



STANDARDS ON BINGO

Initial Version Adopted October 22, 1992

BINGO STANDARDS

Amendments Adopted March 18, 2011

and

**BINGO RECORD-KEEPING
AND REPORTING STANDARDS**

Initial Version Adopted May 11, 1994

Amendments Adopted March 18, 2011

North American Gaming Regulators Association

1000 Westgate Drive

Suite 252

Saint Paul, MN 55114-1067

Ph. 651-203-7244

Fax 651-290-2266

www.nagra.org

FOREWORD AND ACKNOWLEDGEMENT:

The North American Gaming Regulators Association (NAGRA) established a set of bingo paper standards as well as bingo record keeping and reporting standards to be used as guidelines for member regulators as they developed their own regulations. Many jurisdictions successfully adopted these standards as written, and many others continue to reference them to effectively support their mandate of ensuring honesty and integrity in the traditional paper or card bingo. We certainly acknowledge the efforts that went into the bingo standards developed in 1992 and the foresight by the following volunteer members to create standards that have stood the test of time for the past 18 years;

(1992)Standards on Bingo:	(1994)Bingo Record Keeping and Reporting Standards:
Richard Ask, Montana	Charles W. Keller, North Dakota
Gerald Otoupal, Nebraska	Gerald Glassman, Massachusetts
Ben Bishop, Washington	Richard C. MacLean, Massachusetts
Mike Cummings, Minnesota	Roger Swanson, Minnesota
Dale Fuga, Manitoba	
Bill York, New Jersey	

The previous **Standards on Bingo** were adopted by NAGRA members October 22, 1992, and the **Bingo Record Keeping and Reporting Standards** were adopted May 11, 1994, and had not been reviewed since their adoption. Over time, our members indicated that these standards needed review and revision to ensure their continued effectiveness and to ensure flexibility in response to new developments and changing trends in the industry. This review was announced at the NAGRA conference in June, 2009. At the same time, a committee was designated to create a separate set of standards for electronic bingo-minding devices. In 2010, the following committee reviewed and revised the existing Standards on Bingo:

Simone Syrenne, Manitoba	Mary Magnuson, NAFTM (Trade Affiliate)
Phil Sanderson, Texas	Mike Capen, GLI (Trade Affiliate)
Mike Peterson, Michigan	Andrew Hudak, GLI (Trade Affiliate)
Joe Koss, Alaska	Mark Newton, Video King (Trade Affiliate)
Dave Peters, Saskatchewan	Nick Farley, Eclipse Compliance Testing (Trade Affiliate)
Rachel Farr, Missouri	Dale Robertson, American Games (Trade Affiliate)
Bernice Caruth, Minnesota	Roger Franke, Arrow International (Trade Affiliate)
Bill McGregor, Washington	Kathy Donnelly, Arrow International (Trade Affiliate)
Morris Choma, Manitoba	

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BINGO RECORD KEEPING AND REPORTING STANDARDS

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NORTH AMERICAN GAMING REGULATORS ASSOCIATION (NAGRA)
BINGO STANDARDS

SECTION 1 – PURPOSE STATEMENT:

These standards are intended to provide regulatory guidance to jurisdictions contemplating legislation that permits the activity of bingo. The Association also recommends that all jurisdictions currently authorizing bingo review their statutes and regulatory criteria and consider changes to meet as many of these minimum standards as practical. These standards, and any statements contained within, are not to be construed as an endorsement of this or any other form of gambling.

SECTION 2 – GENERAL STATEMENT:

Bingo is a specific form of gambling played for prizes, traditionally using cards or paper having five rows of five squares bearing numbers, except for the center square which is a free space, and the letters B-I-N-G-O appearing in order above the five columns. However, other variations of cards and paper have been introduced and approved in various jurisdictions. Players will cover numbers as designators similarly identified are drawn at random, and the game is won by a player who first covers a predetermined arrangement of numbers on his or her card.

These standards are not meant to address electronic bingo games. Separate standards have been developed for hand-held bingo card-minding devices. For standards covering these devices, please see the NAGRA Bingo Card-Minding Device Standards.

It is the Association's opinion that the authorization of any other variations of bingo (i.e. keno, video bingo) should be the result of conscious decision and not the result of an inadvertently broad definition of bingo. If traditional bingo is the only game a jurisdiction chooses to authorize, the definition of the game should be specific to bingo only.

