



INSTRUCTIONS FOR COMPLETING THE GAMES OF CHANCE MONTHLY FINANCIAL REPORT FORM

Only report the activities for game dates that occurred during the reported month. Game dates that occurred during a prior or subsequent month must be reported separately.

The Monthly Financial Report and state revenue payment must be received by the NH Lottery Commission no later than the 15th day of the month following the month being reported. For example, the report and revenue payment for games played in May must be received by the Commission by June 15th.

All source documents used in the preparation of this Monthly Financial Report must be retained for a period of not less than two years and made available for inspection by the Commission upon request. Do not submit any source documents, summaries, or other information to the Commission with your Monthly Financial Report. If these documents are needed, the Commission will issue a formal request.

PLEASE NOTE: You are required to use the Excel spreadsheet to complete this report. The spreadsheet contains formulas that will automatically calculate results and/or carry information to a subsequent page for you. These cells have been protected and cannot be over-written.

CHARITY #1 – CHARITY #14 TABS

There are 14 tabs, one for each charitable organization that hosted games over the course of the reported month. If fewer than 14 charities played, leave the unused tabs blank and unprinted.

Name of Organization: Enter the name of the licensed charitable organization hosting the games.

Organization's License #: Enter the license number that was issued to the charitable organization by the Commission. This number appears on the organization's license.

Reported Month-Yr: Enter the month and year of the reported month. The format should be the month spelled out, followed by the last 2 digits of the year (i.e. January 19). The reported period must be a single month. If a charity holds games on dates that span over 2 months, only report on the games that were played within the month being reported. Games played in other months must be reported separately.

Line 1 - Game Date: Enter the day, month of each game event held during the reported month, beginning with the earliest game date in "Game Date 1", and listing subsequent games in consecutive order. The format should be represented numerically, such as "6/18" for a game date of June 18th



GAMES WHERE CHIPS HAVE NO MONETARY VALUE (aka Tournaments)

Line 2 – Funds Collected From Players: Enter the total funds collected from players, including all buy-ins, re-buys, and add-ons (including “Dealer Add-ons”) for all tournaments conducted on each game date. This number must be greater than or equal to zero. An error message will appear if a negative number is entered.

Line 3 – Prizes Paid In Check: Enter the total amount of prizes that were paid by check on each game date.

Line 4 – Prizes Paid in Cash: Enter the total amount of prizes that were paid in cash on each game date. Please note: Dealer Add-ons are not prizes and cannot be included as such.

Line 5 – Revenue from Games where chips have no monetary value –The embedded formula will automatically calculate net revenue by game date, and as a grand total. Net Revenue is the result of subtracting Lines 3 and 4 from Line 2. In accordance with RSA287-D:14,XVII, no more than 80% of the funds collected from players can be returned as prizes. Therefore, if the net revenue (Line 5) is less than 20% of Line 2, this cell will read “ERROR.”

GAMES WHERE CHIPS HAVE MONETARY VALUE

Line 6 – Games With Rake (i.e. Cash Poker Games) – For each game date, enter the proceeds from games with rake where chips have monetary value. This number must be greater than or equal to zero. An error message will appear if a negative number is entered.

Line 7 – Games Without Rake (i.e. House-backed/Table Games) – For each game date, enter the proceeds from games without rake where chips have monetary value. If there were losses on any given game date, report the actual loss as a negative number on that game date.

TOTAL REVENUE FROM ALL GAMES

Line 8 – Total Revenue –The embedded formula will automatically calculate total revenue. Total Revenue is the sum of lines 5, 6 and 7.

PAYMENT DUE TO THE NH LOTTERY COMMISSION

Line 9 – Games Where Chips Have No Monetary Value – The embedded formulas will automatically calculate this amount by multiplying the figure in the “Totals” column of Line 2 (Tournaments) by 3%.

