

State of Colorado Licensing & Enforcement Division LE - 21: QUARTERLY REPORT	Office of the Secretary of State 1700 Broadway - Suite 200 Denver, Colorado 80290	You must file this report even if no games of chance were conducted during the quarter. Remember to always submit "Schedule A" (Distribution of Proceeds) as a required part of this LE-21 Quarterly Report.
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<u>BINGO/RAFFLES REPORTING INFORMATION</u>		Reports must be filed on or before the last day of the month following the end of each calendar quarter. Please read and follow all instructions carefully. <div style="text-align: right; padding-right: 20px;">(for office use only)</div>
1. License Number	2. Quarter	
3. Organization Name		
4. Mailing Address		
5. City, State, Zip		

BINGO OCCASIONS / ATTENDANCE

6. Total number of bingo occasions this quarter	6)
7. Day(s) of the week and time(s) played	7)
8. Total number of players this quarter (LE-32 /Line 25)	8)

PULL TABS

9. Pull tabs at Club - # days during quarter	9)
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RAFFLES

10. Number of raffles being reported	10)
11. Dates of reported raffles	

RECEIPTS AND INCOME (Whole Dollars Only)

12 Regular Bingo Gross Receipts (LE-32/Line 15c)	12	
*13 Progressive Bingo Gross Receipts (LE-34a/Line 31d + LE-34b/Line 31d)	* 13	
14 Pulltabs at Bingo occasions: Gross Receipts (LE-31/Line 8f)	14	
*15 Progressive Pulltabs at Bingo Occasions: Gross Receipts (LE-31a/Line 39e)	* 15	
16 Pulltabs at Bar/Clubroom: Gross Receipts (LE-31/ Line 8f)	16	
*17 Progressive Pulltabs at Bar/Clubroom: Gross Receipts (LE-31a/Line 39e)	* 17	
18 Raffles held at Bingo occasions: Gross Receipts (LE-31/Line 9)	18	
19 Raffles other than Bingo occasions: Gross Receipts (see instructions)	19	
20. Total Proceeds to account for this quarter (total of items 12-19)	20	

CALCULATION OF ADMINISTRATIVE FEES

21. TOTAL FEE: If Line 20 is less than \$5,000, Fee = \$0 If Line 20 is more than \$5000 but less than \$100,000, Fee = Line 20 x .005 (.5%) If Line 20 is more than \$100,000, Fee = Line 20 x .006 (.6%)	21. \$
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22. VERIFICATION STATEMENT:

I solemnly affirm under penalty of perjury, as defined in section 18-8-503, Colorado Revised Statutes and punishable by law that I am fully and duly authorized to sign and file this report, that I have read the report and know its contents, and that it is true and complete.

This statement is made under penalty of perjury and does **NOT** need to be notarized.

Sign here >	
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Signature (above)	Print Name (above)				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%; padding: 5px;">Phone Number (work)</td> <td style="width:20%; padding: 5px;">Date</td> </tr> <tr> <td style="padding: 5px;">Phone Number (home)</td> <td style="padding: 5px;">Title</td> </tr> </table>	Phone Number (work)	Date	Phone Number (home)	Title	
Phone Number (work)	Date				
Phone Number (home)	Title				

***Remember to Attach Schedule A & LE21a**

***Attach copies of required forms LE-31a & LE-34a that indicate all quarterly progressive games activity - if applicable. Please refer to the instructions**

PAYOUT DISTRIBUTIONS (Whole Dollars Only)

23. Regular Bingo: cash payouts (LE-32/Line 14a)	23	
24. Regular Bingo: merchandise payouts (LE-32/Line 14b)	24	
25. Progressive Bingo payouts at Bingo occasions (LE-34a/Line 31h)	25	
26. Pull-tab payouts at Bingo occasions (LE-31/Line 8i)	26	
27. Progressive pull-tab payouts at Bingo occasions (LE-31a/Lines 39f and 39g)	27	
28. Pull-tab payouts at Bar/Clubroom (LE-31/Line 8i)	28	
29. Progressive pulltab payouts at Bar/Clubroom (LE-31a/Lines 39f and 39g)	29	
30. Raffles cash prizes at Bingo occasions (LE-31/Line 10)	30	
31. Actual cost of raffles merchandise prizes at Bingo occasions (LE-31/Line 11)	31	
32. Raffles cash prizes: non-Bingo occasions (see instructions)	32	
33. Actual cost of raffles merchandise prizes: non-Bingo occasions (see instructions)	33	
34. Total payouts this quarter (Total of items 23-33)	34	

