next bingo occasion, or may it be deferred to the next occasion that uses the same bingo program?**
- A. An organization may choose to conduct the progressive bingo game at all of its occasions, or it may elect to defer progressive prizes until the next occasion that uses the same program. Players must be made aware of the progressive game schedule, either in the bingo program or house rules.

Limiting bingo number count

- Q. **We have one bingo game where the designated prize remains constant, but the limiting bingo number count increases by one number each occasion until the prize is won. Is this game considered a progressive game?**
- A. No. This is a bingo game with a limiting bingo number count. To be considered a progressive game, the prize value must increase on a predetermined schedule.

Progressive Cover-All Game

- Q. **May we play a progressive cover-all bingo game in which:**
- **the prize starts at \$500;**
 - **the prize is increased by \$100 every occasion (up to \$2,000) when no bingo is declared within a designated number of bingo balls; and**
 - **the game awards a \$300 consolation prize?**
- A. Yes. The maximum consolation prize allowed is \$500.
In a progressive game:
- the prize may start at up to \$500;
 - increase by \$100; and
 - a consolation prize of up to \$500 may be awarded.

Progressive Prize Limit

- Q. **We run a number of progressive bingo games at our occasions. Is there any limit to the amount of progressive jackpot prizes we can award in a single bingo occasion?**
- A. A prize of up to \$2,000 may be awarded for a single progressive bingo game, but there is no limit on the total amount of progressive jackpot prizes awarded during a bingo occasion.

Conduct Using Electronic Bingo Devices

Note: This section refers to electronic bingo devices that are not used in conjunction with electronic linked bingo games. Electronic linked bingo device requirements are included in the *Electronic Games* chapter.

Electronic Bingo Device—What Is It?

An "electronic bingo device" is a device that may be used by a bingo player to monitor bingo faces purchased at the bingo occasion.

The device:

- allows bingo players to activate numbers announced by a bingo caller;
- compares the numbers entered by the player to the bingo faces previously stored in the device's memory; and
- identifies a winning bingo pattern or game requirement.

An electronic bingo device does not mean any device into which coins, currency, or tokens are inserted to activate play.

The device must be used as part of a bingo occasion and must have no added function as a gambling or entertainment device.

General Requirements and Restrictions

The devices must be leased from a distributor licensed by the Board.

The device is used with a facsimile of a bingo paper sheet (the faces on the screen must look like faces on bingo paper).

The following must be printed on the sales receipt at the point of sale:

- date and time of the sale;
- total dollar amount of the transaction and quantity of facsimiles of bingo paper sheets or bingo paper purchased;
- sequential transaction number;
- range of the face numbers of the facsimiles sold to the player; and
- if facsimiles not containing predesignated numbers are sold (you pick 'em), the bingo numbers selected by a player.

The device must not be transferred to another permitted premises unless approved in writing by the director of the Gambling Control Board. The distributor must obtain the approval.

Modifications and Maintenance

The organization must not modify the assembly or operational functions of a device or its components.

EXCEPTION: An organization may activate the audio function, if any, for all players or limit the use of the audio function to players who are visually impaired.

Only licensed manufacturers, distributors, or authorized organization employees may perform service or maintenance of the device.

Conduct Using Electronic Bingo Devices (continued)

Note: This section refers to electronic bingo devices that are not used in conjunction with electronic linked bingo games. Electronic linked bingo device requirements are found in the *Electronic Games* chapter.

Prices and "Sales" to Players

The price of a bingo face played on an electronic bingo device may not be less than the price of a face on a bingo paper sheet sold at the same occasion (for the same game) and must be posted.

A device may not be reserved for any player.

A bingo coupon may be used to reduce the rental price to players.

Use by Players

A player is limited to the use of one device.

For each device, the number of bingo faces that may be played per game is limited to 36.

Voids and Malfunctions

The organization must record all voids before the start of the second bingo game in a bingo occasion.

For a malfunction that occurs after the start of the second bingo game, an organization must:

- record and document the reason for the void; and
- report the void to the Board within three business days.

Required Records

For electronic bingo devices, records must be kept that include:

- ___ quantity of devices in inventory;
- ___ quantity rented for each occasion;
- ___ amount charged;
- ___ number of voids;
- ___ total amount collected; and
- ___ name of distributor or linked bingo game provider, invoice date, and invoice number.

Bingo Paper: Records and Reports

Required Forms to Use

These required forms can be found at www.mn.gov/gcb under the "Forms" tab. **Complete all forms in ink.** Keep these required forms for each bingo occasion when you use bingo paper.

