



Instructions For Completing the Bingo Monthly Financial Report

NOTE:

Complete BMFR-2A and -2B, and BMCCR-3A and -3B first, as some of the information calculated on these pages will be carried over to BMFR-1A and -1B.

BMFR-1A & BMFR-1B

Licensed charitable organizations may be licensed to hold up to 10 Bingo game dates per month.

Organization ID #: Enter the organization's ID number. This number can be found on the organization's Bingo/Lucky 7 license.

Organization Name: Enter the name of the charitable organization as it appears on the organization's Bingo/Lucky 7 license.

Playing Address: List the street name, city and state where the Bingo games were held.

Reporting Period: Enter the month and year of the reporting month. All game dates being reported must be from the same month. Do not include game date from other months.

Bingo License #: Enter the Bingo license number that was assigned to the organization for the month being reported. This number can be found on the Bingo/Lucky 7 license.

Number of Games: List the total number of bingo games that the organization held during the month being reported.

Line 1, Game Dates: Enter the date for each licensed game date held within the reporting period. Except as noted below, chronologically list the first 5 game dates held during the reporting month on BMFR-1A, and list the last 5 game dates BMFR-1B.

When an organization has separate COCA jackpot for different days of the week – a COCA for Wednesday night games, and a separate COCA for Saturday games, for example – the game dates must be listed on separate sheets by day of the week rather than in chronological order. For example, the game dates for the Wednesday night games will be listed on BMFR-1A, and game dates for Saturday games will appear on BMFR-1B.

Line 2, Attendance: Enter the number of players in attendance for each of the corresponding game dates noted on Line 1.

Line 3, Regular Games: Enter the revenue for each of the corresponding game dates noted on Line 1. Do not include revenue from Winner-Take-All games (WTA) or any other sales.

Line 4, Other Sales: Enter the total revenue from "other sales" for each game date on this line. "Other sales" includes revenue from the sale of daubers and other items, raffle sales, food sales, gift certificate sales, etc. Also include the prize amount provided by the Commercial Hall. Do not include revenue from WTA and regular games.

Line 5, Winner-Take-All Game #1 Collections: Enter the total revenue from WTA game #1 collections for each of the corresponding game dates noted on Line 1.

Line 6, Winner-Take-All Game #2 Collections: Enter the total revenue from WTA game #2 collections for each of the corresponding game dates noted on Line 1.

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Line 7, Winner-Take-All Game #3 Collections: Enter the total revenue from WTA game #3 collections for each of the corresponding game dates noted on Line 1.

Line 8, Winner-Take-All Game #4 Collections: Enter the total revenue from WTA game #4 collections for each of the corresponding game dates noted on Line 1.

Line 9*, Total Winner-Take-All Collections: Enter the total of Line 5 through Line 8.

Line 10*, Total Carryover Coverall Collections: Enter the total carryover coverall revenue collected for each game date. This number can be found on Line 3 of the corresponding BMCCR-1A/BMCCR-1B page for each game date.

Line 11*, Total Revenues: Enter the sum of Lines 3, 4 and 9 for each game date.

Line 12, Regular Games & Door Prizes Paid by Charitable Organization: Enter the total amount paid out in prizes by the charitable organization for regular games and door prizes for each of the corresponding game dates.

Line 12a, Prize Amount Provided by Commercial Hall (\$500 game date max.): Enter the prize amount provided by the Commercial Hall for each of the corresponding game dates. The total for each game date cannot exceed \$500.

Line 12b, Total Regular Games & Door Prizes Paid (\$4,000 game date max.): Enter the sum of Line 12 plus Line 12a. This amount includes all prizes, tokens or awards used, given, offered or awarded. The total for each game date cannot exceed \$4,000.

Line 13*, Total Winner-Take-All Prizes Paid: Enter the result of multiplying Line 9 by 0.86. This number represents 86% of the total amount collected from players, which was awarded in prizes. The remaining 14% are used to pay the 7% "reimbursement fee", and the 7% "bingo tax".

