



Instruction Booklet

August 1, 2018

Minnesota Gambling Control Board

GCBREPORTS FOR NON-EXCEL USERS

This booklet contains information useful to organizations who complete their GCB monthly reports using a specially designed lawful gambling software program leased or purchased from a private vendor

Questions? Contact a Compliance Specialist.

Roseville Office	651-539-1900
Mankato Office	507-345-7103/1892
Fergus Falls Office	218-739-7402/7404
Hibbing Office	218-262-7301

Website: www.mn.gov/gcb

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Introduction

Each month, all licensed gambling organizations must complete an electronic file (“GCBREPORTS”) prescribed by the Board that includes:

- LG100A - Lawful Gambling Receipts and Expenses by Site for each permitted premises,
- LG100C - Lawful Purpose Expenditures, and
- LG100F - Lawful Gambling Fund Reconciliation.

The electronic file must be emailed to the Board by the 20th of the following month.

With prior approval, the Gambling Control Board will accept emailed “text delimited” files that contain all of the information entered on these forms. The required text delimited format is included at the end of this booklet. Software providers using the text delimited format must have it approved by Gambling Control Board staff prior to its use.

This booklet provides detailed instructions regarding each line of the required LG100A, LG100C, and LG100F. It also provides information on the optional LG100, Monthly Lawful Gambling Activity Summary, that may be included with your lawful gambling software program. The data on the LG100 is not sent to the Gambling Control Board as it is merely a compilation of data entered on the LG100A, LG100C, and LG100F.

Non-electronic versions of each form are included at the end of the instructions for that form. Completed forms may not be submitted to the Gambling Control Board. Data may only be submitted in pre-approved text delimited format or in a Microsoft Excel spreadsheet created by the GCBREPORTS file that’s posted on the Gambling Control Board’s website.

LG100A, Lawful Gambling Receipts and Expenses by Site

Organization Information Lines

- Enter only numbers in the “License #”, “Site permit #”, “Month reported”, and “Year reported” fields.
- Double-check the accuracy of the numbers entered.
 - Inaccurate license numbers, site permit numbers, months, or years will cause your organization to not get credit, at least initially, for having submitted your GCBREPORTS file.

Off-Site Activity

If you had off-site activity, complete a separate LG100A for that site. In the “Site name” cell, enter “Off-site activity” and in the “Site permit #” cell, enter “999”.

If you had off-site activity at more than one site, combine all off-site income and expenditures onto a single LG100A with a site permit number of “999”.

No Active Sites

If your organization is no longer actively conducting gambling at any sites, but you have income or expenses to report, enter “No active sites” in the “Site name” cell and “998” in the “Site permit #” cell.

Lines 1 through 9

Enter the gross receipts, prizes paid, and net receipts for each form of lawful gambling conducted at that particular site.

Line 1 – Paper pull-tabs

Report the total gross receipts, prizes paid, and net receipts from paper pull-tab games as reported on the Schedule B-2 (Dept. of Revenue form) for that site.

Line 2 – Electronic pull-tabs

Report the total gross receipts, prizes paid, and net receipts according to a month- end statement made available to your organization through your electronic pull- tab game distributor.

Line 3 – Non-linked bingo

Report the total gross receipts, prizes paid, and net receipts according to form LG911, Monthly Bingo Summary Worksheet.

Line 4 – Linked bingo

Report the total gross receipts, prizes paid, and net receipts according to a month- end statement made available to your organization by your linked bingo game provider.

Line 5 – Paddlewheel without a table

Report the total gross receipts, prizes paid, and net receipts from “paddlewheel without a table” games as reported on the Schedule B-2 (Dept. of Revenue form) for that site. The paddlewheel used to conduct these games is typically about 18 inches in diameter divided into 30 equal pie-shaped wedges.