SECTION 2.1 – GENERAL PRINCIPLES:

Legislation authorizing bingo should provide for strict regulation and control of the activity while assuring fair and equal treatment of those regulated. The key to successful regulation and control is a clear legislative mandate, implemented by an adequately funded regulatory body, which has been granted the authority necessary to complete the assigned tasks. The Association recommends that legislation or statutes authorizing bingo:

1. Provide a statement of intent clearly outlining the legislative body's purpose for authorizing the activity and emphasizing the importance of strong regulation and control of the activity.
2. Grant the regulatory body authority to draft or approve rules and/or terms and conditions governing the licensing, conduct, compliance and inspections, if required, by the regulatory body.
3. Assign the responsibility for implementing all aspects of the legislative or statutory mandate to a single regulatory body and, to the degree practical, provide the regulatory body with an operating environment independent of undue influences.
4. Provide that the cost of regulating bingo is adequately funded.
5. Grant authority to the regulatory body to enforce and ensure compliance with all aspects of the regulation, including establishing appropriate disciplinary measures.

SECTION 3 – GLOSSARY:

This section provides a glossary of commonly-used bingo terminology and will serve to define many terms used in these standards:

“Bingo” means the traditional game of chance played for a prize determined prior to the start of the game, using paper or cards imprinted with numbers, and a set of designators, which are contained in a selection device. Traditionally, the cards contain rows and columns forming a grid with the letters B-I-N-G-O imprinted on the card, in order above each of five columns of five squares. Other than the center FREE square, each square contains one number from 1- 75 in random order as follows:

- a) in the “B” column, the numbers 1 through 15;
- b) in the “I” column, the numbers 16 through 30;
- c) in the “N” column, the numbers 31 through 45;
- d) in the “G” column, the numbers 46 through 60; and,
- e) in the “O” column, the numbers 61 through 75.

Players who have paid consideration for the cards or paper they are holding compete for prizes by covering numbers imprinted on their cards when similar designators are randomly drawn and called. A winner is the first player to cover a predetermined arrangement of numbers as per the game or house rules. The game begins when the first number is called and ends when a player has covered the predetermined arrangement and declares bingo and the winning card or face is independently verified.

"Bingo event" or **"Session"** - See **"Occasion."**

"Bingo equipment" means all equipment necessary to conduct the game, including random number selection equipment (such as bingo blowers), bingo designators (such as bingo balls), bingo cards and bingo verifiers. This definition does not include equipment which plays no part in the conduct of the game other than to communicate the progress of the game, or items used to mark numbers on the cards (such as daubers).

"Bingo verifier"- see **"Verification Device"**

"Booklet", **"pack"**, **"packet"** or **"pad"** means two or more sheets of non-reusable bingo paper padded or collated and glued along the top edge only.

"Card" or **"face"** means a card containing rows and columns with preprinted numbers and a free center space.

"Card-minding device" means a device used by a bingo player to monitor bingo paper sheets or a facsimile of a bingo paper sheet and provides a means to activate called numbers, compare activated numbers to bingo faces previously stored in the memory of the device, and to identify a winning pattern. Separate standards have been established for these bingo minders as the NAGRA Bingo Card-minding Device Standards.

"Checkbook" or **"master control book"** – See **"Verification book"**

"Concealed face bingo paper" means a non-reusable bingo sheet constructed to conceal the card face(s). These bingo paper sheets are normally folded and then sealed on three edges and contain a security feature limiting the possibility of determining the face(s) of the paper contained within.

"Covering numbers" means daubing with indelible ink, a square containing a called number, without rendering the number illegible.

"Dauber", **"bingo marker"**, **"dabber"** or **"dobber"** means a self-inking device used to mark numbers that have been called in the course of a bingo game.