Line 14*, 7% Winner-Take-All Tax: Enter the result of multiplying Line 9 by 0.07. This number represents 7% of all monies collected from players of the WTA games, which is the amount due in bingo tax for WTA games held during the reported month.

Line 15, Bonus Winner-Take-All Gross Prize Amount: Enter gross bonus WTA prize amounts on this line. This represents the amount of the predetermined bonus prize. It does not include other revenue collected from players, which is reported on Lines 5-8. The bonus prize cannot exceed \$3,000.

Line 16*, Bonus Winner-Take-All Prizes Paid: Enter the result of multiplying Line 15 by 0.93. This number represents 93% of the total Bonus WTA prizes paid. The remaining 7% is used to pay the state bingo tax (see Line 17).

Line 17*, 7% Bonus Winner-Take-All Tax: Enter the result of multiplying Line 15 by 0.07. This number represents 7% of all monies collected from players of the Bonus WTA games, which is the amount due in bingo tax for any Bonus WTA games held during the reported month.

Line 18*, Carryover Coverall Prizes Paid: Enter the number that appears on Line 10 of the corresponding BMCCR-1A/BMCCR-1B page for each game date. This number represents the amount of the carryover coverall prizes (consolation prizes and/or jackpot) paid.

Line 19*, 7% Carryover Coverall Tax: Enter the number that appears on Line 4 on the corresponding BMCCR-3A/BMCCR-3B page for each game date. This number represents the 7% of all monies collected from players of the Carryover Coverall games, which is the amount due in bingo tax for any Carryover Coverall games held during the reported month.

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Instructions For Completing the Bingo Monthly Financial Report

Line 20*, Bingo Service Fee(s): Locate the number that appears on Line 33a of BMFR-2B. Enter this number on BMFR-1B in the column representing the last game date for the reported month regardless of how many games were actually played. This also applies to organization that held 5 or fewer games in the reported month.

Line 21, Total Other Bingo Expenses: Enter the total from each game date for other bingo expenses, such as rent, license fees, member reimbursement, supplies, etc.

Line 22*, Total Bingo Expenses: Enter the sum of Lines 12b, 13, 14, 16, 17, 20 and 21. This number represents the total amount paid out in prizes, taxes, fees and other Bingo related expenses.

Line 23*, Carryover Coverall Prize Summary: Enter the result of Line 10 minus Lines 18 and 19. This number represents the total amount collected for Carryover Coverall games, minus prizes and taxes paid.

Line 24*, Net Bingo Profit/Loss: Enter the result of Line 11 minus Line 22. This number represents the net Bingo profit/loss, which equals total Bingo revenue minus expenses.

TOTALS AND GRAND TOTALS: Enter the sum of each row for the first 5 game dates in the “Totals” column on BMFR-1A. Enter the sum of each row for **all** game dates in the “Grand Total” column on BMFR-1B.

Line 25*, Net Lucky 7 Profit/Loss: Enter the number that appears on Line 13 of L7MFR-1 in the “Grand Total” column for Line 25 on BMFR-1B. Organization that held 5 or fewer games in the reported month must also report this number here. The number represents the amount of money the organization earned or lost in Lucky 7 ticket sales in the reported month.

Line 26*, Net Profit/Loss to Organization: Enter the sum of Line 24 and Line 25 in the “Grand Total” column for Line 26 on BMFR-1B. Organization that held 5 or fewer games in the reported month must also report this number here.

BMFR-2A & BMFR-2B

Licensed charitable organizations may be licensed to hold up to 10 Bingo game dates per month. Use BMFR-2A for the first 5 game dates, and BMFR-2B for the last 5 game dates held during the reporting month.

Line 27*, Game Dates: Enter the date for each licensed game date held within the reporting period. If using Excel, these dates will be carried over from the corresponding BMFR-1A/BMFR-1B pages.

