



**AUDIT & COMPLIANCE DIVISION**  
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[www.nmgcb.org](http://www.nmgcb.org)

Original Report	_____
Amended Report	_____
FED Tax #ID: _____	

## BINGO AND RAFFLE QUARTERLY REPORT FORM

Report Year \_\_\_\_\_

- Do not alter this form in any way.
- Complete all sections of this report.
- This report must be prepared in ink or typed.

Check Only One:

_____	1 <sup>st</sup> Quarter (Jan. – Mar.)	Due April 15 <sup>th</sup>
_____	2 <sup>nd</sup> Quarter (Apr. – June)	Due July 15 <sup>th</sup>
_____	3 <sup>rd</sup> Quarter (Jul. – Sept.)	Due Oct. 15 <sup>th</sup>
_____	4 <sup>th</sup> Quarter (Oct. – Dec.)	Due Jan. 15 <sup>th</sup>

**(Pursuant to Section 60-2B-9 of the Bingo & Raffle Act)**

Specify number of occasions held 1 <sup>st</sup> month _____	_____
Specify number of occasions held 2 <sup>nd</sup> month _____	_____
Specify number of occasions held 3 <sup>rd</sup> month _____	_____
Total number of occasions conducted this quarter _____	_____

**(Pursuant to Section 60-2B-8.G. of the Bingo and Raffle Act)**

Licensee Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Playing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Licensee Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Provide the following information on the contact person/preparer of this report:**

Name: \_\_\_\_\_

Phone Number/Cell phone: \_\_\_\_\_

Fax Number (if applicable): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## SECTION I

**Receipts:**

	Month _____	Month _____	Month _____	Total Receipts
Bingo	\$	\$	\$	\$
Paper Pull Tabs	\$	\$	\$	\$
Raffles	\$	\$	\$	\$
Supplies (Dauber sales, etc.)	\$	\$	\$	\$
Interest Earned (Bank Acct.)	\$	\$	\$	\$
Other Miscellaneous	\$	\$	\$	\$
<b>Total Receipts this Qtr:</b>	\$	\$	\$	\$

## SECTION II

**Prizes:**

	Month _____	Month _____	Month _____	Total Prizes
Bingo	\$	\$	\$	\$
Paper Pull tabs	\$	\$	\$	\$
Raffles	\$	\$	\$	\$
<b>Total Prizes Paid this Qtr:</b>	\$	\$	\$	\$

## SECTION III

**Deductible Expenditures:**

	Bingo	Pull tabs	Raffle	Total Expenses
<b>Rent of Building</b> (\$100 max. per occasion)	\$	\$	\$	\$
<b>Rent/Repair of Equipment</b> (\$30 max. per occasion)	\$	\$	\$	\$
<b>Bingo &amp; Pull Tab Supplies</b> (Use Licensed Distributors Invoice Amounts)	\$	\$	\$	\$
<b>Janitorial Services</b> (\$50 max. per occasion) NOT ALLOWED IF PAYING RENT.	\$	\$	\$	\$
<b>Utilities</b> (\$40 max. per occasion)	\$	\$	\$	\$
<b>Salaries</b> (Net Amount) (\$25.00 per person max. or \$250 max. per occasion)	\$	\$	\$	\$
<b>Payroll Taxes</b> (Fed/State)	\$	\$	\$	\$
<b>Accountant Fees</b> (\$30 max. per occasion)	\$	\$	\$	\$
<b>NMGCB License Fees</b>	\$	\$	\$	\$

**Total Ded. Expenditures:**

\$	\$	\$	\$	\$
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(Pursuant to 60-2B-9E of the Bingo & Raffle Act)

## SECTION IV

### Calculate Net Proceeds

	Bingo	Pull tabs	Raffle	Total for the Qtr
Section I Totals:	\$	\$	\$	\$
<b>Less:</b> Section II Totals	\$	\$	\$	\$
<b>Less:</b> Section III Totals	\$	\$	\$	\$
<b>Net Proceeds:</b>	\$	\$	\$	\$
<b>Add:</b> Miscellaneous Receipts (dauber sales, etc.)				\$
<b>Add:</b> Interest Earned (from bingo & raffle operating bank account)				\$
<b>Total Actual Net Proceeds:</b>	\$	\$	\$	\$

### Calculate Taxable Net Proceeds

If Sec. I less Sec. II less Sec. III is less than 0, then enter 0  
Do **not** use negative numbers in calculating taxable net proceeds.

	Bingo	Pull Tabs	Raffle	Total for the Qtr
<b>Taxable Net Proceeds:</b>	\$	\$	\$	\$
<b>Add:</b> Miscellaneous Receipts (dauber sales, etc.)				\$
<b>Add:</b> Interest Earned (from bingo & raffle operating bank account)				\$
<b>Total Taxable Net Proceeds:</b>				\$

**Total Bingo Tax Due for Quarter = Taxable Net Proceeds x 3%**  
(Pursuant to 60-2B-9.1A of the Bingo & Raffle Act)

\$
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**Distribution to Lawful Purpose:**

Month _____	Month _____	Month _____	Total for the Qtr
\$	\$	\$	\$

(Pursuant to 60-2B-8.D. and 60-2B-3.Q. of the Bingo & Raffle Act)

## SECTION V

### Reconciliation of Gaming Activity at End of Quarter

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bingo Operating Account Number: \_\_\_\_\_

#### Amounts Taken from Gaming Activity Report (Provide Summary of Monthly Gaming Activity Forms)

Ending Balance from Previous Quarter	<b>1.</b>	\$
Total Actual Net Proceeds (from Sec. IV)	<b>2.</b>	\$
Total Funds Available for Distribution (Box 1. + Box 2. )	<b>3.</b>	\$
Total Distributions of Net Proceeds to Lawful Purposes (from Sec. IV)	<b>4.</b>	\$
Undistributed Amount of Net Proceeds (Box 3. - Box 4.)	<b>5.</b>	\$

#### Amounts Taken from Bank Statement and Check Register (Provide Bingo Operating Account bank statements, cancelled check images AND list of checks written and deposits made.)

**Circle One:**

1<sup>st</sup> QTR (03/31)      2<sup>nd</sup> QTR (06/30)      3<sup>rd</sup> QTR (09/30)      4<sup>th</sup> QTR (12/31)

Beginning balance on Bank Statement dated _____	<b>6.</b>	\$
<b>(Note: use beginning bank statement balance at end of quarter being reported)</b>		
<b>Plus:</b> Total Deposits listed on Bank Statement	<b>7.</b>	\$
<b>Less:</b> Total Checks listed on Bank Statement	<b>8.</b>	\$
<b>Less:</b> Total Service Charges listed on Bank statement	<b>9.</b>	\$
Bank Balance at end of quarter as listed on this statement	<b>10.</b>	\$
<b>Plus:</b> Any cash on hand at end of quarter (including cash operating fund)	<b>11.</b>	\$
<b>Plus:</b> Deposits made but not listed at end of quarter	<b>12.</b>	\$
<b>Less:</b> Total Checks outstanding at end of quarter	<b>13.</b>	\$
<b>Less:</b> Total NSF checks/Miscellaneous Debits/Credits from bank	<b>14.</b>	\$
Actual Bingo Operating Funds at end of quarter	<b>15.</b>	\$