Line 6 – Paddlewheel with a table

Report the total gross receipts, prizes paid, and net receipts from “paddlewheel with a table” games as reported on the Schedule B-2 (Dept. of Revenue form) for that site. The large paddlewheel used to conduct these games is used in conjunction with a slotted table divided by different colors and numbers. Players place bets on which number or color the wheel will stop.

Line 7 – Raffles

Report the total gross receipts from each raffle completed during the month at that site. Raffle activity is reported on the LG100A for the site where the raffle drawing was conducted. The raffle gross receipts amounts should be taken from all forms LG820, Raffle Inventory and Sales Log. Report the prize amount as the actual cost to the organization of all prizes awarded for the

completed raffles. The net receipts amount is the difference between the gross receipts and prizes reported.

Line 8 – Tipboards

Report the total gross receipts, prizes paid, and net receipts from tipboard games as reported on the Schedule B-2 (Dept. of Revenue form) for that site.

Line 9 – Sports Tipboards

Report the total gross receipts, prizes paid, and net receipts from sports tipboard games as reported on the Schedule B-2 (Dept. of Revenue form) for that site.

Line 10 – Interest and other income

Report interest earned on your gambling savings and checking accounts in the month the interest is posted to your account. Also report other lawful gambling income, such as proceeds from advertising sales on bingo programs in the month the income was received.

Line 11 – Totals

This line is the site's total of the gross receipts, prizes, and net receipts amounts reported on lines 1 – 10.

NOTE: The LG100, Lawful Gambling Activity Summary, lists lawful gambling gross receipts, prizes, and net receipts for each activity in the same order using the same line numbers as these totals are reported on the Department of Revenue's G1, Lawful Gambling Monthly Tax Return. All paddlewheel income is included on the same line on both the LG100 and the G1.

Lines 12 through 21

Enter the amount expended related to that site's gambling activity for each allowable expense category.

Allocating expenses:

Some expenses, such as rent, are site-specific. However, other expenses, such as the gambling manager's bond and accounting fees, should be allocated among all sites.

For example, if an organization has two sites with roughly equal receipts, and the monthly accounting fee was \$500 per month, report \$250 on each LG100A, line 15 (Accounting services), for that month.

There are no specific rules for how to allocate expenses among multiple sites – only that the allocated amount must be a reasonable estimate of the percentage of the expense related to that site's gambling activity.

Reimbursements:

Reimbursements for disallowed expenditures that were reported as an allowable expense on lines 12 through 21 in previous months are entered as a negative amount on the LG100A in the month the reimbursement was made.

Line 12 – Cost of gambling products paid during the month

From your invoices for each site, enter the actual amount paid through month end for:

- paper pull-tab games,
- tipboard games,
- bingo paper,
- paddletickets, and
- raffle tickets.

Include the amount of state and local sales tax and freight charges listed on the invoices.

Distributor credit memos

If you received a credit from a distributor, include the amount (cost of game plus sales tax) as a negative amount on line 11.

To transfer unplayed (paper) games between sites

- on the LG100A for the site that had the game, enter a negative amount on line 11 for the cost of the game, and
- on the LG100A for the site to which the game was moved, enter a positive amount on line 12.

Lines 13 – 17

For each line, enter the site's expenditures for each allowable expense category.

Line 18 – Rent paid to lessors for conducting lawful gambling

Form LG216 is recommended to help accurately determine the rent amount to be paid. For bar operations, use the rent amount before any reduction for cash shortages.

Line 19 – Electronic pull-tab provider fees

Include payments to a distributor for providing electronic pull-tabs to your organization.

Line 20 – Linked bingo game provider fees

Include fees paid to a linked bingo provider. Do not include prize contribution amounts on this line.

Line 21 – Other miscellaneous allowable expenses

Report all allowable expenses paid during the month that were not listed on lines 11 through 20. Examples include but are not limited to:

- advertising
- purchase of permanent gambling equipment, such as a bingo ball selection device,
- office supplies,
- costs of storing played pull-tab games,
- mileage reimbursement for attend a Gambling Control Board-sponsored training session, and
- purchase of a Lawful Gambling Manual.