As noted in the instructions for Line 1 of the BMFR-1A/BMFR-1B, when an organization has separate COCA jackpot for different days of the week - a COCA for Wednesday night games and a separate COCA for Saturday games, for example – the game dates must be listed on separate sheets by day of the week rather than in chronological order. For example, the game dates for the Wednesday night games will be listed on BMFR-2A, and the game dates for Saturday games will be listed on BMFR-2B.

Line 28, Cash: Enter total prizes paid out in cash for each game date.

Line 29, Check: Enter total prizes paid out by check for each game date.

Line 30*, Totals: Enter the sum of Lines 28 and 29 for each game date. This represents the total of all prizes paid out on the given game date.

Line 30a*, Total Prizes Paid: On BMFR-2A, enter the sum of Row 30 to obtain the “Total Prizes Paid” for the first 5 game dates. On BMFR-2B, enter the sum of Row 30 plus the “Total Prizes Paid”

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in Line 30a on BMFR-2A to obtain the “Total Prizes Paid” for all game dates played during the reported period.

Lines 31, 31a, 31b and 31c: This section is an accounting of all free plays awarded during the reported month, and is not broken down by game date. Free plays are any bingo card, sheet or package of bingo games, other than winner-take-all or carry-over-coverall, offered by coupon or any other means during a licensed bingo event that only certain persons are awarded for no cost or for a cost less than that listed on the game schedule.

Line 31, Card: A “card” refers to individual bingo card containing a single bingo “face”. For cards awarded as free play, enter the “Number of Cards Awarded”, the “Value” (price per card), and the “Total Value” (“Number of Cards Awarded” multiplied by “Value”).

Line 31a, Sheet: A “sheet” refers to a single piece of paper on which 3 or more bingo cards are printed. Sheets are printed in different colors to distinguish them for use with a specific bingo game. For sheets awarded as free plays, enter the “Number of Sheets Awarded”, The “Value” (price per sheet), and the “Total Value” (“Number of Sheets Awarded” multiplied by “Value”).

Line 31b, Package: “Packages” refer to a prepackaged grouping of cards and sheets for playing a variety of games being offered on that game date. For packages awarded as free plays, enter the “Number of Packages Awarded”, the “Value” (price per package), and Total Value (“Number of Packages Awarded” multiplied by “Value”).

Line 31c*, Grand Total: On BMFR-2A, enter the sum of the “Total Value” column to obtain the total value of all free-plays awarded for the first 5 game dates. On BMFR-2B, enter the sum of the “Total Value” plus the “grand total” in Line 31c on BMFR-2A to obtain the “Total Value” of all free plays awarded during the reported period.

Line 32, Name and Address of Licensed Distributor(s): List the name and address of any person, partnership, corporation or other entity from which equipment used at the licensed games was rented or leased. For organizations licensed for more than five game dates in the reporting month. Report this information only on BMFR-2B. Leave this section blank on BMFR-2A regardless of how many game dates were held during the reporting period.

Line 33, Name and Address of Person/Entity Receiving Service Fee(s): Provide the names and addresses, and fees paid to any persons or business entities that provided consulting, accounting, management, or other similar services to the organization for the operation of bingo. For organizations licensed for more than five game dates in the reporting month. ., report this information only on BMFR-2B. Leave this section blank on BMFR-2A regardless of how many game dates were held during the reporting period.

Line 33a*, Total Service Fee(s): Enter the sum of the “Fee(s) Paid” column in Line 33 to obtain the “Total” service fee(s) paid. On BMFR-2A, report the total for fees paid for the first 5 game dates. On BMFR-2B, enter the total of the fee(s) paid for all game dates held in the reporting period. This number should be the same number entered in Line 20 on BMFR-1B.

