

# **HELPFUL HINTS FOR FILLING OUT FINANCIAL REPORT (CG-FIN)**

**(Updated October 2009)**

## **GENERAL GUIDELINES**

1. Due Dates for Financial Reports
  - a. Quarterly CG-FIN
    - 1<sup>st</sup> Quarter (January, February and March) is due on April 30<sup>th</sup>.
    - 2<sup>nd</sup> Quarter (April, May and June) is due on July 31<sup>st</sup>.
    - 3<sup>rd</sup> Quarter (July, August and September) is due on October 31<sup>st</sup>.
    - 4<sup>th</sup> Quarter (October, November and December) is due on January 31<sup>st</sup>.
  - b. Annual CG-FIN is due on January 31<sup>st</sup>.
2. All attachments for the CG-FIN are required to be submitted. If there is no activity for the attachment, write "Not Applicable" on the attachment.
3. It may be helpful to fill out the attachments of the CG-FIN before filling out parts one and two of the CG-FIN. Information taken from the attachments will be used on parts one and two of the CG-FIN.

## **CG-FIN Licensed Charitable Gaming Organization Financial Report**

1. In the blank spaces provided at the top of the form, provide the following information:
  - a. License Number
  - b. Name of Organization
  - c. Mailing Address
  - d. City, State, Zip Code
  - e. County in which organization is licensed
2. In the space provided, select the type of report that is being filed, either "Quarterly" or "Annually".
  - a. Quarterly – check which quarter the CG-FIN is being filed and write in the year.
  - b. Annually – check "Annually" and write in the year.

## **CG-FIN Part 1 - Summary of All Charitable Gaming Receipts & Payouts**

This section is a summary of all charitable gaming receipts and payouts. This information comes from the CG-FIN attachments. Organizations can calculate the 40% Calculation by entering the information from Part 1 and Part 2 of the CG-FIN.

1. On Line 1, from Attachment B, record total bingo gross receipts, total cash payouts, total purchased prizes. Adjusted Gross Receipts should equal gross receipts less cash payouts and purchased prizes.
2. On Line 2, from Attachments C and D, record the total pulltab gross receipts, pulltab cash payouts, and pulltab purchased prizes. Adjusted Gross Receipts should equal gross receipts less cash payouts and purchased prizes.
2. On Line 3, from Attachment E, if a raffle did not take place during a CFE, record raffle gross receipts, cash payouts, purchased prizes and adjusted gross receipts.
4. On Line 4, from Attachment E, record gross receipts, purchased prize amounts, and adjusted gross receipts for non-cash prize wheels that **DID NOT** take place during a CFE.
5. On Line 5, from Attachment F, record gross receipts, cash payouts, purchased prizes and adjusted gross receipts for all Special License Activity. **NOTE:** Bingo, Pulltabs, Raffle, and Non-Cash Prize Wheels that took place at the event should be recorded here and not on lines 1, 2, 3 or 4. Raffles where ticket sales were started BEFORE the CFE, are recorded on Attachment E (see line 4), even if the drawing was held at the CFE.
6. On Line 6, list the total of all returned checks **collected**.
7. On Line 7, list the total of all returned checks. This will be deducted on line 8.
8. On Line 8, to calculate "Totals", add lines 1 through 6 and deduct line 7.
9. The fee due is calculated by multiplying the amount on Line 8, Column 1 Gross Receipts by the percentage due. Make all checks payable to "Kentucky State Treasurer". The percentage due will be recalculated every 2 years. When it changes, you will be informed by mail. It will also be listed on the website and in the newsletter. **Effective October 1, 2009 the fee on charitable gaming receipts will be .00649 pursuant to KRS 238.570. The fee will be applied beginning with all 2009 4th Quarter Financial Reports, 2009 Annual Financial Reports and Calendar Year 2010 respectively. Please contact the department with any questions.**

### **40% Calculation**

This section calculates the percentage retained by the organization for its charitable purpose. Information entered in this section comes from Part 1 and Part 2 of the CG-FIN.

1. Enter the total adjusted gross receipts amount from Part 1, Line 8, Column 4.
2. Enter the total expenses used in the 40% calculation from Part 2, Line 15.
3. Subtract the total expenses from adjusted gross receipts to get the "Total Net" amount.
4. Enter the total adjusted gross receipts from Part 1, Line 8, Column 4 (same amount as in #1 above).
5. Divide the "Total Net" amount by the "Adjusted Gross Receipts" amount for the percentage retained.