Line 22 – Cash short

Enter the total net cash shortage amount for all lawful gambling activity reported on lines 1 through 9. In the rare event that the organization was actually cash long for the month, enter the amount as a negative number on line 22.

Cash shortage amounts for each form of lawful gambling are calculated on the following forms:

Paper pull-tabs..... Schedule B-2
 Electronic pull-tabs..... LG861e
 Non-linked bingo..... LG911
 Linked bingo..... LG861e
 Paddlewheel..... Schedule B-2
 Raffles..... LG820
 Tipboards..... Schedule B-2

Line 23 – Reimbursement for excess cash shortages

- Bar-op sites: Enter any reduction in rent for cash shortages on line 23 in the month the rent check is written. Cash shortages for bar operations must be either deducted from the rent payment or reimbursed by the lessor by the 20th day of the following month.
- Booth-op or owned sites: Complete the Worksheet CS, Lawful Gambling Cash Shortage Reimbursement, each month for each site (form available at www.mn.gov/gcb). Cumulative total cash shortages start over at zero on July 1 of each year and end on June 30 of the following year. For each site, if the total cash shortages for the year exceed 0.3% of gross receipts, you must reimburse the gambling account from nongambling sources by July 20.

NOTE: Enter the reimbursement amount as a positive number on line 23 in the month the reimbursement was made. The number will automatically convert to a negative amount.

Line 24 – Total allowable expenses

This line is calculated automatically based on the amounts reported on lines 12 through 23.

Line 25 – Starting cash banks per site records

Starting cash banks are used to make change and to pay prizes awarded before there is sufficient income from the game(s) to cover those prizes. For line 25, add the following to the previous month's line 25 amount:

- new starting cash banks
 - Example: In July, your organization had two pull-tab games in play at the site with a \$500 starting cash bank for each game. In August, a third pull- tab game was added with another \$500 starting cash bank. The amount reported on line 25 for July would be \$1,000 and the amount on line 25 for August would be \$1,500.
- increases to existing starting cash banks
 - Example: In July your organization had two pull-tab games in play at the site with a \$300 starting cash bank for each game. In August, the starting cash bank for each game was increased to \$500. The amount reported on line 25 for July would be \$600 and the amount on line 25 for August would be \$1,000.

Subtract any decreases to the existing starting cash banks not related to negative net receipt games.

Example: In July your organization had two pull-tab games in play at the site, each with a \$500 starting cash bank. In August you decided to only have one game in play at the site and the \$500 starting cash bank for the discontinued game was deposited into your gambling account. The amount reported on line 25 for July would be \$1,000 and the amount on line 25 for August would be \$500.

Line 26 – Unreimbursed starting cash banks

Occasionally a game will close with negative net receipts (the prizes paid out exceeded the gross receipts). In these cases, the starting cash bank amount will be lower after the game closed than when the game was initially placed into play.

If at month end the starting bank for one or more games with negative net receipts has not yet been reimbursed, enter the total unreimbursed amount on line 26 as a positive number.

Line 27 – Total starting cash banks

This line is calculated based on the amounts entered on lines 25 and 26. The amount on line 27 should equal the actual amount in the site's cash drawers less the proceeds from the games in play that have not yet been taken from the site for deposit.

Line 28 – Ending inventory

- To determine the ending inventory value to report on line 28, you must conduct a physical inventory after the close of gambling activity at month end, but prior to the start of gambling for the next month.

- Enter the total value of the physical inventory for this site including the value of paper pull-tabs, bingo paper, raffle tickets, paddletickets, and tipboards unplayed or in play at month end.
- Do not include sales tax or freight charges.

Line 29 – Net profit less state taxes on lawful gambling

This amount is automatically calculated and may be used as the basis for a required contribution of up to 10% to a fund administered by a local unit of government.

