

# WELCOME

INDIANA GAMING COMMISSION  
CHARITY GAMING DIVISION

Seminar 2013

Director Diane Freeman  
Executive Director Ernest E. Yelton



## Indiana Gaming Commission



# Find a Casino

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### Hot Topics

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- [2013 Charity Gaming Seminars](#)
- [LDA Reports are now available](#)
- [Commission conducts disparity study](#)
- [The Indiana Gaming Commission is proposing new and amended rules](#)
- The Gaming Commission now has a toll free **illegal gambling tip line**. If you have any information related to illegal gambling, please call **1-866-610-8477**.

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## Report Illegal Gambling



## CHARITY GAMING INFO

### Online Services FIRST IN LINE EVERY TIME

#### Top FAQs

#### I Want To...

1. Who can conduct charity gaming in Indiana?
2. Once an organization is qualified by the commission for a charity gaming event, what type of licenses can they apply for?
3. Are there restrictions for operators and workers of a charity gaming event?
4. What qualification requirements must be met with the Indiana Gaming Commission for a charity gaming event?
5. Once an organization has been qualified for charity gaming events, what type of gaming events is allowed?
6. What are the responsibilities of an operator of a charity gaming event?

[More FAQs >](#)

# WHERE DOES THE GAMING REVENUE GO?



## Indiana Gaming Commission



Online Services  
FIRST IN LINE EVERY TIME

Top FAQs

I Want To...

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More FAQs >



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- Charity Gaming
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Report  
Illegal  
Gambling



CHARITY  
GAMING INFO

IGC > Charity Gaming

### Charity Gaming



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- [Charity Gaming Seminars](#)
- [Proposed Rule LSA #12-280](#)
- This is an omnibus rule to clarify charity gaming regulations, specifically amending definitions in 68 IAC 21-1. Amends application and qualification processing requirements in 68 IAC 21-2. Amends conduct of charitable gaming events in 68 IAC 21-3. Amends record keeping requirements in 68 IAC 21-4. Amends contracting restrictions with affiliated persons in 68 IAC 21-5. Amends disciplinary actions in 68 IAC 21-6.
- [I Want To...](#)
- [Rules for Using a Volunteer Ticket Agent \(VTA\)](#)
- [Disciplinary Actions](#)
- [Charity Gaming Emergency Rule 13-291\(E\) \(Effective June 20, 2013\)](#)
- [RE Pull Tabs at bars and taverns](#)
- Refer to this link if you have questions regarding licensing for Pull Tabs in bars and taverns.
- [Annual Reports](#)
- [Forms](#)
- [National Comprehensive Forms](#)
- [License Types and Related Activities](#)
- [Allowable Expenses](#)
- [NAGRA Pull Tab Standards](#)
- [NAGRA Bingo Standards](#)
- [Licensed Manufacturers](#) and [Distributors](#)
- [Qualified Organizations](#)
- [Qualified Organizations - Current Licenses and Expiration](#)
- [Qualified Organizations - Approved Exempt Events](#)

You may contact us by:

Mail:  
Indiana Gaming Commission  
Charity Gaming Division  
East Tower, Suite 1800  
101 W. Washington Street  
Indianapolis, Indiana 46204

Telephone: (317) 232-4646

Fax: (317) 232-0117

To report a Charity Gaming Complaint please call 1-866-810-8477.

NOTICE: The documents referenced on this page are subject to change at any time upon further review by the Indiana Gaming Commission and will be updated at a future date.

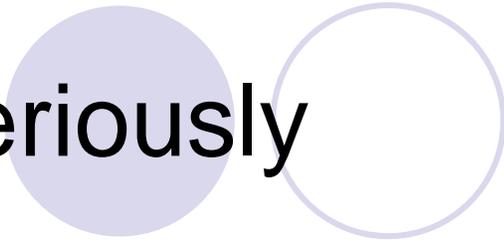
Indiana law, IC 12-13-14-4.5, prohibits the use of an Indiana Hoosier Works EBT card at this machine to access TANF or refugee benefits.

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(Cut along dotted line)

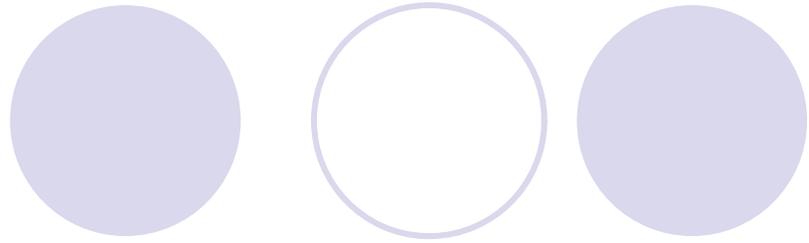
Instruction: The notice above must be posted in a prominent location not more than eighteen (18) inches from the Automatic Transaction Machine (ATM) or Point of Sales (POS) terminal.





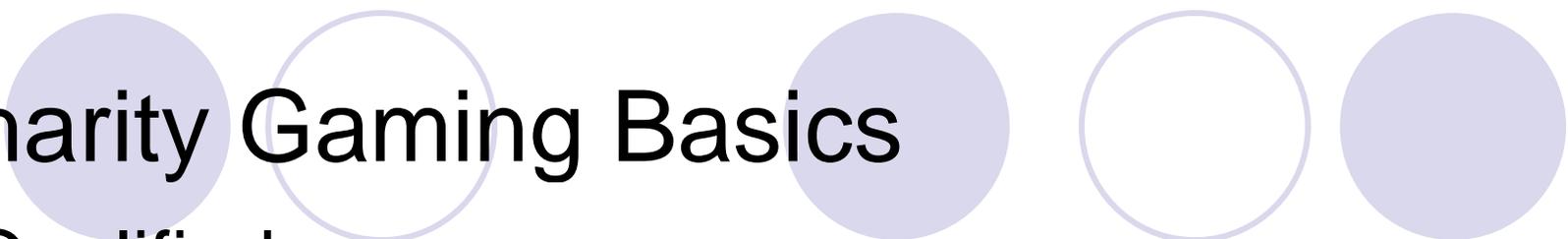
# Seriously

- Now that charges have been filed.
- We were going to take it seriously before.
- They were handling everything so we didn't do anything.
- But they gave us a report after every game.

- 
- They said not to worry about it.
  - I know they reported everything like they should, why wouldn't they?
  - I assure you we will take it seriously now!
  - If you fine us we will have to close our doors.

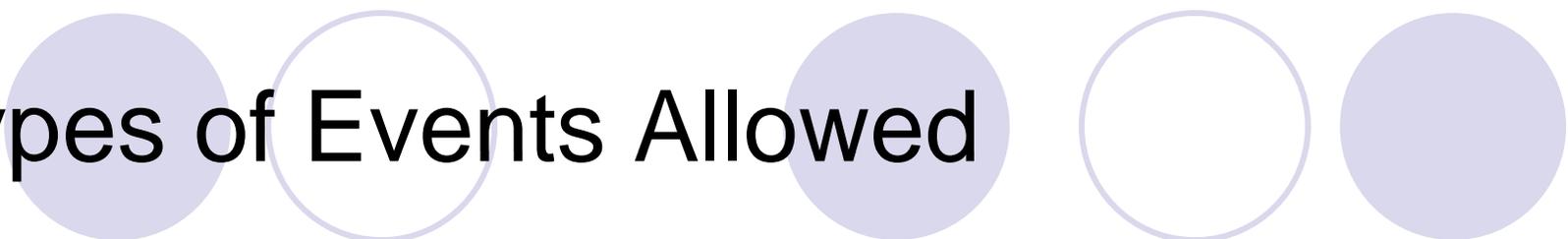
# Gaming is the only thing keeping our doors open.

- If it is truly one of your top sources of income why would you not make sure to conduct this business properly?
- They give us nothing but grief over doing it legally....Put them on the committee.
- We don't have the money to renew our license!
- Voluntary Compliance
- That is our goal....
- Today is the day you can go back and say we are really taking this. Seriously...



# Charity Gaming Basics

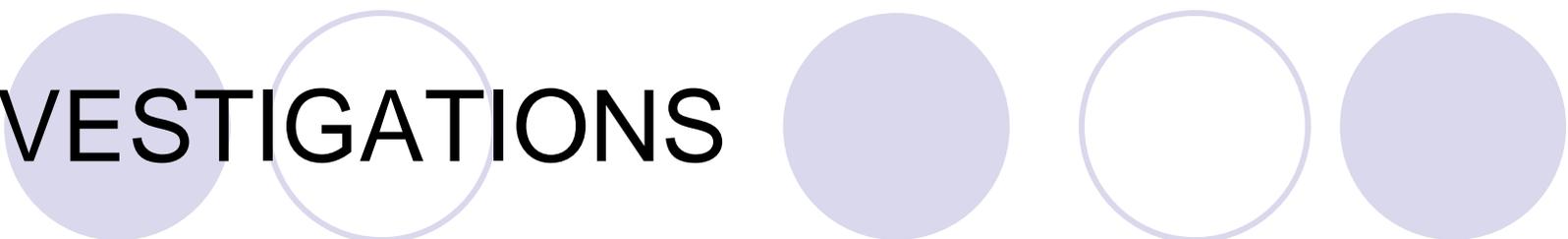
- Qualified
- Raise money for your charitable purposes
- Using your volunteers (can't pay)
- 8 types of licenses Singles/Annuals
- Single---date, time, location specific
- Annual----3 days a week time and location specific
- How do we conduct 50/50's at our meetings--  
----Exempt Events
- Illegal Gaming 3-elements



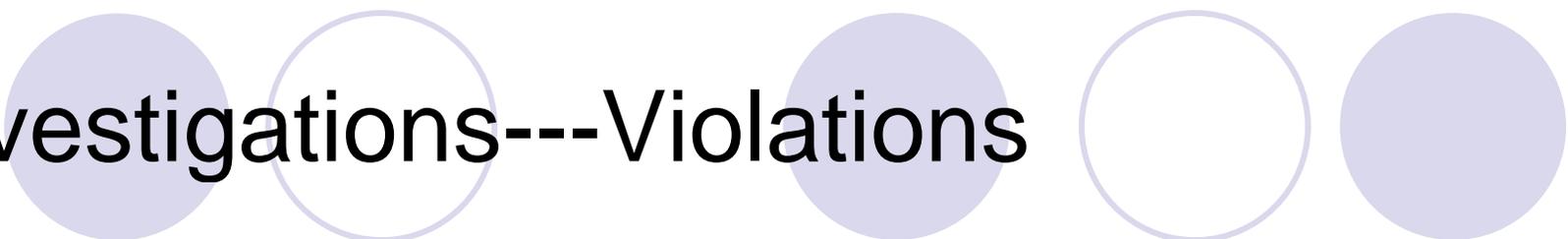
# Types of Events Allowed

- Bingo
- Charity Game Night
- Raffle
- Annual PPT
- Door Prize
- Water Race
- Guessing Game
- Festival
- Exempt Events

# INVESTIGATIONS



- Commission may **conduct** investigations to provide for the security and integrity of the operation of allowable events.
- **Enter** the premises where an allowable event is or has been conducted.
- **Remove** necessary equipment.
- Full **access** to all financial records.
- **Inspect** the premises.



# Investigations---Violations

Failure to maintain accurate financial records.

Operators not on license.

“No Tipping” signs not posted.

Participation in games by operators/workers.

License (s) not posted.

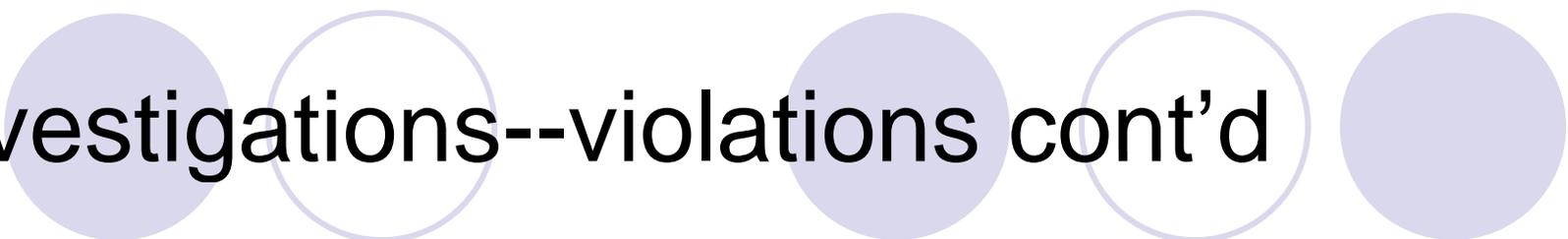
No separate/segregated charity gaming account.

Transfer of money from charity gaming account.

Contracting

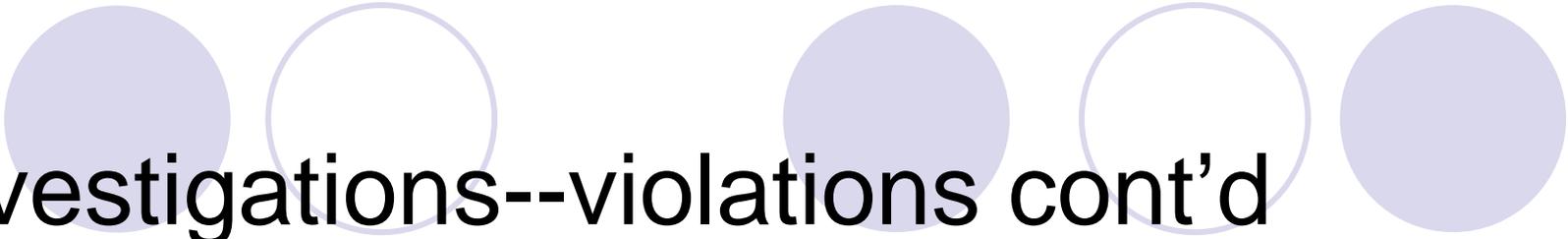
Illegal games: ie NASCAR BOARDS, Night at the Races, Internet Sweepstakes, Charity Mania

Gaming without a License---but we did not keep any money!!!!!!



# Investigations--violations cont'd

- Not using U.S. Currency
- Checks, Debit Cards, Cash
- Computer records not supported with original accounting documents (Event Summary Report)
- Bingo Caller not an operator
- Grandfathered equipment
- No profit on cumulative totals

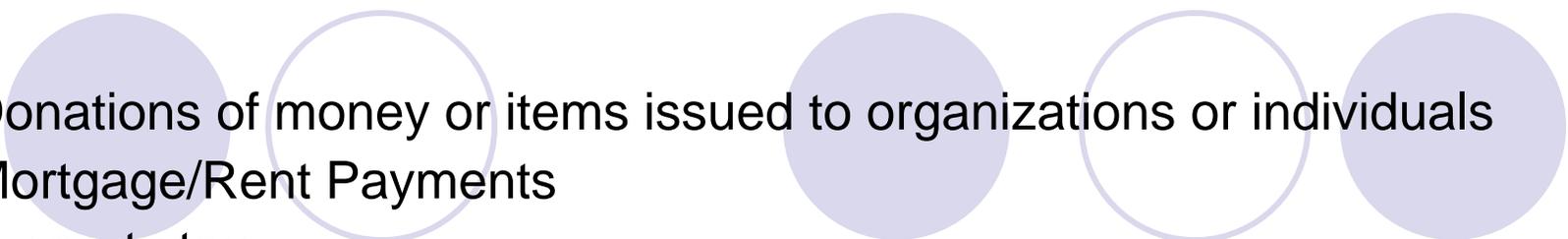


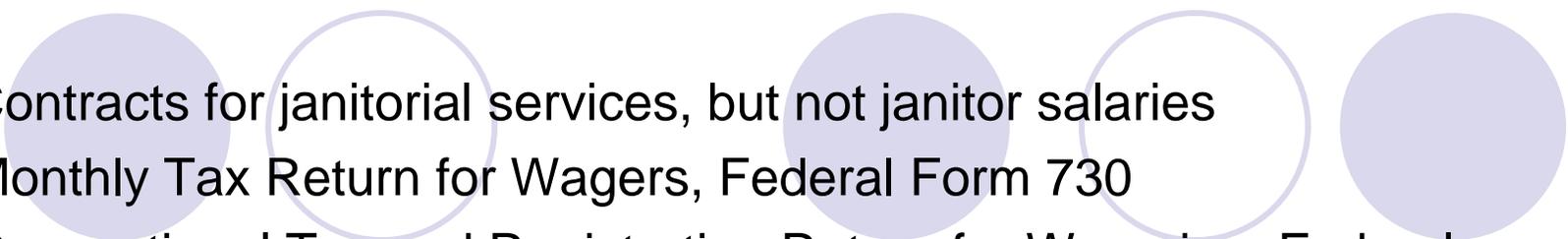
## Investigations--violations cont'd

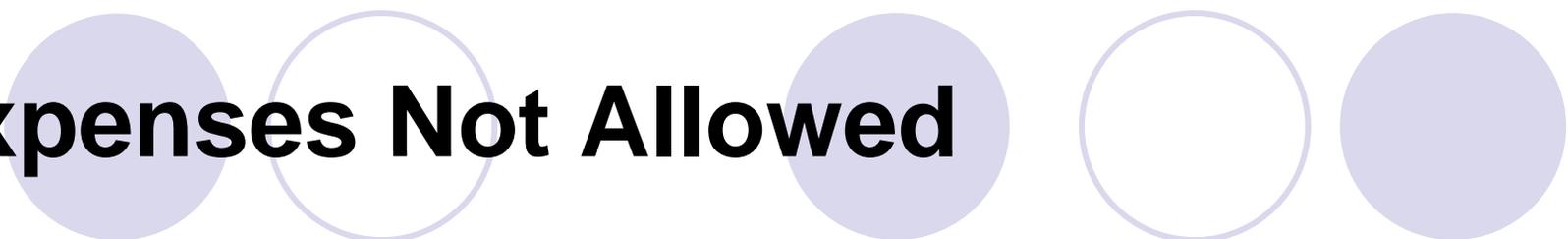
- Paying of Worker/Operators
- Multiple licenses all money into one account.
- Queen of Hearts (similar boards)
- Raffle boards Raffle vs. Bingo License.
- Amusement machines paying out
- Bar Bingo....Bartender
- Donations at gaming events
- Club Special last sale cards

# ALLOWABLE EXPENSES / USE OF PROCEEDS

- Indiana Code 4-32.2-5-3 (a) states that all net proceeds from an allowable event may be used only for the lawful purposes of the qualified organization. Below is a list of items for which charity gaming funds may be used. Expenses must be related to the purpose of the organization as outlined in the organization's constitution or by-laws. This list may not be all inclusive. **Other expenses not listed below are to be approved by the Commission.**
- Donations of money given to an individual or organization must be by check written directly from the organization's charity gaming account. Items (clothing, food, house wares) donated to an individual or organization must be purchased by check written directly from the charity gaming account. You must have a receipt to verify the expense and to whom the item(s) was donated. If you are reimbursing an individual, a receipt must be obtained from that individual and payment must be issued by check from the charity gaming account.
- **Funds from the charity gaming account can not be transferred to other financial accounts.**

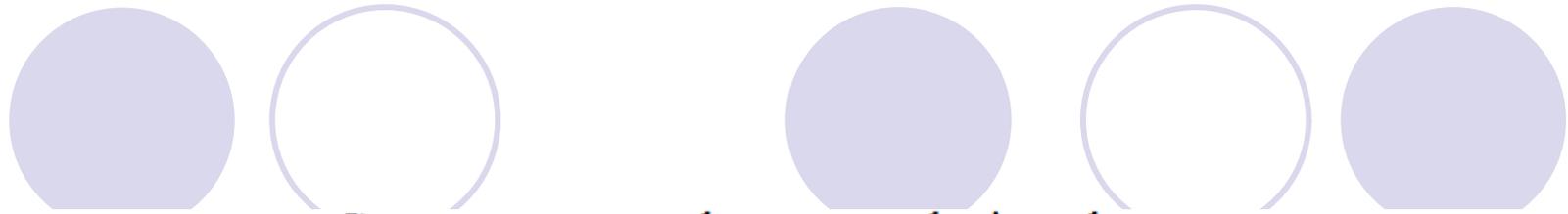
- 
- Donations of money or items issued to organizations or individuals
  - Mortgage/Rent Payments
  - Property tax
  - Insurance on building where organization is located and/or where the organization conducts gaming
  - Utilities – Electric, Water, Gas, Telephone, Internet, does not include cable television
  - Maintenance – Inside and outside – including, but not limited to, expenses such as snow and trash removal, lawn care, etc...
  - Remodeling/Improvements (this does not include improvements specific to the Bar, Kitchen or Restaurant areas)
  - Security systems and monitoring. An organization may employ not more than three (3) nonmember Indiana law enforcement officers or private detectives properly licensed in Indiana to perform security services during an allowable event. An organization may not use more than three (3) security personnel unless the organization has prior written approval of the executive director or the executive director's designee.

- 
- Contracts for janitorial services, but not janitor salaries
  - Monthly Tax Return for Wagers, Federal Form 730
  - Occupational Tax and Registration Return for Wagering, Federal Form 11-C
  - Attorneys retained for the organization's creation or for charity gaming related issues
  - CPA's/Accountants – Specific to charity gaming related issues
  - Charity gaming equipment, supplies and devices
  - Charity gaming license fees
  - Charity gaming specific printing , such as newspapers postings, advertisements or flyers
  - Travel and lodging to and from charity gaming informational seminars
  - Travel and lodging by specific members, if required by the organization's constitution or bylaws to attend such meetings



# Expenses Not Allowed

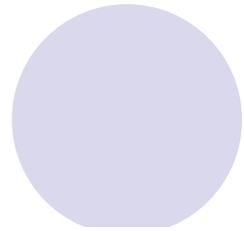
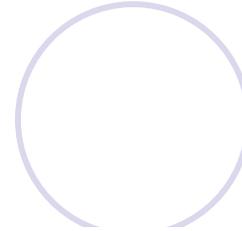
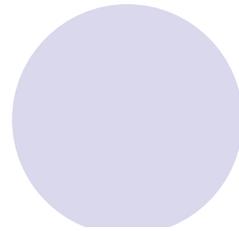
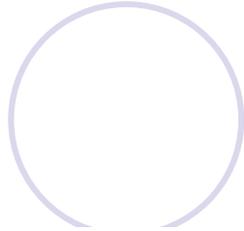
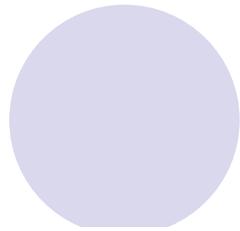
- Salaries / Benefits (i.e. insurance, 401k).
- Insurance (exception for required slip/fall in a lease agreement).
- Taxes – employee federal, state or county withholding taxes, sales tax, etc.
- Alcoholic Beverage Taxes.
- Alcohol, Beer, Wine, etc.



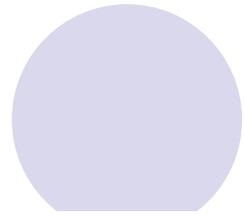
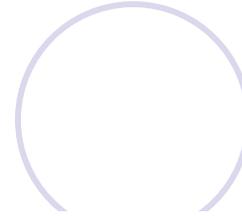
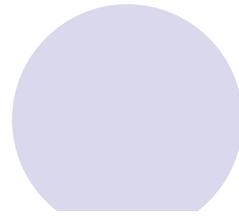
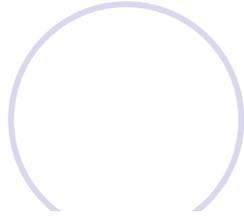
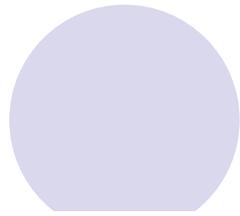
## Common errors that occur during the processing of an ANNUAL RENEWAL application

Below is a listing of key items that can slow down or stop your application(s) from completing the renewal process. Please take a moment to use this list as a guide to make sure your application(s) are complete. (It may help to place a check mark (✓) in the box provided.)