- "Department"** or **"Regulatory Agency"** means the agency, bureau, or other regulatory body of whatever name known, responsible for the administration and enforcement of the statutes and regulations governing the game of bingo.
- "Designator"** means an item used in the selection process, such as a ping pong ball, upon which bingo letters and numbers are imprinted.
- "Disposable bingo paper"** means non-reusable paper bingo product. Such bingo paper sheets must be manufactured with preprinted numbers and may be assembled in multiple card sheet, single sheet, pad, or packet form.
- "Distributor"** or **"Supplier"** means a person who obtains bingo equipment from a manufacturer and sells or otherwise furnishes the equipment to a game operator or another distributor.
- "Duplicate cards"** means two or more cards that contain the same numbers appearing in the exact same positions. Duplicate cards cannot exist within a single perm.
- "Flashboard"** means a type of display device, with numbers from 1 to 75 arranged in 15 columns and 5 rows, and with the five rows labeled B, I, N, G and O, that is used to show each ball called in a bingo game, and that can be used to verify a winning bingo card.
- "Free space number", "perm number", "center number" or "card or face number"** means the number generally printed in the center space of a bingo face that identifies the unique arrangement of numbers printed on that face. (See attached examples of faces.)
- "Game program"** means a complete listing of all bingo games to be played during each bingo event, including the criteria to win (pattern, etc.) and the prizes offered for each game.
- "Gross income"** or **"gross profit"** means bingo game gross receipts less prize payouts.
- "Gross receipts"** or **"gross revenue"** means the amount received from the sale of a right to participate in a bingo game, including bingo paper or card sales and entry fees.
- "House rules"** means the rules that describe the required conduct of players and the conduct or operation of the event. House rules must comply with the rules or terms and conditions established by the regulatory agency.
- "Independent testing facility"** means an accredited laboratory authorized by the regulatory agency to test and evaluate bingo equipment for compliance with all established rules.
- "Manufacturer"** means a person who assembles from raw materials or subparts a completed piece of bingo equipment. Manufacturer also means a person who modifies, converts, adds to, or removes parts from, bingo equipment to further its promotion or sale for the conduct of bingo.
- "Net income"** or **"net proceeds"** means gross receipts less prizes and other authorized expenses.
- "Occasion", "bingo event" or "session"** means a gathering at which a series of bingo games is held and is subject to time, prize, or game limitations established by each jurisdiction.
- "Permutation"** or **"Perm"** means a defined collection of unique bingo cards. A 9,000 face bingo permutation contains 9,000 unique bingo cards. For example, the bingo card numbers will range from 1 to 9,000; 9,001 to 18,000; 18,001 to 27,000.
- "Progressive game"** or **"Accumulator game"** means a specific game where, if no one matches predetermined criteria (pattern and/or amount of balls called), the same game will be played again later for an increased amount of money, balls called, or both.
- "Prizes"** means cash or merchandise awarded to game winners. Merchandise prizes, including donated prizes, should be valued at fair market value.

"Random selection" or **"randomly selected"** means a process of selecting number designators during a bingo game in which each designator in the remaining population has an equal chance or probability of being selected.

"Selection device" means a device that is used to select bingo number designators randomly.

"Serial number" means a unique number printed by the manufacturer on each card in a set. (See attached examples of card faces.)

"Series number" means the number of unique card faces contained in a set. A 9000 series, for example, has 9000 unique faces.

"Set" means a specific grouping of bingo cards offered for sale by a manufacturer.

"Sheet" means a single page of bingo paper containing one or more cards or faces.

"Verification book", **"check book"**, or **"master control book"** means a book (or in some cases, a secured database) compiled by the manufacturer of bingo paper that lists the unique arrangement of numbers on each card by permutation (perm) number and is used to verify the authenticity of a winning card.

"Verification Device" means an electronic version of the verification book or master control book.

SECTION 4 – BINGO PAPER CONSTRUCTION STANDARDS:

The Association addressed a variety of bingo products, including; reusable hard cards, reusable paper cards and disposable bingo paper that can be inventoried. The accountability of bingo games is measurably increased when only disposable bingo paper is used due to the control and revenue reporting that inventoried product facilitates. Therefore, the Association highly recommends the use of disposable bingo paper only, and has not provided standards for any other type of product. However, a jurisdiction may need to consider other types of product only where some other adequate measures of accountability can be imposed or implemented.

For simplicity, whenever the word "card" is used throughout these standards, it will mean a single bingo card or face; and the words "bingo paper sheet" will mean the paper sheet on which one or more cards may appear.

Sample bingo product can be found attached as Appendix 1.

The Association recommends the following standards for the manufacture of disposable bingo paper:

1. The paper used should be of sufficient weight and quality to:
 - a) allow for legible numbers and prevent ink from spreading or bleeding through a packet, thereby obscuring other numbers on other bingo paper sheets, and
 - b) maintain the original condition and not deteriorate when properly stored and normally handled and protected from environmental elements.
2. Perm numbers should at least be displayed in the center square and/or the bottom right corner of each card.
3. Numbers printed on the card must be randomly assigned.
4. Each set of bingo paper sheets should bear the same serial number. A collation or packet which is made up of a number of sets need not bear the same serial number. No serial number should be duplicated by a manufacturer in a given year on the same product item number, and manufacturers are encouraged to expand that period for non-duplication beyond the minimum one-year period.