RAFFLE PRIZE INFORMATION

35. Retail Value of Raffles Merchandise Prizes:	
36. Description of Raffles Merchandise Prizes:	

BONA FIDE EXPENSES PAID (Whole Dollars Only)

37. Amount paid for Bingo occasion rent	37	
38. Amount paid for Bingo occasion security	38	
39. Amount paid for Bingo occasion bookkeeping services	39	
40. Amount paid for janitorial services	40	
41. Amount paid for regular Bingo supplies and equipment	41	
42. Amount paid for <i>Progressive</i> Bingo supplies and equipment	42	
43. Amount paid for pulltab supplies and equipment at <i>Bingo occasions</i>	43	
44. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bingo occasions</i>	44	
45. Amount paid for pulltab supplies and equipment at <i>Bar/Clubroom</i>	45	
46. Amount paid for <i>Progressive</i> pulltab supplies at <i>Bar/Clubroom</i>	46	
47. Amount paid for raffle expenses	47	
48. Total bona fide expenses paid this quarter (Total of items 37-47)	48	

BONA FIDE EXPENSES OWED -- Not Paid (Whole Dollars Only)

49. Amount owed (not paid) for Bingo occasion rent	49	
50. Amount owed (not paid) for Bingo occasion security	50	
51. Amount owed (not paid) for Bingo occasion bookkeeping services	51	
52. Amount owed (not paid) for janitorial services	52	
53. Amount owed (not paid) for regular Bingo supplies and equipment	53	
54. Amount owed (not paid) for Progressive Bingo supplies	54	
55. Amount owed (not paid) for pulltab supplies & equipment at Bingo occasions	55	
56. Amount owed (not paid) for Progressive pulltab supplies & equipment at Bar/Clubroom	56	
57. Amount owed (not paid) for pulltab supplies & equipment at Bar/Clubroom	57	
58. Amount owed (not paid) for Progressive pulltab supplies & equipment at Bar/Clubroom	58	
59. Amount owed (not paid) for raffle expenses	59	
60. Total expenses owed (not paid) at end of quarter (Total items 49-59)	60	

61. Net Proceeds: (Line 20 minus Lines 21, 34, 48, and 60)	61	\$ _____
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INSTRUCTIONS FOR COMPLETING COLORADO LE-21 QUARTERLY REPORT

{COLORADO REVISED STATUTES 12-9-108. Bingo-affle licensee's statement of receipts - expenses - fees. (Rule 11.0)}

- WHO MUST FILE: Every bingo-affle licensee in Colorado must file a quarterly financial report even if no games of chance were conducted and no administrative fee is due.
- WHEN TO FILE: Reports must be filed on or before the last day of the month following the end of each calendar quarter.
(April 30, July 31, October 31 and January 31)
- FOR ASSISTANCE: For bingo, pull-tabs and raffle information or assistance, call the Colorado Secretary of State office, Licensing, at 303-894-2200 (option 4).

GENERAL INFORMATION

- Report whole dollars only.
- Make sure all information regarding bingo, pulltabs, and raffles at bingo occasions has been documented in daily records.
- Make sure that all bingo occasion raffles activity and non-bingo occasion raffles activity complies with the requirements of Rule 9.0.
- If filing a "zero report" enter "zeros" in all applicable fields. Remember to always submit "Schedule A" (distribution of proceeds) even if no activity occurred.
- Copies of forms LE-31a and LE-34a indicating all progressive games activity for the reporting quarter must be submitted (if applicable).

LINE ITEM INSTRUCTIONS

BINGO/RAFFLES REPORTING INFORMATION

1. Enter the current Colorado bingo/raffles license number of the organization.
2. Enter the quarter being reported (1, 2, 3, 4 or first, second, third, fourth).
(Remember: Reports must be filed on or before the last day of the month following the end of each calendar quarter)
✓ **Those date are: April 30, July 31, October 31 and January 31**
3. Enter the organization name as it appears on the current license.
4. Enter the organization's current correct mailing address.
5. Enter the city, state, and zip code portion of the organization's current correct mailing address.

