

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
 OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
 FLOOR SALES RECONCILIATION FORM - PAPER

INSTRUCTIONS

- When To Use:** Use this particular form to record a particular type of bingo paper sales that occurs on the floor during a bingo session.
- The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.
- Organization:** Fill in the official name of the organization.
- Session Date:** Fill in the date of the bingo session.
- Signature of Cashier:** Cashier must sign this completed form at the conclusion of the bingo session.
- Type of Paper:** Fill in the type of paper (i.e., 9 ON Jackpot, 6 ON 18 UP Pack, 8 ON Sheet, 3 ON Bonanza, 5 ON Early Bird, etc.).
- Unit of Measure:** Check the appropriate unit of issue, which would be card, pack or sheet.
- Sales Price Per Single Card/Sheet:** Fill in the selling price for the type of paper if sold by the single card/sheet.
- Single Price For Multiple Sheets:** Fill in the selling price for the type of paper if sold for a single price for multiple sheets such as six sheets for \$5 (using the actual calculated amount).
- # of Units to Start:** Fill in the number of units (cards/packs/sheets) issued for floor sales.
- # of Units at End:** Enter the number of units (cards/packs/sheets) remaining for floor sales that have not been sold during the bingo session.
- # of Units Sold:** Enter the difference between # of Units to Start minus # of Units at End.

FLOOR SALES

- Volunteer/Floor Worker Printed Name** Enter the name of the volunteer/floor worker that is selling paper on the floor during the bingo session.
- Line 1** Enter the number of units (card/packs/sheets) issued for each volunteer/floor worker that is to be sold on the floor during the bingo session. The volunteer/floor worker should verify that the unit count is correct prior to commencing their sales.
- Line 2** Enter the number of units (cards/packs/sheets) remaining for each volunteer/floor worker that have not be sold on the floor during the bingo session and that have been returned to the cashier. The cashier and volunteer/floor worker should verify the remaining units.
- Line 3** Enter the difference between Line 1 (Number of Sheet Issued) minus Line 2 (Number of Sheets Returned).
- Line 4** Multiply Line 3 (Number of Sheets Sold) by the Sale Price Per Single Card/Sheet and enter the figure. This figure will calculate the gross receipts that were possible from floor sales.
- Line 5** On the excel version of this form: If the volunteer is **ONLY** selling single sheets or if they are **ONLY** selling multiple sheets, this line is not completed. If the volunteer is selling **BOTH** single sheets and multiple sheets (with a reduced price) or if the PDF version of this form is used, the volunteer will enter the amount of money not collected due to multiple sheets sales.

- Line 6** Enter the difference between Line 4 (Gross Calculated Sales) minus Line 5 (Multiple Sheet Adjustment). Remember to carry this figure to Line 3b of the Bingo Session Reconciliation Summary (Form 103).
- Line 7** Enter the amount of cash turned in by each volunteer/floor worker at the conclusion of the floor sales for the particular type of paper. The cashier and volunteer/floor worker should verify the amount of cash that is turned in.
- Line 8** Enter the difference between Line 6 and Line 7. If Line 7 is greater than Line 6, then an overage exists. If Line 6 is greater than Line 7, then a shortage exists.
- Line 9** Enter the initials for volunteer/floor worker indicating that they agree with the reconciliation.
- Totals** Enter the total figure for each line (Line 1 through 8).

Use a separate Floor Sales Reconciliation Form – Paper (Form 104-B) for each different type of paper sold on the floor during a bingo session. If multiple Floor Sales Reconciliation Form – Paper (Form 104-B) are used during the bingo session, then please add all of Line 6 (Total Sales) from the various forms and enter the accumulated total in Line 3b of the Bingo Session Reconciliation Summary (Form 103).