5. Bingo paper sheets assembled in booklets, pads or packets should be glued, not stapled. The glue must be manufactured and applied so that no bingo card or bingo paper sheet is defaced upon removing a sheet, and the sheets can be separated.
6. The exterior of each carton of bingo paper should include a listing of the following information:
 - a) type of product
 - b) quantity of booklets or loose sheets
 - c) series numbers
 - d) serial number
 - e) quantity of cases
 - f) cut of paper
 - g) color of paper
 - h) product code or identifier

Bar coding or a combination of bar-coding and labeling could be used to provide all of the above information.

7. Bingo Paper manufacturers should also be required to supply a packing slip inside the carton listing the same information required in part 6.
8. Manufacturers should provide for an audit tracking system for their product that will enable the organization to control paper by a means other than "series" or "perm" number. In the absence of that provision, the regulatory jurisdiction should develop by rule an audit tracking system.
9. To assist in the audit of the bingo product, each carton of sheets or booklets should be divided at established intervals.
10. A valid verification system, such as a verification book, master control book or an electronic data base, or version thereof, must be provided and certified by the manufacturer as a true and accurate illustration of the pattern of numbers on every card in each permutation to be used to verify a valid card.
11. If, at any time, a change in the permutation(s) or the master control book occurs, or additional permutation ranges are introduced, the master control book, or any electronic version thereof, is to be supplied to the regulatory body at no charge.
12. The manufacturer's name, logo or identifying mark must be placed on each sheet.
13. Where possible, bingo paper should be printed on recycled and/or recyclable paper and recyclable inks should be used.

SECTION 4.1 – Construction Standards for Concealed Face Bingo paper:

The following construction standards are recommended specifically for concealed-face bingo paper:

1. A sequential audit number must be printed on the outside of each sheet of concealed-face bingo paper.
2. To ensure randomness, concealed-face bingo paper must be shuffled prior to printing the sequential audit number upon the outside of the card.
3. Concealed-face bingo paper must be constructed to prevent bingo numbers from being viewed or determined from the outside of the card.
4. The sealing or gluing of the concealed-face bingo paper must not cause any card to be defaced upon opening.

SECTION 5 – GAME CONDUCT:

Game conduct standards should be developed to ensure that no person, player, employee, volunteer, or licensee may engage in any act, practice, or course of conduct that would adversely affect the integrity or outcome of any bingo game. Toward that end, the following standards covering the conduct of the game are recommended:

1. All game employees or volunteers (including, but not limited to, managers, callers and sellers) should be trained in the proper conduct of the game and the control of funds.
2. All game employees or volunteers should be free of any conflicts of interest in the game.
3. A licensee should be required to post or make public the license or permit issued to their organization and the game program and house rules.
4. With the exception of concealed-face games, no bingo paper or cards should be sold for use in any game after the first ball (or designator) has been called for that game.
5. Where games have pre-called or pre-determined numbers:
 - a) Pre-calling must be done in the presence of witnesses.
 - b) Balls (or designators) must be available for confirmation until the conclusion of the game.
 - c) Either concealed-face bingo product must be used, or the sale of product must cease prior to the first number being called.
6. The sale of duplicate cards should be prohibited. Each jurisdiction must establish policies to deal with situations when duplicate cards are inadvertently issued.
7. Before each game is started, the criteria to win (pattern and any other requirements) must be announced. This information should also be posted and/or listed in the bingo event or occasion program.
8. All bingo equipment must be in good working order and be free of defects.
9. After selecting each designator, the bingo caller should do the following:
 - a) Clearly announce the letter and number.
 - b) Display the ball or other device used as a designator in a manner allowing the players to see the number.
 - c) Place the designator in a receptacle to prevent it from being placed back in the selection pool.
 - d) Display in some manner each letter and number called for player viewing (e.g. flashboard).
10. To maintain maximum accountability for all sales and revenue, bingo paper, sheets or booklets, must not be cut or altered in any way by a player or licensee.
11. Players must be present at the location where the game is held to play the game and have any claim against the prizes offered, unless the jurisdiction allows for linked, media or multi-location bingo.
12. Winners are determined when the announced pattern of squares is covered by a player(s) on a card or face, and the player acknowledges the bingo as stated in the house rules. Any requirement that a player must complete the pattern on the last number called to win a prize must be clearly stated in the game program and house rules.
13. It is the player's responsibility to notify the game operator or caller that he/she has a winning bingo combination. If there is a requirement that a player must complete the pattern on the last number called and a player fails to call bingo before the next number is called, the bingo cannot be honored. When a player declares a winning card, the following steps are recommended:
 - a) The game should be stopped before the next number is selected. If the next number has already been selected, it should be secured to ensure that, if the declared "bingo" is invalid, the game could continue.