BINGO OCCASIONS / ATTENDANCE

6. Enter the total number of bingo occasions conducted during the current reporting quarter.
7. Enter the day(s) of the week and the time(s) of your bingo occasions.
8. Enter the attendance total from all lines 25 from all LE-32 forms (bingo occasion activity summary) for the current reporting quarter.

PULL TAB INFORMATION

9. Enter the number of days your bar/club were open for business during the reporting quarter.

RAFFLES

10. Enter the total number of raffles being reported.
11. Enter the date(s) on which the raffles being reported will/have occurred.

RECEIPTS AND INCOME

12. Enter the total from line 15c from all LE-32 forms Bingo Occasion Activity Summary for the current reporting quarter.
13. Enter the total from line 31d from all LE-34a Progressive Jackpot Bingo Summary forms & line 30c from all LE34b(2) Progressive Jackpot Bingo Summary-Secondary Jackpot forms for the current reporting quarter.
14. Enter the total from line 8f from all LE-31 Pull-Tabs Identification & Sales-Bingo forms for the current reporting quarter.
15. Enter the total from line 39e from all LE-31a Progressive Pulltab Summary-Bingo forms for the current reporting quarter.
16. Enter the total from line 8f from all LE-31 Pull-Tabs Identification & Sales Bar-Clubroom forms for the current reporting quarter.
17. Enter the total from line 39e from all LE-31a Progressive Pull-Tabs Summary-Bar/Clubroom forms for the current reporting quarter.
18. Enter the totals from line 9 from all LE-31 Pull-Tabs Identification & Sales forms (**raffles held at bingo occasions**) for the current reporting quarter.
19. Enter the total receipts from raffles held during the quarter (**raffles held at non-bingo occasion**).
20. To account for the total receipts for the current reporting quarter, add together all the receipts listed in line items 12 through 19. (Calculated automatically.)

- ✓ **Copies of all indicated forms must be submitted with the LE 21 Quarterly Report**

CALCULATION OF ADMINISTRATIVE FEES

21. No fee when the gross receipts for the quarter total less than \$5,000.
To calculate the total fee:
If line 20 is more than \$5,000 and less than \$100,000, multiply line 20 by .005 (0.5%);
If line 20 is \$100,000 or more, multiply line 20 by .006 (0.6%).
The calculated amount is entered on line 21. (Calculated automatically).
Make the check for the fee (line 21 amount) payable to the Secretary of State and mail the check to the address provided at the top of the LE-21 Quarterly Report

VERIFICATION STATEMENT

22. Check the report CAREFULLY. If it is accurate, complete and true, than sign and date the verification statement.
✓ Be sure to record the title of the person signing the verification statement and include the contact phone information.

PAYOUT DISTRIBUTIONS

23. Enter the total from line 14a from all LE-32 Bingo Occasion Activity Summary form for the current reporting quarter.
24. Enter the actual cost total of the merchandise prizes from line 14b from all LE-32 Bingo Occasion Activity Summary form for the current reporting quarter.
25. Enter the total from lines 31h from all LE-34a Progressive Jackpot Bingo Summary form for the current reporting quarter.
26. Enter the total from line 8i from all LE-31 Pull-Tabs Identification & Sales-Bingo form for the current reporting quarter.
27. Enter the total from line 30d and line 30h from all LE-31a Progressive Pull-Tab Summary form for the current reporting quarter.
28. Enter the total from line 8i from all LE-31 Pull-Tabs Identification & Sales-Bar/Clubroom form for the current reporting quarter.
29. Enter the total from lines 30d and line 30h from all LE-31a Progressive Pull-Tab Summary-Bar/Clubroom form for the current reporting quarter.
30. Enter the totals from line 10 from all LE-31 Pull-Tabs Identification & Sales-Bingo Raffles form for the current reporting quarter
31. Enter the totals from line 11 from all LE-31 Pull-Tabs Identification & Sales-Bingo Raffles form for the current reporting quarter.
32. Enter the total amount of cash prizes awarded from **(non-bingo occasion)** raffles held during the quarter. Remember to comply with the provisions of Rule 9.
33. Enter the actual cost total of all merchandise prizes awarded from **(non-bingo occasion)** raffles held during the quarter.
34. To account for all payout distributions for the current reporting quarter, add together all the payout distributions listed in line items 23 through 33.
(Calculated automatically.)

RAFFLE PRIZE INFORMATION

35. Enter the retail value of all merchandise prizes (including donated prizes) given in the current reporting quarter.
36. Give a brief description of merchandise prizes given in the current reporting quarter.