### **Signature and Verification**

1. CG-FIN must be signed by either the chief executive officer (CEO) or chief financial officer (CFO) that is listed on the license application. After signing the form, print the officer's name, daytime phone number, title, and the date the form was signed.
2. If the form was not prepared by the signing officer, the preparer of the form must **also** sign the form and print his/her name, daytime phone number, title, and date the form was signed.

## **CG-FIN Part 2 - Summary of All Charitable Gaming Expenses**

Part 2 of the CG-FIN is a listing, by category, of expenses paid from the charitable gaming account and listed on CG-FIN Attachment A. Lines 1 through 14 is expenses used in the 40% calculation. Lines 16 through 23 are other expenses that are allowable to be paid from the charitable gaming account, but have no affect on the organization's 40% retention.

1. On Line 1, total all the expenses paid for gaming supplies, equipment, bingo card minding devices rental or purchase including sales tax paid.
2. On Line 2, total all the expenses paid for facility rent.
3. On Line 3, total all the expenses paid for janitorial services. This expense does not include janitorial supplies.
4. On Line 4, total all the expenses paid for security. Security expense does not include costs of a security alarm system or for special lighting of the parking lot.
5. On Line 5, total all expenses paid for bookkeeping and accounting. Bookkeeping expense does not include expenses associated with handling charitable gaming funds, preparing gaming occasion records (session sheets) or ordering supplies.
6. On Line 6, total all expenses paid for advertising and promotions.
7. On Line 7, total all expenses paid for bank, credit card, check verification charges, and bad check collection fees.
8. On Line 8, total all expenses paid for printing charges.
9. On Line 9, total all expenses paid for food and clothing for volunteers and non-cash incentives to raffle sellers.
10. On Line 10, total all expenses paid for utilities including telephone, electric, gas, sewer, water, and trash collections.
11. On Line 11, total all expenses paid for insurance in relation to your charitable gaming activities.
12. On Line 12, total all expenses paid to the Kentucky State Treasurer for fines in relation to charitable gaming.
13. On Line 13, total all expenses paid for charitable gaming trade organizational dues, i.e., Kentucky Charitable Gaming Association.

14. On Line 14, enter the total amount of sales tax paid on all gaming supplies, equipment, and bingo card minding devices. To calculate sales tax, divide Line 1 amount by 1.06 and subtract from Line 1 amount. If you did not pay sales tax, write "N/A" on the line.
15. On Line 15, add Lines 1 through 13 and deduct amount listed on Line 14. This is the amount of expenses used in the 40% calculation.
16. On Line 16, total all fees paid to the Office of Charitable Gaming. This includes licensing fees, processing fees, background check fees, and CG-FIN report fees. It does not include fines assessed by OCG that were recorded on Line 12.
17. On Line 17, total all purchased prizes purchased from the charitable gaming account and used as prizes for charitable gaming.
18. On Line 18, enter the total amount of all prizes awarded by checks from the charitable gaming account.
19. On Line 19, total all federal excise tax paid to the IRS or U.S. Treasurer.
20. On Line 20, total of all charitable contributions paid to other organizations paid from the charitable gaming checking account.
21. On Line 21, total all transfers of charitable gaming money from the charitable gaming checking account to other accounts held by the organization.
22. On Line 22, List the total amount of all checks written for startup cash from the charitable gaming account.
23. Line 23 needs to be marked through. **DO NOT** record any amount on this line. In future this line will be deleted from the CG-FIN.
24. On Line 24, add Lines 16 through 22 and place total here. This is the total of all other expenses listed on the CG-FIN Attachment A.
25. On Line 25, total Lines 15 and 24. This total plus the amount deducted for sales tax (Line 14) is the total of all expenses listed on Attachment A.

