

EXPLANATION OF ANNUAL REPORT PLEASE READ: FORMS HAVE BEEN UPDATED

If you have already completed your 2017 audit with the old forms, you may turn those in and start the 2018 audit year with the new forms

Your Annual Audit Report must be received by our office no later than **January 31st** every year for the preceding calendar year. Your Annual Audit Report consists of **four parts**:

BL-2 Annual Audit Report of Bingo: completed at the end of the year. All totals should come from your BL-3, BL-4a and BL-4b forms. ALL expenses should be recorded under one of the categories listed.

BL-3 Bingo Session Reports: There should be a session report for each time you play bingo, listing all games played and monies taken in. It is important to complete this form each time you play so you are not missing reports at the end of the year

BL-4a Separate Bank Account Disbursement Summary Report. The BL-4a is a running log of all **prize** amounts and corresponding check numbers and either the address or phone number of the payee.

BL-4b Separate Bank Account Disbursement Summary Report. The BL-4b form is for **all other allowable expenses except for the prizes**. The purpose of disbursement should be one of the following categories: **Rent, Taxes, Utilities, Supplies, Comp Pay, License Fee, Advertising, Bank Charges, Donations, and Capital Improvements**; amounts are listed with the corresponding check numbers and either the address or phone number of the payee.

You must sign all sheets and include a daytime phone number on the BL-2 in case there are questions.

IMPORTANT NOTES FOR YOUR AUDIT

BL-2

Beginning Account Balance:

- This should be your ending balance from previous year

Allowable Expenses:

- All expenses must have a corresponding check listed on a BL-4a or BL-4b
- Put all allowable expenses under the categories provided. Do not change the listed categories
- License Fee – Annual renewal fee, if you do not have a check listed on the BL-4b, do not list payment

Bank Charges:

- List all bank charges on your BL-4b or include your bank statement with charges highlighted

DOUBLE CHECK YOUR TOTALS