Line 34, and 34a*, Subtotal of Prizes Paid by Check: In the space provided, enter the name of the game, the check number and the prize amount for all prizes of \$500 or more that were paid by check, and enter the sum of all prizes listed on Line 34. If more space is needed, carry the number found in Line 34 over to Line 34a and continue listing the required information in the space provided. All prizes of \$500 or more must be paid by check.

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Line 34b*, Total: Enter the sum of the “Prize Amounts” column(s) in 34/34a to obtain the “total” prizes paid by check. On BMFR-2A, report the total prizes paid for the first 5 game dates. On BMFR-2B, enter the total of the “Prize Amounts” for all games held in the reporting period.

BMCCR-3A & BMCCR-3B

Licensed charitable organizations may be licensed hold up to 10 Bingo game dates per month. Use BMFR-3A for the first 5 game dates, and BMRF-3B for the last 5 game dates held during the reporting month.

Organization ID #*: Enter the Organization’s ID number. This number can be found on the license. If using Excel, this information will be carried over from BMFR-1A.

Organization Name*: Enter the name of the charitable organization as it appears on the organization’s Bingo/Lucky 7 license. If using Excel, this information will be carried over from BMFR-1A.

Line 1*, Game Dates: Enter the date for each licensed game date held within the reporting period. If using Excel, these dates will be carried over from the corresponding BMFR-1A/BMFR-1B pages.

As noted in the instructions for Line 1 of the BMFR-1A/BMFR-1B, when an organization has separate COCA jackpot for different days of the week – a COCA for Wednesday night games and a separate COCA for Saturday games, for example – the game dates must be listed by day of the week rather than in chronological order. For example, the game dates for the Wednesday nights COCA will be listed on the on BMCCR-3A, and game dates for Saturday COCA will be listed on BMCCR-3B.

Line 2, Beginning Carryover Coverall Prize Balance: Enter the beginning amount that is carried forward from the previous reporting period into the first cell. When using Excel, the ending balance (Line 11) for the first game is carried over to the beginning balance (Line 2) for the second game, and so on for each game date thereafter.

For games listed in chronological order, the ending balance (Line 11) for the 5th game listed on BMCCR-3A is carried over to the beginning balance (Line 2) for 6th game; the first game listed on BMCCR-3B.

When an organization has separate COCAs for different game days of the week, the balance will not be carried over. Instead, BMCCR-3A will have beginning and end balances specific to (in this example) the Wednesday night COCA, and BMCCR-3B will have beginning and end balances specific to the Saturday COCA.

Line 3, Carryover Coverall Collections: Enter the amount collected for each game date. The amount in the “Total” column should equal Line 10 of Bingo Monthly Financial Report (BMFR-1A or BMFR-1B). On BMCCR-3A, enter the sum of Line 3 into the “Totals” column. On BMCCR-3B, enter the sum of Line 3 plus the “Total” for Line 3 on BMCCR-3A into the “Grand Total” column. These numbers will be carried over to Line 10 on BMFR-1A and 1B respectively.

Line 4*, 7% Carryover Coverall Tax: Enter the result of multiplying Line 3 by 0.07. This number represents the 7% of all monies collected from players of the Carryover Coverall games, which is the amount due in bingo tax for any Carryover Coverall games held during the reported month. On BMCCR-3A, enter the sum of Line 4 into the “Totals” column. On BMCCR-3B, enter the sum of Line 4 plus the “Total” for Line 4 on BMCCR-3A into the “Grand Total” column. These numbers will be carried over to Line 19 on BMFR-1A and -1B respectively.

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Line 5*, 7% Game Reimbursement Fee: Enter the result of multiplying Line 3 multiplied by 0.07 (7%). This number represents the 7% of all monies collected from players, which is required for the Game Reimbursement Fee. On BMCCR-3A, enter the sum of Line 5 into the “Totals” column. On BMCCR-3B, enter the sum of Line 5 plus the “Total” for Line 5 on BMCCR-3A into the “Grand Total” column.