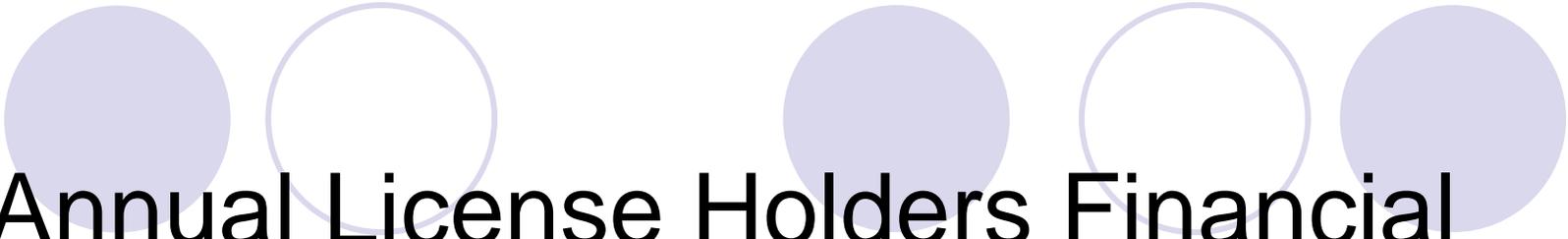
- Have all questions been properly completed and/or answered? (Don't forget the Yes or No questions.)
- Please pay extra attention to line 6 – days and time frames of the gaming events. Keep in mind that 12:00pm refers to the noon hour and 12:00am refers to the midnight hour. (This question does not apply to the Annual Pull Tab Renewal (CG-APT(R)) or the Annual Raffle Renewal (CG-AR(R).))
- If the facility where the gaming events occur is being leased/rented or donated, have you attached a copy of the lease/rental agreement or donation statement? Remember, the document must indicate that the lessor/donor understands charity gaming will occur at your event.
- If any tangible personal property or gaming equipment is being leased/rented or donated, have you attached a copy of the lease/rental agreement or donation statement?



- Have you completed the Operator and Worker Sections properly?
  - The use of the individual's legal name is required. No middle names or nicknames.
  - The application requires the individual's Drivers License Number (DLN) or State I.D. (SID) Number. (If you place a social security number on the application or any attachment in lieu of the DLN or SID, your application may be returned.)
  - The "Check Appropriate Box" area requires you to select ALL THAT APPLY. If an individual is a member and a bartender, you will select both the member box and the bartender box.
  - Did you list sufficient operators/workers to conduct your event? Everyone assisting with a charity gaming event (including those people selling raffle tickets or pull-tabs) must be listed as either a worker or an operator on the license application. Remember with the exception of Qualified Card Games (Euchre, Texas Holdem' & Omaha), the organization must provide a worker or operator (dealer) for each table when conducting card games.
  
- Please make sure the check submitted to pay the license fee is a check drawn from the organization's separate and segregated charity gaming checking account. The information contained on the check must match the information provided in the "License Fee Information" section on the application(s). If the check is not drawn from the charity gaming account, the application(s) and check may be returned.

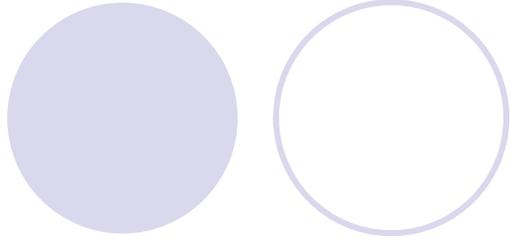


- The “Certification” section requires the signature of the Presiding Officer and the Secretary. Have the presiding officer and the secretary signed all applicable forms in the appropriate space provided?
- Have you completed and returned the Current Officer List, Form CG-CO? We will review the signatures required against the officer list provided. Any discrepancies may delay the processing of the application(s) or forms.
- Have you completed an Annual License Financial Report, Form CG-8, for each license that is expiring?
- Have you used the completed CG-8 forms to complete Schedule 1 of the Annual License Gross Receipts Report, Form CG-21? You will also need to have available any Single Event License Financial Reports, Form CG-9, if your organization held any single events during your accounting period.
- Have you completed the Contribution Distribution List, Form CG-DIST? Do not forget to obtain Federal Identification Numbers. This form must be completed in its entirety.
- Have you properly completed the Ending Inventory Report, Form CG-INV, in its entirety? This form must be completed and each game must be accounted for.
- The most important item – have you provided a contact person’s name and daytime telephone number in case we need to contact your office regarding the renewal packet?



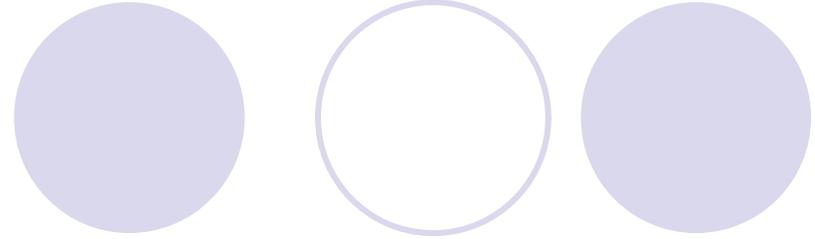
# Annual License Holders Financial Forms

- **CG-8**, Annual License Financial Report
- **CG-21**, Annual License Gross Receipts Report
- **CG-DIST**, Charitable Contribution Distribution List
- **CG-INV**, Ending Inventory Statement



**If the license expires:**

January 31  
February 28  
March 31  
April 30  
May 31  
June 30  
July 31  
August 31  
September 30  
October 31  
November 30  
December 31



**The accounting period is:**

January 1 thru December 31  
February 1 thru January 31  
March 1 thru February 28  
April 1 thru March 31  
May 1 thru April 30  
June 1 thru May 31  
July 1 thru June 30  
August 1 thru July 31  
September 1 thru August 31  
October 1 thru September 30  
November 1 thru October 31  
December 1 thru November 30



**CG-8, ANNUAL LICENSE FINANCIAL REPORT**  
 State Form 45387 (R4 / 6-11)  
 Approved by State Board of Accounts, 2011  
 INDIANA GAMING COMMISSION

**For Official Use Only**  
 Date Received \_\_\_\_\_  
 Reviewed By \_\_\_\_\_  
 Date Reviewed \_\_\_\_\_  
 Date Keyed \_\_\_\_\_

*INSTRUCTIONS: This report must be filed with the annual CG-21 and the annual renewal application.*

Organization name (please type or print as it appears on your qualification application)

Address of principal office (number and street; do not enter a P.O. Box Number)

City	State	ZIP code	County
Organization telephone number ( )	Please include extension number	Organization Fax Number ( )	
Email address		Federal identification number (FID)	
Contact name and title	Contact's telephone number ( )	Please include extension number	
Number of events held during this accounting period:	Average attendance of each event:		
Current License number	License type		

Enter financial accounting period for this license: From \_\_\_\_\_ To \_\_\_\_\_

**ANNUAL PPT LICENSE ONLY - ANSWER THE FOLLOWING QUESTIONS.**  
 Did your organization conduct "Winner take all drawings (qualified drawings)" during this license period?  Yes  No  
 Total number of daily \_\_\_\_\_ weekly \_\_\_\_\_ monthly \_\_\_\_\_ drawings held during this licensing period.  
 If yes, what was the total prize payout for this period? \$ \_\_\_\_\_

**SIGNATURE**

I certify under penalty of perjury, that I have examined this report and to the best of my knowledge and belief, it is complete and correct.

_____ Signature of Presiding Officer	_____ Printed name	_____ Title
_____ Daytime telephone number	_____ Date (month, day, year)	

_____ Signature of Secretary	_____ Printed name	_____ Daytime telephone number	_____ Date (month, day, year)
---------------------------------	-----------------------	-----------------------------------	----------------------------------

**ENDING INVENTORY STATEMENT**

Attach Schedule CG-INV showing ending inventory of your pull tabs, punchboards, and tip boards as of the last day of your accounting period.

Mail the completed report to:

Indiana Gaming Commission  
 Charity Gaming Division  
 101 W. Washington St., East Tower, Suite 1600  
 Indianapolis, Indiana 46204

Telephone: (317) 232-4646      Fax: (317) 232-0117



# CG-8, ANNUAL LICENSE FINANCIAL REPORT

State Form 45387 (R4 / 6-11)  
Approved by State Board of Accounts, 2011  
INDIANA GAMING COMMISSION

For Official Use Only

Date Received \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Keyed \_\_\_\_\_

**INSTRUCTIONS:** This report must be filed with the annual CG-21 and the annual renewal application.

Organization name (please type or print as it appears on your qualification application)

Address of principal office (number and street; do not enter a P.O. Box Number)

City

State

ZIP code

County

Organization telephone number  
( )

Please include extension number

Organization Fax Number  
( )

Email address

Federal identification number (FID)

Contact name and title

Contact's telephone number  
( )

Please include extension number

Number of events held during this accounting period:

Average attendance of each event:

Current License number

License type

Enter financial accounting period for this license: From \_\_\_\_\_ To \_\_\_\_\_

## ANNUAL BRT LICENSE ONLY - ANSWER THE FOLLOWING QUESTIONS

Did your organization conduct "Winner take all drawings (qualified drawings)" during this license period?  Yes  No

Total number of drawings: \_\_\_\_\_ months: \_\_\_\_\_ drawings held during this license period

**INCOME AND EXPENSE SUMMARY**

**GROSS INCOME**

<b>Income Sources:</b>		Dollars	Cents
Bingo (including Hotball, Pickle Jar, Cookie Jar, etc.) .....	1.		
Pull Tabs .....	2.		
Punchboards .....	3.		
Tip Boards .....	4.		
Charity Game Night (Dice, Cards, or Wheel Games) .....	5.		
Raffle* (including 50/50).....	6.		
Door Prize* (Paid attendance/ticket).....	7.		
Water Race .....	8.		
Guessing Game .....	9.		
<b>Total Gross Income (Add Lines 1-9)</b>	<b>10.</b>		

<b>Net Income</b>			
Total Gross Income from Line 10	30.		
Total Expenses from Line 29 .....	31.		
Net Proceeds available for Charitable Purposes. (Subtract Line 31 from Line 30.) Carry this number to Line 33 on Page 3 .....	32.		

\*If any part of an admission price includes a ticket or entry into a raffle or door prize drawing, then you must determine what portion of the cost is attributable to the ticket or entry to the raffle or door prize drawing, as this portion will be considered gross income to report on line 6 and line 7.

\*\*Facility rent may only be claimed if you actually paid rent and supplied a rental / lease agreement with the application.

Expenses claimed may require a detailed listing upon request.

Only charity gaming activity income and expenses can be claimed on this form.

Income and expense from only one annual license type should be reported on each financial report.

**EXPENSES**

<b>Prize/Payouts:</b>		Dollars	Cents
Bingo (including Hotball, Pickle Jar, Cookie Jar, etc.).....	11.		
Pull Tabs .....	12.		
Punchboards .....	13.		
Tip Boards .....	14.		
Charity Game Night (Dice, Cards, or Wheel Games) .....	15.		
Raffle (including 50/50) .....	16.		
Door Prize .....	17.		
Water Race .....	18.		
Guessing Game .....	19.		
Total Prize/Payout: add Lines 11-19 .....	20.		
<b>Supply Purchase</b>			
<b>Equipment Purchase/Rental:</b>			
Bingo Game: bingo cards, sheets, pads, monitors, blowers, etc. ....	21.		
PPT: pull tabs, punchboards & tip boards .....	22.		
Card, Dice & Wheel: playing cards, dice, poker chips, imitation money, table layouts, roulette wheel, spindle wheel, etc. ....	23.		
Raffle & Door Prize: tickets, drum, cage, etc. ....	24.		
Water Race & Guessing Game: tickets, rubber ducks, etc. ....	25.		
<b>Facility Rental:</b>			
Facility Rent** - lesser of \$200 or actual amount of rent paid each day of charity gaming event. ....	26.		
Charity Gaming License Fee.....	27.		
Advertising .....	28.		
<b>Total Expenses: add Lines 20 through 28 .....</b>	<b>29.</b>		

**DO NOT MARK OUT / CROSS OUT ANY LINE INFORMATION OR ADD ANY LINE TO THIS FORM.**

**CHARITABLE CONTRIBUTIONS INFORMATION**  
(These amounts must have been earned from your Charity Gaming proceeds.)

		Dollars	Cents
33.	Net proceeds from Line 32 of the Income and Expense Summary .....	33.	
34a.	Amount from Line 33 distributed for charitable purposes .....	34a.	
These contributions <u>must</u> be made to organization(s)/(individual(s)) other than your own. Details from these contributions need to be reported on Schedule CG-DIST.			
34b.	Amount from Line 33 retained for and/or spent on your organization .....	34b.	
These funds must have been used for the lawful purpose of your organization. A detailed listing of how these funds were spent or were set aside for a specific use should be kept with your records.			
34c.	Add the amounts from Lines 34a and 34b and enter total here .....	34c.	
35.	Undistributed balance (Line 33 minus Line 34c) .....	35.	

**LICENSE RENEWAL FEES**

1. Enter the Total Gross Gaming Income from line 10, page 2 on Form CG-8 .....	\$
2. Enter from line 26 on your CG-8 the allowable facility rental deduction .....	\$
3. Subtract line 2 from line 1 to determine your adjusted gross income total .....	\$

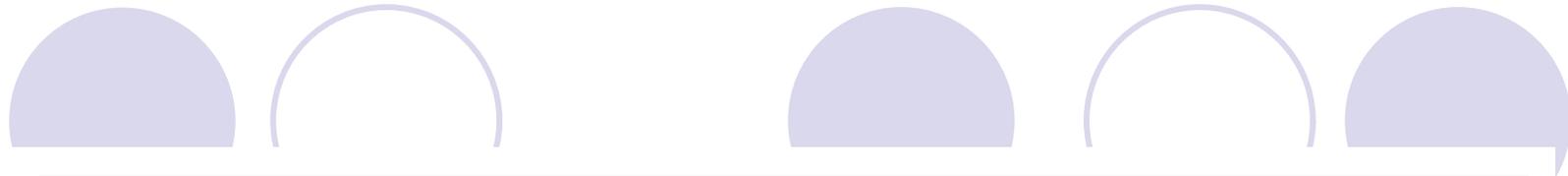
At least	But Less Than	The renewal fee is:
\$ 0	\$ 15,000	\$ 50
\$ 15,000	\$ 25,000	\$ 100
\$ 25,000	\$ 50,000	\$ 300
\$ 50,000	\$ 75,000	\$ 400
\$ 75,000	\$ 100,000	\$ 700
\$ 100,000	\$ 150,000	\$ 1000
\$ 150,000	\$ 200,000	\$ 1,500
\$ 200,000	\$ 250,000	\$ 1,800
\$ 250,000	\$ 300,000	\$ 2,500
\$ 300,000	\$ 400,000	\$ 3,250
\$ 400,000	\$ 500,000	\$ 5,000
\$ 500,000	\$ 750,000	\$ 6,750
\$ 750,000	\$ 1,000,000	\$ 9,000
\$ 1,000,000	\$ 1,250,000	\$ 11,000
\$ 1,250,000	\$ 1,500,000	\$ 13,000
\$ 1,500,000	\$ 1,750,000	\$ 15,000
\$ 1,750,000	\$ 2,000,000	\$ 17,000
\$ 2,000,000	\$ 2,250,000	\$ 19,000
\$ 2,250,000	\$ 2,500,000	\$ 21,000
\$ 2,500,000	\$ 3,000,000	\$ 24,000
\$ 3,000,000	\$ -----	\$ 26,000

4. Find the amount shown in #3 on the chart to the left in order to determine the license fee for your next annual license. Enter the corresponding fee here .....

\$

If you are renewing your annual event license, you must send the amount listed above for the appropriate license with this form along with the appropriate renewal form for your event. Make your check from your separate and segregated charity gaming checking account payable to: **Indiana Gaming Commission**. You will need to submit a separate check for each license type.

Check this box if you are not renewing this annual license. If you are not renewing the annual license for this financial report, the fee shown on line 4 is not due at this time.



**CHARITABLE CONTRIBUTIONS INFORMATION**  
*(These amounts must have been earned from your Charity Gaming proceeds.)*

		Dollars	Cents
33.	Net proceeds from Line 32 of the Income and Expense Summary .....	33	
34a.	Amount from Line 33 <u>distributed</u> for charitable purposes .....	34a	
<p>These contributions <u>must</u> be made to organization(s)/(individual(s)) other than your own.            Details from these contributions need to be reported on Schedule CG-DIST.</p>			
34b.	Amount from Line 33 <u>retained for and/or spent on your organization</u> .....	34b	
<p>These funds must have been used for the lawful purpose of your organization. A detailed listing of how these funds were spent or were set aside for a specific use should be kept with your records</p>			
34c.	Add the amounts from Lines 34a and 34b and enter total here .....		
35.	Undistributed balance (Line 33 minus Line 34c) .....	35.	

**LICENSE RENEWAL FEES**

## LICENSE RENEWAL FEES

1. Enter the Total Gross Gaming Income from line 10, page 2 on Form CG-8 .....	\$
2. Enter from line 26 on your CG-8 the allowable facility rental deduction .....	\$
3. Subtract line 2 from line 1 to determine your adjusted gross income total .....	\$

At least	But Less Than	The renewal fee is:
\$ 0	\$ 15,000	\$ 50
\$ 15,000	\$ 25,000	\$ 100
\$ 25,000	\$ 50,000	\$ 300
\$ 50,000	\$ 75,000	\$ 400
\$ 75,000	\$ 100,000	\$ 700
\$ 100,000	\$ 150,000	\$ 1000
\$ 150,000	\$ 200,000	\$ 1,500
\$ 200,000	\$ 250,000	\$ 1,800
\$ 250,000	\$ 300,000	\$ 2,500
\$ 300,000	\$ 400,000	\$ 3,250
\$ 400,000	\$ 500,000	\$ 5,000
\$ 500,000	\$ 750,000	\$ 6,750
\$ 750,000	\$ 1,000,000	\$ 9,000
\$ 1,000,000	\$ 1,250,000	\$ 11,000
\$ 1,250,000	\$ 1,500,000	\$ 13,000
\$ 1,500,000	\$ 1,750,000	\$ 15,000
\$ 1,750,000	\$ 2,000,000	\$ 17,000
\$ 2,000,000	\$ 2,250,000	\$ 19,000
\$ 2,250,000	\$ 2,500,000	\$ 21,000
\$ 2,500,000	\$ 3,000,000	\$ 24,000
\$ 3,000,000	\$ _____	\$ 26,000

4. Find the amount shown in #3 on the chart to the left in order to determine the license fee for your next annual license. Enter the corresponding fee here .....

\$

If you are renewing your annual event license, you must send the amount listed above for the appropriate license with this form along with the appropriate renewal form for your event. Make your check from your separate and segregated charity gaming checking account payable to: **Indiana Gaming Commission**. You will need to submit a separate check for each license type.

Check this box if you are not renewing this annual license. If you are not renewing the annual license for this financial report, the fee shown on line 4 is not due at this time.

\$ 0	\$ 15,000	\$ 50
\$ 15,000	\$ 25,000	\$ 100
\$ 25,000	\$ 50,000	\$ 300
\$ 50,000	\$ 75,000	\$ 400
\$ 75,000	\$ 100,000	\$ 700
\$ 100,000	\$ 150,000	\$ 1,000
\$ 150,000	\$ 200,000	\$ 1,500
\$ 200,000	\$ 250,000	\$ 1,800
\$ 250,000	\$ 300,000	\$ 2,500
\$ 300,000	\$ 400,000	\$ 3,250
\$ 400,000	\$ 500,000	\$ 5,000
\$ 500,000	\$ 750,000	\$ 6,750
\$ 750,000	\$ 1,000,000	\$ 9,000
\$ 1,000,000	\$ 1,250,000	\$ 11,000
\$ 1,250,000	\$ 1,500,000	\$ 13,000
\$ 1,500,000	\$ 1,750,000	\$ 15,000
\$ 1,750,000	\$ 2,000,000	\$ 17,000
\$ 2,000,000	\$ 2,250,000	\$ 19,000
\$ 2,250,000	\$ 2,500,000	\$ 21,000
\$ 2,500,000	\$ 3,000,000	\$ 24,000
\$ 3,000,000	\$ _____	\$ 26,000

the chart to the left in order to determine the license fee for your next annual license. Enter the corresponding fee here .....

\$

If you are renewing your annual event license, you must send the amount listed above for the appropriate license with this form along with the appropriate renewal form for your event. Make your check from your separate and segregated charity gaming checking account payable to: **Indiana Gaming Commission**. You will need to submit a separate check for each license type.

Check this box if you are not renewing this annual license. If you are not renewing the annual license for this financial report, the fee shown on line 4 is not due at this time.



CG-21, ANNUAL LICENSE GROSS RECEIPTS REPORT

State Form 47835 (RS / 6-11)
INDIANA GAMING COMMISSION

For Official Use Only
Date Received
Reviewed By
Date Entered

INSTRUCTIONS: The reporting period for this form is the 12-month annual event license accounting period and must be filed by the 10th day of the month in which your license expires.

Organization name (please type or print as it appears on your qualification application)
Email address
Address of principal office (number and street; do not enter a P.O. Box Number)
Federal identification number (FID)
City State ZIP code County

First read the instructions on page 4, then complete Schedules 1, 2, 3 and 4 on pages 2 and 3

Enter gross charity gaming revenue (less prize payout) from page 3, Schedule 3, line 5C
Enter amount from page 3, Schedule 4, Column (h)
Add lines 1 and 2 and enter total here
Divide line 1 by line 3. Enter the percentage rounded to two numbers (for example, .414 rounds to 41%, and .875 rounds to 88%)
Is line 4 equal to 90% (.90) or more? Yes No If yes, multiply line 1 by 60% (.60) and enter the result here

General Information pertaining to line 5

\* If line 4 is 90% or more, then your organization is required to donate at least 60% of your gross gaming receipts (less prize payouts), which is the amount on line 5 above. These donations must be in accordance with the lawful purpose of your organization and must be made to a qualified recipient(s) that is not an affiliate, parent, or a subsidiary of your organization.
A qualified recipient is: 1) a bona fide religious, educational, senior citizens, veterans, or civic organization operating in Indiana that is exempt from taxation under Section 501 of the Internal Revenue Code, and which must have been continuously in existence for at least five years or be affiliated with a parent organization that has been in existence for at least five years; 2) a bona fide political organization operating in Indiana that produces exempt function income; 3) a hospital or medical center operated by the federal government; 4) a hospital licensed under IC 16-21; 5) a hospital subject to IC 16-22 or IC 16-23; 6) a health facility or psychiatric facility licensed under IC 16-28 and IC 12-25, respectively; 7) an activity or program of a local law enforcement agency intended to reduce substance abuse; 8) a charitable activity of a local law enforcement agency; or 9) a veterans' home, which is the Indiana Veterans' Home, the VFW National Home for Children, and/or the Indiana Soldiers' and Sailors' Children's Home. (Note: For the purpose of being a qualified recipient, a veterans' home is not considered to be an affiliate, a parent, or a subsidiary organization of a qualified organization that is a bona fide veterans' organization.)

- \* Schedule CG-DIST must be attached to this form.
\* This form must be filed by the 10th day of the month in which your license expires along with the CG-8 and renewal application.

I certify under penalty of perjury, that I have examined this report and to the best of my knowledge and belief, it is complete and correct.

Signature of Presiding Officer Printed name Title Daytime telephone number Date (month, day, year)
Signature of Secretary Printed name Daytime telephone number Date (month, day, year)

Mail the completed report to:
Indiana Gaming Commission, Charity Gaming Division, 101 W. Washington Street, East Tower, Suite 1600, Indianapolis, IN 46204
Telephone: (317) 232-4646 Fax: (317) 232-0117



# CG-21, ANNUAL LICENSE GROSS RECEIPTS REPORT

State Form 47835 (RS / 6-11)

INDIANA GAMING COMMISSION

For Official Use Only

Date Received \_\_\_\_\_

Reviewed By \_\_\_\_\_

Date Entered \_\_\_\_\_

**INSTRUCTIONS:** The reporting period for this form is the 12-month annual event license accounting period and must be filed by the 10th day of the month in which your license expires.