NOTE: The amount calculated on line 29 will not be accurate until AFTER the state gambling tax and regulatory fee amount(s) paid to the MN Department of Revenue have been reported on the LG100C, Lawful Purpose Expenditures form.

How line 29 is automatically calculated

The net profit less state taxes amount on each LG100A is calculated by:

1. dividing the site's net receipts (LG100A, line 10c) by the organization's total net receipts (LG100, line 10c),
2. multiplying the organization's state taxes and regulatory fee total as reported on the LG100C by the percentage from step 1 above,
 - Note that any local or federal taxes, if applicable, are not included in the calculation for line 29.
3. adding the site's total allowable expenses (LG100A, line 24) to the amount from step 2 above, and
4. subtracting the amount from step 3 above from the site's net receipts (LG100A, line 11c).

Inactive Sites

Do **not** complete an LG100A for a site that did not have an active premises permit for that month. Expenditures related to an inactive site should be allocated among all active sites. If you didn't have any sites with an active premises permit, enter all activity on one LG100A and enter "998" for the site number.

LG100C, Lawful Purpose Expenditures

LG100C is used to report all of your organization's lawful purpose expenditures.

State Gambling Tax and Regulatory Fee

Report the state gambling tax and regulatory fee amount actually paid to the Minnesota Department of Revenue during the month being reported.

NOTE: On the Minnesota Department of Revenue's Monthly Lawful Gambling Tax Return, form G1, the state gambling tax and regulatory fee amount is computed and reported for the month it was incurred. In other words, the tax is shown on the same month's G1 as the receipts upon which the tax is based. For example, the state gambling tax and regulatory fee amount calculated and reported on the Department of Revenue's G1 tax return for June is actually paid in July. Because the tax wasn't paid in June, but was paid in July, it is reported on the Gambling Control Board's LG100C for July.

Penalty and Interest

If, along with the state gambling tax and regulatory fee, your organization also paid penalty and/or interest related to state gambling taxes, these amounts should be reported on the LG100A, line 14, and not on the LG100C.

All Other Lawful Purpose Expenditures

For each expenditure listed, enter:

1. The membership approval date. All expenditures require membership approval prior to being made.
2. The date the check was issued or the electronic payment was made.
3. The check number. For electronic transfers enter "ET".
4. The amount of the expenditure.
5. The payee as listed on the check, or for electronic transfers, as listed on the bank statement.
6. A description of the purpose of the donation. Examples include: "repair honor guard uniforms", "purchase bats for little league team", "food for homeless people", etc.
7. If applicable, the date the expenditure was specifically approved by the Gambling Control Board. Certain expenditures, such as a donation to another licensed organization, require the prior written approval of the Gambling Control Board.
8. The lawful purpose code.
 - Refer to the list of codes provided in the Lawful Gambling Manual chapter on lawful purpose expenditures or online at www.mn.gov/gcb.
 - Enter code "99" for any board-approved expenditures for which a code starting with the letter "b" was formerly used.
9. The amount of the check or electronic transfer.

Records

The organization must keep supporting documentation for each expenditure for at least 3½ years. The organization is responsible for providing proof that the expenditure qualified as a lawful purpose. If an expenditure is determined not to qualify as a lawful purpose, the organization will be required to reimburse its gambling account for the amount of the expenditure with funds from a nongambling source.

Complete All Columns

All columns must be completed for each expenditure except that the GCB approval date is only entered when applicable.

Termination of License

Even after the Gambling Control Board approves your organization's license termination plan, you are required to continue filing GCBREPORTS until all gambling funds have been spent.

Reimbursements

A disallowed expenditure that was reported as a lawful purpose expenditure in a previous month is entered as a negative amount on the LG100C in the month the reimbursement was made.

When finished with LG100C, click on "File", then "Save".