LG900 Perpetual Inventory Control/Bingo Paper	Ongoing inventory that is updated whenever bingo paper is received from a distributor, taken out of inventory for play in a bingo occasion, or for construction of bingo packages.
LG901 Perpetual Inventory Control/Commingled Bingo Paper	Ongoing inventory of bingo sheets or packets of the same type, but with different serial numbers, that are inventoried and commingled under one control number. The sheets or packets must first be accounted for on the LG900, and then transferred to the LG901 under a new control number. A separate LG901, completed in ink, must be maintained for every type of bingo paper commingled together in inventory.
LG902 Perpetual Inventory Control/Bingo Paper Packages	This form is used when bingo packages are constructed from bingo paper sheets and/or bingo paper sheet packets. Bingo paper sheets and bingo paper sheet packets must first be recorded on the LG900, and possibly the LG901, before being transferred to the LG902.
LG903 Physical Inventory Control/Bingo Paper Monthly Summary	This form is used at the end of the month to complete the physical inventory and report total discrepancies over \$50 to the Gambling Control Board. This is a physical count of each type of paper in your inventory. The various types may include sheets, packets, and packages. The bingo paper is valued using the per unit cost charged by the distributor. The total valuation of the bingo paper inventory must be included in the ending inventory amount reported on the LG100A, to the Gambling Control Board.
LG904 Admission Sales/Bingo Paper and LG905 Admission Sales Summary	Organizations with admission sales must complete, in ink, the LG904 and LG905 form for every bingo occasion. A separate LG904 must be completed by each employee selling bingo paper sheets, packets, or packages in admission sales. Information from all LG904's for the occasion is transferred to one LG905 and verified by the preparer.
LG906 Floor Sales/Bingo Paper	An organization that uses bingo paper must complete this form, in ink, for every bingo occasion for which floor sales occur. A separate LG906 must be completed by each employee selling bingo paper sheets, packets, or packages in floor sales.
LG907 Bingo Game Prize Winner Sheet/Bingo Paper	The LG907 is used to track bingo game prizes paid out during an occasion. This form must be completed by someone other than the bingo caller.
LG908 Caller Verification Form/Bingo Paper	The LG908 provides a record of the prizes paid out during an occasion for each game played. One LG908 form must be completed, in ink, by the caller at each bingo occasion conducted.
LG909 Bingo Occasion Summary/Bingo Paper	Complete the LG909 for every bingo occasion conducted when bingo paper is used. If applicable, form LG920 may be substituted for the LG909. This form must be completed in ink.

Bingo Paper: Records and Reports

Required Forms to Use (continued)

Complete in ink. Keep the following required forms for each bingo occasion when you use bingo paper.

LG914 Bingo Gift Certificate Tracking

Organizations that sell bingo gift certificates must number each certificate and track the date each certificate is sold and redeemed. By using the LG914, your organization will always know how many certificates have been sold and how many of those have been redeemed. The information can then be matched to your organization's deposit and bingo occasion records to ensure that no money is missing.

LG920 Bar Bingo Paper Sales

The LG920 is an alternative form that may be used for bar bingo occasions instead of using forms LG904, LG905, LG906, LG907, LG908, and LG909 as it combines those forms into one form, the LG920. If merchandise prizes are used, do not use this form.

Prize Receipt Form

Complete a prize receipt form for each winning prize awarded of \$100 or more and when the value of a prize cannot be determined and verbally announced prior to the start of the game (for example, % payback games).

LG830 Merchandise Prize Perpetual Inventory.

Complete the LG830 to record the purchase and distribution of merchandise prizes and certificates for merchandise.

See *Inventory* chapter.

Monthly Reporting

Each month, an organization must report to the Gambling Control Board bingo gross receipts, prizes, net receipts, and cash variances. Organizations must submit this information in an electronic file which includes the LG100A Lawful Gambling Receipts and Expenses by Site.

Forms and instructions are available at www.mn.gov/gcb (under GCB Monthly Reports) or from the Gambling Control Board.

In addition, each month, an organization must submit a G1 Lawful Gambling Monthly Tax Return to the Department of Revenue, reporting bingo gross receipts, prizes, net receipts, and cash variances.

Forms and instructions are available from the Department of Revenue.

Keep Your Games and Records

Keep all bingo records, including coupons, and defective bingo paper in a secured area for at least 3-1/2 years.

Unsold Bingo Paper

For instructions on removing old bingo paper from inventory, contact an auditor at the Department of Revenue, 651-297-1772.

Bingo Hard Cards: Records and Reports

Required Forms to Use

If an organization uses bingo hard cards, use the following forms and **complete in ink**. Keep the required forms for each bingo occasion.

LG807 Bingo Hard Card Sales Each person collecting the money from bingo hard card sales and gift certificates, if any, (admission and floor sales) must complete this form in ink.

LG808 Checker’s Record/Hard Cards For every bingo occasion conducted, one or more bingo checkers must record, in ink, the number of bingo hard cards sold for each game of the bingo occasion.

The checker may not collect the payment for hard cards.

LG809 Checker’s Prize Winner Record/Hard Cards For every bingo occasion conducted, one or more bingo checkers must record all prizes awarded for each game.

The checker may not collect the payment for hard cards.

LG810 Caller Verification Form/Hard Cards The LG810 provides a record of the prizes paid out during an occasion for each game played. One LG810 must be **completed in ink** by the caller at each bingo occasion conducted.

LG811 Bingo Occasion Summary/Hard Cards Complete the LG811 for every bingo occasion conducted when bingo hard cards are used.

Prize Receipt Form Complete a prize receipt form for each winning prize awarded of \$100 or more, and when the value of a prize cannot be determined and verbally announced prior to the start of the game (for example, % payback games).

LG830 Merchandise Prize Perpetual Inventory. Complete the LG830 to record the purchase and distribution of merchandise prizes and certificates for merchandise.

See *Inventory* chapter.

Monthly Reporting

Monthly reporting requirements are identical to the requirements for bingo paper.

Keep Occasion Records

Keep all bingo records, including coupons, in a secured area for at least 3-1/2 years.

(This page left intentionally blank)