



## Division of Charitable Gaming Bingo Inspection Report

**To:** \_\_\_\_\_, of the \_\_\_\_\_  
 (Print: Name and Title of Municipal Officer) (City, Town or Village)

**I,** \_\_\_\_\_, inspected the licensed bingo occasion(s)  
 (Print: Name of Investigator, Bingo Inspector or Police Officer)

**held by:** \_\_\_\_\_,  
 (Name of Licensed Authorized Organization)

**Bingo ID # BC** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **and report the following:**  
 (Month) (Day) (Year)

		<u>Y</u>	<u>N</u>
1.	Was the license conspicuously displayed within the bingo premises, as required by Section 483.1 of the General Municipal Law?		
2.	Was a bingo program provided, as required by Rule 4820.39?		
3.	Were House-Rules available in printed form and announced prior to the start of the occasion? (As required by Rules 4820.39 & 4820.53)		
4.	If the House Rules permit seats to be reserved, were "reserved seat signs" used to save seats, and not bingo cards, daubers or other items?		
5.	Were the prices for all bingo opportunities posted? (Per Rule 4820.14)		
6.	Were players prohibited from selecting bingo cards of their choice? (As required by Rule 4820.12)		
7.	Were the admission cards (or packages) readily distinguishable from the extra-regular and special cards?		
8.	Were all minors accompanied by an adult? (Per Rule 4820.2)		
9.	Were all person managing and assisting in the conduct of bingo at least 18 years of age? (Section 486 of the General Municipal Law)		
10.	Were all attendees, including minors, in possession of at least an admission card for each occasion? (Required by Rule 4820.30)		
11.a	Was any game of chance other than licensed bell jar tickets or authorized raffles observed? (Prohibited by Rule 4820.24)		
11.b	If so, was the Bell Jar and/or Raffle License conspicuously posted? [Note: Some raffles do not require licenses; see GOC Rule 5601.1(c)]		
12.	Were the winning combinations for each game clearly announced prior to the start of each game as required by Rule 4820.18?		
13.	Were prizes awarded in accordance with those listed on the license application, as printed on the bingo program, and as announced to the players before each game?		
14.	Were the member(s)-in-charge and their assistants listed on Schedules 2 and 4 of license application form BC-2A, and/or amendment form BC-6?		
15.	Were all workers wearing photo I.D. badges bearing the information required in Rule 4820.4?		
16.	Was a member-in-charge present throughout the occasion? (Rule 4820.1)		

		<u>Y</u>	<u>N</u>
17.	Have the caller and assistant caller been bona-fide members for at least one year? (Required by Rule 4820.35)		
18.	Were the bingo balls displayed via one or more video monitors?		
19.	If no video camera and monitor were used, was an assistant caller performing at all times as required by Rule 4820.16?		
20.	Was the bingo equipment in good working order, and were the balls properly numbered and of a color pattern required by Rule 4820.15?		
21.	Was merchandise other than bingo supplies sold during bingo? (4820.11)		
22.	Were members of the organization playing bingo or buying bell jar or raffle tickets during the same occasion they were managing or assisting in the conduct of bingo? (Prohibited by Rule 4820.34)		
23.	Were alcoholic beverages sold, served or consumed <u>within the room in which bingo was conducted</u> ? (If so, it is unlawful per Section 487 of the General Municipal Law)		
24.	If Supercard was conducted, were at least 13 Supercard "lines" sold for each Supercard game played, pursuant to Rule 4820.48?		
25.	If Early Bird ("share the wealth") cards were sold, were such cards available at a cost of \$1.00 per card, pursuant to Rule 4820.50?		
26.	If Bonus Ball Bingo cards were sold, were such cards available at a cost of \$1.00 per card, for each occasion?		
27.	Were financial records available for review, including the checkbook, bank statements, invoices, financials statements BC-7s and BC-7Qs?		
28.	Are BC-7's submitted within 7 day's of the occasion to the clerk of the municipality, and BC-7Q's submitted quarterly to the Board?		
29.	Did you observe a dispute or receive any complaints? (If so, provide a description of the incident or complaint in the comment section below, or attach a separate sheet to this report.)		
30.	From which supplier or manufacturer did the licensee purchase its bingo and bell jar supplies, if any, and lease its electronic bingo aids? Bingo: _____ Bingo Aids: _____ Bell Jar: _____		

**Comments:** (Attach additional sheets, if needed) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Member In Charge** (Print Name): \_\_\_\_\_

**Signature of Member In Charge:** \_\_\_\_\_

**Inspector's Name** (Print): \_\_\_\_\_

**Inspector's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Time In:** \_\_\_\_ : \_\_\_\_ **A.M. / P.M. & Time Out:** \_\_\_\_ : \_\_\_\_ **A.M. / P.M.**

## Report of Bingo Opportunities Sold<sup>1</sup>

### A - Admission Cards (or packages):

	Occasion #1	Occasion #2	Occasion #3
# of Admission Cards (packages) sold:			
Price:			

### B - Extra Regulars (or packages):

	Occasion #1	Occasion #2	Occasion #3
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			

### C - Specials/Jackpots:

	Occasion #1	Occasion #2	Occasion #3
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			
# of "Ons" ___ & "Ups" ___ # sold:			
Price:			

### D - Supercard Line Games:

	Occasion #1	Occasion #2	Occasion #3
<u>Supercard Game #1</u> - # of Lines sold:			
Profit:			
<u>Supercard Game #2</u> - # of Lines sold:			
Profit:			
<u>Supercard Game #3</u> - # of Lines sold:			
Profit:			
<u>Supercard Game #4</u> - # of Lines sold:			
Profit:			
<u>Supercard Game #5</u> - # of Lines sold:			
Profit:			

<sup>1</sup> **Note:** For recording Bonus Ball Bingo and Early Bird (Share-The-Wealth games), please use the **Bonus Ball Work Sheet** and **Early Bird Work Sheet** available on the Division of Charitable Gaming page at [www.gaming.ny.gov](http://www.gaming.ny.gov).