## **CG-FIN Attachment A - Charitable Gaming Account Information**

1. On the top left corner of the page, list your license number and organization name in the blank spaces provided.
2. Under the Name of the organization on the left hand side of the attachment, list the name of the bank. List the city and state where the organization's charitable gaming checking account is held in the blank space provided. Also list the account number of the charitable gaming checking account. Print the names and titles of all persons authorized to sign on the charitable gaming checking account. The signatories must be officers of your organization and listed on the application.
3. On the right hand side of the attachment, is a summary of the activity of your charitable gaming checking account.
  - List the checkbook balance as of the end of the previous reporting period.
  - Add the total of all deposits, including collections of returned checks and fees collected on returned checks, made for the current period.
  - Subtract the total of all checks written for the period.
  - Subtract the total of all bank charges for the period.
  - Subtract the total of all uncollected returned checks for the period.
  - Subtract any other deductions or add any other additions (interest earned on the account, electronic withdrawals, check verification charges, credit card fees, etc.) to your charitable gaming checking account for the reporting period.
  - The total of the transactions listed above should equal your checkbook balance as of the end of the current reporting period.
4. If you use multiple pages, you only have to list the information required in #2 and #3 on the first page.
5. In the next section, list all transactions (withdrawals and deposits) made from the charitable gaming account during the period. Additional pages of this attachment may be necessary.
  - List the date the activity occurred. This means the date the check was written, the date receipts were deposited, the date bank charges were withdrawn, etc. in the charitable gaming checking account.
  - List the check number of the check written from the charitable gaming account.
  - List the name of the entity receiving the payment.
  - List the amount of the check or withdrawal.
  - List bad checks returned.
  - List bad checks collected.
  - List the amount of money that deposited into the charitable gaming account.
  - Write a brief description of the expense or of the deposit.
  - At the bottom of each page, total the amount of the checks/withdrawals and the amount of the deposits.

## **CG-FIN Attachment B - Summary of Bingo Activity**

1. On the top left corner of the page, list your license number and organization name in the blank spaces provided.
2. In the “Bingo Receipts Per Session” section:
  - On the “Date” row, write the date the gaming occasion occurred.
  - For each gaming occasion, write the number of players attending that session.
  - For each gaming occasion, list the amount of bingo receipts received from the selling of bingo paper, renting card minding devices, Pickle jar, etc. games.
  - For each gaming occasion, enter the amount of any cash short or over for that session date. Cash short or over is the difference in expected receipts and actual receipts.
  - Total the receipts and transfer to Part 1, Line 1, Gross Receipts column of the CG-FIN (front page of report).
3. In the “Bingo Payouts Per Session – Payout Amounts to Determine Adjusted Gross Receipts & 40%” section:
  - On the Bingo Cash Prizes line, for each gaming occasion date listed above, list the amount of cash paid out to winners. If pulltabs are given as bingo prizes, then the pulltabs are treated as cash and should be included on this line.
  - On the Bingo Merchandise Prize Purchase Price line, for each gaming occasion date above, list the amount paid for merchandise given away as prizes during bingo.
  - Total the Bingo Cash Prizes and transfer to Part 1, Line 1, Cash Payouts column of the CG-FIN (front page of report).
  - Total the Bingo Merchandise Prizes and transfer to Part 1, Line 1, Purchased Prizes column of the CG-FIN (front page of report).
4. In the “Bingo Payouts Per Session – Fair Market Value (FMV) Amounts to determine \$5000.00 Payout Limit” section:
  - Transfer the “Bingo Cash Prizes” amount from the previous payout section above to the “Bingo Cash Prizes” row in this section.
  - If any pulltabs were given away as door prizes (not for winning a bingo game), list the value of pulltabs given away at the FMV.
  - List the FMV of purchased prizes for each gaming occasion.
  - List the FMV of any prizes donated and awarded during the gaming occasion.
  - Total each column. The totals listed for each date in this section may or may not equal the totals in the previous section. The totals should be equal to or less than the \$5000 payout limit.
5. In the “Donations Received from Patrons Per Session” section, enter the amount of money donated by patrons or players during the gaming occasion. These amounts are not included in gross receipts and are not reported on the front page

of the CG-FIN. Donations shall be deposited into the organization's general account.

6. Attach additional sheets of this attachment if necessary.

***Remainder of page intentionally left blank***

## **CG-FIN Attachment C - Summary of Pulltab Activity**

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. In the Pulltab Receipts Per Session section:
  - In the “Date” row, write the date each gaming occasion occurred.
  - In the “Total Pulltabs” row, from your gaming occasion records, enter the total amount of pulltabs for that session.
  - In the “Pulltabs Given Away” row, enter the number of pulltabs given away as promotions or door prizes.
  - In the Cash Short/Over row, enter the amount of cash that was short or over for the session. Cash Short or Over is the difference between what the expected amount of cash received and the actual amount of cash received.
  - For each session, total the gross receipts. Transfer the total to Part 1, Line 2, Gross Receipts column of the CG-FIN (front page of report).
3. In the Pulltab Payouts Per Session section:
  - For each gaming occasion date, record the amount of cash paid out. If pulltabs are given away as pulltab prizes, include this amount with the cash paid out.
  - The total of the cash or pulltabs given away as pulltab prizes should be transferred to Part 1, Line 2, Cash Payout Column.
  - For each gaming occasion date, record the purchase price of any merchandise prizes (baskets, jackets, etc) given away as pulltab prizes.
  - The total of the pulltab merchandise prizes should be transferred to Part 1, Line 2, Purchased Prizes column.
4. Attach additional sheets of this attachment if necessary.