Organization name (please type or print as it appears on your qualification application)	Email address
--	---------------

Address of principal office (number and street; do not enter a P.O. Box Number)	Federal identification number (FID)
---	-------------------------------------

City	State	ZIP code	County
------	-------	----------	--------

<b>First read the instructions on page 4, then complete Schedules 1, 2, 3 and 4 on pages 2 and 3</b>	
Enter gross charity gaming revenue (less prize payout) from page 3, Schedule 3, line 5C .....	1
Enter amount from page 3, Schedule 4, Column (h) .....	2
Add lines 1 and 2 and enter total here .....	3
Divide line 1 by line 3. Enter the percentage rounded to two numbers (for example, .414 rounds to 41%, and .875 rounds to 88%) .....	4
Is line 4 equal to 90% (.90) or more? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, multiply line 1 by 60% (.60) and enter the result here .....	5

General Information pertaining to line 5

rounds to 88%) ..... 4 %

Is line 4 equal to 90% (.90) or more?  Yes  No If yes, multiply line 1 by 60% (.60) and enter the result here ..... 5

**General Information pertaining to line 5**

\* If line 4 is 90% or more, then your organization is required to donate at least 60% of your gross gaming receipts (less prize payouts), which is the amount on line 5 above. These donations must be in accordance with the lawful purpose of your organization and must be made to a *qualified recipient(s)* that is not an affiliate, parent, or a subsidiary of your organization. These donations must be made by the last day of the charity gaming accounting period. A *qualified recipient* is: 1) a bona fide religious, educational, senior citizens, veterans, or civic organization operating in Indiana that is exempt from taxation under Section 501 of the Internal Revenue Code, and which must have been continuously in existence for at least five years or be affiliated with a parent organization that has been in existence for at least five years; 2) a bona fide political organization operating in Indiana that produces exempt function income; 3) a hospital or medical center operated by the federal government; 4) a hospital licensed under IC 16-21; 5) a hospital subject to IC 16-22 or IC 16-23; 6) a health facility or psychiatric facility licensed under IC 16-28 and IC 12-25, respectively; 7) an activity or program of a local law enforcement agency intended to reduce substance abuse; 8) a charitable activity of a local law enforcement agency; or 9) a veterans' home, which is the Indiana Veterans' Home, the VFW National Home for Children, and/or the Indiana Soldiers' and Sailors' Children's Home. (Note: For the purpose of being a *qualified recipient*, a veterans' home is not considered to be an affiliate, a parent, or a subsidiary organization of a qualified organization that is a bona fide veterans' organization.)

\* Schedule CG-DIST must be attached to this form.

Enter financial accounting period: From \_\_\_\_\_ To \_\_\_\_\_

Schedule 1A: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.  
 Enter your Annual Event License # \_\_\_\_\_ *Enter license type*

Financial Reports	A	-	B	=	C	
	Gross Charity Gaming Revenue		Prize Payouts		Gaming Revenue	
	\$	-	\$	=	\$	

Schedule 1B: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.  
 Enter your Annual Event License # \_\_\_\_\_ *Enter license type*

Financial Reports	A	-	B	=	C	
	Gross Charity Gaming Revenue		Prize Payouts		Gaming Revenue	
	\$	-	\$	=	\$	

Schedule 1C: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.  
 Enter your Annual Event License # \_\_\_\_\_ *Enter license type*

Financial Reports	A	-	B	=	C	
	Gross Charity Gaming Revenue		Prize Payouts		Gaming Revenue	
	\$	-	\$	=	\$	

Schedule 1D: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.  
 Enter your Annual Event License # \_\_\_\_\_ *Enter license type*

Financial Reports	A	-	B	=	C	
	Gross Charity Gaming Revenue		Prize Payouts		Gaming Revenue	
	\$	-	\$	=	\$	

Schedule 1E: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.  
 Enter your Annual Event License # \_\_\_\_\_ *Enter license type*

Financial Reports	A	-	B	=	C	
	Gross Charity Gaming Revenue		Prize Payouts		Gaming Revenue	
	\$	-	\$	=	\$	

1. Total charity gaming revenue (less prize payouts) from all annual licenses: add amounts in Column C and enter total here ..... **1F** \$

Enter financial accounting period: From \_\_\_\_\_ To \_\_\_\_\_

Schedule 1A: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.

Enter your Annual Event License # \_\_\_\_\_

Enter license type

Financial Reports	A Gross Charity Gaming Revenue	-	B Prize Payouts	=	C Gaming Revenue	
	\$	-	\$	=	\$	

Schedule 1B: Enter information from gaming activities held under your Annual \_\_\_\_\_ License.

Enter your Annual Event License # \_\_\_\_\_

Enter license type

Financial Reports	A Gross Charity Gaming Revenue	-	B Prize Payouts	=	C Gaming Revenue	
	\$	-	\$	=	\$	

**Schedule 2: Enter information from gaming activities held under your single event licenses during the same 12-month time period listed on Schedule 1. Attach additional sheets if needed.**

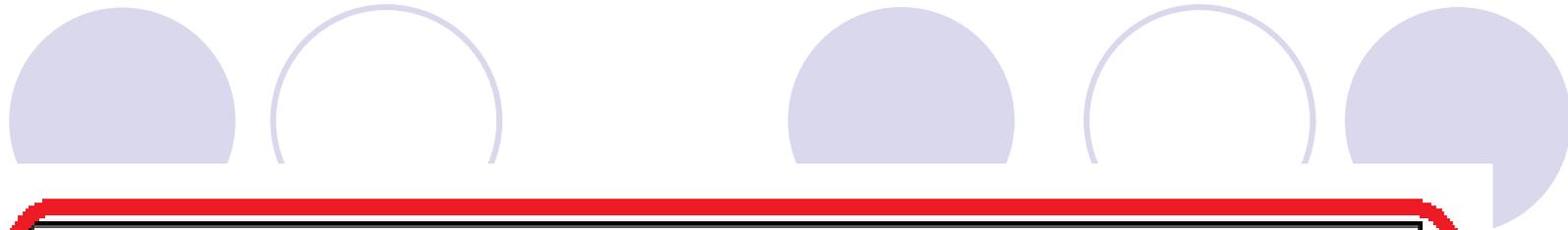
Single Event License Number	A Gross Charity Gaming Revenue	B Prize Payouts	C Gaming Revenue
	\$	\$	\$
<b>Total</b>	<b>Total</b>		
2. Total charity gaming revenue (less prize payouts) from single event licenses: add amounts in Column C and enter total here .....			<b>2C</b> \$

**Schedule 3: Totals**

3. Enter the amount from Schedule 1, line 1F .....	<b>3C</b> \$
4. Enter the amount from Schedule 2, line 2C .....	<b>4C</b> \$
5. Total gross charity gaming revenue (less prize payout): add lines 3C and 4C. Enter total here and on page 1, line 1 .....	<b>5C</b> \$

**Schedule 4: Enter gross annual receipts received by your organization for the same accounting period used for Schedules 1 and 2, but do not include any of the charity gaming receipts reported in Column A of Schedules 1 and 2. Enter your accounting period: From \_\_\_\_\_ To \_\_\_\_\_ (Add the amounts across for each item and total them in Column (h). Carry this total to Line 2 on Page 1.)**

	(a) Contributions, gifts, grants, etc	(b) Membership dues and assessments	(c) Investment income (interest)	(d) Income from sales of assets (other than inventory)	(e) Income from retail sales	(f) Program service & other special	(g) Rental income	(h) Total gross annual income: add rows (a)-(g) across
<b>Annual Totals</b>	\$	\$	\$	\$	\$	\$	\$	\$



**Schedule 2: Enter information from gaming activities held under your single event licenses during the same 12-month time period listed on Schedule 1. Attach additional sheets if needed.**

Single Event License Number	A Gross Charity Gaming Revenue	-	B Prize Payouts	=	C Gaming Revenue
	\$	-	\$	=	\$
		-		=	
		-		=	
		-		=	
		-		=	
		-		=	
		-		=	
		-		=	
<b>Total</b>		<b>Total</b>			
2. Total charity gaming revenue (less prize payouts) from single event licenses: add amounts in Column C and enter total here .....					2C \$

**Schedule 3: Totals**

3. Enter the amount from Schedule 1, line 1F .....	3C	\$
4. Total .....	4C	\$

5. Total gross charity gaming revenue (less prize payout): add lines 3C and 4C.  
 Enter total here and on page 1, line 1 .....

5C	\$	
----	----	--

**Schedule 4:** Enter gross annual receipts received by your organization for the same accounting period used for Schedules 1 and 2, but do not include any of the charity gaming receipts reported in Column A of Schedules 1 and 2. Enter your accounting period: From \_\_\_\_\_ To \_\_\_\_\_ *(Add the amounts across for each item and total them in Column (h). Carry this total to Line 2 on Page 1.)*

	(a) Contributions, gifts, grants, etc.	(b) Membership dues and assessments	(c) Investment income (interest)	(d) Income from sales of assets (other than inventory)	(e) Income from retail sales	(f) Program service & other special	(g) Rental income	(h) Total gross annual income: add rows (a)-(g) across
<b>Annual Totals</b>	\$	\$	\$	\$	\$	\$	\$	\$

### Who Must File

All qualified organizations holding an annual event license are required to complete and file this form.

### Purpose of Form

This form is to be used to determine if a qualified organization received 90% or more of its total gross receipts from charity gaming events.

### Reporting Period

The reporting period is your organization's annual event license accounting period. This is a 12-month period with the year-end month occurring one month prior to the license expiration date.

### Filing Due Date

This form must be filed by the 10th day of the month in which your annual license expires.

### Schedule 1 Instructions

- Enter in Column A the gross charity gaming revenue. Add lines 1 through 9 from the appropriate CG-8 form.
- Enter in Column B the prize payouts as reported on line 20 of the appropriate CG-8 form.
- Subtract Column B from Column A and enter the result in Column C. Put the total of all Column C entries on line 1F.

### Schedule 2 Instructions

Schedule 2 must be completed if your organization holds any licensed single events during the annual event license accounting period. These single events include raffles, special bingos, door prizes, charity game nights, festivals, guessing games and water race.

- Enter in Column A the gross charity gaming revenue from the gaming events held as a result of your single event license(s). Add lines 1 through 9 from the appropriate CG-9 form.
- Enter in Column B the prize payouts as reported on line 20 of the appropriate CG-9 form.
- Subtract Column B from Column A and enter the result in Column C. Put the total of all Column C entries on line 2C.

### Example 1

Organization XYZ had a festival license during the accounting period shown on Schedule 1. They will enter their festival license number in the first column. They will enter the \$75,000 combined gross gaming income from the festival in Column A,

which includes gross receipts from bingo, pull tabs, punchboards, tip boards, raffles, dice, card and wheel games held during the festival. In Column B they will enter the \$40,000 combined prize payouts from those same games held at the festival. Column C will be the \$35,000 difference.

### Example 2

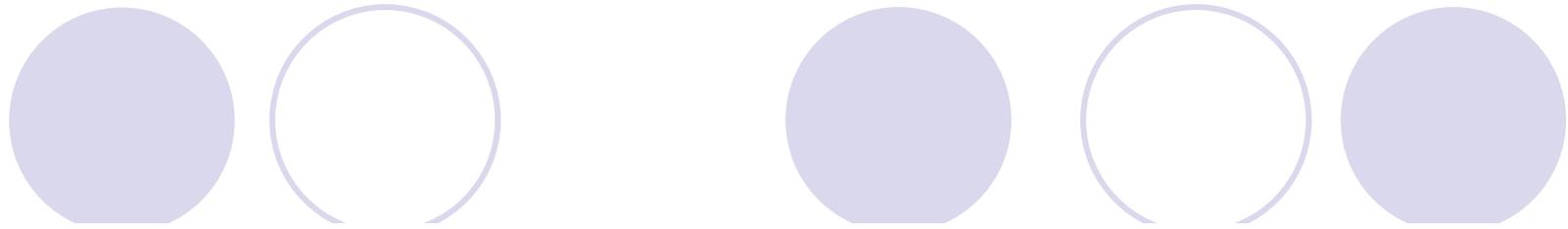
Organization XYZ also had two raffles during the accounting period shown on Schedule 1. On Schedule 2 they will report the license number, gross raffle income (ticket sales), prize payouts and the difference for both raffle events.

### Schedule 3 Instructions

Line 3 - Enter the total amount from line 1F.

Line 4 - Enter the total amount from line 2C.

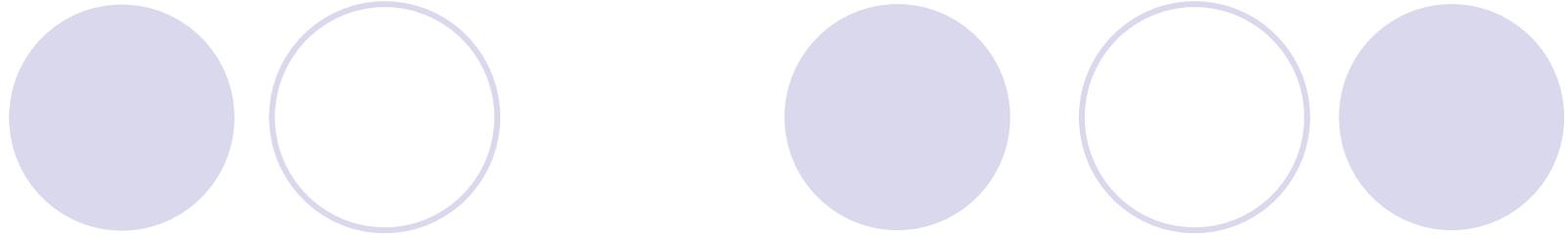
Line 5 - Total gross charity gaming revenue (less prize payouts): add lines 3c and 4c. Enter the total here and on line 1 on page 1



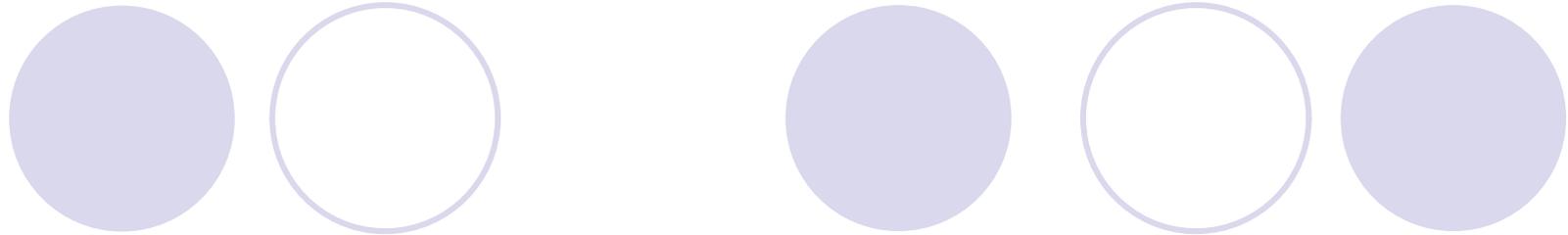
## Common errors that occur during the processing of a SINGLE EVENT application

Below is a listing of key items that can slow down or stop your application from completing the process. Please take a moment to use this list as a guide to make sure your application is complete. It may help to place a check mark (✓) in the box provided.

- Have all questions been properly completed and/or answered? (Don't forget the Yes or No questions.)
- Please pay extra attention to question regarding the days and time frames of the gaming events. Keep in mind that 12:00pm refers to the noon hour and 12:00am refers to the midnight hour.
- If the facility where the gaming event will be conducted is being leased/rented or donated, have you attached a copy of the lease/rental agreement or donation statement? Remember, the document must indicate that the lessor/donor understands charity gaming will occur at your event.
- If any tangible personal property or gaming equipment is being leased/rented or donated, have you attached a copy of the lease/rental agreement or donation statement?



- Have you completed the Operator and Worker Sections properly?
  - The use of the individual's legal name is required. No middle names or nicknames.
  - The application requires the individual's Drivers License Number (DLN) or State I.D. (SID) Number. (If you place a social security number on the application or any attachment in lieu of the DLN or SID, your application may be returned.)
  - The "Check Appropriate Box" area requires you to select ALL THAT APPLY. If an individual is a member and a bartender, you will select both the member box and the bartender box.
  - Did you list sufficient operators/workers to conduct your event? Everyone assisting with a charity gaming event (including those people selling raffle tickets or pull-tabs) must be listed as either a worker or an operator on the license application. Remember with the exception of Qualified Card Games (Euchre, Texas Holdem' & Omaha), the organization must provide a worker or operator (dealer) for each table when conducting card games.
  
- Please make sure the check submitted to pay the license fee is a check drawn from the organization's separate and segregated charity gaming checking account. The information contained on the check must match the information provided in the "License Fee Information" section on the application(s). If the check is not drawn from the charity gaming account, the application(s) and check may be returned.



- The “Certification” section requires the signature of the Presiding Officer and the Secretary. Have the presiding officer and the secretary signed all applicable forms in the appropriate space provided?
- Have you completed and returned the Current Officer List, Form CG-CO? We will review the signatures required against the officer list provided. Any discrepancies may delay the processing of the application or forms.
- Have you completed all financial reports and forms?
- Have you completed the Contribution Distribution List, Form CG-DIST? Do not forget to obtain Federal Identification Numbers. This form must be completed in its entirety.
- The most important item – have you provided a contact person’s name and daytime telephone number?



# Single Event License Holders Financial Forms

- **CG-9**, Single Event License Financial Report
- **CG-22**, Single Event Annual Gross Receipts Report
- **CG-DIST**, Charitable Contribution Distribution List
- **CG-INV**, Ending Inventory Statement



# Single Event Financial Forms are due:

- **CG-9**, Single Event License Financial Report, is due 10 days after the conclusion of the event.
- **CG-22**, Single Event Annual Gross Receipts Report, is due August 15<sup>th</sup>. The accounting period will be July 1 through June 30 of each year.



**CG-9, SINGLE EVENT LICENSE FINANCIAL REPORT**

State Form 45388 (R4 / E-11)  
Approved by State Board of Accounts, 2011  
INDIANA GAMING COMMISSION

**For Official Use Only**

Date Received \_\_\_\_\_  
Reviewed By \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Date Keyed \_\_\_\_\_

*INSTRUCTIONS: This report must be filed by an organization holding a single event license, and must be mailed to the Commission within ten (10) days following your single event.*

Organization name (please type or print as it appears on your qualification application) \_\_\_\_\_

Address of principal office (number and street; do not enter a P.O. Box Number) \_\_\_\_\_

City	State	ZIP code	County
------	-------	----------	--------

Organization telephone number ( )	Please include extension number	Organization Fax Number ( )
--------------------------------------	---------------------------------	--------------------------------

Email address \_\_\_\_\_ Federal identification number (FID) \_\_\_\_\_

Contact name and title	Contact's telephone number ( )	Please include extension number
------------------------	-----------------------------------	---------------------------------

**REPORT INFORMATION**

Enter the single event license number \_\_\_\_\_

What kind of license was used for this single event? (Check One)

<input type="checkbox"/> Special Bingo License	<input type="checkbox"/> Raffle License	<input type="checkbox"/> Guessing Game License	<input type="checkbox"/> Festival License
<input type="checkbox"/> Door Prize License	<input type="checkbox"/> Charity Game Night License	<input type="checkbox"/> Water Race License	Circle number of days held 1 2 3 4 5

Beginning date of single event \_\_\_\_/\_\_\_\_/\_\_\_\_

**SIGNATURE**

I certify under penalty of perjury, that I have examined this report and to the best of my knowledge and belief, it is complete and correct.

_____ Signature of Presiding Officer	_____ Printed name	_____ Title	
_____ Daytime telephone number	_____ Date (month, day, year)		
_____ Signature of Secretary	_____ Printed name	_____ Daytime telephone number	_____ Date (month, day, year)

**ENDING INVENTORY STATEMENT**

Attach Schedule CG-INV showing ending inventory of your pull tabs, punchboards, and tip boards as of the last day of your accounting period.

Mail the completed report to:  
Indiana Gaming Commission  
Charity Gaming Division  
101 W. Washington St., East Tower, Suite 1600  
Indianapolis, Indiana 46204

Telephone: (317) 232-4646      Fax: (317) 232-0117



# CG-9, SINGLE EVENT LICENSE FINANCIAL REPORT

State Form 45388 (R4 / 6-11)  
Approved by State Board of Accounts, 2011  
INDIANA GAMING COMMISSION

For Official Use Only

Date Received \_\_\_\_\_  
Reviewed By \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Date Keyed \_\_\_\_\_

**INSTRUCTIONS:** This report must be filed by an organization holding a single event license, and must be mailed to the Commission within ten (10) days following your single event.

Organization name (please type or print as it appears on your qualification application)

Address of principal office (number and street; do not enter a P.O. Box Number)

City	State	ZIP code	County
------	-------	----------	--------

Organization telephone number ( )	Please include extension number	Organization Fax Number ( )
--------------------------------------	---------------------------------	--------------------------------

Email address	Federal identification number (FID)
---------------	-------------------------------------

Contact name and title	Contact's telephone number ( )	Please include extension number
------------------------	-----------------------------------	---------------------------------

## REPORT INFORMATION

Enter the single event license number \_\_\_\_\_

What kind of license was used for this single event? (Check One)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Special Bingo License | <input type="checkbox"/> Raffle License             | <input type="checkbox"/> Guessing Game License | <input type="checkbox"/> Festival License |
| <input type="checkbox"/> Door Prize License    | <input type="checkbox"/> Charity Game Night License | <input type="checkbox"/> Water Race License    | Circle number of days held<br>1 2 3 4 5   |

Beginning date of single event \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE

**INCOME AND EXPENSE SUMMARY**

**GROSS INCOME**

<u>Income Sources:</u>		Dollars	Cents
Bingo (including Hotball, Pickle Jar, Cookie Jar, etc.) .....	1.		
Pull Tabs .....	2.		
Punchboards .....	3.		
Tip Boards .....	4.		
Charity Game Night (Dice, Cards, or Wheel Games) .....	5.		
Raffle* (including 50/50).....	6.		
Door Prize* (Paid attendance/ticket).....	7.		
Water Race .....	8.		
Guessing Game .....	9.		
<b>Total Gross Income (Add Lines 1-9)</b>	<b>10.</b>		

<b>Net Income</b>			
Total Gross Income from Line 10	30.		
Total Expenses from Line 29 .....	31.		
Net Proceeds available for Charitable Purposes. (Subtract Line 31 from Line 30.) Carry this number to Line 33 on Page 3 .....	32.		

\*If any part of an admission price includes a ticket or entry into a raffle or door prize drawing, then you must determine what portion of the cost is attributable to the ticket or entry to the raffle or door prize drawing, as this portion will be considered gross income to report on line 6 and line 7.

\*\*Facility rent may only be claimed if you actually paid rent and supplied a rental / lease agreement with the application.

Expenses claimed may require a detailed listing upon request.

Only charity gaming activity income and expenses can be claimed on this form.

**EXPENSES**

<u>Prize/Payouts:</u>		Dollars	Cents
Bingo (including Hotball, Pickle Jar, Cookie Jar, etc.).....	11.		
Pull Tabs .....	12.		
Punchboards .....	13.		
Tip Boards .....	14.		
Charity Game Night (Dice, Cards, or Wheel Games) .....	15.		
Raffle (including 50/50) .....	16.		
Door Prize .....	17.		
Water Race .....	18.		
Guessing Game .....	19.		
Total Prize/Payout: add Lines 11-19 .....	20.		
<b>Supply Purchase</b>			
<b>Equipment Purchase/Rental:</b>			
Bingo Game: bingo cards, sheets, pads, monitors, blowers, etc. ....	21.		
PPT: pull tabs, punchboards & tip boards .....	22.		
Card, Dice & Wheel: playing cards, dice, poker chips, imitation money, table layouts, roulette wheel, spindle wheel, etc. ....	23.		
Raffle & Door Prize: tickets, drum, cage, etc. ....	24.		
Water Race & Guessing Game: tickets, rubber ducks, etc. ....	25.		
<b>Facility Rental:</b>			
Facility Rent** - lesser of \$200 or actual amount of rent paid each day of charity gaming event. ....	26.		
Charity Gaming License Fee .....	27.		
Advertising .....	28.		
<b>Total Expenses: add Lines 20 through 28 .....</b>	<b>29.</b>		

**DO NOT MARK OUT / CROSS OUT ANY LINE INFORMATION OR ADD ANY LINE TO THIS FORM.**

**CHARITABLE CONTRIBUTIONS INFORMATION**

		Dollars	Cents
33.	Net proceeds from Line 32 of the Income and Expense Summary .....	33.	
34a.	Amount from Line 33 <u>distributed</u> for charitable purposes .....	34a.	
These contributions <u>must</u> be made to organization(s)/(individual(s)) other than your own. Details from these contributions need to be reported on Schedule CG-DIST.			
34b.	Amount from Line 33 <u>retained</u> for and/or spent on your organization .....	34b.	
These funds must have been used for the lawful purpose of your organization. A detailed listing of how these funds were spent or were set aside for a specific use should be kept with your records.			
34c.	Add the amounts from Lines 34a and 34b and enter total here .....	34c.	
35.	Undistributed balance (Line 33 minus Line 34c) .....	35.	

