VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
PAPER INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION FORM

FORM 105

I certify this form is complete and accurate to the best of my knowledge.

Signature of Cashier _____ Signature of Bingo Manager _____

ORGANIZATION: _____ **SESSION DATE:** _____

Beginning inventory of opened paper deals carried forward from the previous bingo session

Line		Take In	Payout	
1.	Total open paper deals from the previous bingo session's Form 105 (Line 16, Column G and H)			1.

Paper Deals opened during the bingo session

Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tkts	Take In	Payout	
2.									2.
3.									3.
4.									4.
5.									5.
6.									6.
7.									7.
8.									8.
9.									9.
10.	Totals from Form 105-A (Line 22, Column G and H of Page 1)								10.
11.	**Total Lines 1 through 10**								11.
12.	Total of the prizes added to the paper instant progressive amount from deals opened during this bingo session								12.

Ending inventory of opened paper deals to be carried forward to the next bingo session

Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tkts	Remaining Take In	Remaining Payout	
13.									13.
14.									14.
15.									15.
16.	**Total Lines 13 through 15**								16.
17.	Total of the paper instant progressive paid by check or cash								17.

Column:	A	B	C	D	E	F	G	H

Cash Reconciled		
Beginning Change Fund	19.	
Prizes Paid by Check	20.	
Electronic Pull Tabs Take In	21.	*
Electronic Pull Tabs Pay Out	22.	*
Total Paper Take In (from Line 18, Column G)	23.	
Total Paper Pay Out (from Line 18, Column H)	24.	
Total Cash to Account For (Lines 19 + 20 + 21 - 22 + 23 - 24)	25.	
Cash on Hand	26.	
Overage/(Shortage) Overage, if Line 26 is greater than Line 25. Shortage, if Line 25 is greater than Line 26.	27	

Instant Progressive

_____ Beginning Balance (previous bingo session's carry over balance)
\+ _____ Additions (from Line 12, column H above)
\- _____ Payouts (from Line 17 column H above)
= _____ Carry Over Balance

Totals for the Bingo Session

TOTAL PAPER TAKE IN	TOTAL PAPER PAYOUT	
		18.

Line 11-16 (Line 18, Column G) — **Line 11 - 12 - 16 + 17 (Line 18, Column H)**

(Totals to be included on Bingo Session Reconciliation Summary (Form 103))

** The totals reported on lines 21 and 22 are used for cash reconciliation purposes only. They will not be inlcuded on the Bingo Session Reconciliaiton Summary Form 103*

The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.