Line 6*, Carryover Coverall Prize Pool: Enter the result of subtracting Line 4 and 5 from Line 3. This amount represents 86% of the total monies collected from players on the given game date, which will be contributed to the total prize pool in Line 7 below.

Line 7*, Subtotal Carryover Coverall Prize Balance: Enter the sum of Line 2 and Line 6. This number represents the total prize pool for the Carryover Coverall game

Line 8, Carryover Coverall Prizes Paid (Jackpot): Enter the jackpot prize amount paid for each game date. If the jackpot was not awarded, enter zero. On BMCCR-3A, enter the sum of Line 8 into the “Totals” column. On BMCCR-3B, enter the sum of Line 8 plus the “Total” for Line 8 on BMCCR-3A into the “Grand Total” column.

Line 9, Carryover Coverall Prizes Paid (Consolation): Enter the amount paid in consolation prize for each game date. If consolation prizes were not awarded, enter zero. On BMCCR-3A, enter the sum of Line 9 into the “Totals” column. On BMCCR-3B, enter the sum of Line 9 plus the “Total” for Line 9 on BMCCR-3A into the “Grand Total” column.

Line 10*, Total Carryover Coverall Prizes Paid: Enter the result of adding Line 8 to Line 9. This number represents the total of all prizes (Jackpot and Consolation) On BMCCR-3A, enter the sum of Line 10 into the “Totals” column. On BMCCR-3B, enter the sum of Line 10 plus the “Total” for Line 10 on BMCCR-3A into the “Grand Total” column. These numbers will be carried over to Line 18 on BMFR-1A and -1B respectively.

Line 11*, Ending Carryover Coverall Prize Balance: Subtracts Line 10 from Line 7. This number represents the amount of money that remains in the prize pool after jackpot and consolation prizes are paid. This amount will be the Beginning Carryover Coverall Prize Balance for the next successive game date.

Line 12, Member List: List the names and addresses of the members of the organization who operated the licensed game dates. If applicable, enter the amount each member was reimbursed for their out-of-pocket expenses. Report the information relative to games 1-5 in the space provided on BMCCR-3A worksheet. For organizations licensed for more than five game dates, report the relative information for games 6-10 on the space provided on BMCCR-3B.

Line 13, Prepared By/Title: Enter the (printed) name of the individual who prepared the report, and the individual’s title within the organization.

Line 14, Chairperson (print name): Enter the (printed) name of the organization’s chairperson..

Line 15, Signature: The organization’s chairperson must sign and date the form before it can be submitted. Original signatures are required.

Line 16, Treasurer (print name): Enter the (printed) name of the organization’s treasurer.

Line 17, Signature: The organization’s treasurer must sign and date the form before it can be submitted. Original signatures are required.

SUBMIT REPORT TO THE NH LOTTERY COMMISSION BY THE 15th DAY OF THE MONTH FOLLOWING THE REPORTED MONTH.

* An asterisks indicates that the field includes a formula. If you are using Excel to complete the report, do not enter data in these fields. Excel will automatically enter the results for you.



Instructions for Completing the Lucky 7 Monthly Financial Report

NOTE:

Complete L7MFR-2A, -2B and -3 first, as some of the information calculated on these pages will be carried over to L7MFR-1.

L7MFR-1

Organization ID #: Enter the organization's ID number. This number can be found on the organization's Lucky 7 license.

Organization Name: Enter the name of the organization as it appears on the Lucky 7 license.

Playing Address: Enter the street, city and state where the Lucky 7 tickets were sold.

Reporting Period: Enter the month and year of the reporting month. All sales being reported must be from the same month. Do not include sales from other months.

License #: Enter the Lucky 7 license number for the month being reported. This number can be found on the license.

Line 1, Gross Revenue-Traditional Tickets: Enter the total revenue for the month on this line; this is the actual revenue from traditional ticket sales for the reported month. Gross revenue represents the total monies collected through ticket sales.