**LICENSE RENEWAL FEES**

The license renewal fee is based on the gross receipts from the previous event held in this category.

Example: An organization paid the \$50 license fee and conducted a raffle event. Later that year, this group wanted to conduct another raffle event. The license fee would be based on the gross receipts from the previous raffle license. This same group wants to conduct a festival event. Because this will be the first time the organization has received a license in the festival license category, the license fee will be \$50.

At least	But Less Than	The renewal fee is:
\$ 0	\$ 15,000	\$ 50
\$ 15,000	\$ 25,000	\$ 100
\$ 25,000	\$ 50,000	\$ 300
\$ 50,000	\$ 75,000	\$ 400
\$ 75,000	\$ 100,000	\$ 700
\$ 100,000	\$ 150,000	\$ 1000
\$ 150,000	\$ 200,000	\$ 1,500
\$ 200,000	\$ 250,000	\$ 1,800
\$ 250,000	\$ 300,000	\$ 2,500
\$ 300,000	\$ 400,000	\$ 3,250
\$ 400,000	\$ 500,000	\$ 5,000
\$ 500,000	\$ 750,000	\$ 6,750
\$ 750,000	\$ 1,000,000	\$ 9,000
\$ 1,000,000	\$ 1,250,000	\$ 11,000
\$ 1,250,000	\$ 1,500,000	\$ 13,000
\$ 1,500,000	\$ 1,750,000	\$ 15,000
\$ 1,750,000	\$ 2,000,000	\$ 17,000
\$ 2,000,000	\$ 2,250,000	\$ 19,000
\$ 2,250,000	\$ 2,500,000	\$ 21,000
\$ 2,500,000	\$ 3,000,000	\$ 24,000
\$ 3,000,000	\$ _____	\$ 26,000

- Enter the Total Gross Income from Line 10 on Page 2 of this form ....  
\$
- Enter allowable facility rental deduction from Line 26 on page 2 of this form ..  
\$
- Subtract Line 2 from Line 1 to determine the adjusted gross income .....  
\$
- Find the amount from #3 on the chart to the left in order to determine the license fee for your next event. Enter the corresponding fee here.  
\$
- The license fee shown in #4 above is what you must send with the next license application to conduct the same type of event in the future. Make your check from your separate and segregated charity gaming checking account payable to: Indiana Gaming Commission.

At least	But Less Than	The renewal fee is:
\$ 0	\$ 15,000	\$ 50
\$ 15,000	\$ 25,000	\$ 100
\$ 25,000	\$ 50,000	\$ 300
\$ 50,000	\$ 75,000	\$ 400
\$ 75,000	\$ 100,000	\$ 700
\$ 100,000	\$ 150,000	\$ 1000
\$ 150,000	\$ 200,000	\$ 1,500
\$ 200,000	\$ 250,000	\$ 1,800
\$ 250,000	\$ 300,000	\$ 2,500
\$ 300,000	\$ 400,000	\$ 3,250
\$ 400,000	\$ 500,000	\$ 5,000
\$ 500,000	\$ 750,000	\$ 6,750
\$ 750,000	\$ 1,000,000	\$ 9,000
\$ 1,000,000	\$ 1,250,000	\$ 11,000
\$ 1,250,000	\$ 1,500,000	\$ 13,000
\$ 1,500,000	\$ 1,750,000	\$ 15,000
\$ 1,750,000	\$ 2,000,000	\$ 17,000
\$ 2,000,000	\$ 2,250,000	\$ 19,000
\$ 2,250,000	\$ 2,500,000	\$ 21,000
\$ 2,500,000	\$ 3,000,000	\$ 24,000
\$ 3,000,000	\$ -----	\$ 26,000

1. Enter the Total Gross Income from Line 10 on Page 2 of this form ....
2. Enter allowable facility rental deduction from Line 26 on page 2 of this form ..
3. Subtract Line 2 from Line 1 to determine the adjusted gross income .....
4. Find the amount from #3 on the chart to the left in order to determine the license fee for your next event. Enter the corresponding fee here.
5. The license fee shown in #4 above is what you must send with the next license application to conduct the same type of event in the future. Make your check from your separate and segregated charity gaming checking account payable to: Indiana Gaming Commission.



CG-22, SINGLE EVENT ANNUAL GROSS RECEIPTS REPORT

State Form 47862 (R3 / 6-11)
INDIANA GAMING COMMISSION

For Official Use Only

Date Received
Reviewed By
Date Entered

INSTRUCTIONS: The reporting period for this form is July 1 of the previous year through June 30 of the current year. Annual license holders: DO NOT complete this form; complete Form CG-21. This form must be filed by August 15. Attach additional sheets if necessary.

Organization name (Please type or print as it appears on your qualification application)
Email address
Address of principal office (number and street; do not enter a P.O. Box Number)
Federal identification number (FID)
City State ZIP code County
The reporting period for the amounts to be entered on Schedules 1 and 2 is July 1 through June 30.
First read the instructions on page 2, then complete Schedules 1 and 2.

Enter gross charity gaming revenue (less prize payout) from page 2, Schedule 1, line 1C
Enter amount from page 2, Schedule 2, Column (h)
Add lines 1 and 2 and enter total here
Divide line 1 by line 3. Enter the percentage rounded to two numbers (for example, .414 rounds to 41%, and .875 rounds to 88%)
Is line 4 equal to 90% (.90) or more? Yes No If yes, multiply line 1 by 60% (.60) and enter the result here

General Information pertaining to line 5

\* If line 4 is 90% or more, then your organization is required to donate at least 60% of your gross gaming receipts (less prize payouts), which is the amount on line 5 above. These donations must be in accordance with the lawful purpose of your organization and must be made to a qualified recipient(s) that is not an affiliate, parent, or a subsidiary of your organization. These donations must be made by June 30. A qualified recipient is: 1) a bona fide religious, educational, senior citizens, veterans, or civic organization operating in Indiana that is exempt from taxation under Section 501 of the Internal Revenue Code, and which must have been continuously in existence for at least five years or be affiliated with an Indiana parent organization that has been in existence for at least five years; 2) a bona fide political organization operating in Indiana that produces exempt function income; 3) a hospital or medical center operated by the federal government; 4) a hospital licensed under IC 16-21; 5) a hospital subject to IC 16-22 or IC 16-23; 6) a health facility or psychiatric facility licensed under IC 16-28 and IC 12-25, respectively; 7) an activity or program of a local law enforcement agency intended to reduce substance abuse; 8) a charitable activity of a local law enforcement agency; or 9) a veterans' home, which is the Indiana Veterans' Home, the VFW National Home for Children, and/or the Indiana Soldiers' and Sailors' Children's Home. (Note: For the purpose of being a qualified recipient, a veterans' home is not considered to be an affiliate, a parent, or a subsidiary organization of a qualified organization that is a bona fide veterans' organization.)

\* Schedule CG-DIST must be attached to this form.

I certify under penalty of perjury, that I have examined this report and to the best of my knowledge and belief, it is complete and correct.

Signature of Presiding Officer Printed name Title Daytime telephone number Date (month, day, year)
Signature of Secretary Printed name Daytime telephone number Date (month, day, year)

Mail to: Indiana Gaming Commission, Charity Gaming Division, 101 W. Washington St., East Tower, Suite 1600, Indianapolis, IN 46204



# CG-22, SINGLE EVENT ANNUAL GROSS RECEIPTS REPORT

State Form 47862 (R3 / 6-11)

INDIANA GAMING COMMISSION

For Official Use Only

Date Received \_\_\_\_\_

Reviewed By \_\_\_\_\_

Date Entered \_\_\_\_\_

**INSTRUCTIONS:** The reporting period for this form is July 1 of the previous year through June 30 of the current year. Annual license holders: **DO NOT** complete this form; complete Form CG-21. This form must be filed by August 15. Attach additional sheets if necessary.

Organization name (Please type or print as it appears on your qualification application)		Email address	
Address of principal office (number and street; do not enter a P.O. Box Number)		Federal identification number (FID)	
City	State	ZIP code	County

**The reporting period for the amounts to be entered on Schedules 1 and 2 is July 1 through June 30.  
First read the instructions on page 2, then complete Schedules 1 and 2.**

Enter gross charity gaming revenue (less prior payments) from page 2, Schedule 1, line 1C.....	1	
Enter amount from page 2, Schedule 2, Column (h) .....	2	
Add lines 1 and 2 and enter total here .....	3	
Divide line 1 by line 3. Enter the percentage rounded to two numbers (for example, .414 rounds to 41%, and .875 rounds to 88%) .....	4	%
Is line 4 equal to 90% (.90) or more? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, multiply line 1 by 60% (.60) and enter the result here .....	5	





**CG-DIST, CHARITABLE CONTRIBUTION DISTRIBUTION LIST**  
 State Form 48581 (R7 / 6-11)  
 INDIANA GAMING COMMISSION

*INSTRUCTIONS: Complete this schedule if your organization made charitable contributions of gaming proceeds to other organizations and/or individuals. Attach to the Gross Receipts Report, Form CG-21 or CG-22. Attach additional sheets if necessary.*

Organization name (please type or print)			Email address	
Address (number and street)			Federal Identification number (FID)	
City	State	ZIP code	County	

Name of Organization or Individual to Whom Contribution Was Made	Organization's Federal I.D. Number	Check (✓) If They Are a Qualified Organization <sup>1</sup>	Distribution Date (month, day, year)	Amount Contributed to Organization or Individual	
				1	2
				3	
				4	
				5	
				6	
				7	
				8	
				9	
				10	
				11	
				12	
				13	
				14	
				15	
				16	
				17	
				18	
				19	
				20	
				21	
				22	
				23	
				24	

<sup>1</sup>See definition on back



# CG-DIST, CHARITABLE CONTRIBUTION DISTRIBUTION LIST

State Form 48581 (R7 / 9-11)

INDIANA GAMING COMMISSION

*INSTRUCTIONS: Complete this schedule if your organization made charitable contributions of gaming proceeds to other organizations and/or individuals. Attach to the Gross Receipts Report, Form CG-21 or CG-22. Attach additional sheets if necessary.*

Organization name (please type or print)			Email address	
Address (number and street)			Federal Identification number (FID)	
City	State	ZIP code	Country	

Name of Organization or Individual to Whom Contribution Was Made	Organization's Federal I.D. Number	Check (✓) if They Are a Qualified Organization <sup>1</sup>	Distribution Date (month, day, year)	Amount Contributed to Organization or Individual	
				1	2
				1	
				2	
				3	
				4	
				5	
				6	
				7	

Name of Organization or Individual to Whom Contribution Was Made	Organization's Federal I.D. Number	Check (✓) If They Are a Qualified Organization	Distribution Date (month, day, year)	Amount Contributed to Organization or Individual
				25
				26
				27
				28
				29
				30
				31
				32
				33
				34
				35
				36
				37
				38
				39
				40
				41
				42
				43
				44
<b>Total amount distributed for charitable purposes. Add Lines 1 through 44 ..... TOTAL</b>				<b>0.00</b>

<sup>4</sup>For gaming purposes, a *qualified organization*: 1) is a bona fide religious, educational, senior citizens, veterans, or civic organization operating in Indiana that is exempt from taxation under Section 501 of the Internal Revenue Code; 2) must have been continuously in existence for at least five (5) years or be affiliated with an Indiana parent organization that has been in existence for at least five (5) years; 3) may be a bona fide political organization operating in Indiana that produces exempt function income; or 4) may be a hospital, health facility, or psychiatric facility, licensed under IC 16-21-2, 16-28-2, respectively.

Under penalty of perjury, I have examined this schedule and, to the best of my knowledge, it is true, complete and correct.

_____ Signature of schedule preparer	_____ Printed name	_____ Title	_____ Daytime telephone number	_____ Date (month, day, year)
_____ Signature of presiding officer	_____ Printed name	_____ Title	_____ Daytime telephone number	_____ Date (month, day, year)





# CG-INV, CHARITY GAMING ENDING INVENTORY STATEMENT

State Form 49662 (RS) (5-11)  
INDIANA GAMING COMMISSION

**INSTRUCTIONS:** Use to enter the ending inventory of your pull tabs, punchboards and tip boards as of the last day of your quarterly accounting period. For annual licenses, attach the CG-8. For single event licensees, attach to your CG-9. Attach additional sheets if necessary.

Organization name (please type or print)			Federal Identification number (FID)		
Address (number and street)			Email address		
City	State	ZIP code	County		

**Annual License:** - Enter Financial Licensing Period: From \_\_\_\_\_ To \_\_\_\_\_  
**Single Event License:** - Attach to CG-9

Name of Game	Number of Boxes Left	Serial Number of Game	Gross	Payout	Name of Distributor





# Event Summary Reports

- Bingo – Event Summary Report
- Charity Game Night – Event Summary Report
- Raffle – Event Summary Report
- PPT – Event Summary Report
- Door Prize – Event Summary Report
- Festival – Event Summary Report
- Water Race – Event Summary Report
- Guessing Game – Event Summary Report



# Festival - Event Summary Report

State Form 54737 (R / 4-13)  
INDIANA GAMING COMMISSION

Prepared By: \_\_\_\_\_  
*First and Last Name*

(1) Organization Name		(2) Date of Event <i>(mm/dd/yy)</i>	(3) Day _____ of _____ <i>Example: Day 1 of a 5 day festival</i>	
(4) Address of Event		(5) City	(6) State	(7) ZIP Code
(8) License Number		(9) Operator in Charge		
(10) Number of Attendees		(11) Start-Up Money <i>(Includes hot ball, cover all, special games, etc.)</i> \$		

## Part 1 BINGO

(12) Door Packs Sold – Description <i>(Name, Face Up, etc.)</i>	Number of Free Packs	Reduced Packs: Number Sold / Price per Pack	Regular Packs: Number Sold / Price Per Pack	Bingo Income	Bingo Payouts	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
(13) Early Birds/Warm Ups – Description <i>(Name, Face Up, etc.)</i>	Number of Free Packs	Reduced Packs: Number Sold / Price per Pack	Regular Packs: Number Sold / Price Per Pack	Bingo Income	Bingo Payouts	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
(14) Special Games – Description <i>(Name, Face Up, etc.)</i>	Number of Free Games	Reduced Games: Number Sold / Price per Game	Regular Games: Number Sold / Price Per Game	Bingo Income	Bingo Payouts	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
(15) Night Owls – Description <i>(Name, Face Up, etc.)</i>	Number of Free Packs	Reduced Packs: Number Sold / Price per Pack	Regular Packs: Number Sold / Price Per Pack	Bingo Income	Bingo Payouts	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
(16) Cookie Jar / Hot Ball / Hot Number / Pickle Jar, etc.			Number Sold	Price Per Game	Bingo Income	Bingo Payouts
				\$	\$	\$
				\$	\$	\$
<b>Payout limitation per Bingo <u>Game</u> is \$1,000.00.</b>  <b>Payout limitation per Bingo <u>Event</u> is \$6,000.00.</b>			(17) Total Gross Bingo Income		\$ 0.00	
			(18) Bingo Payouts			\$ 0.00
			(19) Net Bingo Income <i>(Subtract Line 18 from Line 17.)</i>			\$ 0.00

Prepared By: \_\_\_\_\_  
First and Last Name

Event Date: \_\_\_\_\_  
(mm/dd/yy)

Day \_\_\_\_\_ of \_\_\_\_\_  
Example: Day 1 of a 5 day festival

### Festival – Event Summary

<b>Part 2 CARD GAMES</b>		<b>A cash-in / cash-out station must be established.</b>		
(20) List TYPE of card game played <i>(Texas Hold'em, Omaha, Caribbean Stud, Euchre, etc.)</i>	(21) List how money was made by organization <i>(Tournament style, Straight take off the top, Dragging the pot, Play against the house, etc.)</i>	(22) Total Income Collected	(23) Total Payout	(24) Net Income <i>Line 22 Minus Line 23</i>
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
		\$	\$	\$ 0.00
<b>Totals</b>		<sup>22(a)</sup> \$ 0.00	<sup>23(a)</sup> \$ 0.00	<sup>24(a)</sup> \$ 0.00
<b>Part 3 DICE GAMES AND WHEEL GAMES</b>		<b>A cash-in / cash-out station must be established.</b>		
(25) Name of Game <i>(Craps, Roulette, Spindle, Money, Turkey, Ham etc.)</i>	(26) Total Income Collected	(27) Total Payout	(28) Net Income <i>Line 26 minus line 27</i>	
	\$	\$	\$ 0.00	
	\$	\$	\$ 0.00	
	\$	\$	\$ 0.00	
	\$	\$	\$ 0.00	
	\$	\$	\$ 0.00	
	\$	\$	\$ 0.00	
	\$	\$	\$ 0.00	
<b>Totals</b>	<sup>26(a)</sup> \$ 0.00	<sup>27(a)</sup> \$ 0.00	<sup>28(a)</sup> \$ 0.00	

Please read page 8.



Prepared By: \_\_\_\_\_ Event Date: \_\_\_\_\_ Day \_\_\_\_\_ of \_\_\_\_\_  
First and Last Name (mm/dd/yy) Example: Day 1 of a 5 day festival

### Festival - Event Summary Report

Part 5 TIP BOARD / PUNCH BOARD SALES							You must retain all seal / flare cards.
(37) Name of Game	(38) Serial Number	(39) Number of Tips/Punches	(40) Amount Per Tip/Punch	(41) Gross Income	(42) Cash Payout	(43) Net Income	(44) Prize-Item Description / *Value **Cost If prizes are donated, indicate donated.
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
<b>Totals</b>				41(a) \$ 0.00	42(a) \$ 0.00	43(a) \$ 0.00	
Part 6 RAFFLES							
(45) Type of Drawing <small>(Regular, 50/50, Split the Pot, Commander, etc.)</small>	(46) Number of Drawings	(47) Number of Tickets Sold	(48) Amount Per Ticket	(49) Gross Income	(50) Cash Payout	(51) Net Income	(52) Prize-Item Description / *Value **Cost If prizes are donated, indicate donated.
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
<b>Totals</b>				49(a) \$ 0.00	50(a) \$ 0.00	51(a) \$ 0.00	
Part 7 DOOR PRIZES				The total value of all Door prizes may not exceed \$5,000.			
(53) Description of Door Prize Drawing	(54) Number of Drawings	(55) Number of Paid Attendees	(56) Amount Per Ticket	(57) Gross Income	(58) Cash Payout	(59) Net Income	(60) Prize-Item Description / *Value **Cost If prizes are donated, indicate donated.
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
			\$	\$	\$	\$ 0.00	
<b>Totals</b>				57(a) \$ 0.00	58(a) \$ 0.00	59(a) \$ 0.00	

\*The value of prizes must be determined by the fair market retail value. \*\*The cost of prizes must be supported with a receipt.

Prepared By: \_\_\_\_\_  
*First and Last Name*

Event Date: \_\_\_\_\_  
*(mm/dd/yy)*

Day \_\_\_\_\_ of \_\_\_\_\_  
*Example: Day 1 of a 5 day festival*

### Festival - Event Summary Report

Part 8 WATER RACE						
(61) Description of Water Race	(62) Number of Water Race Tickets Sold	(63) Amount Per Ticket	(64) Gross Income	(65) Cash Payout	(66) Net Income	(67) Prize-Item Description / *Value **Cost If prizes are donated, indicate donated.
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
<b>Totals</b>			64(a) \$ 0.00	65(a) \$ 0.00	66(a) \$ 0.00	
Part 9 GUESSING GAME						
(68) Description of Guessing Game	(69) Number of Guesses Sold	(70) Amount Per Ticket	(71) Gross Income	(72) Cash Payout	(73) Net Income	(74) Prize-Item Description / *Value **Cost If prizes are donated, indicate donated.
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
		\$	\$	\$	\$ 0.00	
<b>Totals</b>			71(a) \$ 0.00	72(a) \$ 0.00	73(a) \$ 0.00	

\*The value of prizes must be determined by the fair market retail value. \*\*The cost of prizes must be supported with a receipt.

Prepared By: \_\_\_\_\_  
*First and Last Name*

Event Date: \_\_\_\_\_  
*(mm/dd/yy)*

Day \_\_\_\_\_ of \_\_\_\_\_  
*Example: Day 1 of a 5 day festival*

### Festival - Event Summary Report

<b>Part 10 GROSS INCOME TOTALS</b>		
Start-Up Money <i>(Includes hot ball, cover all, special games, etc.) (Enter amount from line 11)</i>	75	\$
Bingo Income <i>(Enter amount from line 17)</i>	76	\$ 0.00
Card Games Income <i>(Enter amount from line 22(a))</i>	77	\$ 0.00
Dice and Wheel Games Income <i>(Enter amount from line 26(a))</i>	78	\$ 0.00
Pull Tab Gross Income <i>(Enter amount from line 34(a))</i>	79	\$ 0.00
Tip Board and Punch Board Income <i>(Enter amount from line 41(a))</i>	80	\$ 0.00
Raffle Income <i>(Enter amount from line 49(a))</i>	81	\$ 0.00
Door Prize Income <i>(Enter amount from line 57(a))</i>	82	\$ 0.00
Water Race Income <i>(Enter amount from line 64(a))</i>	83	\$ 0.00
Guessing Game Income <i>(Enter amount from line 71(a))</i>	84	\$ 0.00
Gross Total <i>(Add Lines 75-84)</i>	85	\$ 0.00
<b>Part 11 PAYOUT TOTALS <i>(These numbers represent CASH payouts only.)</i></b>		
Bingo Payout <i>(Enter amount from line 18)</i>	86	\$ 0.00
Card Games Payout <i>(Enter amount from line 23(a))</i>	87	\$ 0.00
Dice and Wheel Games Payout <i>(Enter amount from line 27(a))</i>	88	\$ 0.00
Pull Tab Payout <i>(Enter amount from line 35(a))</i>	89	\$ 0.00
Tip Board and Punchboard Payout <i>(Enter amount from line 42(a))</i>	90	\$ 0.00
Raffles Payout <i>(Enter amount from line 50(a))</i>	91	\$ 0.00
Door Prizes Payout <i>(Enter amount from line 58(a))</i>	92	\$ 0.00
Water Race Payout <i>(Enter amount from line 65(a))</i>	93	\$ 0.00
Guessing Game Payout <i>(Enter amount from line 72(a))</i>	94	\$ 0.00
Total Payouts <i>(Add Lines 86-94)</i>	95	\$ 0.00
<b>Part 12 NET INCOME</b>		
Total Net Income <i>(Line 85 minus line 95)</i>	96	\$ 0.00
<b>Part 13 DEPOSIT FROM THIS EVENT</b>		
Amount of bank deposit from this event	97	\$

Reminder: Payout totals do NOT include the expenses to purchase the prizes. The expense will be deducted on the financial forms.

Prepared By: \_\_\_\_\_  
*First and Last Name*

Event Date: \_\_\_\_\_  
*(mm/dd/yy)*

Day \_\_\_\_\_ of \_\_\_\_\_  
*Example: Day 1 of a 5 day festival*

### Festival - Operator and Worker List

Name <i>First and Last Name</i>	DLN / ID	Assigned Duties for this Event <i>(check all that apply)</i>	Operator or Worker <i>(check one)</i>	Member and/or Employee <i>(check all that apply)</i>
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
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		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT Sales <input type="checkbox"/> Raffles <input type="checkbox"/> Cards, Dice, Etc. <input type="checkbox"/> Other <i>(Please describe)</i>	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee

Reminder: All Operators must be listed on the license. Only an operator may: call bingo and pull the winning ticket. Everyone that sells a raffle ticket or a pull tab, punchboard or tip board ticket must be listed on the application as either an operator or a worker.