LG100F, Lawful Gambling Fund Reconciliation

LG100F is used to determine whether your month-end bank balance reconciles with your profit carryover. The profit carryover figure represents the cumulative total value of the organization's gambling assets less liabilities. It is calculated based on the amounts reported on the organization's monthly reports filed since the organization was first licensed.

Lines 1 through 4

Line 4 should equal the month-end balance in your gambling account check register. If not, double-check the amounts on lines 1, 2, and 3 and the accuracy of your check register balance.

If your organization uses multiple gambling checking accounts, combine the amounts of all accounts on lines 1, 2, and 3.

Line 5

This amount is the total starting cash bank amounts for all of the organization's sites. This amount should equal the sum of the starting cash bank amounts reported on line 27 of each LG100A.

Line 6

Use this line to report cash received from games reported on LG100A that has not yet been deposited.

Distinction between LG100F, lines 2 and 6

- If the deposit was made before the end of the month (the deposit is listed in your check register), but the deposit is not listed on that month's bank statement, report the deposit amount on line 2.
- If the deposit wasn't made until after the end of the month (the deposit isn't listed in your check register), report the deposit amount on line 6.

Line 7

Report all gambling funds kept in a savings or other non-checking account, such as a certificate of deposit (CD). Note that all gambling funds must be deposited in a bank, credit union, or savings and loan. It is not lawful to invest gambling funds in stocks, bonds, treasury bills, etc.

Lines 8 and 9

If your organization has experienced a fund loss by questionable means (see the [Lawful Gambling Manual](#) for more information on this topic), your organization is required to either file a Fund Loss Request for Profit Carryover Adjustment (form LG250) or to reimburse its gambling account from nongambling funds for the amount of the fund loss.

If, at the end of the month, your organization had not yet reimbursed its gambling account for the amount of the fund loss, and your organization has:

- submitted an LG250 form, but the Gambling Control Board has not yet taken action on your fund loss request, enter the amount of the pending fund loss request on LG100F, line 8.
- not submitted an LG250 fund loss request to the Gambling Control Board, enter the amount of the fund loss on LG100F, line 9.
- received a letter from the Gambling Control Board denying all or a portion of your LG250 fund loss request, entered the denied amount on LG100F, line 9.

Line 10

Enter the value of month-end merchandise prize inventory based on the actual cost to the organization of the merchandise prizes. If all prizes were donated, enter \$0.

Line 11

This line is used to account for unique circumstances affecting the account balance. Contact your Compliance Specialist to ensure the accuracy of any amounts reported on this line. In the space below line 29, explain the “other additions” included on line 11.

Line 12

The “Total additions” line is included for accounting purposes.

Line 13

If your organization conducts linked bingo, it’s likely that you will owe additional prize money to the linked bingo provider at the end of each month. This is because the amount your organization actually paid for prizes during the month was less than your organization’s share of the total prizes awarded. If so, enter the amount owed as a positive number on this line.

Occasionally, your organization will have actually paid out more than its share of the total prizes awarded during the month. If so, the linked bingo provider owes your organization and the amount owed should be entered as a negative number on line 13.

The monthly statement provided to each participating organization by the linked bingo provider will indicate the amount to be reported on line 13.

Line 14

The most common use of this line is to report cash deposited from raffle sales in a month prior to the raffle drawing date. However, any amounts deposited into the gambling account for gambling activity not yet reported on lines 1 through 9 of an LG100A must be reported on LG100F, line 14.

Line 15

Use this line to report original start-up loan amounts or emergency loans that have not yet been repaid.

Line 16

If your organization awarded any merchandise prizes or had any merchandise prizes in its possession that had not yet been paid for at the end of the month, enter the amount owed on line 16.

Line 17

This line is used to report raffle and other prizes reported on an LG100A that had not yet been paid to the winner(s) at month end. For example, if your organization's raffle drawing was on April 30, the cash prizes would be reported on April's LG100A. However, since the prize checks weren't written to the winners until the next day, May 1, the amount of the checks would be reported on the April LG100F, line 17.