Line 2, Gross Revenue-Electronic Tickets: Enter the total revenue for the month; this is the actual revenue from electronic ticket sales for the reported month. Gross revenue represents the total monies collected through ticket sales.

Line 3*, Total Gross Revenue-All Tickets: Enter the total of Line 1 plus Line 2, above; this is the actual revenue from both traditional and electronic ticket sales during the reported month. Gross revenue is the total monies collected through ticket sales.

Line 4*, Total Actual Prizes Paid: Enter the result of adding Line 30, Column M on L7MFR-2A and Line 25 Column M on L7MFR-2B. This number reflects the total actual prizes paid in the reporting month for electronic and traditional (bagged and boxed) tickets. Do not report possible/theoretical prize payouts of each deal.

Line 5*, Net Profit: Enter the results of subtracting Line 4 from Line 3. Net profit equals the gross revenue minus (actual) prizes paid out.

Line 6*, Cost of Deals Sold: Enter the total of Line 30, Column J on L7MFR-2A plus Line 25, Column J on L7MFR-2B. This number reflects the total cost of both traditional and electronic deals sold during the reported month. Do not include the cost of sales tax, freight, or deal fees in this calculation.

Line 7*, Pull Tab Fee Paid: Enter the result of adding Line 25, Column C on L7MFR-2A and Line 25, Column C on L7MFR-2B and multiply the total by \$15. This number reflects the total deal fees paid for both traditional boxed and electronic deals purchased during the reported month.

Line 8, Monthly License Fee: Enter the \$10 Lucky 7 license fee paid for the month. Do not enter the \$120 annual fee. This line should always be \$10.

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Line 9*, Lucky 7 Service Fee(s): Enter the total of dollar amount found in Line 17 (below). This number represents all fees fee paid to any person, or business entity that provided consulting, accounting, management, or other similar services to the organization for the operation of lucky 7.

Line 10, Other Expenses: Enter the total of other Lucky 7 related expenses. These expenses may include the rental cost of Lucky 7 dispensing devices, the amount reimbursed to members who sold Lucky 7 tickets (as itemized in L7MFR-3), any postage required to submit the financial report by mail, or any advertising costs relative to Lucky 7 ticket sales.

Line 11*, Total Lucky 7 Expenses: Total of Lines 6, 7, 8, 9, 10 and 11..

Lines 12*, Net Lucky 7 Profit/Loss: Subtracts Line 12 from Line 5. This number represents the overall profit or loss after all related expenses are paid. If applicable, this amount will be carried to Line 25 of the Bingo Monthly Financial Report.

Line 13, List the Name(s) of Distributor(s) From Whom the Lucky 7 Tickets Were Purchased: List the name of each of the distributors from whom the charity purchased Lucky 7 deals during the reported month.

Line 14, List the name, address and fee paid to any person, or business entity who provided consulting, accounting, management, or other similar services to the organization for the operation of Lucky 7: List the name, address and fee paid to any person or business who provided consulting, accounting, management, or other similar services to the organization for the operation of Lucky 7.

Line 15, List All Prizes Paid by Check: All prizes of \$500 or more, must be paid by check. For each prize payment over \$500, list the names of the person claiming the prize, the name and form number of the winning ticket, the number of the check used to pay the prize, and the amount of the check.

L7MFR-2A and L7MFR-2B

Organization ID #: Enter the organizations ID#. This number can be found on the license. If using Excel, this information will be carried over from L7MFR-1.

Organization Name: Enter the name of the charitable organization as it appears on the organization's Bingo/Lucky 7 license. If using Excel, this information will be carried over from L7MFR-1.

Reporting Period: Enter the month and year of the reporting month. All sales being reported must be from the same month. Do not include sales from other months. If using Excel, this information will be carried over from L7MFR-1. **L7MFR-2A, Lines 1 through 30:** List the inventory and deal costs for all boxed deals of pull-tab tickets on Lines 1 through 24. The totals for each column will be calculated in Line 25. List the inventory and deal costs for all bagged deals of pull-tab tickets on Lines 26 through 28. Totals for each column will be calculated in Line 29. The grand totals for boxed and bagged deals are calculated in Line 30.