- b) A game employee or organization volunteer should then take the winning card from the player, hold it in front of a neutral player, call back the serial number, center number, color of the card, and winning combination for the caller to verify and declare a valid winner. If an electronic bingo verifier is used, just the card number and serial number are required to be called back. The electronic bingo verifier must verify the valid winner and display the winning card on the monitor for all players to see.
14. If more than one winner is declared in a given bingo game, the following standards should be applied:
- a) Cash prizes should be divided equally among all verified winners and a minimum prize value should be established.
 - b) If the prize is something other than cash and cannot be divided among multiple winners, substitute prizes of equal proportionate value should be awarded, or a cash equivalent based on the pre-disclosed cash value of the prize could be split; or alternatively, an approved playoff method to declare just one winner of the prize must be specified in the house rules.

SECTION 6 – OCCASION CONTROLS AND LIMITATIONS:

1. Jurisdictions should establish game or prize limits, and may set a requirement and a limit for larger prizes to be paid by check.
2. Event or occasion expenses should be limited. For expenses such as rent and wages, limits should be based on fair market value. Controllable expenses, such as promotional items and/or promotional or free games, are an expense of the game and should fall within any established expense limits.
3. Any legislated age restriction must be observed by all bingo operators and licensees. If no such legislation exists, each jurisdiction should consider whether or not an age restriction should be in place for all bingo operations, or if it can be at each licensee's discretion; in which case age restrictions must be included in the individual bingo occasion rules or program.
4. NAGRA Bingo Record Keeping and Reporting Standards have also been established to assist in the effective control and ultimate accountability of bingo operations. Those standards can be found directly following these standards.

SECTION 7 – EQUIPMENT REQUIREMENTS, TESTING AND APPROVALS:

Electronic selection equipment, i.e. random number generator (RNG), shall not be sold, leased, or otherwise furnished to any person for use in the conduct of bingo until it has first been tested and certified. The regulatory agency should establish an approval process after this equipment has been certified. The regulatory agency need only have a prototype of each RNG tested and certified. All other equipment, including designators, receptacles, cameras and display boards, used in the selection and display of game numbers should be open to inspection by the regulatory agency. All equipment should assure randomness and be free of any defects when used in a bingo game.

The regulatory agency, at its discretion, may require additional testing of RNGs at any time. Such additional testing should be at the manufacturer's expense and should be a condition of the continued use. The following are recommended testing and approval standards for bingo equipment and components:

1. Mechanical ball blowers, which use the laws of physics to generate the outcome of the game (RNG), must meet the following requirements:
 - a) The mechanical pieces must be constructed of sufficiently robust materials as to prevent decomposition of any component over time (e.g., a ball shall not disintegrate);
 - b) The properties of the physical items used to determine the selection shall not be altered; and

NAGRA Bingo Standards and Bingo Record-Keeping and Reporting Standards

- c) The player shall not be permitted to come into physical contact with, or otherwise manipulate, the ball blower during the game.
2. Mechanical ball blowers, which use air flow for mixing and randomly selecting balls, shall be constructed in the following manner:
 - a) Ball Blowers will allow game participants to view the mixing action of the balls; and
 - b) The mixing action of the balls cannot be interrupted to alter the selection of the balls, except when the device is shut off.
 3. Bingo Balls - A set of balls, each bearing a unique number and, for traditional bingo, the letters B, I, N, G, or O. The following additional requirements regarding bingo balls must be met:
 - a) The entire set of balls must be present and in operating condition;
 - b) Each ball shall be the same weight as each of the other balls and free from any defects; and
 - c) Each set of balls in play must be distinguishable from all other sets of balls in play.
 4. Ball Drawing Games - The requirements for balls being drawn from a barrel are as follows:
 - a) At the start of each game, only balls applicable to the game are to be depicted. For games with bonus features and additional balls that are selected, they should be chosen from the original selection without duplicating an already chosen ball;
 - b) The barrel shall not be re-mixed except as provided by the rules of the game depicted; and
 - c) As balls are drawn from the barrel, they shall be immediately used as directed by the house rules.