Festival Event Summary Report  
Part 2 Cards Games  
Part 3 Dice Games and Wheel Games

1. The manner that you will use to record all income for the card games, dice games and wheel games must be established prior to start of game.
  - a) A cash in / cash out station must be utilized and must be supervised by an operator.
  - b) A record of all buy-ins, re-buys, add-ons and entrance fees must be maintained.
2. The manner that you will use to payout prizes must be established prior to the start of the game.
  - a) If playing tournament style, you must determine how many positions (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. ) will be paid and the prizes for each position.
  - b) Cash in / Cash out game.
3. You must determine how the organization will make money for this fundraising event.
  - a) Straight off the top. House take / buy-in – i.e. \$25.00 = \$20.00 chips and \$5.00 for the house.
  - b) Pot drag – i.e. \$1.00 for each \$10.00 in bets up to a maximum of \$8.00 per game.
  - c) Play against the house. Determine win / losses for each table to determine net income.
  - d) Cash in / Cash out station – i.e. use register to determine sales and payouts.

**No Tipping.** Proper signage must be posted indicating *No Tipping* allowed.

**Cash Game:** means a game in which the players may cash in or cash out at any time.

*Caution:* Before you conduct a cash game you will need to consider that you must declare all of the buy-ins, re-buys and add-ons as your gross income. This will seriously affect your license fees for the next license period.

**CASH:** There is never a time when cash may be used in the game. Imitation money or chips must be used.

**Dealers:** must be properly documented operators or workers for your organization. They shall not participate in the game in any manner.

*Exception:* Qualified Card Game New IC 4-32.2-2-23.3. Euchre, Texas Hold 'em poker, Omaha poker.



**Deal:** shall not be passed around the table.

*Exception:* For the following Qualified Card Games only.

EUCHRE:

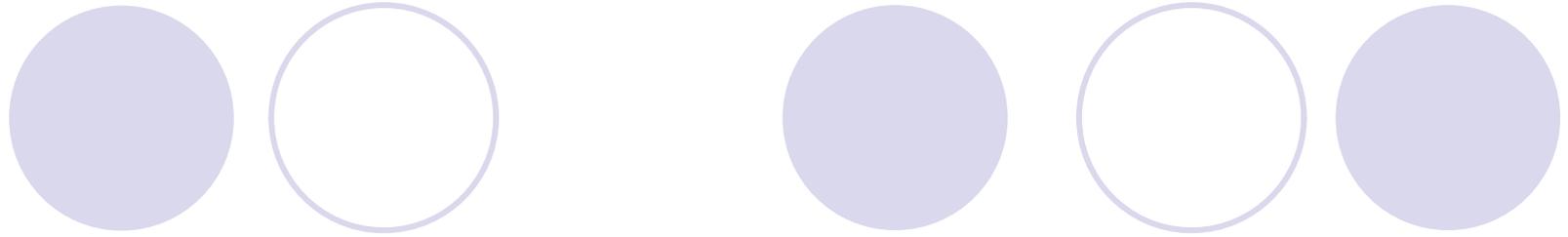
- The **only** card game in which the deal may be passed around the table and **the dealer may participate**. When it is the players turn to deal, they must deal. You are required to have 1 operator for every 6 tables of 4 players.

TEXAS HOLD'EM POKER AND OMAHA POKER

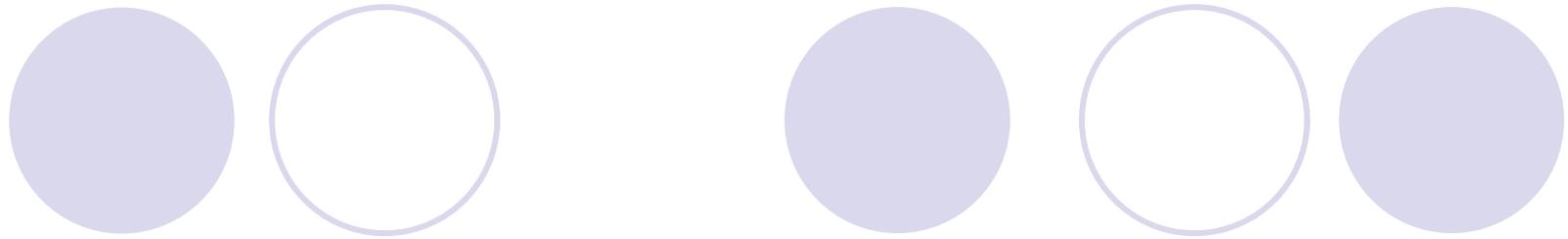
- **Patrons may take turns dealing, but are not permitted to play in the hand they deal.**
- The dealer shall submit the deck to be cut to the nearest player to the right of the dealer.
  - IGC Interpretation: Person may either pass or cut.
- A blank card must be at the bottom of the deck.
  - IGC Interpretation: Blank card means a non-playing card.
- An operator or worker shall deal the cards at the final table of the tournament.
- Operators or workers may not play in the games at the events they are working.
- Proposed rule: A minimum of two operators for an event, maintaining a ratio of at least one operator per forty (40) players

**Recommendation:** It is recommended that you establish house rules on how the games will be conducted. Included in these house rules should be how disputes will be handled. House rules should be published, posted and a copy placed on each table. House rules should be available to anyone who requests a copy. If you establish house rules, please follow them.

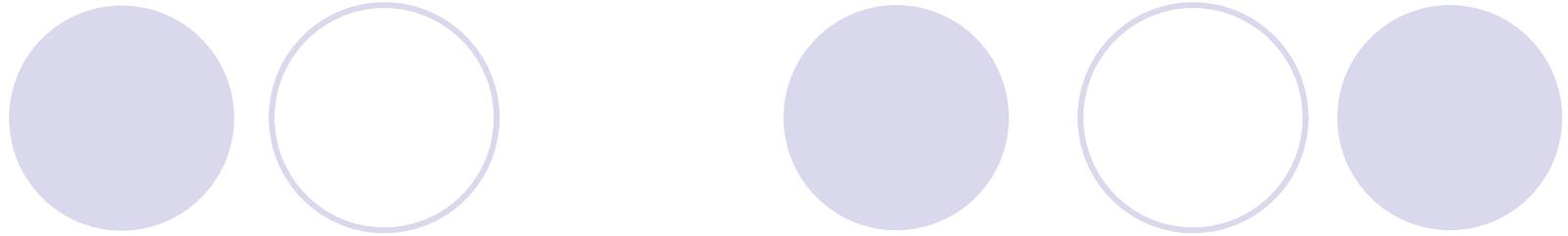
**Documentation:** All documents produced pertaining to the event must be maintained to support the event summary report. If the records are computerized, the actual hand written documents must be maintained to support the computer records.



# **Test Your Charity Gaming Knowledge**

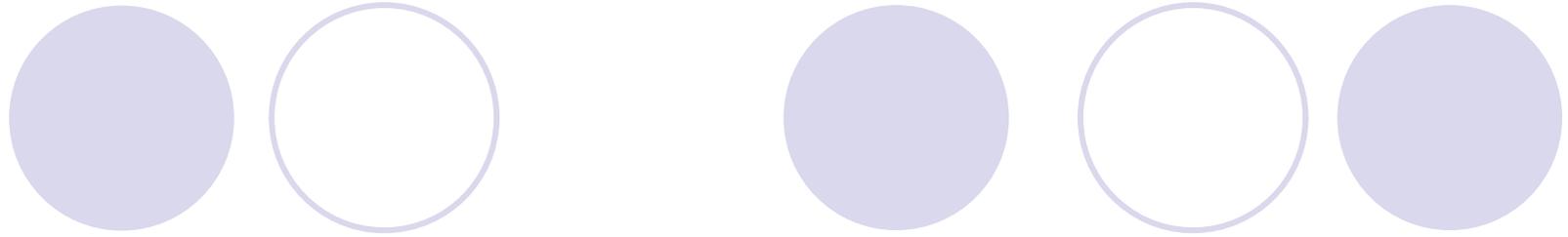


**1. To be an operator (other than a bartender on an Annual PPT or Annual Raffle license) on a charity gaming license, how long does an individual have to be a member?**

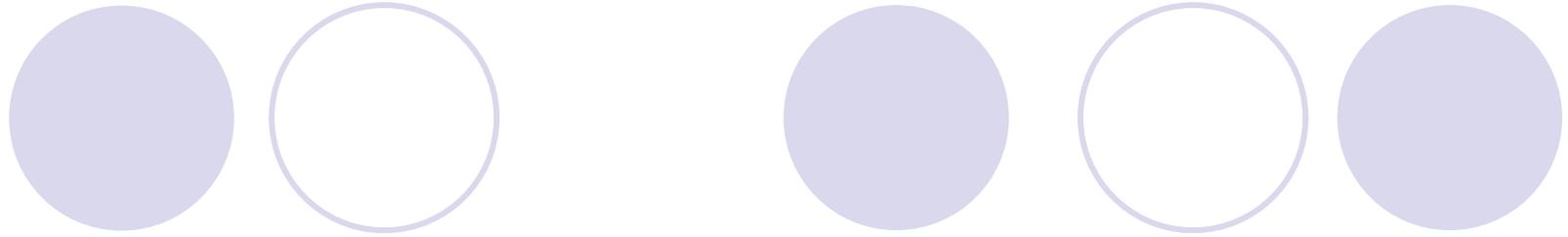


1. To be an operator (other than a bartender on an Annual PPT or Annual Raffle license) on a charity gaming license, how long does an individual have to be a member?

**1 year.**

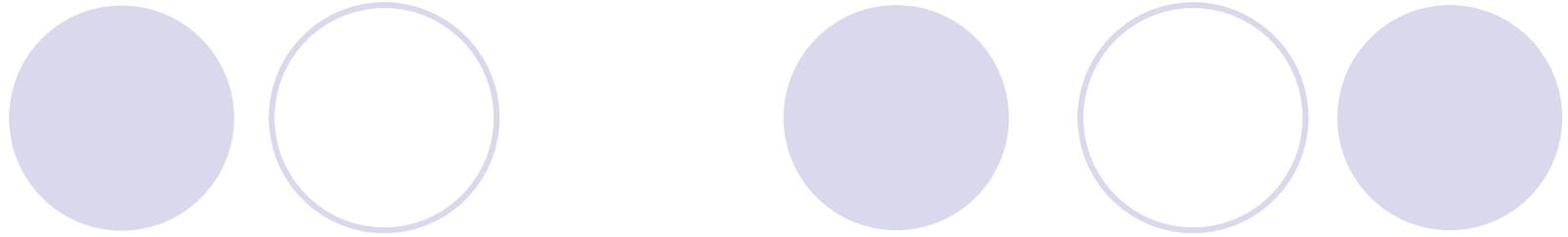


**2a.** To be a worker for a charity gaming event, how long does an individual have to be a member?

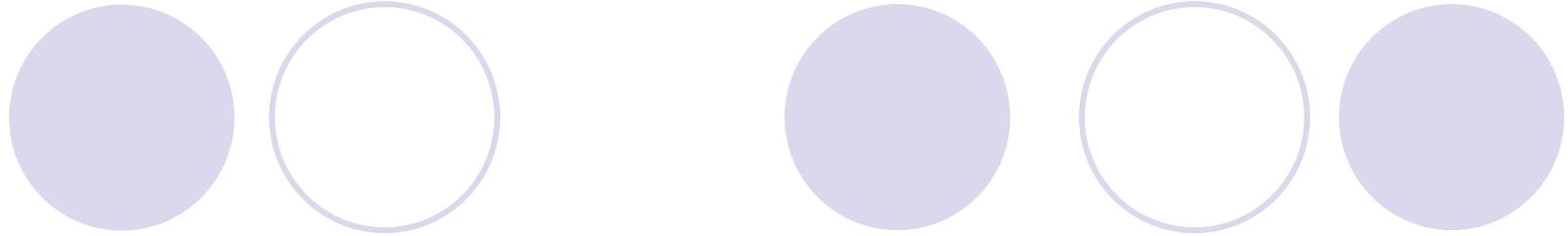


**2a.** To be a worker for a charity gaming event, how long does an individual have to be a member?

**30 Days.**



**2b.** Are there any exceptions to the membership requirement for a worker?

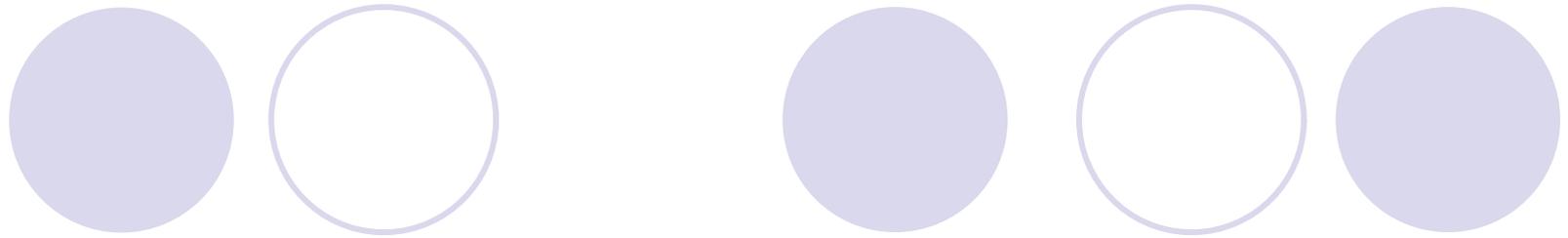


**2b.** Are there any exceptions to the membership requirement for a worker?

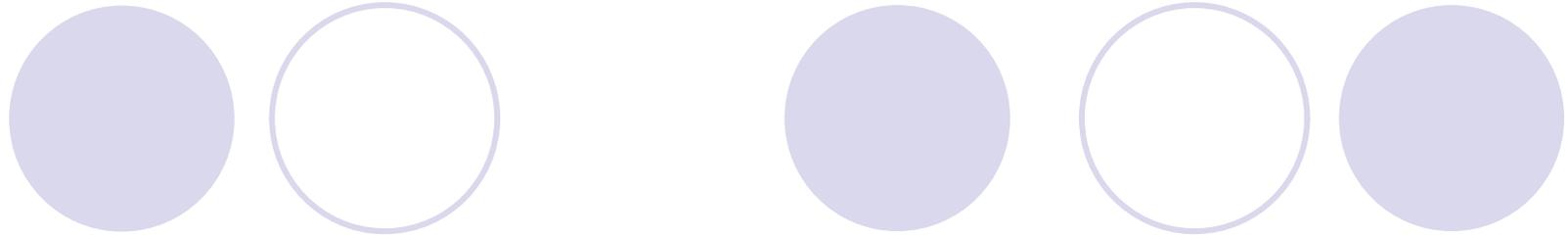
**Yes.**

**A full time employee may serve as a worker.**

**An individual who is a member of another qualified organization has been approved by the Charity Gaming Division (on Form CG-NPA) may also serve as a worker.**

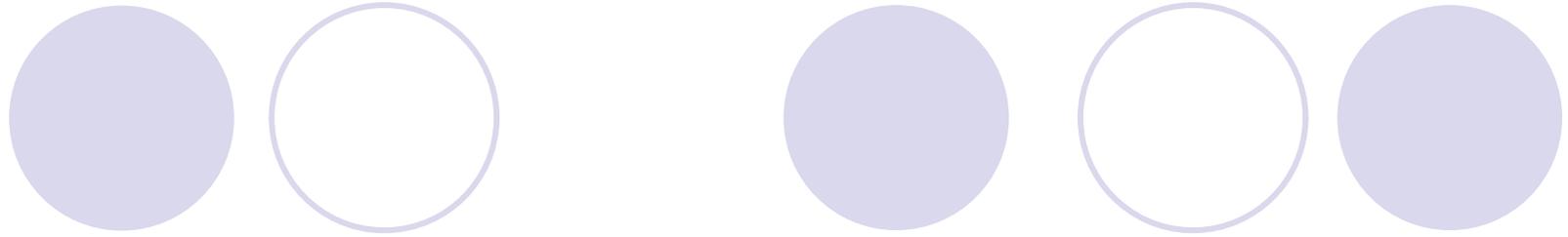


**3a.** How old does a member have to be to serve as an operator or worker?

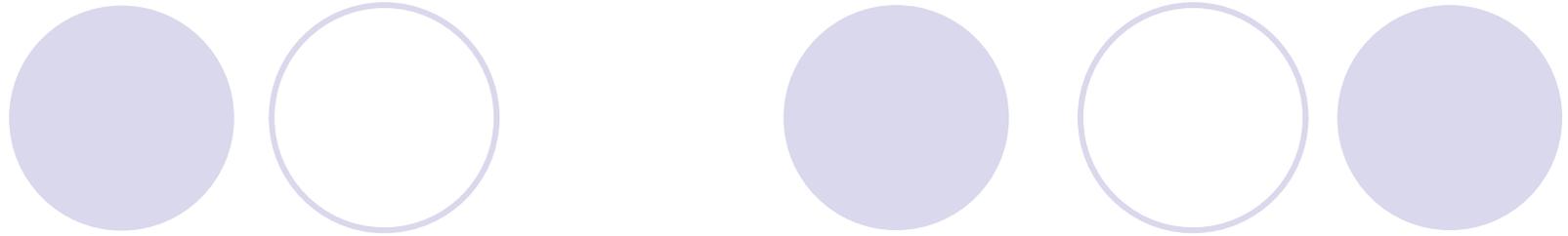


**3a.** How old does a member have to be to serve as an operator or worker?

**Eighteen – 18.**

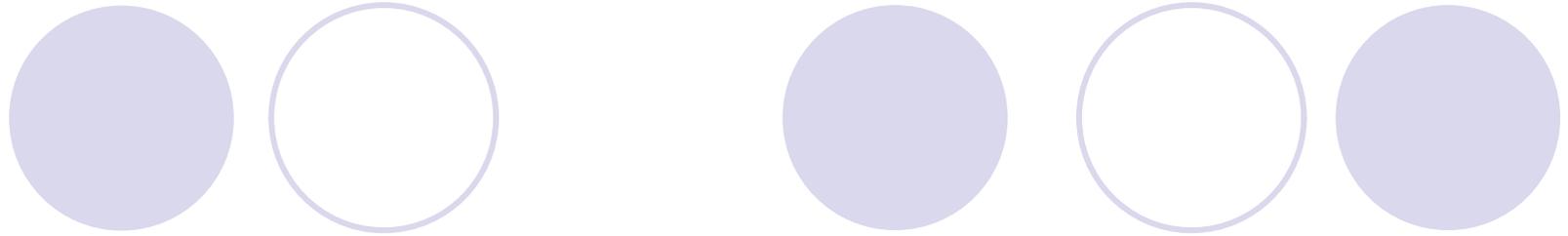


**3b.** Name the **only** thing that someone under the age of 18 may do:

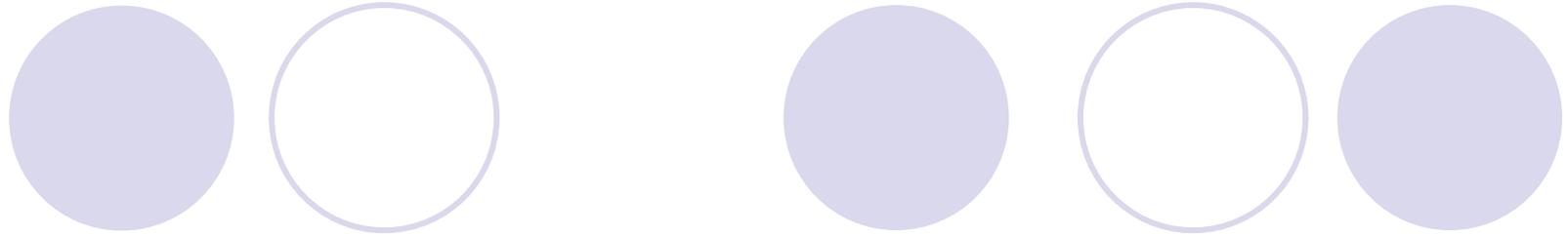


**3b.** Name the **only** thing that someone under the age of 18 may do:

**The only thing that an individual under the age of eighteen (18) may do is sell raffle tickets for an organization that they are a member.**

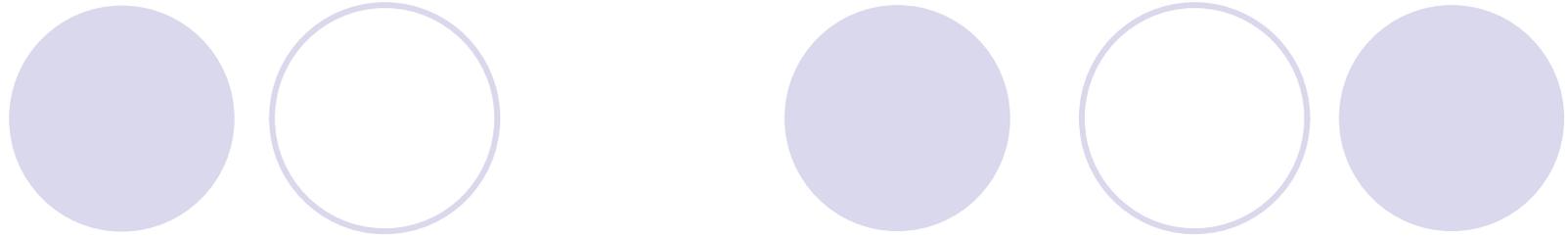


**4. How old does an individual have to be to participate as a patron in a charity gaming event?**

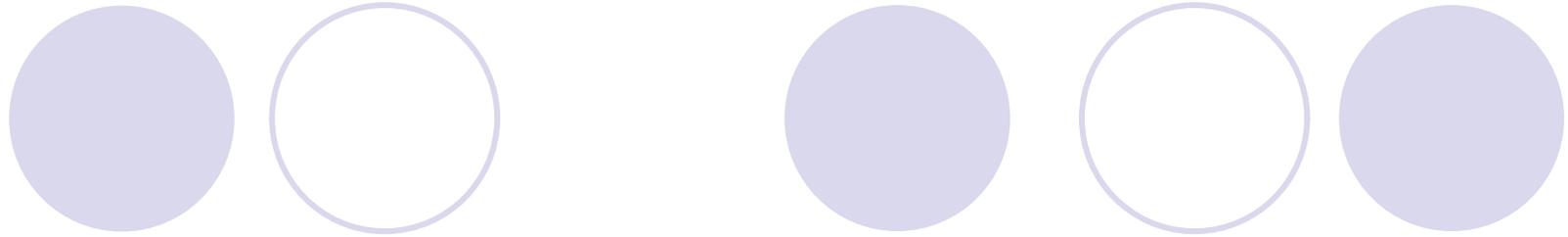


4. How old does an individual have to be to participate as a patron in a charity gaming event?

**Eighteen – 18.**

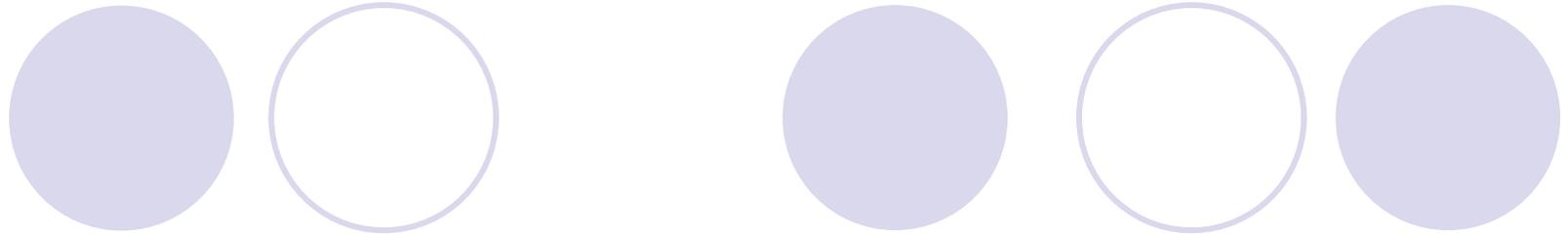


**5a.** What kind of license would my organization need if we wanted to play bingo, play cards, sell tips, have a dinner and a silent auction at a charity function on December 10th at Primo's Banquet Hall?