BONA FIDE EXPENSES PAID

NOTE: All totals in this section should reflect checks recorded on "Schedule A" for expenses incurred and paid in the current reporting quarter only. Expenses reported as "BONA FIDE EXPENSES OWED -- Not Paid" on a prior quarterly report, but paid for by check in the current quarter reporting period, are to be excluded from being reported in this section. Refer to Rule 11.B.

37. Enter the total amount of all checks written for bingo occasion rent expense incurred only during the current reporting quarter.
38. Enter the total amount of all checks written for bingo occasion security expense incurred only during the current reporting quarter.
39. Enter the total amount of all checks written for bingo occasion bookkeeping services expense incurred only during the current reporting quarter.
40. Enter the total amount of all checks written for janitorial services expense incurred only during the current reporting quarter.
41. Enter the total amount of all checks written for regular (non-progressive) bingo supplies and equipment incurred only during the current reporting quarter.
42. Enter the total amount of all checks written for progressive bingo supplies incurred only during the current reporting quarter.
43. Enter the total amount of all checks written for pulltab supplies and equipment at bingo occasions incurred only during the current reporting quarter.
44. Enter the total amount of all checks written for progressive pulltab supplies at bingo occasions incurred only during the current reporting quarter.
45. Enter the total amount of all checks written for (non-progressive) pulltab supplies and equipment at bar/clubroom incurred only during the current reporting quarter.
46. Enter the total amount of all checks written for progressive pulltab supplies at bar/clubroom incurred only during the current reporting quarter.
47. Enter the total amount of all checks written for raffle expenses (non-prize expenses) incurred only during the current reporting quarter.
48. To account for all bona fide expenses incurred and paid during the current reporting quarter only, add together the amounts listed in line items 37 through 47.
(Calculated automatically.)

BONA FIDE EXPENSES OWED --Not Paid At End Of Quarter

NOTE: Totals in this section should reflect all bona fide expenses owed -- but not yet paid (accrued liabilities) at the end of the current quarter. Expenses reported as "BONA FIDE EXPENSES OWED -- Not Paid" on the current quarterly report, should NOT be reported as "BONA FIDE EXPENSES PAID" when paid in subsequent quarters because that section ("BONA FIDE EXPENSES PAID") is required to reflect only bona fide expenses incurred and paid in that specific subsequent reporting quarter. Refer to Rule 11 B 1

49. Enter the total amount for bingo occasion rent expense incurred -- but not yet paid at the end of the current reporting quarter.
50. Enter the total amount for bingo occasion security expense incurred -- but not yet paid at the end of the current reporting quarter.
51. Enter the total amount for bingo occasion bookkeeping services incurred -- but not yet paid at the end of the current reporting quarter.
52. Enter the total amount for janitorial services expense incurred -- but not yet paid at the end of the current reporting quarter.
53. Enter the total amount for regular (non-progressive) bingo supplies and equipment expense incurred -- but not yet paid at the end of the current reporting qtr.
54. Enter the total amount for progressive bingo supplies expense incurred -- but not yet paid at the end of the current reporting quarter.
55. Enter the total amount for pulltab supplies and equipment expense at bingo occasions incurred -- but not yet paid at the end of the current reporting quarter.
56. Enter the total amount for progressive pulltab supplies expense at bingo occasions incurred -- but not yet paid at the end of the current reporting quarter.
57. Enter the total amount for pulltab supplies and equipment expense at bar/clubroom incurred -- but not yet paid at the end of the current reporting quarter.
58. Enter the total amount for progressive pulltab supplies expense at bar/clubroom incurred -- but not yet paid at the end of the current reporting quarter.
59. Enter the total amount for raffles expenses (non-prize expenses) incurred -- but not yet paid at the end of the current reporting quarter.
60. To account for all bona fide expenses owed but not paid at the end of the current reporting quarter, add together the amounts listed in line items 51 through 61. (Calculated automatically.)

NET PROCEEDS

61. Start with TOTAL PROCEEDS (line 20). From line 20, **SUBTRACT** the following line items;;
 - TOTAL FEE (line 21);
 - TOTAL PAYOUT DISTRIBUTIONS (line 34)
 - TOTAL BONA FIDE EXPENSES PAID (line 48);
 - TOTAL EXPENSES OWED -- Not Paid (line 60)**TOTAL NET PROCEEDS**