Where legislation permits the use of Electronic Random Number Generator (RNG) devices, the following additional testing and approval standards are recommended:

5. Electronic Random Number Generator Requirements - The use of an RNG results in the selection of game designators or production of game outcomes. The selection shall:
 - a) be statistically independent;
 - b) conform to the desired random distribution;
 - c) pass various recognized statistical tests; and
 - d) be unpredictable.
6. Applied Tests - The test laboratory may employ various recognized tests to determine whether or not the random values produced by the random number generator pass the desired confidence level of 99%. These tests may include, but are not limited to:
 - a) Chi-square test;
 - b) Equi-distribution (frequency) test;
 - c) Gap test;
 - d) Overlaps test;
 - e) Coupon collector's test;
 - f) Permutation test;
 - g) Kolmogorov-Smirnov test;
 - h) Adjacency criterion tests;
 - i) Order statistic test;
 - j) Runs tests (patterns of occurrences should not be recurrent);
 - k) Interplay correlation test;
 - l) Serial correlation test potency and degree of serial correlation (outcomes should be independent of the previous game); and
 - m) Tests on subsequences.

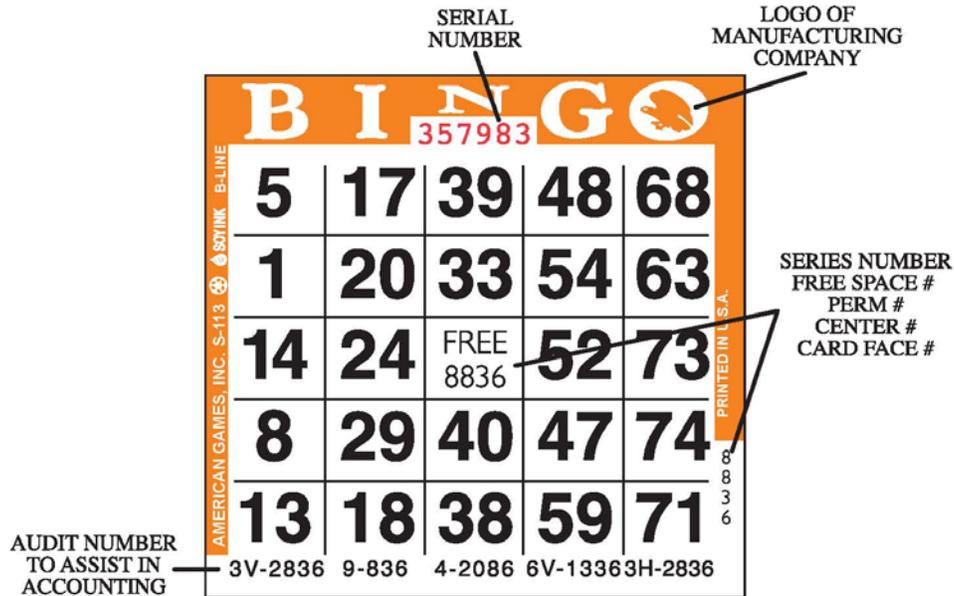
7. Background RNG Activity Requirement - The RNG shall be cycled continuously in the background between games and during game play at a speed that cannot be timed by the player. The test laboratory should recognize that, at times during the game, the RNG may not be cycled when interrupts may be suspended, but this exception must be kept to a minimum.
8. RNG Seeding - The first seed shall be randomly determined by an uncontrolled event. After every ball draw, there shall be a random change in the RNG process (new seed, random timer, delay, etc.). This will verify the RNG doesn't start at the same value every time. It is permissible not to use a random seed; however, the manufacturer must ensure that games will not synchronize.
9. Scaling Algorithms -
 - a) If a random number with a range shorter than that provided by the RNG is required for some purpose within the device, the method of re-scaling, (i.e., converting the number to the lower range), is to be designed in such a way that all numbers within the lower range are equally probable.
 - b) If a particular random number selected is outside the range of equal distribution of re-scaling values, it is permissible to discard that random number and select the next in sequence for the purpose of re-scaling.