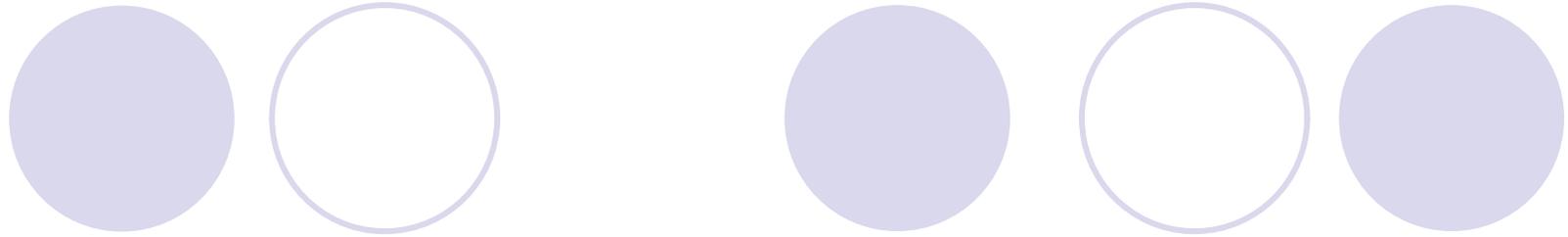


**5a.** What kind of license would my organization need if we wanted to play bingo, play cards, sell tips, have a dinner and a silent auction at a charity function on December 10th at Primo's Banquet Hall?

**A Festival License.**

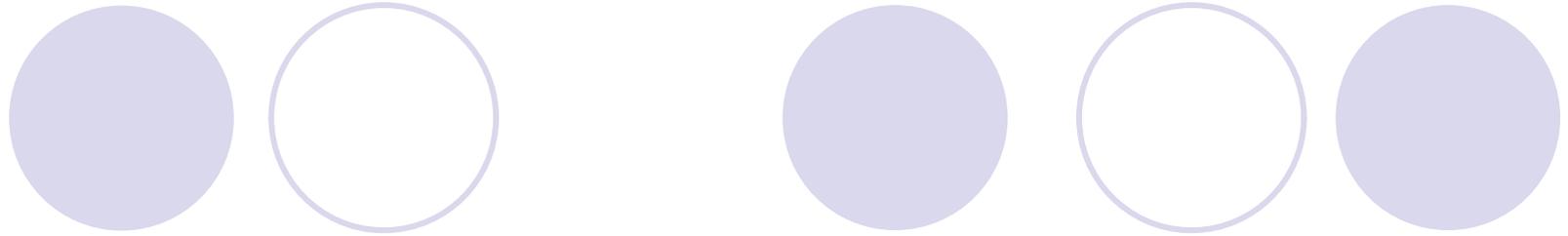


**5b.** If we wanted to start advertising the function on July 1st, how soon should I submit my application?

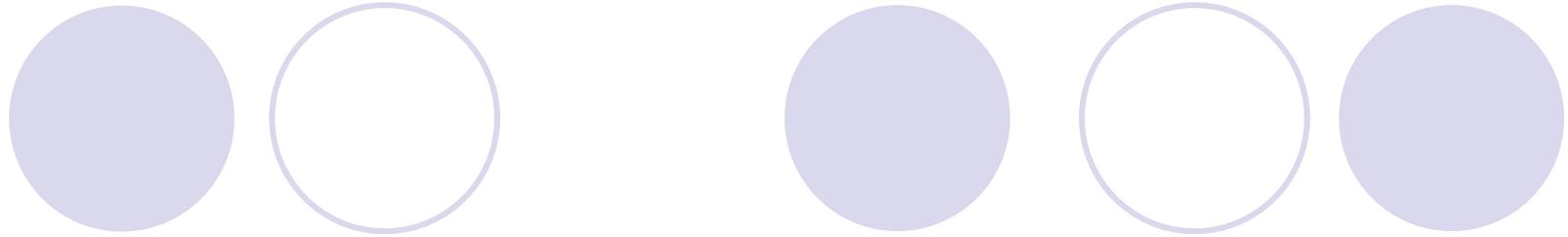


**5b.** If we wanted to start advertising the function on July 1st, how soon should I submit my application?

**At least 45 business days prior to the time you want to start advertising.**

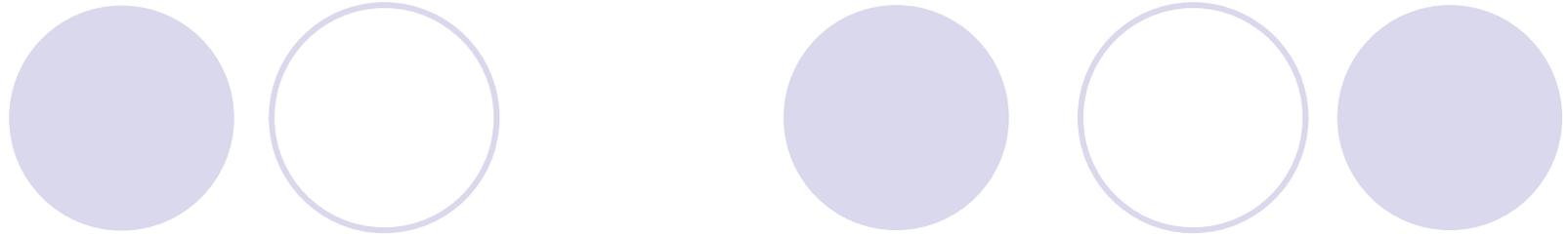


**5c.** What financial report will I need to complete at the conclusion of this event?

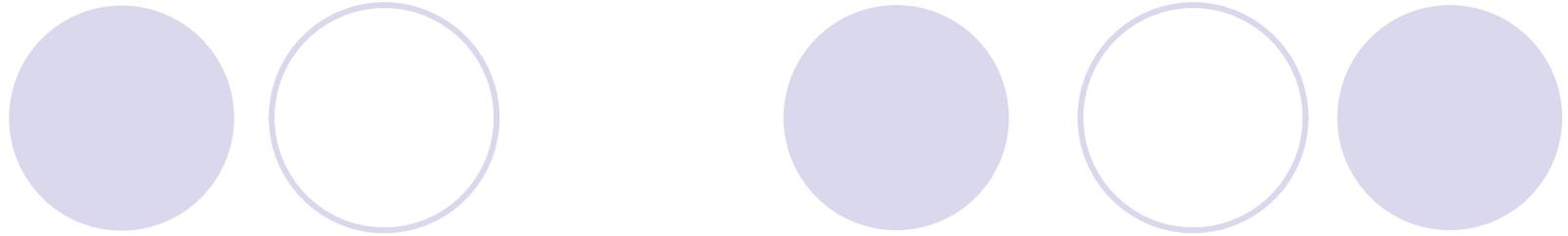


**5c.** What financial report will I need to complete at the conclusion of this event?

**A CG-9 Single Event Financial Report.**

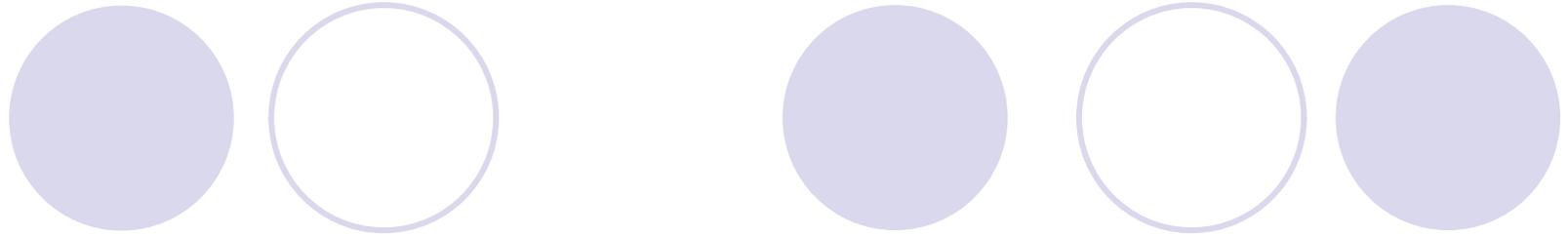


**6a.** We just hired a bartender, what form do I need to complete to have him added to my annual raffle license?

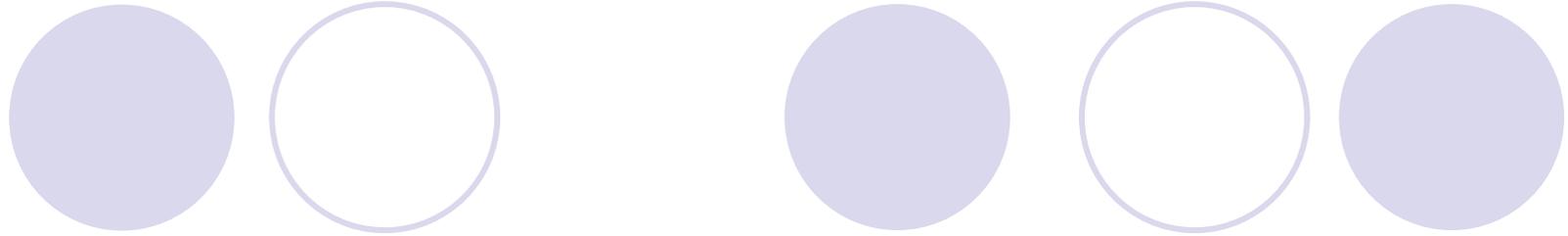


**6a.** We just hired a bartender, what form do I need to complete to have him added to my annual raffle license?

**Form CG-AM, Amendment Request.**



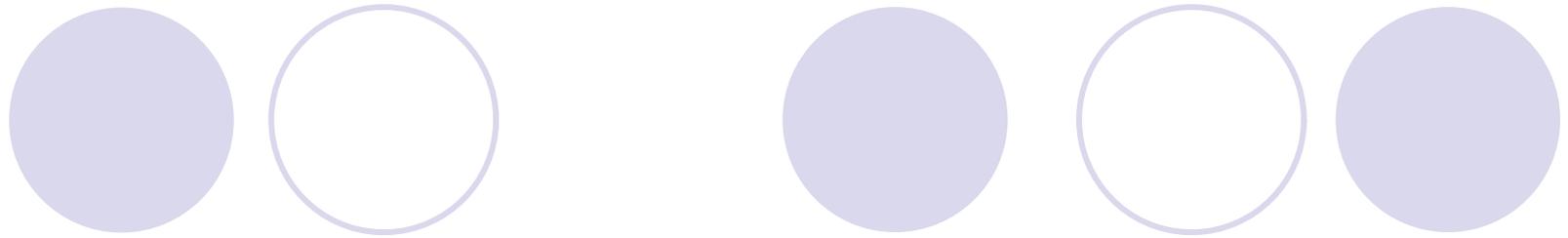
**6b.** Is there a fee?



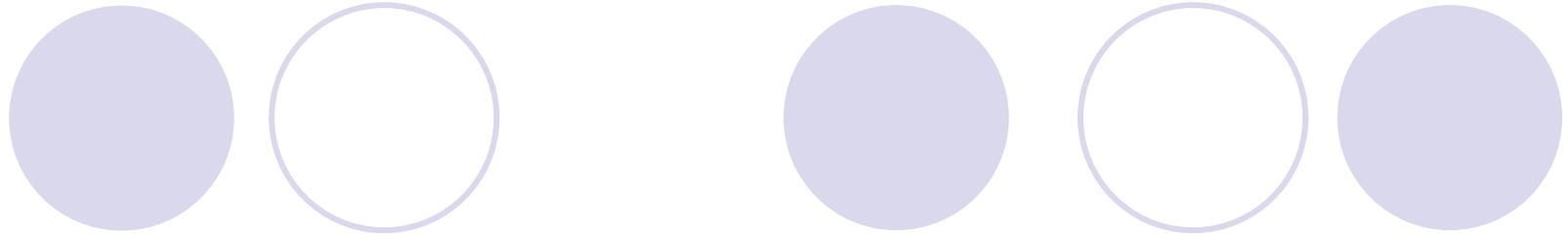
## **6b. Is there a fee?**

**To make a change to a license, a \$25.00 processing fee will be charged. Adding operators, changing the date/day and/or time frames or changing the location of the event require a change to the license.**

**If your organization is adding workers only, the fee will not be due.**

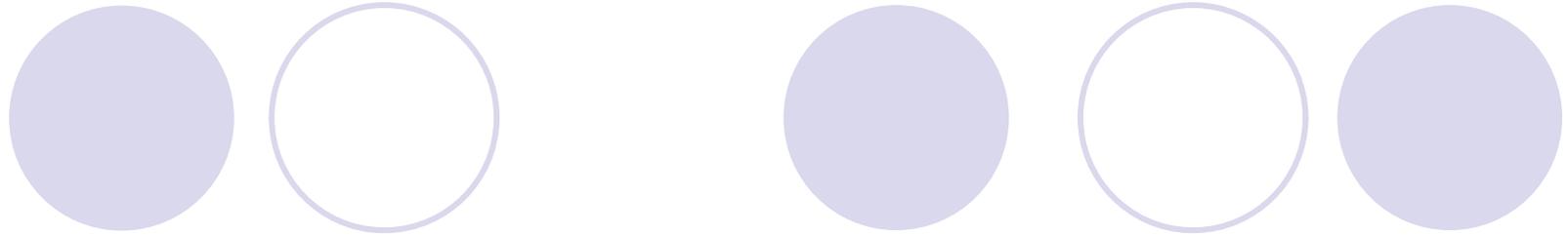


**6c.** When can this bartender start selling ppt's or cash in the ppt's and sell the raffle chances?

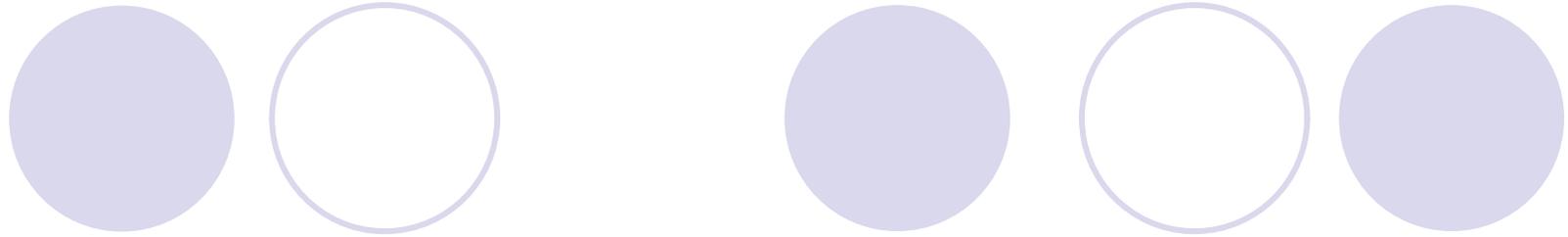


**6c.** When can this bartender start selling ppt's or cash in the ppt's and sell the raffle chances?

**As soon as you have received the amended license with the individuals name listed as an operator.**

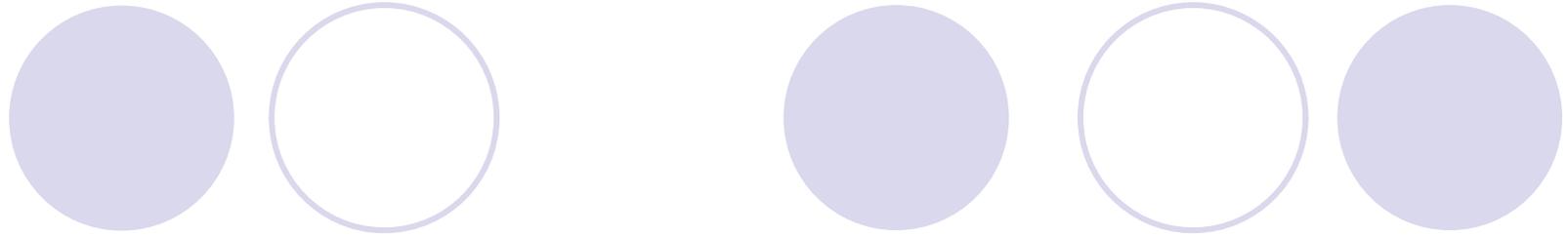


**7a.** My organization has several committees. We have a bingo committee, a festival committee and a raffle committee. Is it ok to have 3 bank accounts?

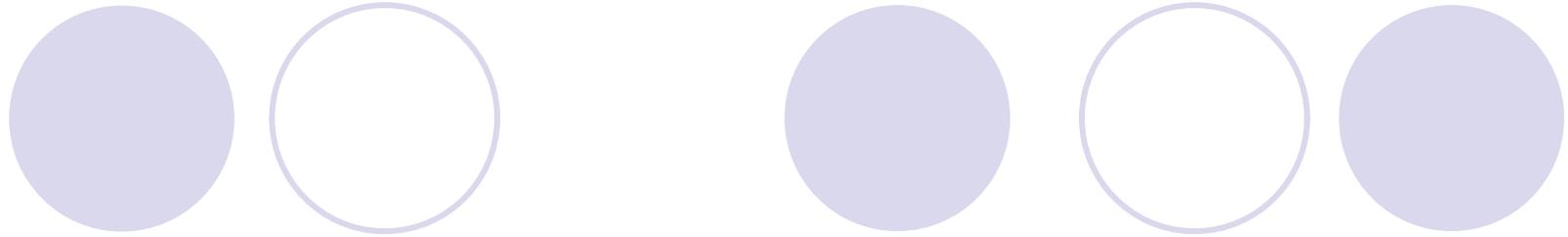


**7a.** My organization has several committees. We have a bingo committee, a festival committee and a raffle committee. Is it ok to have 3 bank accounts?

**No. Each qualified organization may only have 1 separate and segregated charity gaming checking account.**

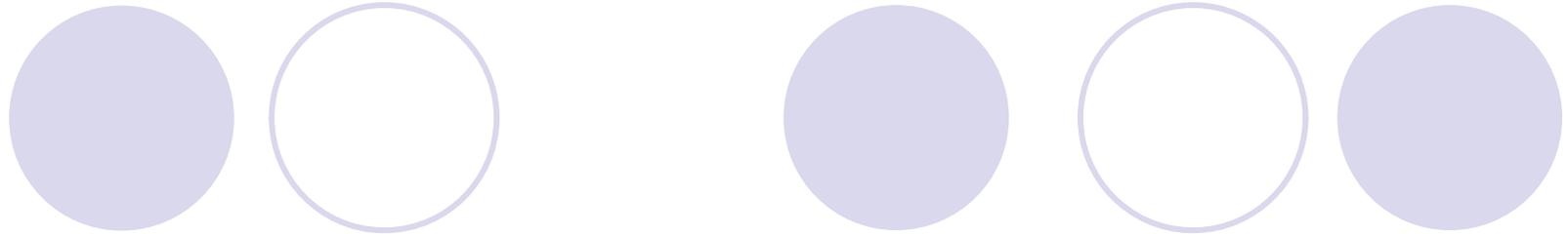


**7b.** When each committee applies for a license, who has to sign the applications?



**7b.** When each committee applies for a license, who has to sign the applications?

**The Presiding Officer and Secretary of the organization will need to sign each application. We verify signatures of these individuals by using the information you provide on the CG-CO, Current Officer Form.**

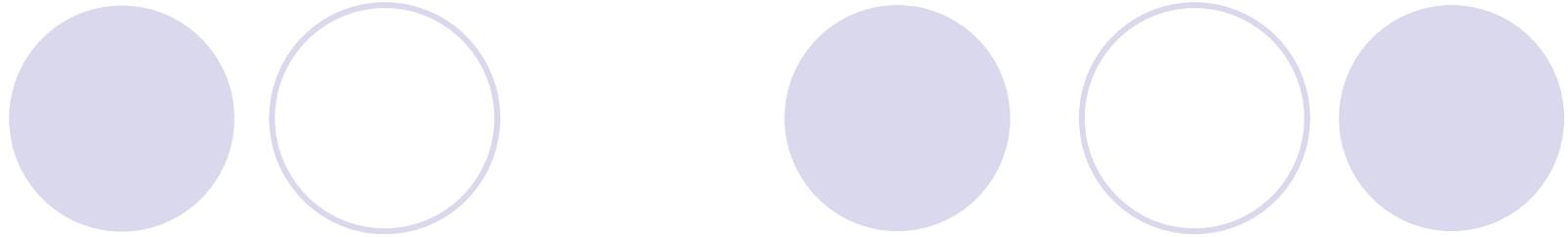


**8. Name the information required on an application for an operator and worker:**

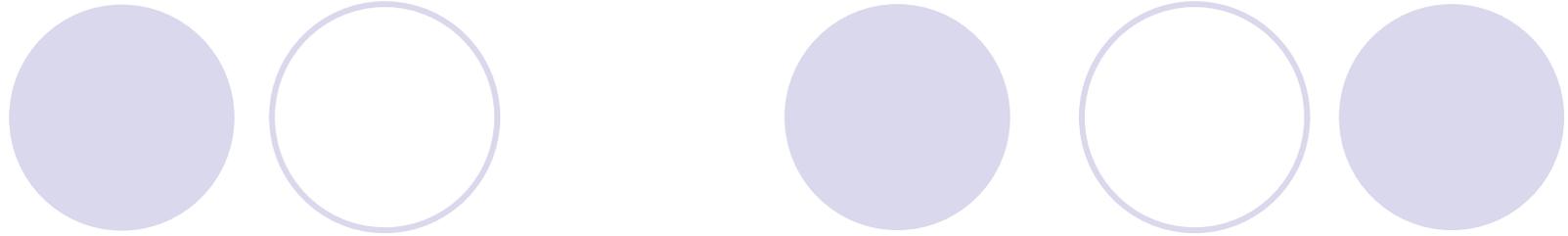


**8. Name the information required on an application for an operator and worker:**

- **Full legal name**
- **Home address**
- **Driver's license or State ID number**
- **Date of birth**
- **Daytime telephone number**
- **Date joined organization**
- **And an indication of whether the individual is a member, employee or bartender**



**9.** My organization has about 25 members and we meet at a local restaurant to conduct our monthly meetings. During these meetings, we want to conduct a 50/50. The most we've ever taken in is \$40 and that prize amount was \$20. Do we need a license?



9. My organization has about 25 members and we meet at a local restaurant to conduct our monthly meetings. During these meetings, we want to conduct a 50/50. The most we've ever taken in is \$40 and that prize amount was \$20. Do we need a license?

**Probably not. We may determine that the events may be registered as non licensed exempt events.**



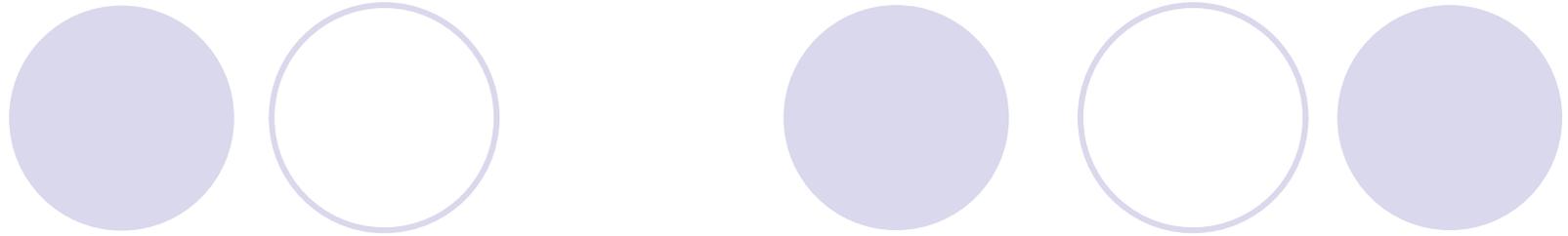
**10. Can we use our charity gaming proceeds to:**

- pay the light bill?
- pay to have the roof repaired?
- buy new bar stools?
- make a donation to another non profit in town?
- pay my hotel bill so I could attend this charity gaming seminar?
- buy a computer and pay the internet bill?
- pay the insurance premium portion of my employees?