Line 10 – Games Where Chips Have Monetary Value and Rake – The embedded formulas will automatically calculate this figure by multiplying the amount in the “Totals” column of Line 6 (Games with Rake) by 10%.

Line 11 – Games Where Chips Have Monetary Value and No Rake –The embedded formulas will automatically calculate this figure by multiplying the amount in the “Totals” column of Line 7 (Games without Rake) by 10%. If the total is zero or less, the cell will report zero.

Line 12 – Total Payment to State – The embedded formulas will automatically calculate this payment by adding Lines 9, 10, and 11 of the “Totals” column.



PAYMENT DUE TO THE CHARITABLE ORGANIZATION

Line 13 – Charitable Organization’s Portion of Total Revenue – The embedded formulas will automatically calculate this payment by multiplying the amount in Line 8 (Total Revenue) by 35%. The number reported in the “Totals” column is the amount the Game Operator must pay to the Charitable Organization, in the form of a check, for their portion of the profits. Rental payments are not to be deducted from this payment.

Line 14 – Rental Payment Due – Enter the rental fee charged to the charitable organization for the reported game dates. The charitable organization must make the rental payment by check as a separate transaction. Do not deduct rent from the profits due to the charity (Line 13). Under no circumstances shall a Charitable Organization sustain any loss from games of chance. Therefore, an error message will appear if the rental payment (Line 14) is more than the charity’s portion of total revenue (Line 13).

Line 15 – Charitable Org’s Revenue After Rent – The embedded formula will automatically calculate this figure by subtracting Line 14 from Line 13 (“Totals”).

REVENUE RETAINED BY GOE

Line 16 – Gaming Revenue Retained by GOE (excluding rent) – The embedded formulas will automatically calculate this figure by subtracting Lines 12 (Total Payment to State) and Line 13 (Charity’s Portion of Net Revenue) from Line 8 (Total Revenue).

Line 17 – Total Revenue of GOE (including rent) – The embedded formulas will automatically calculate this figure by adding Line 14 (Rental Payment) to Line 16 (Gaming Revenue Retained by GOE).

SIGNATURES SECTION

Prepared by: Provide the printed name, phone number and e-mail address of the individual who prepared the report.

Certification: Provide the signature, printed name and title of Authorized Official, signature date, and phone number of the Authorized Official certifying to the accuracy of the report. Electronic signatures are permitted.

An “Authorized Official” may be the treasurer, duly authorized officer, director or other official of the charitable organization, or the licensed Game Operator Employer or Primary Game Operator conducting the games on behalf of the charitable organization.

STATE REVENUE INVOICE TAB

The embedded formulas will automatically complete this sheet, which lists the state revenue payment due by charity, and calculates a “Total State Revenue Payment Due”. A check in the amount indicated in “Total State Revenue Payment Due” must be included with the submittal. When submitting this form, an original signature is required.



SUBMITTING THE REPORT

Submit the following to NH Lottery for each reported month:

- The completed Monthly Financial Report, including the “State Revenue Invoice” page;
- A signed “Games of Chance – Charitable Organization Member’s Affidavit” for each game night of the reported period; and
- A check made payable to the NH Lottery in the amount indicated on the State Revenue Invoice spreadsheet.

Mail the documents to:

New Hampshire Lottery
14 Integra Drive
Concord, NH 03301

Alternatively, you may e-mail the entire spreadsheet to licensing@lottery.nh.gov, and only mail a hard copy of the State Revenue Invoice page, the original signed affidavits, and the State Revenue payment. Please contact Licensing for additional information on this option.

The documents and payment must be received by the Lottery no later than the 15th day of the month following the month being reported. For example, for games played in October, the documents must be received by close of business on November 15th.

When the charitable organization conducts its own games of chance event, the organization must also submit a list of the names and addresses of each member who participated in the operation of the games of chance.

QUESTIONS?

Contact the NH Lottery Commission at 603-271-3391. Ask for Games of Chance licensing, or e-mail the licensing unit at licensing@lottery.nh.gov.