

EXPLANATION OF ANNUAL REPORT

NAME OF EXEMPT ORGANIZATION: As appears on the Bingo License

LOCATION WHERE BINGO SESSIONS WERE CONDUCTED: As appears on the Bingo License

BINGO LICENSE NUMBER: As appears on the Bingo License

TAX IDENTIFICATION NUMBER: Federal Identification number

TOTAL BINGO SESSIONS: Total number of bingo sessions played during calendar year

There should be a Bingo Session Report for every number listed

- Example: If you list 50 Total Bingo Sessions you will then have 50 Bingo Session Reports

WEEKDAY BINGO SESSIONS WERE CONDUCTED: Example: Friday

TIME OF BINGO SESSIONS: Example: 7:00 PM until 10:00 PM.

SEPARATE BANK ACCOUNT INFORMATION: Name of bank and account number

BEGINNING ACCOUNT BALANCE:

- Beginning checking account should be ending balance from previous year

YEAR TOTAL OF GROSS RECEIPTS:

- Figure should come from the second column on the Bingo Session Reports

YEAR TOTAL OF BANK INTEREST:

- Total of Bank Interest earned for the year (calendar year)

ADD THE ABOVE TOGETHER - SUB TOTAL:

- Add Beginning Checking Account Balance, Year total of Gross Receipts, and Year Total Bank Interest

TOTAL AMOUNTS FROM COLUMNS A & B:

- Add Column A (Allowable Expenses) and Column B (Allowable Disbursements) together

ENDING BALANCE SUBTRACT COLUMNS A & B FROM THE SUB TOTAL:

- Subtract the combined total of columns A & B from the sub total
- **DOUBLE CHECK** your figures to insure that you've added and subtracted everything correctly

COLUMN A ALLOWABLE EXPENSES:

- **Put all allowable expenses under the categories provided.**
- **DO NOT CHANGE THE LISTED CATEGORIES**
- **Insurance, cable, and security systems are NOT allowable expenses. If you indicate payment of these items on your Annual Audit Report it will be returned for corrections.**

- **Rent** – Year total paid for rent/lease where bingo games were conducted
- **Taxes** – Related to Bingo
- **Prizes** – Amount of monies paid out for prizes
- **Utilities** – Telephone, electricity, waste collection, water and sewer, etc.
- **Supplies** – Bingo supplies and other supplies needed for the purpose of conducting Bingo
- **Comp. Pay** – Compensation to one member for the time bingo is actually being called and shall not exceed one and one-half times the existing minimum wage. This should be the person responsible for receiving, reporting, and depositing all revenues received from Bingo
- **License Fee** – Annual renewal fee
- **Advertising** – Total cost for advertising for the year
- **Bank Charges**
 - Not to include CPA Fees (CPA Fees are not to be deducted from the Bingo Funds)
 - Cost of Checks
 - Cost of maintaining a checking account

TOTAL:

- Grand total of Column A.

COLUMN B ALLOWABLE DISBURSEMENTS:

- **Monies paid out to Charitable Organizations or Charitable Causes**
 - Examples: Charitable Organizations – 501(C) etc.
 - Examples: Charitable Causes – Needy Family etc.
- **Monies paid out to Religious Groups** – Total amount paid to Religious Organizations
- **Monies paid out to Civic Groups** – Total amount paid to Civic Organizations
- **Monies paid out to Scientific Groups** – Total amount paid for Scientific Studies
- **Monies paid out to Testing Groups** – Total amount paid for Testing Studies
- **Monies paid out to Public Safety Groups** – Total amount paid to Public Safety Organizations
 - Examples: Police Departments, Fire Departments, etc.
- **Monies paid out to Education/Literacy Organizations** – Total amount paid to Education and/or Literacy Organizations
 - Examples: Schools, Libraries, Learning Centers, etc.
- **Animal Cruelty Prev** – Total amount paid to Animal Cruelty Prevention Organizations
- **Amateur Sports** – Total amount paid to Amateur Sports Organizations
- **Child Cruelty Prev** – Total amount paid to Child Cruelty Prevention Organizations
- **Monies paid out for Capital Improvement** – Total amount paid for Capital Improvements
 - Monies paid to your parenting organization for purchasing, constructing, maintaining or their operational expenses

TOTAL:

- Grand total of Column B.

BINGO LAWS

§ 14-309.11. Accounting and use of proceeds.

(a) All funds received in connection with a bingo game shall be placed in a separate bank account. No funds may be disbursed from this account except the exempt organization may expend proceeds for prizes, advertising, utilities, and the purchase of supplies and equipment used [in conducting the raffle and] in playing bingo, taxes and license fees related to bingo and the payment of compensation as authorized by G.S. 14-309.7(c) and for the purposes set forth below for the remaining proceeds. Such payments shall be made by consecutively numbered checks. Any proceeds available in the account after payment of the above expenses shall inure to the exempt organization to be used for religious, charitable, civic, scientific, testing, public safety, literary, or educational purposes or for purchasing, constructing, maintaining, operating or using equipment or land or a building or improvements thereto owned by and for the exempt organization and used for civic purposes or made available by the exempt organization for use by the general public from time to time, or to foster amateur sports competition, or for the prevention of cruelty to children or animals, provided that no proceeds shall be used or expended for social functions for the members of the exempt organization.

(b) An audit of the account required by subsection (a) of this section shall be prepared annually for the period of January 1 through December 31 or otherwise as directed by the North Carolina Department of Crime Control and Public Safety, Alcohol Law Enforcement, Bingo Section and shall be filed with the North Carolina Department of Crime Control and Public Safety, Alcohol Law Enforcement, Bingo Section and the local law-enforcement agency at a time directed by the North Carolina Department of Crime Control and Public Safety, Alcohol Law Enforcement, Bingo Section. The audit shall be prepared on a form approved by the North Carolina Department of Crime Control and Public Safety, Alcohol Law Enforcement, Bingo Section and shall include the following information:

- (1) The number of bingo games conducted or sponsored by the exempt organization;
- (2) The location and date at which each bingo game was conducted and the prize awarded;
- (3) The gross receipts of each bingo game;
- (4) The cost or amount of any prize given at each bingo game;
- (5) The amount paid in prizes at each session;
- (6) The net return to the exempt organization; and
- (7) The disbursements from the separate account and the purpose of those disbursements, including the date of each transaction and the name and address of each payee.

(c) Any person who shall willfully furnish, supply, or otherwise give false information in any audit or statement filed pursuant to this section shall be guilty of a Class 2 misdemeanor.

(d) All books, papers, records and documents relevant to determining whether an organization has acted or is acting in compliance with this section shall be open to inspection by the law-enforcement agency or its designee, or the district attorney or his designee, or the North Carolina Department of Crime Control and Public Safety, Alcohol Law Enforcement, Bingo Section at reasonable times and during reasonable hours. (1983, c. 896, s. 3; 1983 (Reg. Sess., 1984), c. 1107, ss. 2, 3, 9; 1987, c. 866, s. 3; 1987 (Reg. Sess., 1988), c. 1001, s. 1; 1993, c. 539, s. 213; 1994, Ex. Sess., c. 24, s. 14(c); 1997-443, s. 11A.118(a).)