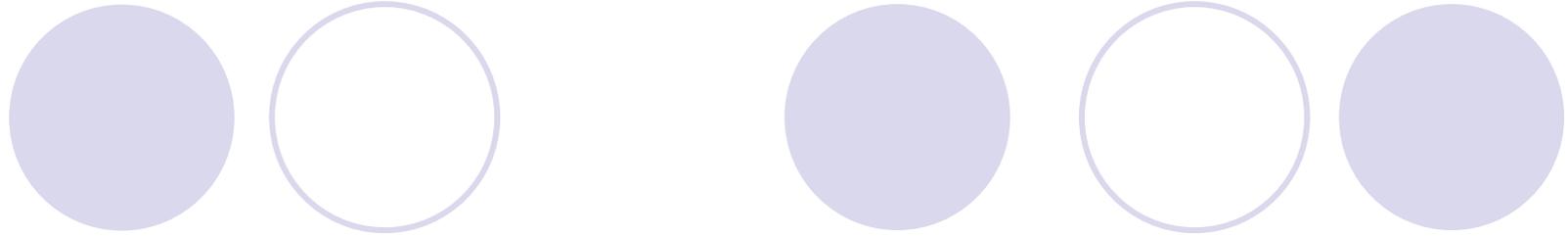


**10. Can we use our charity gaming proceeds to:**

- pay the light bill? – yes
- pay to have the roof repaired? – yes
- buy new bar stools? - no
- make a donation to another non profit in town? – yes
- pay my hotel bill so I could attend this charity gaming seminar? – yes
- buy a computer and pay the internet bill? – yes
- pay the insurance premium portion of my employees? - no

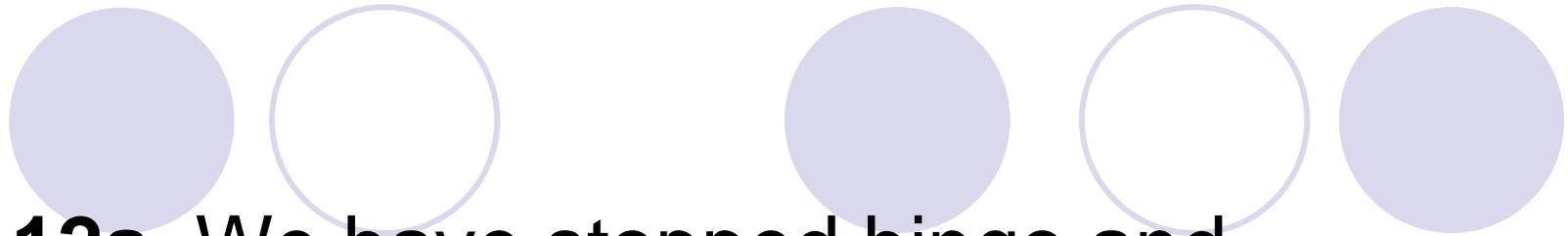


**11.** We've received an ESR-PPT with our new Annual PPT License. We have a program in our computer where we already enter most of this information. Do we have to complete this form too?

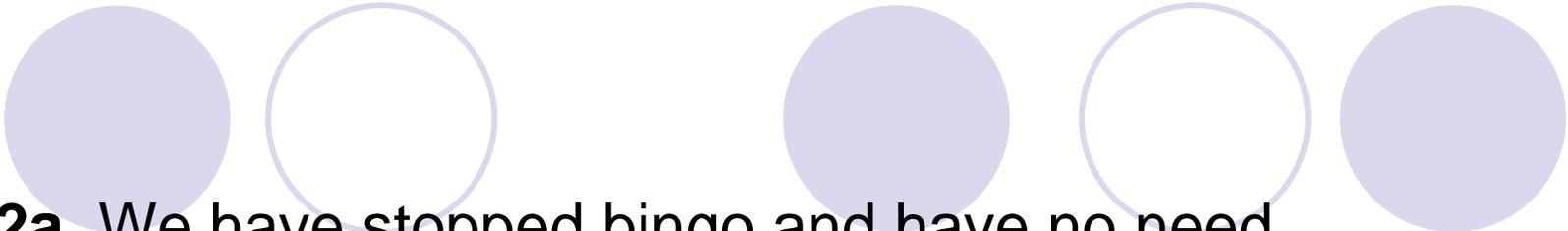


**11.** We've received an ESR-PPT with our new Annual PPT License. We have a program in our computer where we already enter most of this information. Do we have to complete this form too?

**As long as your program contains all the information requested on the ESR form, you may use your program, print the results and attach them to the ESR form.**

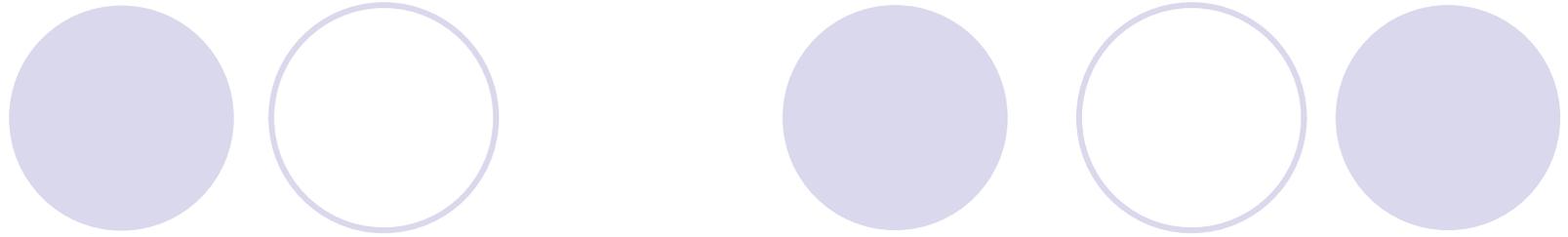


**12a.** We have stopped bingo and have no need for the bingo equipment. Believe it or not, we have the original bill of sale from the distributor dated July 18th 2005 for the bingo blower and we grandfathered the bingo display board. Can we donate this equipment to this other organization that has a bingo license?

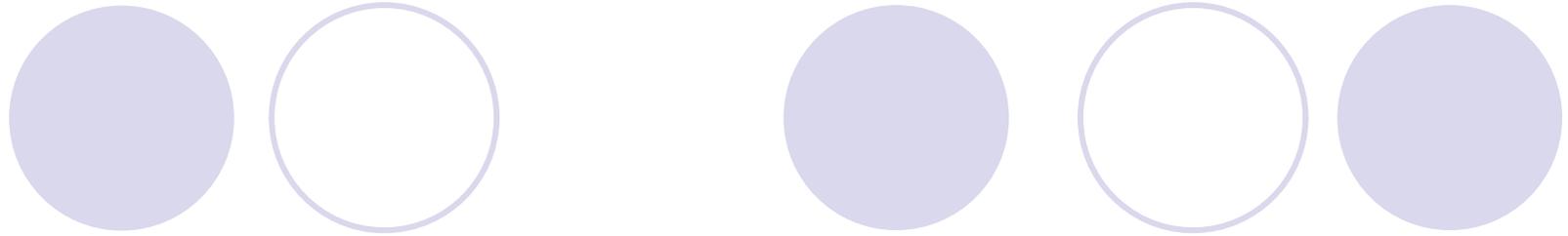


**12a.** We have stopped bingo and have no need for the bingo equipment. Believe it or not, we have the original bill of sale from the distributor dated July 18th 2005 for the bingo blower and we grandfathered the bingo display board. Can we donate this equipment to this other organization that has a bingo license?

**Yes. As long as the equipment can be verified as either being purchased from a licensed distributor or was properly grandfathered, the equipment may be donated. It can never be rented or sold.**

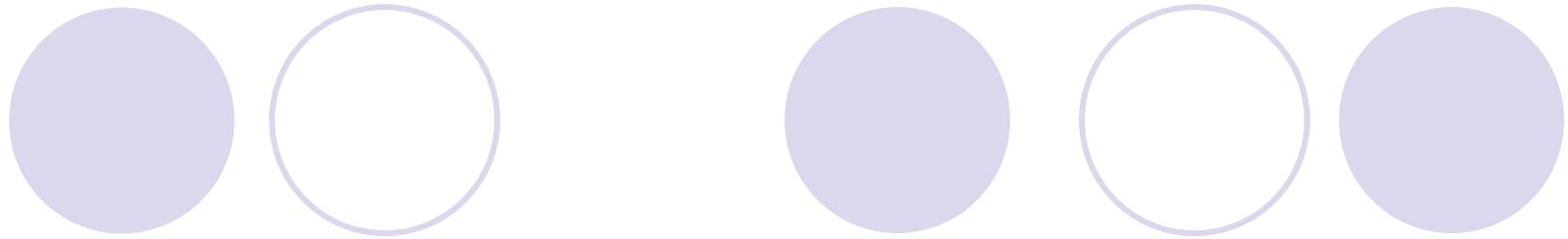


**12b.** Can we donate the bingo paper that we have left over?



**12b.** Can we donate the bingo paper that we have left over?

**No. The law only allows “reusable” supplies to be donated.**

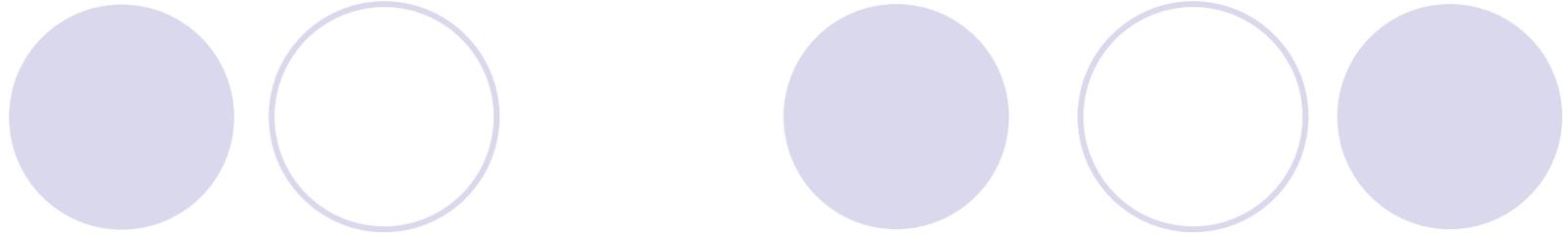


**13.** We have an annual bingo license where we play bingo on Monday's, Wednesday's and Friday's. Another organization wants to use our facility to play bingo on Saturday's. Can they play at our facility too?

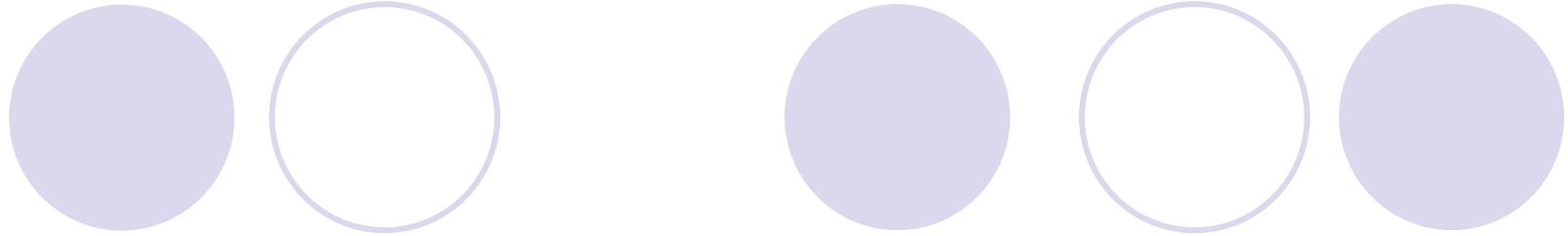


**13.** We have an annual bingo license where we play bingo on Monday's, Wednesday's and Friday's. Another organization wants to use our facility to play bingo on Saturday's. Can they play at our facility too?

**Maybe. If your organization does not lease the facility already, then the other organization may be able to play there. Remember, a facility may only be leased for three (3) days for charity gaming events.**

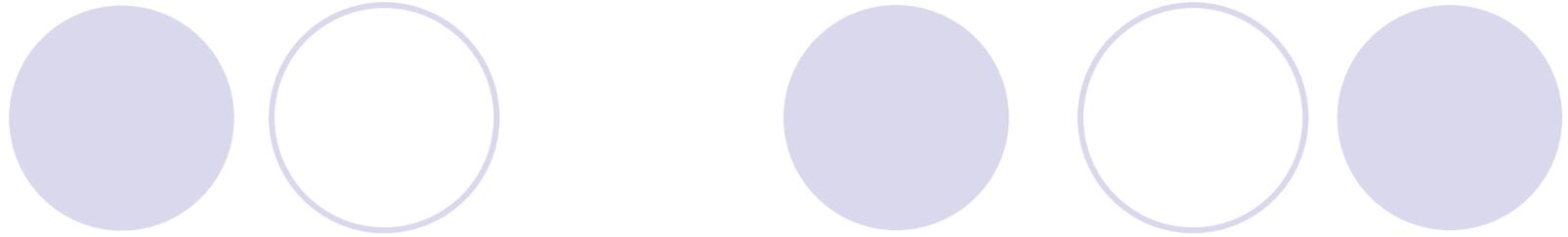


**14.** The air conditioner went out and we just got the bill from the Sam's Heating and Air. The bill is \$12,000 and we only have \$10,000 in the building fund. Can we transfer \$2,000 out of our charity gaming account to the building fund account to pay this bill?

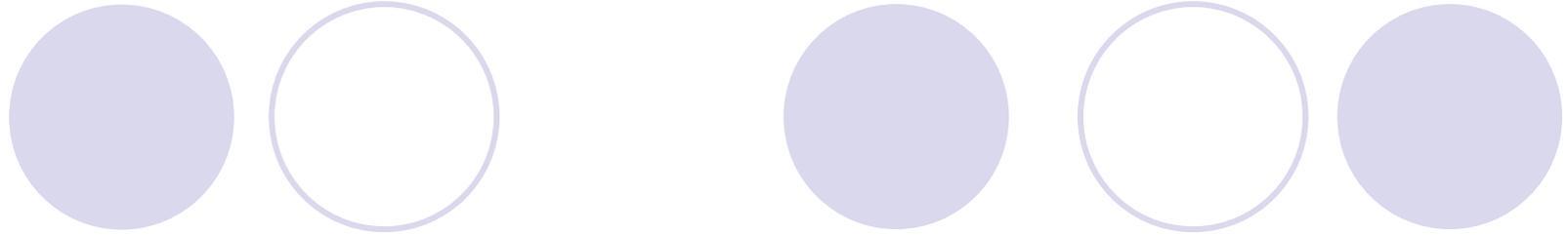


**14.** The air conditioner went out and we just got the bill from the Sam's Heating and Air. The bill is \$12,000 and we only have \$10,000 in the building fund. Can we transfer \$2,000 out of our charity gaming account to the building fund account to pay this bill?

**No. You may not transfer money out of the charity gaming account. However, you may write a check out of the charity gaming account to Sam's to cover the difference.**

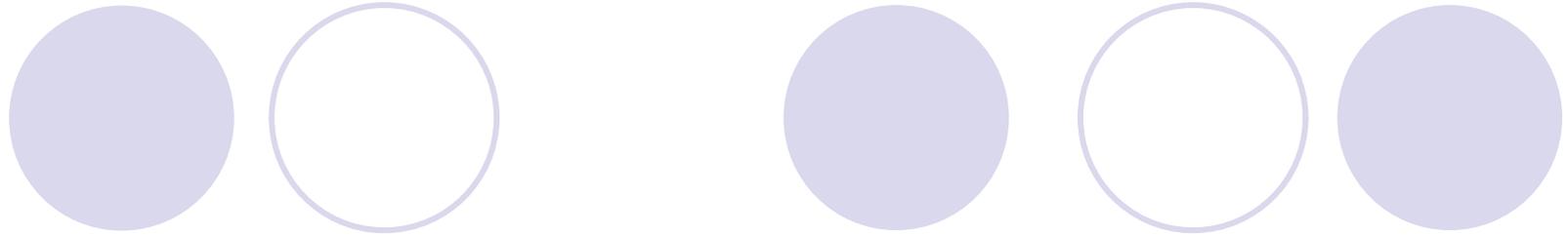


**15a.** Do we have to purchase a new raffle drum from a licensed distributor?

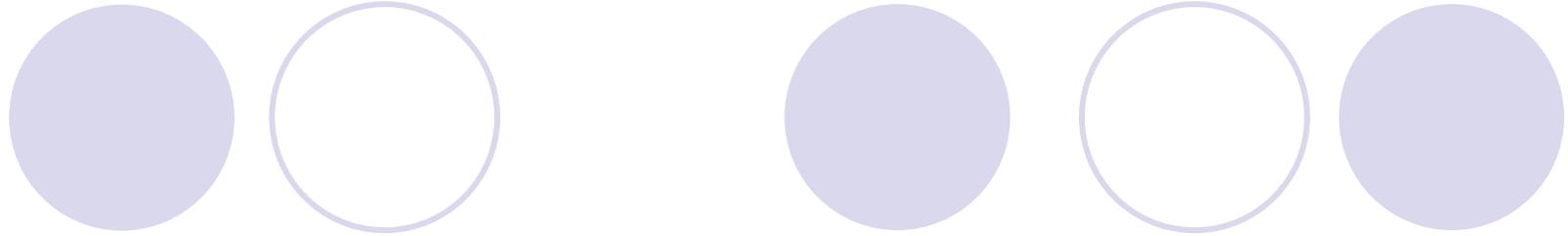


**15a.** Do we have to purchase a new raffle drum from a licensed distributor?

**No. Raffle drums are not considered a licensed supply that is required to be obtained from a licensed distributor.**



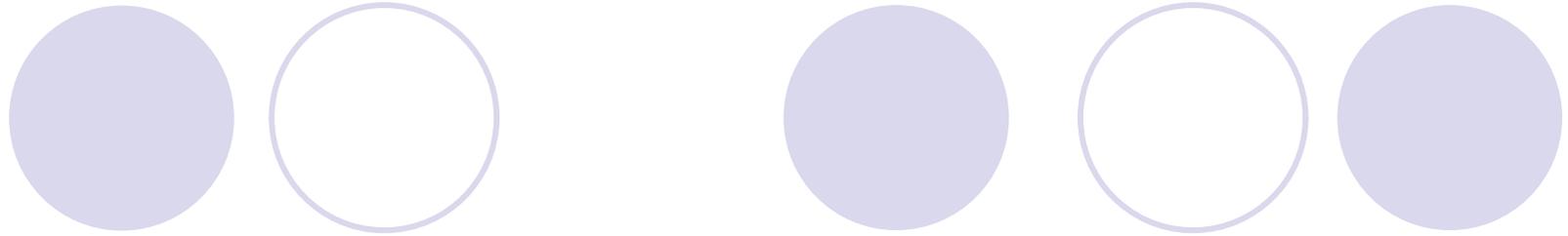
**15b.** Do we have to purchase our raffle tickets from a licensed distributor?



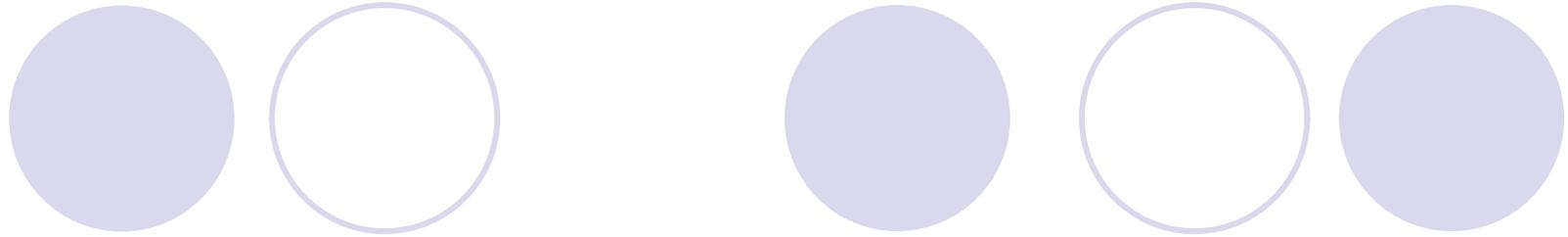
**15b.** Do we have to purchase our raffle tickets from a licensed distributor?