L7MFR-2B, Lines 1 through 25: List the inventory and deal costs for all boxed deals of pull-tab tickets on Lines 1 through 24. The totals for each column will be calculated in Line 25.

Column A, Form # and Form Name: List the form number and name of each Lucky 7 ticket in the organization's inventory.

Column B, # of Deals in Beginning Inventory: Enter the number of full deals in the organization's beginning inventory for each form number (i.e. the number of full deals on hand before selling any full deals in the reporting month).

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Column C, # of Deals Purchased: Enter the number of deals purchased in the reporting month for each form number.

Column D, # of Deals in Ending Inventory: Enter the number of full deals left in the organization's inventory at the end of the reporting month for each form number.

Column E*, # of Deals Sold: Enter the result of adding Columns B and C, and then subtracts Column D for each form number. This is the number of full deals sold for each form number.

Column F, Cost Per Deal: Enter the actual cost per deal for each form number, Do not include the pull-tab and/or bag fee.

Column G*, Beginning Inventory: Enter the result of multiplying Columns B and F. This is the cost of deals in the organization's beginning inventory by form number.

Column H*, Cost of Deals Purchased: Enter the result of multiplying Columns C and F. This is the cost of the organization's purchased deals by form number.

Column I*, Ending Inventory: Enter the result of multiplying Columns D and F. This is the cost of deals in the organization's ending inventory by form number.

Column J*, Cost of Deals Sold: Enter the result of multiplying Columns E and F. This is the cost of deals sold.

Column K, Prizes Paid on One Deal: Enter the total amount of prizes paid on one deal for each form number.

Column L*, Total Possible Prizes Paid: Multiplies Columns E and K. This is the theoretical amount of prize that may be paid out during the reporting month.

Column M, Actual Prized Paid: Enter the total amount paid in prizes for each form number reported.

L7MFR-2A, Lines 31 through 35 and L7MFR-2B, Lines 26 through 30:

Prepared By/Title: Enter the name and title of the authorized official that completed the financial report.

Chairperson (print name): Print the name of the Chairperson of the organization.

Signature/Date: Provide the signature and signature date of the organization's Chairperson. Original signatures are required.

Treasurer (print name): Print the Treasurer's name on this line.

Signature/Date: Provide the signature and signature date of the organization's Treasurer. Original signatures are required.

L7MFR-3

Organization ID #: Enter the organizations ID#. This number can be found on the license. If using Excel, this information will be carried over from L7MFR-1.

Organization Name: Enter the name of the charitable organization as it appears on the organization's Bingo/Lucky 7 license. If using Excel, this information will be carried over from L7MFR-1.

* An asterisks indicates that the field includes a formula. If you are using Excel to complete the report, do not enter data in these fields. Excel will automatically enter the results for you.

Reporting Period: Enter the month and year of the reporting month. All sales being reported must be from the same month. Do not include sales from other months. If using Excel, this information will be carried over from L7MFR-1

Participating Members: List the names and addresses of the members of the charitable organization who participated in the sale of Lucky 7 tickets during the reporting period. If applicable, also include any amount reimbursed to any participating member for out-of-pocket expenses. Reimbursement cannot exceed \$8 per member per day. Add the reimbursements and enter the result in the “Total” cell at the bottom of the page. This number represents the total amount spend to reimburse members for selling tickets during the reporting month. This “total” can be included in Line 11 on L7MFR-1.

SUBMIT REPORT TO THE NH LOTTERY COMMISSION BY THE 15th DAY OF THE MONTH FOLLOWING THE REPORTED MONTH, OR IN THE CASE OF ANNUAL LICENSES, SUBMIT WITHIN 90-DAYS OF THE END OF THE REPORTED MONTH.

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