SECTION 8 – LICENSING AND/OR REGISTRATION REQUIREMENTS:

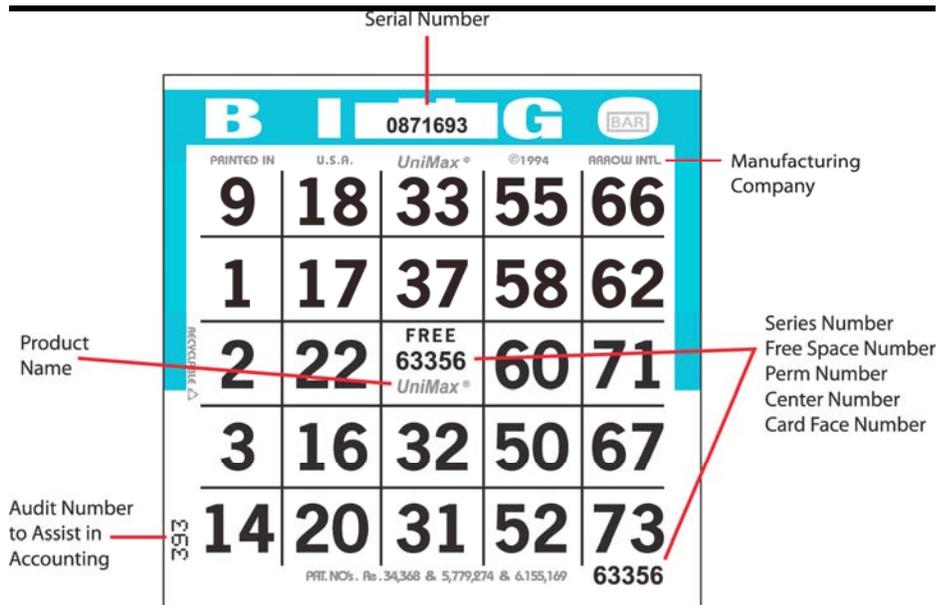
To regulate bingo adequately, the Association recommends that all persons with a significant role in the operation and control of the game should be licensed or registered. Persons who should be licensed or registered include at least all bingo paper and equipment manufacturers and distributors, charitable organizations, or paid bingo managers and management companies.

In determining the suitability of any license or registration applicant, the regulatory agency should consider the applicant's criminal and financial history and the suitability of the applicant's source of financing. To access all associated personal, criminal, and financial information, the regulatory agency must be granted law enforcement powers. Alternatively, if the regulatory agency does not have law enforcement powers, there should be an inter-agency agreement in place for the conduct of background investigations.

APPENDIX A – BINGO PAPER SAMPLES:



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BINGO RECORD-KEEPING AND REPORTING STANDARDS

Initial Version Adopted May 11, 1994

Amendments Adopted March 18, 2011

**North American Gaming Regulators Association
1000 Westgate Drive
Suite 252
Saint Paul, MN 55114-1067
Ph. 651-203-7244
Fax 651-290-2266
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NORTH AMERICAN GAMING REGULATORS ASSOCIATION (NAGRA)
BINGO RECORD-KEEPING AND REPORTING STANDARDS

SECTION 1 – PURPOSE STATEMENT:

These record-keeping and reporting standards have been established for the proper control and accountability of disposable bingo paper only. The Association recommends that each jurisdiction create recording and reporting forms that capture, at minimum, the information described in the following standards.

For all other types of product (i.e. hard cards, reusable paper) additional or different record-keeping and reporting requirements would be necessary.

SECTION 2 – MANUFACTURER RECORD-KEEPING AND REPORTING:

The manufacturer must develop internal control procedures to track the series of disposable bingo paper by serial number, description and packaging cut. Specified reporting periods should be established for this information to be submitted to the regulatory agency.

SECTION 3 – DISTRIBUTOR RECORD-KEEPING AND REPORTING:

The distributor must develop a procedure to track and account for the disposable bingo paper that it purchases, sells and holds in inventory and must explain any discrepancies.

Reporting required by the distributor should be at frequent intervals (i.e. monthly) which provide the regulatory agency with timely information and should include:

- a) Series and serial number of the disposable bingo paper.
- b) Description of the disposable bingo paper sold including, but not limited to, color of single or top sheet of packet, cut of the paper, quantity, and marketing name.
- c) Purchaser (organization) name, address and license or permit number.
- d) Name of manufacturer.
- e) The quantity of paper packets or single sheets contained in the packaging carton.

