



INSTRUCTIONS FOR GBI BINGO ANNUAL REPORT GBI Form B04 (01/21/2011)

Every organization licensed to conduct bingo games is required to submit an annual financial report to the Georgia Bureau of Investigation pursuant to **O.C.G.A. § 16-12-59**, which states "Annual Report To Be Filed With The Director. "On or before April 15 of each year, every nonprofit, tax-exempt organization engaged in operating bingo games shall file with the Director a report disclosing all receipts and expenditures relating to the operation of bingo games in the previous year. The report shall be in addition to all other reports required by law. The report shall be prepared and signed by a certified or registered public accountant competent to prepare such a report and shall be deemed a public record *subject to public inspection*".

Line 1. Total Receipts from Bingo: Include only receipts from sale of bingo cards, daubers, etc. Do not include other Post/Lodge revenue derived from snack bars, concessions, food or drink sales, alcohol sales, or revenue derived from video games. These latter receipts are not gambling revenues and should not be reported as such.

Line 2. Total Prizes Paid Out: Include the value of any non-cash prizes, such as door prizes, cakes, turkeys, TV's, radios, etc. given out during bingo games. The value of non-cash prizes must be counted in the maximum daily prize payout of \$1,500.

Line 3. Gross Proceeds: Subtract line 2 from line 1.

Line 4 (4b thru 4r). Bingo Expenses May include a pro-rata share (not to exceed 50%) of the entire Post/Lodge/Organization's operating expenses such as rent/mortgage, building & equipment repairs, utilities, rent, insurance, legal fees, accounting fees, janitorial, security guard services, etc. Actual expenses for bingo should be shown, if applicable, for office supplies, printing, postage, advertising, paid workers - \$50 per day maximum (do not include any salaries for officers or any other expenses for workers). Other expenses that may be charged to bingo include bank service charges on the bingo account, maintenance or renovations to bingo hall, purchase of new bingo equipment or furnishings for bingo hall.

****Note: Do not include as bingo expenses,** other Post/Lodge/Organization expenses such as auto expenses, conventions, dues, travel or member expenses, member meetings, member flowers or gifts, dances, socials, parties for members, subscriptions, kitchen expenses, laundry, linens, non-bingo advertising, etc. These expenses should be paid from general funds or net proceeds total from line 7, since they are not gambling related expenses.

Line 5. Total Donations: Include itemized donations to outside charities and community programs only (funds donated back to the organization, general funds or auxiliary, must be listed on line 7 - net proceeds). The name and address of the individual or organization that funds were donated to, must be provided. Specific programs for the community may be listed instead of individual names, if these names are on file with the organization (examples: Feed the Homeless Program, Decatur - \$400; Veterans Relief Program, Decatur - \$1,500; Elderly Assistance Program, Decatur - \$500, Christmas for Needy Families, Decatur - \$300, etc.).

Line 6. Total (Add line 4s + Line 5): Self explanatory.

Line 7. Net Proceeds (Subtract Line 6 from Line 3): This line includes the organization's net profit from bingo games. The total on Line 7 should not be less than \$-0-. Include on this line, any funds transferred to general funds or used for expenses, other than expenses needed to run bingo games.

If Line 7 or Net Proceeds for the year is less than zero (0) – the Bingo Annual Report must be accompanied by a letter on letterhead stationery of the licensed organization or their CPA's letterhead that explains the circumstances that lead to organization's net proceeds for the year being less than zero (0).

Additionally, the bingo organization should explain in the same manner any sources of income obtained and used by the bingo organization that were not generated by bingo income.

Annual reports are due on or before April 15 each calendar year. No extensions or exceptions are authorized by Georgia law regardless of the circumstances. Non-compliance can result in the organization's license suspension for the remainder of the current year.

Questions should be directed to GBI Bingo Unit, P. O. Box 370808,
Decatur, Georgia 30037-0808, or by calling at (404) 270-8525.