

### **Instructions for LE-31 Pull Tabs Identification & Sales**

This form, or an approved replacement, is used each day pull tabs are sold.

1. Enter the date of the game.
2. Enter the license number of the organization.
3. Enter the name of the organization:
4. Enter the name of the person who prepared the report.
5. Enter the time the game was played.
6. Enter the name of the games manager.
7. Check whether game played at bingo occasion, at bar/club room, and whether a pull tab machine is in use.

#### **Pull Tabs: Complete the following for each pull tab game played on this date.**

- a. Ticket name: enter name of pull tab ticket.
  - b. Price: enter the price of each ticket.
  - c. Serial number: enter serial number of ticket.
  - d. Cash: enter amount of cash received from sale of tickets.
  - e. Replays: enter amounts received through playbacks.
  - f. Receipts: enter the gross receipts which equals the total amount of money received from sales of the deal or board ~ cash and playbacks ( $d + e = f$ ).
  - g. Cash: Enter cash paid out for winning tickets.
  - h. Replays: enter amounts paid out for exchanges/playbacks; (h) should equal (e).
  - i. Payouts: enter total amount paid out ( $g + h = i$ ).
  - j. Profits: Enter the difference between gross receipts (f) and payouts (i).
8. Grand totals: add the total receipts, payouts and profits in each column.

#### **Raffle: Complete the following for raffles held at bingo occasions.**

9. Enter the total cash receipts for the raffle.
10. Enter the cash prizes paid.
11. Enter the actual cost to the licensee of all merchandise prizes given.
12. Enter the retail value of the merchandise given.
13. Describe the merchandise given at the raffle.
14. Enter the net receipts (Line 9 minus line 10 minus line 11).

Note: Only one raffle may be held at each bingo occasion. That means that only one series of tickets may be sold and that no tickets may be sold after the drawing for the first prize in the raffle (if more than one prize is given).