



Division of Charitable Gaming

GC-7Q Instructions

This report must be completed for each quarter during the calendar year in which the license is effective. Typically, a bell jar license is granted for the full calendar year (January 1st through December 31st) but there are occasions when a license is issued during the year. For example, St. Mary's receives a bell jar license on May 15 and sells tickets for 3 days at a bazaar in early June. The bell jar license is in effect from May 15th to December 31st of that year, so they must file a report for the 2nd quarter to report the activity at the bazaar including filing reports for the 3rd and 4th quarters. If no deals were sold in the 3rd and 4th quarters, St. Mary's must complete the report and indicate all zeros in Section A (**Quarterly Proceeds**) and Section B (**Net Profit or Loss**).

Note: Schedule 1 is to be completed prior to filling out the GC-7Q report.

Section A - Quarterly Proceeds

| | | |
|-----------------------|---|--|
| <u>Line A1</u> | <i>Number of Closed Deals</i> | Report the grand total from Schedule 1, Box S . Deals are only reported when all tickets have been sold or when at least 75% or more of the prizes have been awarded. |
| <u>Line A2</u> | <i>Ideal Handle/Total Ticket Value</i> | Report the grand total from Schedule 1, Box P . |
| <u>Line A3</u> | <i>Cash Prizes</i> | Report the grand total from Schedule 1, Box Q . All winning tickets are to be retained for at least six months. |
| <u>Line A4</u> | <i>Unsold Tickets</i> | Report the grand total from Schedule 1, Box R . All unsold tickets must be retained a minimum of one year. |
| <u>Line A5</u> | <i>Cost of Deals, Coin Boards and/or Merchandise Boards</i> | Report the total cost of bell jar tickets purchased during the reporting quarter period only . This number is unrelated to the number of deals sold. Please attach a list detailing the name of the supplier(s) you purchased the tickets from including the date, the check number and the dollar amount. This amount is not to include the purchase of bell jar dispensing machine, prizes or other games of chance supplies and equipment. |
| <u>Line A6</u> | <i>Add lines A3, A4 and A5</i> | Add lines A3, A4 and A5. |
| <u>Line A7</u> | <i>Ideal Net Proceeds</i> | Subtract line A6 from line A2. |

Section B - Net Profit or (Loss)

| | | |
|----------------------|-----------------------------------|---|
| <u>Line 8</u> | <i>5% Additional License Fee</i> | Calculate the 5% fee by multiplying line A7 by 5%. A check in this amount is to be made payable to the NYS Gaming Commission. |
| <u>Line 9</u> | <i>Total Net Profit or (Loss)</i> | Subtract line B8 from line A7. |

Section C - Statement of Net Proceeds

| | | |
|-----------------------|--|--|
| <u>Line 10</u> | <i>Unexpended Balance of Net Proceeds</i> | Report the amount reflected on line D17 from the previous quarter's GC-7Q. |
| <u>Line 11</u> | <i>Interest earned</i> | Report all interest earned <u>this quarter</u> from the Special Bell Jar Checking Account. |
| <u>Line 12</u> | <i>Quarterly Net Proceeds & Interest</i> | Add lines C10 and C11. |

| | | |
|-----------------------|---|---|
| <u>Line 13</u> | <i>Adjustments</i> | Requires prior approval from the Division of Charitable Gaming. |
| <u>Line 14</u> | <i>Adjusted Net Proceeds and Interest</i> | Add lines C13 and C12. |
| <u>Line 15</u> | <i>Total Net Proceeds</i> | Add lines B9 and C14. |

Section D - Unexpended Balance of Net Proceeds

| | | |
|-----------------------|---|--|
| <u>Line 16</u> | <i>Total Disbursements</i> | Indicate the total amount of indirect expenses this quarter (refer to Commission Rule 4624.21). DO NOT INCLUDE IN YOUR TOTAL the cost of the bell jar tickets nor for the 5% additional license fee as they have already been deducted on the report. |
| <u>Line 17</u> | <i>Total Unexpended Balance of Net Proceeds</i> | Subtract line C16 from line C15. This is the Special Bell Jar Checking Account balance as of the end of the quarter. Note: If there is a variance between this balance and the checkbook balance immediately contact the Division of Charitable Gaming. |

Section E - Affirmation

All three signature sections must be completed. Unsigned reports will be returned to the organization.

Section F – Financial Information

To be completed only if your organization maintains financial accounts in addition to the Special Bell Jar Checking Account (i.e. savings account, money market, building fund).

Schedule 1 – Closed Deals, Coin Boards and Merchandise Boards

To obtain the Grand Totals necessary to carry over to Section A of the GC-7Q report you must first add all of the Schedule 1 pages together. The last Schedule 1 page is to reflect Grand Totals of all pages submitted.

Note: Boxes A through H reflect the game’s information. Boxes D and E are for coin or merchandise boards only.

| | | |
|---------------------|--------------------------------|---|
| <u>Box I</u> | <i>Ticket Value</i> | Multiply Box G and Box H. |
| <u>Box J</u> | <i>Cash Prizes</i> | Indicate the amount of Cash Prizes awarded by the organization for that deal. |
| <u>Box K</u> | <i>Other Prizes</i> | Applies only to coin and merchandise boards. |
| <u>Box L</u> | <i>Total Prizes Awarded</i> | Add Box J and Box K. |
| <u>Box M</u> | <i>Unsold Tickets</i> | Indicate the number of unsold tickets left in the deal. |
| <u>Box N</u> | <i>Unsold Ticket Value</i> | Multiply Box M and Box H. |
| <u>Box O</u> | <i>Actual Profit (or Loss)</i> | Subtract Box I from Box L from Box N. |