SECTION 4 – ORGANIZATION RECORD-KEEPING AND REPORTING:

SECTION 4.1 – Disposable Bingo Paper Control Procedures:

Licenses should be required to incorporate the following control procedures to provide the maximum accountability for all bingo paper product, revenues and disbursements:

1. Control the access and distribution of all disposable bingo paper.
2. Designate an individual (i.e. Bingo Manager) who will control, purchase, track, and account for the disposable bingo paper.
3. Develop procedures to track the purchase, storage, and distribution to individuals selling disposable bingo paper and removal from inventory of disposable bingo paper packets, and single sheets.
4. Develop a perpetual inventory tracking system and conduct monthly physical inventory counts to compare and reconcile with that system.

5. Develop a receipting system for the sale of the disposable bingo paper. Cash register receipt or manual receipt summaries must compare to calculated sales based on the selling price of the packets and single sheets sold. The calculated sales are based on the quantity of packets and single sheets sold, determined by the quantity of packets and single sheets issued out of inventory at the beginning of the occasion, less the quantity of packets and single sheets returned to inventory. This procedure should be completed for each bingo occasion.
6. Develop a procedure to record the gross receipts generated from the sale of disposable bingo paper sold by floor workers. This procedure can be implemented through such things as an inventory accounting system and/or a floor worker sales report.
7. Deposit all funds into an account specifically designated as the gaming activity bank account in a financial institution located within the State, Province or Territory and limit access to the funds in that account to executive members authorized by the organization.
8. Ensure that all expenses and disbursements are paid by check or electronic transfer from the gaming activity bank account. The regulatory agency may authorize other forms of payment, such as debit card, money order or certified check, but should require that an adequate paper trail exists for these transactions.
9. Reconcile the funds deposited into the gaming activity bank account to the funds generated from the sale of disposable bingo paper (gross receipts less prizes awarded). This procedure should be performed by an individual who is independent of the person primarily responsible for the control of the inventory and purchasing of the disposable bingo paper or responsible for accounting for the funds generated from the sale of disposable bingo paper.

SECTION 4.2 – Bingo Internal Control Documents:

Records should contain information which allows the regulatory agency and the organization the ability to track disposable bingo paper from the date of purchase through the final disposition. The organization or regulatory agency should develop the following forms to accomplish this:

1. The purchase register which includes the quantity, description, series, serial number, cut, color, date of purchase, cost and purchase invoice number of disposable bingo paper.
2. Inventory control records which include the quantity and description of the disposable bingo paper, series, serial number, cut, color, and date the disposable bingo paper was placed into, withdrawn from, or returned to, inventory.
3. The sales register controls for the disposable bingo paper sold by individual floor workers. The report should record the quantity of all disposable bingo paper sold by individual floor workers and should also include the individual's name, value of the bingo paper, type of bingo paper and amount of cash turned in by the individual.
4. The bingo occasion report which reflects the gross receipts; prizes paid; number of players in attendance; and quantity of singles or packets sold with corresponding value of the bingo paper. The cash register record or manual receipt system must compare to the computed value of the bingo paper sold and actual cash to be deposited for the occasion activity.
5. For each game, the center number of all winning cards, the quantity of winning cards, the game name or number as described on the game program, and the amount of balls called.
6. The record of each ball called for large prize games. The method of recording should be at the discretion of the jurisdiction.
7. For each progressive or accumulator game; the amount of balls called and the value of the prize, if carried over.
8. The record of all prizes paid, with separate listing for those paid by cash from those paid by check.

9. The daily cash count records which include the amount of cash available for deposit and the amount actually deposited in the gaming activity bank account.
10. The check register which details all deposits and disbursements from the gaming activity bank account.

SECTION 4.3 – Bingo Reporting:

Reporting frequency to the regulatory agency should provide the organization and the agency information for proper control of the bingo activity. The reports filed by the organization should include:

1. Gross receipts, as recorded by the receipting system, compared to the gross receipts calculated by using the inventory control system, with explanation of any variances.
2. Prizes as recorded on the bingo event or occasion reports.
3. Lawful use of funds and expenses paid.
4. Inventory of disposable bingo paper by cut, color, serial number and selling price of the packets or single sheets.
5. Gaming activity bank account information. The organization must be required to compare the amounts deposited in the account to the calculated bingo net receipts (gross receipts less prizes) and explain any variances.

SECTION 4.4 – Disposition of Funds:

The Association recommends that funds generated through gaming activity should be deposited and disbursed only through a gaming activity account.

Reporting the dispositions of funds for lawful purpose as set out in the governing jurisdiction's statutes and administrative rules should include a complete description of how the funds were used by the licensee and must list all recipients of funds. How each recipient used, or intended to use funds, should also be reported if the governing jurisdiction has such authority.