**Raffle tickets are not required to be purchased from a licensed distributor.**

**HOWEVER, remember, if your organization is using VTA's (volunteer ticket agents) to help sell event tickets, then YES, the raffle tickets will be required to be obtained from a distributor.**

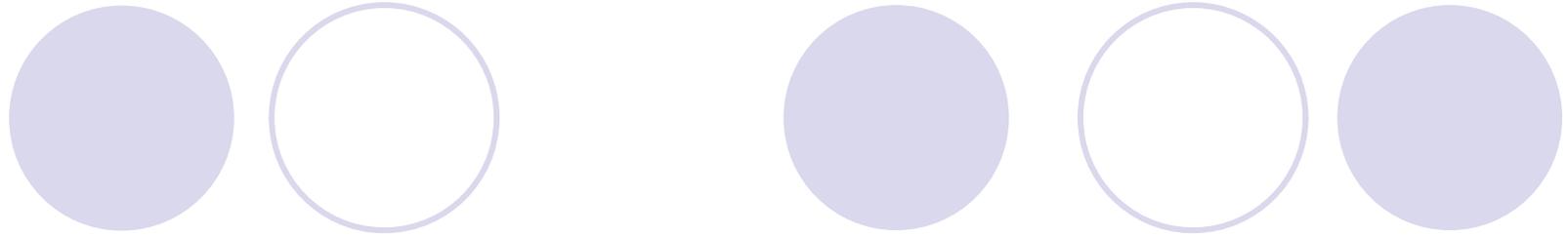


**16.** How many operators can we have on our license?

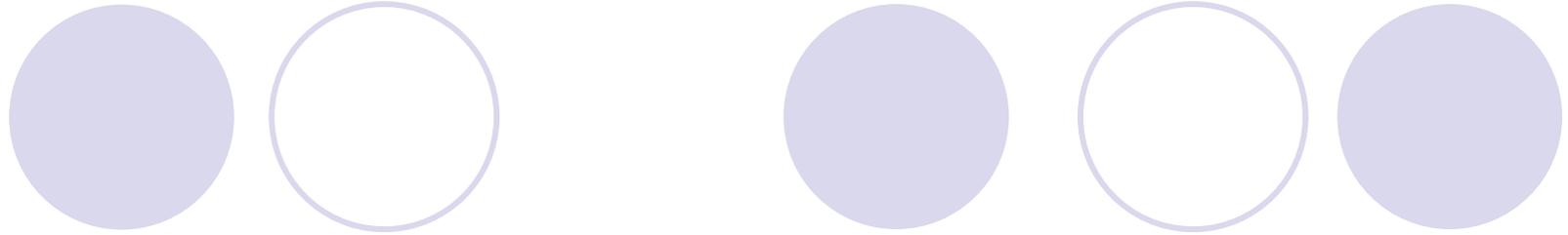


**16.** How many operators can we have on our license?

**You can have as many operators as you need to conduct your charity gaming event.**

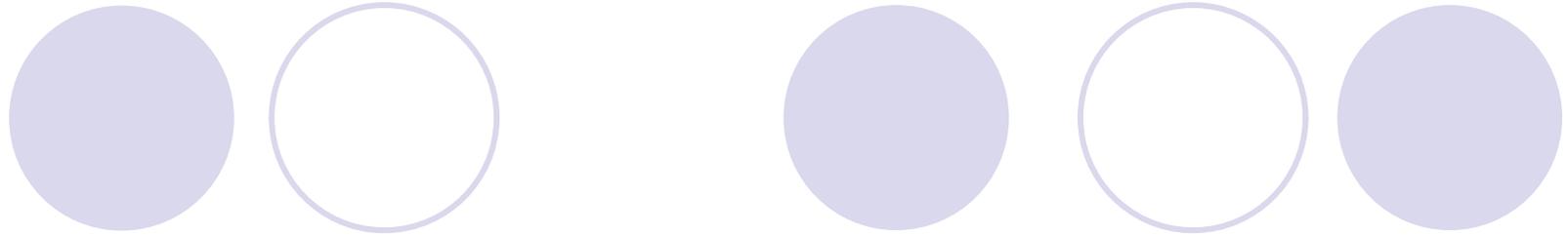


**17.** Name the only two types of organizations that can apply for an Annual Charity Game Night License:

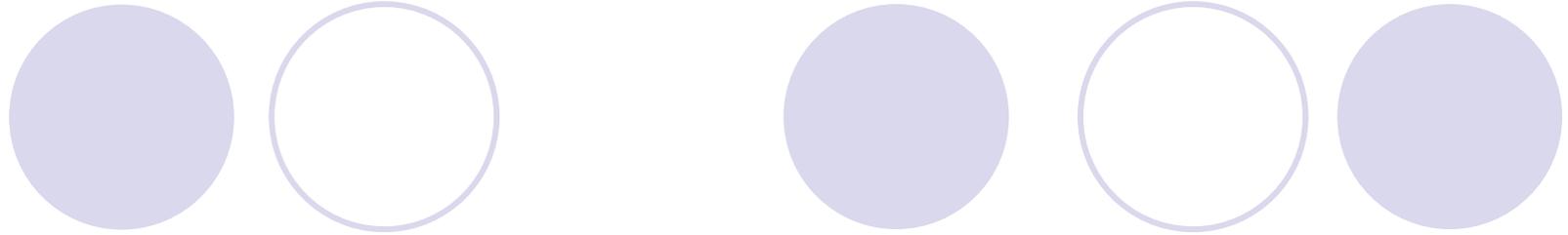


**17.** Name the only two types of organizations that can apply for an Annual Charity Game Night License:

- **Veterans organizations**
- **Fraternal organizations**

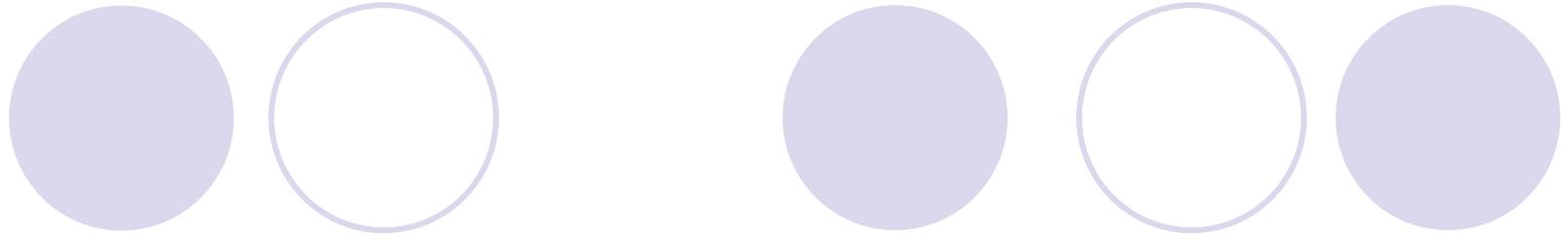


**18.** How many days a week may a qualified organization conduct a charity gaming activity?

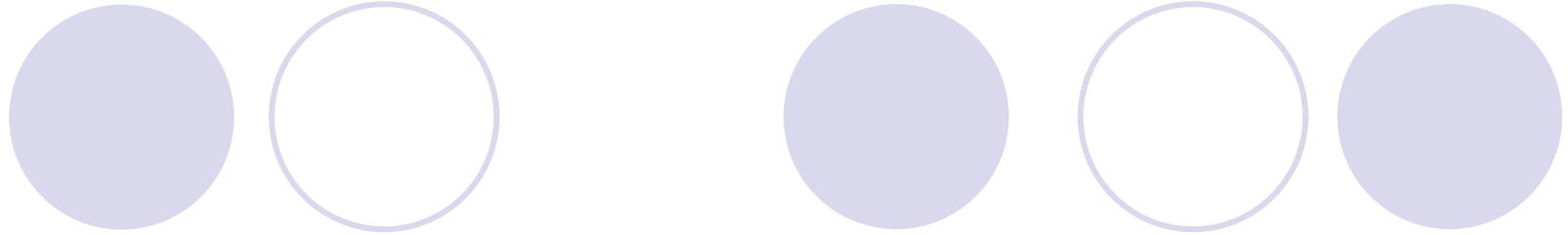


**18.** How many days a week may a qualified organization conduct a charity gaming activity?

**Three (3).**



**19.** Name the card games where the deal can be passed around the table:



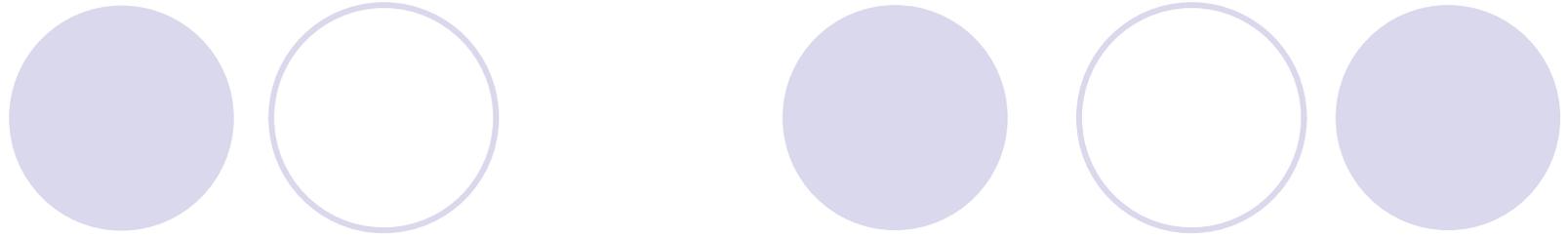
**19.** Name the card games where the deal can be passed around the table:

**Qualified Card Games:**

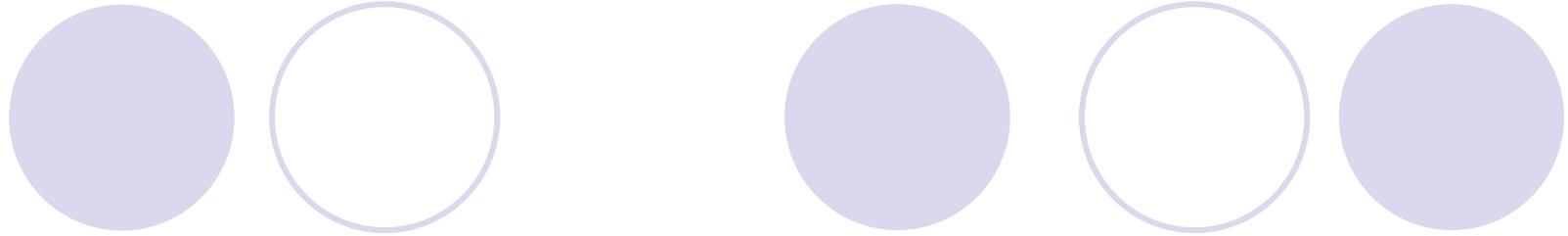
**Euchre,**

**Texas Holdem,**

**Omaha Poker**

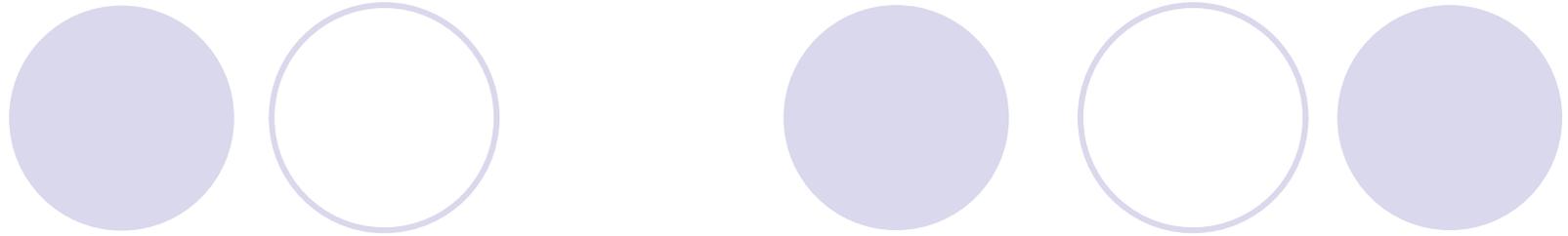


**20.** Can we allow children to be in an area where bingo is being played?

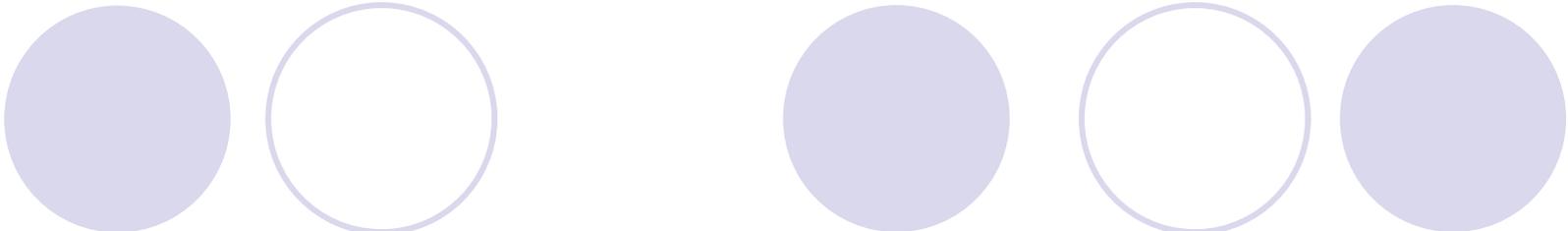


**20.** Can we allow children to be in an area where bingo is being played?

**To allow children in an area where bingo is being played is up to each organization. If your organization chooses to allow children in the bingo area, they must not be allowed to handle any of the gaming supplies. They should not be using a dauber to color with and should not be playing with non winning pull tabs.**

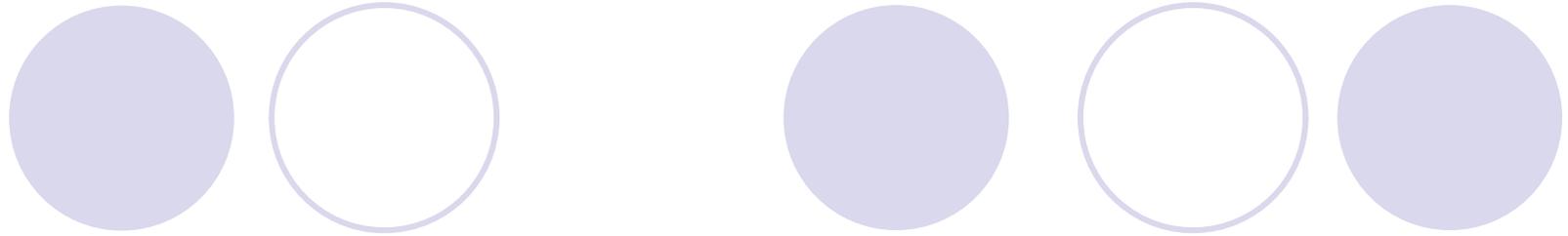


**21.** The CG-9 form I received with my single event raffle license no longer has a line for me to report my concession income. Where do I put that figure now?



**21.** The CG-9 form I received with my single event raffle license no longer has a line for me to report my concession income. Where do I put that figure now?

**Effective July 1, 2011, concession income, as well as any other non gaming income, is not reportable to charity gaming. Therefore, the CG-9 form does not require you to report income from these sources. And, income from these sources should not be deposited into your separate and segregated charity gaming account.**

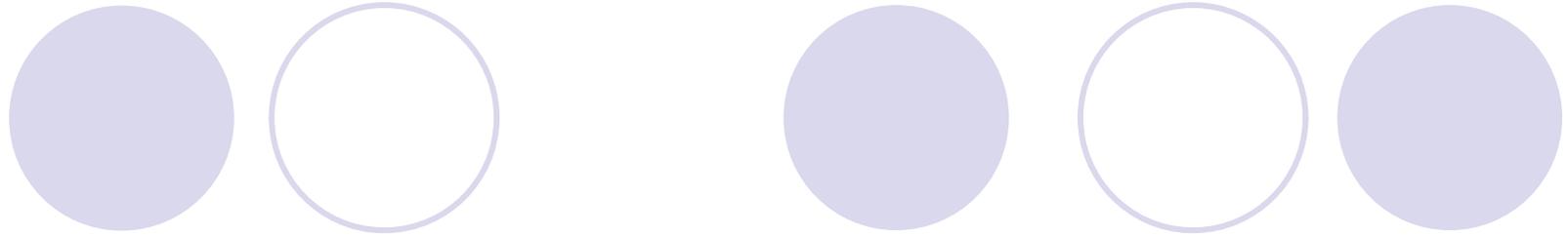


**22a.** We want to increase our bingo payout for our bingo event from \$6,000 to \$10,000, what form must I use to get this increase?

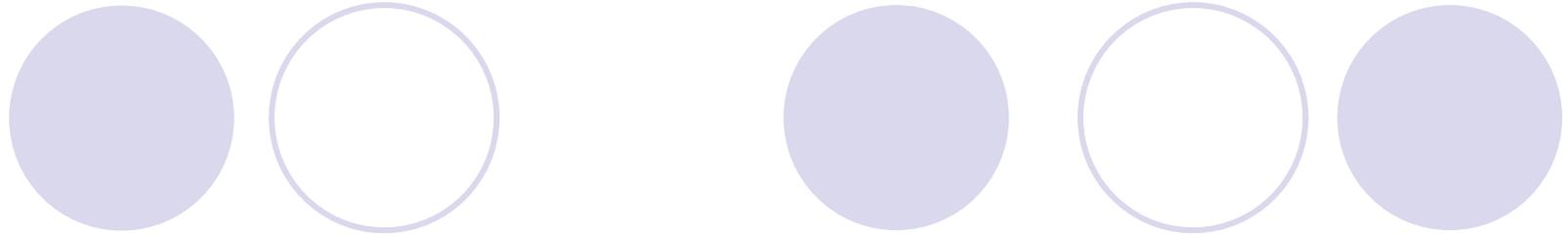


**22a.** We want to increase our bingo payout for our bingo event from \$6,000 to \$10,000, what form must I use to get this increase?

**Form CG-SP. Or, if you know at the time you are applying for your license, there is an area for you to request the increase on the application.**

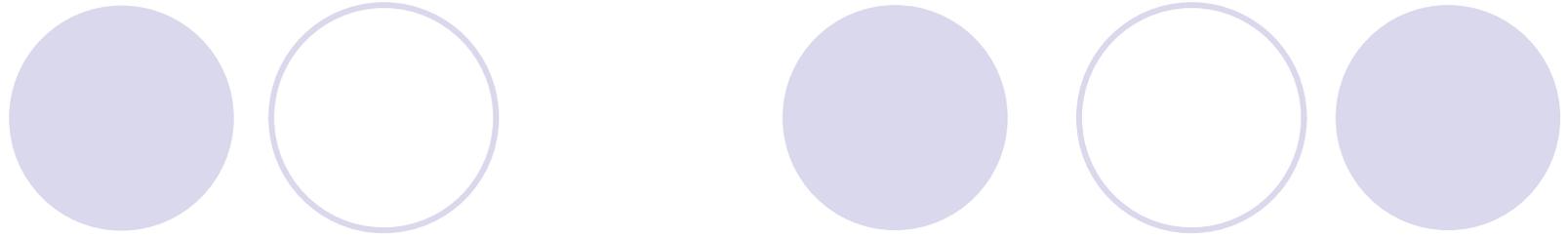


**22b.** Is there a form to increase a single bingo game prize from \$1,000 to \$1,500?

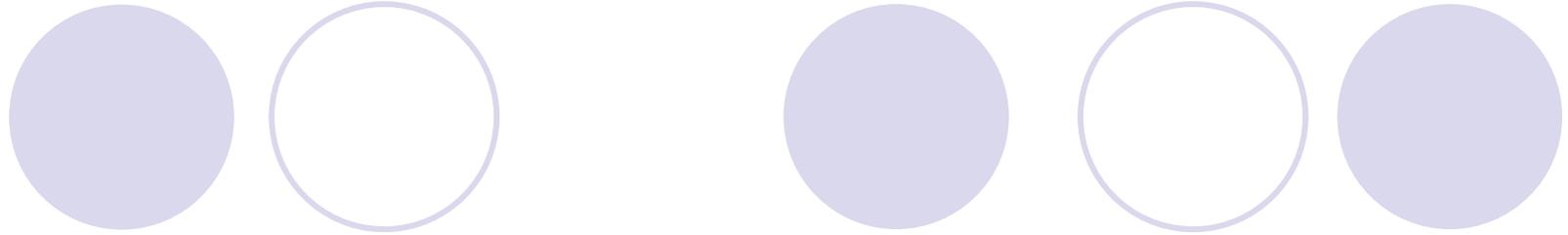


**22b.** Is there a form to increase a single bingo game prize from \$1,000 to \$1,500?

**No. The maximum amount for a single bingo game may never exceed \$1,000.**

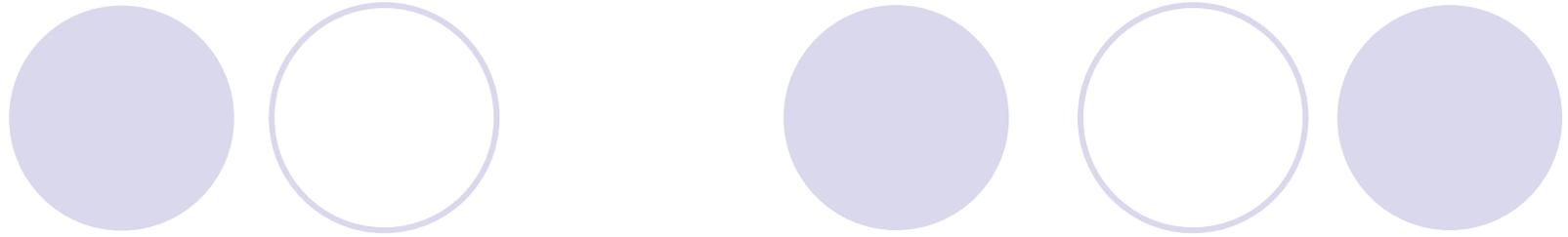


**23.** What are the 3 elements of gambling?

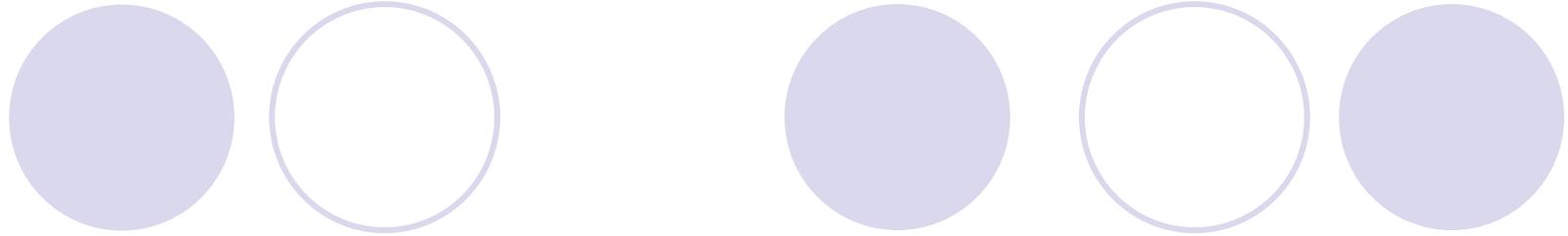


**23.** What are the 3 elements of gambling?

- **Risk money (property)**
- **For gain (to win a prize)**
- **Contingent upon chance**

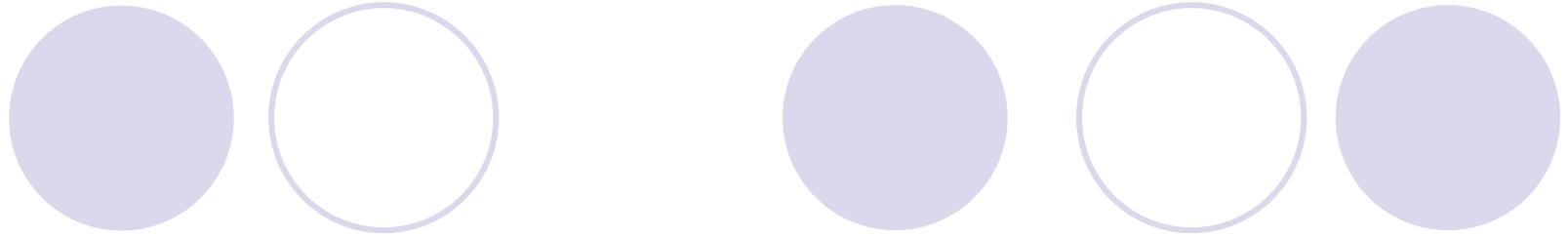


**24.** Can we allow someone to purchase a raffle ticket with a credit card?

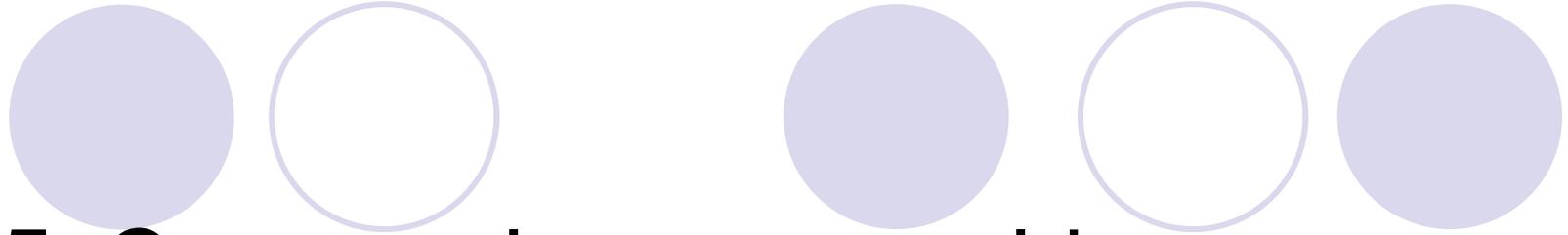


**24.** Can we allow someone to purchase a raffle ticket with a credit card?

**No. Credit cards may never be used to purchase a raffle ticket. Credit cards are not an acceptable form of payment from any patron for any type of gaming activity.**

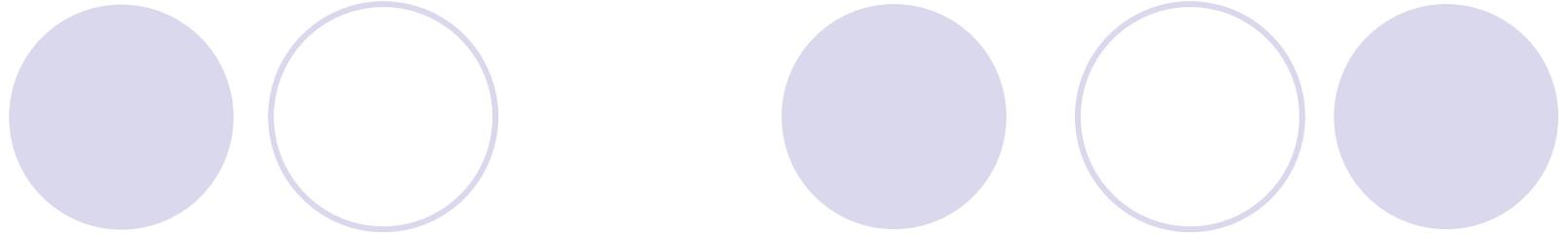


**25.** Can my eleven year old daughter watch my bingo card while I run to the restroom?



**25.** Can my eleven year old daughter watch my bingo card while I run to the restroom?

**No. Remember, a child should never be handling any gaming supplies.**



THANK YOU!

Have a Safe trip home..