

Instructions for Completing Municipal Clerk Annual Report

Pursuant to Section 439-a of the Executive Law, each municipality with a local law is required to submit a report of their Games of Chance and Bingo statistics for the previous year on or before **February 1st of each year**. The information provided will be included in the Racing and Wagering Board's (the Board) Annual Report submitted to the Governor and the State Legislature.

PLEASE NOTE: If your municipality has not had any reportable activity for the past year, please write "**No Activity**" on the enclosed form and return it to the Board. Reporting no activity is essential because it allows us to track statewide trends in charitable gaming.

The time period for the Annual Report is from January 1st through December 31st. If you have an organization who has not submitted their financial information in time to complete your annual report, you may submit your report by the February 1st deadline and then provide our office with an amended report at a later date. The enclosed form may be completed and faxed to (518) 347-1469 or mailed to the attention of the Charitable Gaming Unit. If you have any questions, please contact our office at (518) 395-5400 extension 1309.

BINGO

Line 1	Total Number of Organizations Conducting Bingo	This number can be determined by totaling the number of organizations conducting bingo.
Line 2	Total Number of Occasions	Report the total number of individual bingo occasions conducted by all organizations during the previous calendar year. This number can be determined by adding all occasion listed on each BC-5 .
Line 3	Total Number of Players	This number can be determined by adding the figures listed at the top of every BC-7 form that has been submitted by an organization to your municipality during the previous year.
Line 4	Total Receipts	This number can be determined by adding the figures listed in Line A4 on every BC-7Q form that has been submitted by an organization to your municipality during the previous year.
Line 5	Total Net Profit	This number can be determined by adding the figures listed in Line C3 on every BC-7Q form that has been submitted by an organization to your municipality during the calendar year.
Line 6	Total Amount of License Fees Collected	Report the total amount of license fees collected by multiplying the number in Line 2 x \$18.75.
Line 7	Total Amount of Additional License Fees Collected	This number can be determined by adding the figures listed in Line C2 on every BC-7 form submitted by an organization to your municipality during the previous calendar year.
Line 8	Number of Bingo Inspectors	If applicable, report the number of Bingo Inspectors.

GAMES OF CHANCE (LAS VEGAS NIGHTS, CASINO NIGHTS, BAZAARS, ETC.)

Line 1	Total Number of Organizations Conducting GOC	This number can be determined by totaling the number of organizations who were issued a GOC License (GC-5) during the year.
Line 2	Total License Periods	This number can be determined by adding the total number of individual license periods conducted by all organizations who received a games of chance license (GC-5) during the previous calendar year.
Line 3	Total Receipts	This number can be determined by adding the figures listed in Line A4 on every GC-7 form that has been submitted by an organization to your municipality during the previous calendar year.
Line 4	Total Net Profit	This number can be determined by adding the figures listed in

Line C1 on every **GC-7** form that has been submitted by an organization to your municipality during the previous year.

Line 5 **Total Amount of License Fees Collected** Report the total amount of license fees collected by multiplying the number in **Line 2** x \$25.00.

Line 6 **Total Amount of Additional License Fees Collected** This number can be determined by adding the figures listed in **Line C2** on every **GC-7** form that has been submitted by an organization to your municipality during the previous calendar year.

Raffles

Line 1 **Total Number of Organizations Conducting Raffles** This number can be determined by totaling the number of organizations who filed a **GCVS-1** and were issued a **GC-5** during the previous year.

Line 2 **Total Number of Raffles** Report the total number of individual raffles conducted by all organizations during the previous calendar year. This number can be determined by adding all occasions listed on each **GCVS-1** and **GC-5**.

For raffles exceeding \$5,000 net proceeds or between \$20,000 and \$30,000 in cumulative net proceeds:

Line 1 **Total Receipts** This number can be determined by adding the figures listed in **Line A3** on every **GC-VS2** form that has been submitted by an organization to your municipality during the previous year.

Line 2 **Total Net Profit** This number can be determined by adding the figures listed in **Line C1** on every **GC-VS2** form that has been submitted by an organization to your municipality during the previous year.

For Raffles exceeding \$30,000 in Net Proceeds:

Line 1 **Total Receipts** This number can be determined by adding the figures listed in **Line A3** of every **GC-7R** form that has been submitted by an organization to your municipality during the previous calendar year.

Line 2 **Total Net Profit** This number can be determined by adding the figures listed in **Line C5** of every **GC-7R** form that has been submitted by an organization to your municipality during the previous calendar year.

Line 3 **Total Amount of License Fees Collected** Report the total amount of license fees collected by multiplying the total number of organizations issued a **GC-5** Raffle license x \$25.00.

Line 4 **Total Amount of Additional License Fees Collected** This number can be determined by adding the figures listed in **Line C4** of every **GC-7R** form that has been submitted by an organization to your municipality during the previous calendar year.

Bell Jar

Line 1 **Total Number of Licenses Issued** Report the total number of bell jar licenses issued by your municipality during the previous calendar year.

Line 2 **Total Amount of License Fees Collected** Report the total amount of license fees collected by multiplying the number in **Line 1** x \$25.00.

Bingo Commercial Lessors

Line 1 **Total Number of Licenses Issued** Report the total number of bingo commercial lessor licenses issued by your municipality during the previous calendar year.

Line 2 **Total Amount of License Fees Collected** The total amount of license fees collected is based upon payment of \$10.00 plus an amount based upon the aggregate specified in the license, up to \$5,000.