Line 18

This line is used to account for unique circumstances affecting the account balance. Contact your Compliance Specialist to ensure the accuracy of any amounts reported on this line. In the space below line 29, explain the "other subtractions" included on line 18.

Line 19

The "Total subtractions" line is included for accounting purposes.

Lines 20 through 24

These amounts are calculated based on amounts reported on LG100A, LG100C, and previous lines of the LG100F. They are used to calculate your organization's profit carryover and the profit carryover variance, if any.

Line 25

Enter the amount from the previous month's LG100F, line 27.

COMMON ERROR ALERT! – The amount reported on LG100F, line 25, must equal the amount reported on LG100F, line 27, in the prior month.

Line 26

Do not include any amount on this line unless you have received written approval from the Gambling Control Board. The written approval may be a compliance review report, letter, email, or any other form written authorization. Keep the approval letter or other written documentation with your records. Adjustments may be a negative amount.

Line 27

This is your month-end profit carryover figure. It's the amount that must be included on line 25 of next month's LG100F.

Line 28

The amount on line 28 is calculated by subtracting the amount on line 27 (End-of-month profit carryover) from the amount on line 20 (Reconciled gambling fund balance).

The amounts on lines 20 and 27 should be the same, and line 28 should be \$0. If the amount on line 28 is not zero, either:

- a reporting error has been made;
- money has mistakenly been added to the organization's gambling account or cash banks, or merchandise has mistakenly been added to its inventory; or
- money is missing from the organization's gambling accounts or cash banks, or merchandise is missing from the organization's inventory.

Profit carryover variance

If the amount on line 28 isn't \$0, but it equals the previous month's line 28, it's likely that the errors were made in a prior month. Correct the prior month's GCBREPORTS file, and then enter the revised profit carryover figure from LG100F, line 27, on the current month's LG100F, line 25. The amount on the current month's LG100F, line 28, should now be \$0.

If the profit carryover variance (LG100F, line 28) differs from the previous month's profit carryover variance, check your reports for errors. Common errors include:

- numbers incorrectly transferred from other forms;
- games played but not reported on Schedule B2;
- fund losses not reported or reported incorrectly;
- expenses reported twice, such as reporting the cost of raffle tickets both on LG100A, line 12, and a Miscellaneous Expense on LG100A, line 21;
- raffle, paper bingo, interest, or other gambling income not reported on LG100A;
- bank charges or other electronic expenditures not reported on LG100A;
- credits or deposits for returned items not subtracted from expenses on LG100A;
- deposits in transit and outstanding checks not accounted for on LG100F; and
- incorrect reporting of merchandise prizes.

Make every effort to find errors before submitting your reports to the Gambling Control Board or the Department of Revenue. The longer errors remain unresolved, the more difficult it becomes to find and correct them.

LG100 Monthly Lawful Gambling Activity Summary

The LG100 is a recommended informational form intended for your organization's internal use. The amounts shown combine the amounts reported for each site into a monthly summary for the gambling operation as a whole.

MULTIPLE SITES? DOUBLE CHECK ALLOCATED EXPENSES

For expenses that were allocated among multiple sites, check the amount shown for expenses on the LG100. The LG100 total should match the actual payments as shown in your check register.

Lines 1 through 11

The LG100, Lawful Gambling Activity Summary, lists lawful gambling gross receipts, prizes, and net receipts for each activity in the same order, and using the same line numbers, as these totals are reported on the Department of Revenue's G1, Lawful Gambling Monthly Tax Return. All paddlewheel income is included on the same line on both the LG100 and the G1. This is done so that the sum of the income amounts reported on the LG100 can more easily be compared, when applicable, to the G1.

Line 29

Your organization's net profit after state taxes on lawful gambling is computed by:

- subtracting prizes paid from gross receipts to get net receipts; then
- subtracting allowable expenses from net receipts to get net profit; then
- subtracting the state gambling tax and regulatory fee paid to the Dept. of Revenue.

