



City of Baton Rouge  
Gaming Enforcement Division

Instructions for Completing Session Gaming Report

*After the Gaming Session Report has been completed, you may either fax or mail the report to (225) 389-5474 or 9048 Airline Hwy., Suite 201, Baton Rouge, LA 70815. A copy of your deposit slip from the session must be sent as well. This must be done with seven (7) days from the date of your session.*

1. **First Book Sales:** going across the 4 columns, you will enter the configuration of books (example: 9 on 10); the number sold; the price (\$10) and the cash total for your sales in the last column.
2. **Extra books:** the configuration for this is (example: 6 on 10), then enter the number sold, the price and in the last column you will put the cash total for you sales in the last column.
3. **Progressive:** If this line is blank, put a 0 in the last column.
4. **Intermission:** If this line is blank, put a 0 in the last column.
5. **Bonanza:** If this line is blank, put a 0 in the last column.
6. **Other (Hand-Held):** is this line is blank, put a 0 in the last column.
7. **Other (Hand-Held):** is this line is blank, put a 0 in the last column.
8. **Total Income:** ADD all income from line 1 through 7 enter total in the last column.
9. **Total Game Prizes:** This is the amount of money you paid out in prizes for the session you just held.
10. **Net Income or <Loss> from bingo.** SUBTRACT the amount in line 9 from the amount in line 8. This is your income or loss for the session. (Example: if you sold \$190 in paper and you paid out \$200 in prizes then you would have a LOSS of \$10. Designate it using the greater/less than signs as <\$10>. If you sold \$210 in paper and you paid out \$200 in prizes, then you would have a NET of \$10.)
11. **A. Total Pull Tab as income (if not applicable enter 0).**  
**B. Total Pull Tab as prizes (if not applicable enter 0).**  
**C. Net Income from Pull Tab (if not applicable enter 0).**
12. **Total Gold Roll Income (if not applicable enter 0).**

13. **Donations** (fill in the dollar amount) and **dabbers** (put the number sold @ \$1.00) in the last column you will put the dollar amount total.
14. **Net Income or <Loss> from the session.** This is referring to the total amount of money your session made or lost. (Add Lines: 10, 11C, 12, & 13).
15. **Bingo Prize Checks Written (Blackout, Gold Roll): (if not applicable enter 0).**
16. **Cash Bank Re-deposited:** This refers to the money you have from your session to be deposited and used for your next session's opening bank. (Example: if you opening bank was \$200 and the total is \$295, and you paid out \$200 in prizes, then you have \$200 and your total income was only \$150 then you only have \$150 to apply towards your cash bank.) You must make a deposit after each session and mail or fax a copy of that deposit slip in with your form.
17. **Total to be Deposited:** Add lines 15, 16, & 17 (This will be your cash bank amount you're re-depositing plus any income from the sale of dabbers, donations or the actual income from your session—the amount over your opening bank figure).
18. **Actual Session Deposit:** This is the amount you stated on your actual deposit slip.
19. **Cash Overage or Shortage:** This does not refer to income or loss in revenue. This is where you indicate if you had more or less cash from your session than you should have. (Example: if your report indicates you have a total income of \$200 and when you count your change you have \$210 then you have an OVERAGE of \$10 and you would place the figure of \$10 in the column. On the other hand, when you count your money, you only have \$190 in actual cash then you would report a LOSS by writing <\$10> in the column.
20. **Video Bingo Check:** You must mail or fax a copy of your check you receive from the Video Bingo Distributor and the actual deposit slip showing you have deposited that income into your charitable gaming account each week.
21. **Interest Income: (if not applicable enter 0).**
22. **Other non-session income: (if not applicable enter 0).**