



Bingo Event Close-out Summary

Hall name: _____ Date: ____/____/____
(YY/MM/DD)

Town/City: _____

Event time, check one: Matinee Evening Late night

Licence number: _____ Charity name: _____

EVENT CASH RECONCILIATION

Attendance: _____

Total Gross Revenue [A]		\$ _____ [A]
Prize payouts (not to exceed \$12,500)	\$ _____ [B]	
Trust account funding	\$ _____ [C]	
Total prizes [B] + [C]		\$ _____ [D]
Cash required [A] – [D]		\$ _____ [E]

DISTRIBUTION OF CASH FOR THIS SESSION

Cash required, from [E] above	\$ _____ [F]
Minimum amount to charity (minimum 20% of Total Gross Revenue [A])	\$ _____ [G]
Hall expenses [F] – [G], paid by CASH CHEQUE (To be deposited into Association's lottery bank account)	\$ _____ [I]

Amount to be deposited by charity:

Amount to charity [G] Above \$ _____ + overage \$ _____ [J] = \$ _____ [K]

OR

Amount to charity [G] Above \$ _____ - shortage \$ _____ [J] =

Prize payout from trust account this event: \$ _____ [L]

We the undersigned hereby certify the above information to be true and correct:

Association managers' signature: _____ Print name: _____

Charity representatives' signature: _____ Print name: _____

Depositors' signature: _____ Print name: _____