Note that the combined net receipts tax rates increase once an organization's net receipts from pull-tabs, linked bingo, and tipboards total over \$87,500 per year (July – June). As a result, the monthly profit shown on line 29 could be considerably larger in July when the tax rate is low than in June when the tax rate is higher—even though income and allowable expenses were the same in both months.

Line 30

Statute defines lawful purpose expenditures coded A1 – A7, A10 – A15, and A19 as "charitable contributions". For more information, refer to the list of codes provided in the Lawful Gambling Manual chapter on lawful purpose expenditures or online at www.mn.gov/gcb.

Line 31

"Taxes and fees" includes all expenditures listed on the LG100C that are coded A8 and A18 including local, state, and federal taxes on gambling, and licensing fees paid to the Gambling Control Board.

Line 32

“Other lawful purpose expenditures” includes expenditures listed on the LG100C that are coded A9, A16 – A17, and A20 – A26. For more information, refer to the list of codes provided in the Lawful Gambling Manual chapter on lawful purpose expenditures or online at www.mn.gov/gcb.

Lines 35 and 37

These lines are used to bring the year-to-date (July through June) totals forward to the current month. When completing the LG100 for July, enter \$0 on both lines. For all other months, enter the amounts from the previous month’s LG100, lines 36 and 38.

Lines 34 and 39, Lawful Purpose Percentage (Star Rating)

These lines help your organization monitor compliance with the minimum lawful purpose percentage requirement. Organizations are required to spend at least 30% (20% for organizations that only conduct gambling at a site where the primary business is bingo) of their net receipts on lawful purpose expenditures each fiscal year (July – June).

Line 40

The profit carryover figure represents the cumulative (starting with the very first monthly report filed by the organization) total value of the organization’s gambling assets less liabilities.

Line 41

Any amount on this line other than \$0 indicates that your month-end bank balance does not reconcile with your profit carryover. Typically, this is the result of reporting errors made on the current or prior months’ GCBREPORTS. However, it could also indicate that money is missing from the gambling account or that money has been mistakenly deposited into the gambling account.

DOUBLE CHECK YOUR WORK

Many GCBREPORTS problems are the result of simple data entry errors. Sometimes these errors are easier to find after you’ve printed the completed forms. Please take the time to review your reports before submitting them.

Email Electronic File to Gambling Control Board

1. Open your email program (for example, Yahoo Mail, Gmail, Windows Live, Microsoft Outlook, etc.).
2. Attach the electronic file to your email. This process differs depending upon which email program you use.
3. In the subject line, enter the license #, month, and year of report in the same format as the file name (LLLLL-MM-YYYY), (see page 3, item #5, for more information).
4. Send the email to: gcbreports@gcb.state.mn.us
5. You will receive an automated reply confirming that we received your reports.
 - * The procedure for submitting your reports to the Gambling Control Board may vary depending on the software program being used.

Amending LG100A, LG100C and LG100F

If you need to make any changes to the GCBREPORTS file you originally emailed to the Gambling Control Board, you may email an amended version.

1. Rename the original file by simply adding “-amended” to the end of the file name.
2. Make any necessary changes.
3. Email the entire file to the Gambling Control Board using the same procedure as when filing an original return except that the “Subject” line should reflect the new file name.

LG100 – If only the amounts entered on lines 35 or 37 were incorrect, they should be corrected for the organization’s own records. However, it is not necessary to file an amended GCBREPORTS solely to correct these errors.