**CG-FIN Attachment D - Summary of Pulltab Activity—Pulltabs NOT Sold at Regular Gaming Occasion**

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. Record the date the pulltab deal was put into play (deal opened).
3. Record the expected gross receipts (ticket count x price per ticket) in the “Expected Gross Receipts” column.
4. Record the cash short or over in the “Cash (Short)/Over” column. Cash short/over is the difference between expected gross receipts and actual gross receipts.
5. Record any pulltabs given away as promotions or door prizes in the “Pulltab Given Away” column.
6. Record money actually received for the sale of pulltabs in the “Actual Gross Receipts Column”
7. Record cash paid out as prizes and pulltabs paid out as prizes in the “Cash Payouts” column.
8. Record any purchased merchandise prizes in the “Merchandise Purchased Prizes” column.
9. Total all columns.
10. Transfer the total of Actual Gross Receipts to Part 1, Line 2, Gross Receipts column. It will be combined with pulltab information from Attachment C.
11. Transfer the total of Cash Payouts to Part 1, Line 2, Cash Payouts column. It will be combined with pulltab information from Attachment C.
12. Transfer the total of Merchandise Purchased Prizes to Part 1, Line 2, Purchased Prize column. It will be combined with pulltab information from Attachment C.
13. Attach additional sheets of this attachment if necessary.

## **CG-FIN Attachment E - Summary of Gaming Activity—Raffles & Non Cash Prize Wheels**

This attachment is used to record raffles and non cash prize wheels that were not held during a CFE.

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. In the Raffle Receipts & Payout section:
  - Enter the date the raffle drawing was held.
  - Enter the expected raffle receipts.
  - Enter any cash short or over (difference between expected receipts and actual receipts).
  - Enter the total gross receipts (expected receipts +/- any overages or shortages).
  - Enter the amount of cash paid out as prizes.
  - Enter the purchase price of any merchandise paid out as prizes.
  - Enter total payouts (cash prizes + merchandise prizes).
3. Transfer the total of the “Total Gross” column to Part 1, Line 3, Gross Receipts column.
4. Transfer the total of the raffle cash payout prizes column to Part 1, Line 3, Cash Payouts column.
5. Transfer the total of the merchandise prizes column to Part 1, Line 3, Purchased Prizes column.
6. In the Non Cash Prize Wheels Receipts & Payouts section:
  - Enter the date the game was played in the Date column.
  - Enter receipts received in the Non Cash Prize Wheels Receipts column.
  - Enter any cash short or over in the Cash (Short)/Over column.
  - Enter the total gross receipts in the “Total Gross” column.
  - Enter the purchased price of the merchandise given as prizes in the “Merchandise Prize Purchase Price” column.
  - Enter the total payouts in the “Total Payouts” column.
7. Transfer the total of the “Total Gross” column to Part 1, Line 4, Gross Receipts column.
8. Transfer the total of the “Total Payouts” column to Part 1, Line 4, Purchased Prize Column.
9. Attach additional sheets of this attachment if necessary.

## **CG-FIN Attachment F - Special License Activity Report**

This attachment is for any charitable gaming activities occurring at a CFE or SLCFE. Include bingo, pulltabs, raffles, and non cash prize wheels started and completed at the event.

1. On the top left corner of the page, list your license number and organization name in the blank spaces provided.
2. In the date column, list the date for each licensed event.
3. In the Type of Event column enter the type of event that was licensed. CFE is a charitable fundraising event and SLCFE is a special license charitable fundraising event.
4. In the Expected Gross Receipts column enter the gross receipts of all gaming activity of the event. This includes any casino game receipts, CFE game receipts, bingo receipts, pulltab receipts, and raffle receipts, etc. received during the event.
5. In the Cash Payouts column, record any cash payouts for all gaming activity held during the event including casino game payouts, CFE game payouts, bingo cash payouts, pulltab cash payouts, and raffle cash payouts, etc.
6. In the Merchandise Purchase Price column, enter the total of the purchase price of all merchandise given away during the event including merchandise given away as casino game payouts, CFE game payouts, bingo prizes, pulltab prizes, raffle prizes, and non-cash wheel prizes, etc.
7. Record any cash short or over during the event in the Cash (Short)/Over column.
8. Record any donations received during the event in the Donations Received From Patrons column. Donations are not included in gross receipts and are not reported on the front page of the CG-FIN. Donations received should be deposited into the organization's general checking account.
9. Total the columns.
10. The total of the Expected Gross Receipts plus or minus the Cash (Short/Over) column should be transferred to Part 1, Line 5, Gross Receipts column.
11. The total of the Cash Payouts column should be transferred to Part 1, Line 5, Cash Payouts column.
12. The total of the Merchandise Purchase Price column should be transferred to Part 1, Line 5, Purchased Prizes column.

## **CG-FIN Attachment G - Report of Charitable Contributions/Transfers Made by Licensee**

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. In the report of charitable contributions section of the report list any contributions made to organizations other than licensee's organization. This information will also be included in the charitable gaming checking account expenses listed on Attachment A.
3. For each charitable contribution, list the following information:
  - Date of check
  - Check number
  - Charitable endeavor (payee)
  - Purpose of donation
  - Street address, city and state of payee
  - Amount of payment
4. In the report of transfers made by licensee section of the report, list any transfers made from the charitable gaming checking account to all other accounts held by the organization.
5. List the following information on the form in the space provided:
  - Date of check
  - Check number
  - Name of bank
  - Type of account (cd, savings, checking, etc.)
  - Account number
  - Street address, city, state of bank
  - Amount of transfer
6. Attach additional sheets of this attachment if necessary.

**CG-FIN Attachment H - Report of All Winners of Prizes with a Fair Market Value of \$600 or more**

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. In the Date of Win column enter the date the prize was paid out.
3. In the Winner's Name column enter the full name of the person who received the prize.
4. In the Winner's Address column, enter the correct address of the person who received the prize.
5. The Winner's Social Security # does not have to be entered. This column will be deleted on future versions of the CG-FIN. It is recommended that the organization obtain this information from the patron for possible IRS reporting circumstances.
6. In the Value of Prize column, enter how much cash the person won. If the prize was not cash, enter the fair market value of the purchased or donated prize.
7. If the prize was not cash, enter the description of the prize in the Description of Prize column.
8. Attach additional sheets of this attachment if necessary.

## **CG-FIN Attachment I - Charity Game Tickets/Pulltabs Inventory**

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. In the Date of Inventory column, enter the date the inventory was taken. Inventory should be completed sometime in the period when inventory amounts are the lowest.
3. Enter the name of the pulltab game in the Name of Game column.
4. Enter the name of the pulltab manufacturer in the Manufacturer Name column.
5. Enter the form number of the pulltab in the Form Number column.
6. Enter the serial number of the pulltab in the Serial Number column.
7. Enter the ticket count of the pulltab in the Ticket Count column.
8. Print the name of the person counting the inventory in the appropriate blank space provided. If more than one page of this attachment is needed, the person counting the inventory should sign his/her name on the first page and initial each additional page.
9. The person counting the inventory must also sign below his/her printed name.
10. Enter the date the person counting the inventory signed the attachment.
11. Attach additional sheets of this attachment if necessary. The person counting the inventory can date and initial the additional attachments.

## **CG-FIN Attachment J - Bingo Paper Supplies Inventory**

1. On the top left corner of the page, list your license number and organization name in the blank space provided.
2. In the Date of Inventory column, enter the date the inventory was taken. Inventory should be completed sometime in the period when inventory amounts are the lowest.
3. Enter the product description of the paper in inventory. This is usually located on the label of the box.
4. Enter the name of the manufacturer in the Manufacturer Name column.
5. Enter the serial number in the Serial Number column.
6. Enter the total number of packs or sheets for each serial number in the Total # Packs/Sheets column.
7. Print the name of the person counting the inventory in the appropriate blank space provided. If more than one page of this attachment is needed, the person counting the inventory should sign his/her name on the first page and initial each additional page.
8. The person counting the inventory must also sign below his/her printed name.
9. Enter the date the person counting the inventory signed the attachment.
10. Attach additional sheets of this attachment if necessary. The person counting the inventory can date and initial the additional attachments.