TEXT DELIMITED SPECIFICATIONS

LG100A (use a new row for each LG100A filed)

1. Organization license number
2. Site permit number
3. Month reported
4. Year reported
5. Paper pull-tab gross receipts – line 1A
6. Paper pull-tab prizes – line 1B
7. Electronic pull-tab gross receipts – line 2A
8. Electronic pull-tab prizes – line 2B
9. Non-linked bingo gross receipts – line 3A
10. Non-linked bingo prizes – line 3B

11. Linked bingo gross receipts – line 4A
12. Linked bingo prizes – line 4B
13. Paddlewheel without a table gross receipts – line 5A
14. Paddlewheel without a table prizes – line 5B
15. Paddlewheel with a table gross receipts – line 6A
16. Paddlewheel with a table prizes – line 6B
17. Raffle gross receipts – line 7A
18. Raffle prizes – line 7B
19. Tipboard gross receipts – line 8A
20. Tipboard prizes – line 8B
21. Sports tipboard gross receipts – line 9A
22. Sports tipboard prizes – line 9B
23. Interest and other income gross receipts – line 10A
24. Cost of gambling products paid during the month – line 12
25. Compensation and payroll taxes – line 13
26. Penalty and interest paid on taxes – line 14
27. Accounting services – line 15
28. Costs for a new or renewed gambling manager's bond – line 16
29. Local government investigation fees – line 17
30. Rent paid to lessors for conducting lawful gambling – line 18
31. Electronic pull-tab provider fees – line 19
32. Electronic linked-bingo provider fees – line 20
33. Other miscellaneous allowable expenses not listed above – line 21
34. Cash short (if cash long, enter as a negative number) – line 22
35. Reimbursement for excess cash shortages – line 23
36. Starting cash banks per site records – line 25
37. Unreimbursed starting cash banks – line 26
38. Value of ending inventory – line 28

IMPORTANT NOTE: Do not complete an LG100A for a site that did not have an active premises permit for that month. Expenditures related to an inactive site should be allocated among all active sites. If the organization didn't have any sites with an active premises permit, enter all activity on one LG100A and enter "998" for the site number.

LG100C

1. Organization license number
2. Month reported
3. Year reported
4. Membership approval date
5. Payment date
6. Check number
7. Payee

- 8. Description/purpose of expenditure
- 9. GCB approval date
- 10. Lawful purpose code
- 11. Amount of expenditure

Repeat #1 - #11 on a new row for each additional expenditure.

NOTE TO SOFTWARE PROVIDERS: Please use the following codes when GCBREPORTS are filed using a comma-separated values (.CSV) file format. For users of the GCB Excel file, when the user selects a description on the LG100C, these codes are automatically entered on the “GCB Use” worksheet.

CODE	DESCRIPTION	CODE	DESCRIPTION
8T	State tax and regulatory fee	10R	Required payment to city-administered fund (up to 10%)
8U	State franchise tax (M-4NP)	10V	Voluntary contribution to a city
8L	Local regulatory tax (up to 3%)	10	Contribution to a non-city unit of government
8F	Federal 730, 990-T, and 11-C taxes		

LG100F (all on same row)

- 1. Organization license number
- 2. Month reported
- 3. Year reported
- 4. LG100F – line 1
- 5. LG100F – line 2
- 6. LG100F – line 3
- 7. LG100F – line 4
- 8. LG100F – line 5
- 9. LG100F – line 6
- 10. LG100F – line 7
- 11. LG100F – line 8
- 12. LG100F – line 9
- 13. LG100F – line 10
- 14. LG100F – line 11
- 15. LG100F – line 12
- 16. LG100F – line 13
- 17. LG100F – line 14
- 18. LG100F – line 15
- 19. LG100F – line 16
- 20. LG100F – line 17
- 21. LG100F – line 18
- 22. LG100F – line 19

- 23. LG100F – line 20
- 24. LG100F – line 21
- 25. LG100F – line 22
- 26. LG100F – line 23
- 27. LG100F – line 24
- 28. LG100F – line 25
- 29. LG100F – line 26
- 30. LG100F – line 27
- 31. LG100F – line 28
- 32. LG100F – line 29

LG100, Monthly Summary

- It's recommended that this summary form be created for your organizations. However, the form is not required.
- Do not submit any text delimited information for the LG100.