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**STATE OF NEW YORK  
RACING AND WAGERING BOARD**

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**THE MUNICIPAL CLERK'S GUIDE TO  
BINGO AND GAMES OF CHANCE LICENSING**

**I. Bingo**

Bingo shall only be conducted in a municipality which has enacted a bingo local law or ordinance, pursuant to Sections 477 and 478 of Article 14-H of the General Municipal Law (“GML”).

Bingo is regulated pursuant to Article 14-H of the General Municipal Law, Article 19-b of the Executive Law and the New York State Racing and Wagering Board (“Board”) Bingo Rules and Regulations (Title 9 Executive E, Codes, Rules and Regulations, hereinafter referred to as the “Rules”).

**Procedures for Registration and Issuance of a Bingo Identification Number**

1. The initial step is for the applicant organization to file Form **1A** (Application for Registration and Identification Number) with the Board. (See Part 5810.1 of the Rules.)
2. If an identification number is issued, the Board will send a copy of the approved Form **1A** to the municipal clerk, along with a notice containing the identification number assigned to the authorized organization.

**Note:** Any authorized organization which possesses an identification number, but has not been licensed to conduct bingo for a period of one year, must file a new form **1A** prior to applying for a license. (See 5810.1 of the Rules.)

**Procedures for Issuing Bingo Licenses**

1. Forms **BC-2** (Application for Bingo License), **BC-2A** (Officers and Directors of the Organization; Members in Charge of Games; Affiliated Organizations Assisting at Games; Assistants to Members in Charge of Games) and Form **BC-2B** (Dates, Hours and Rent of all license periods to be held; expenses) are filed in triplicate by the applicant authorized

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organization with the municipal clerk. (See Section 480. of the General Municipal Law and Section 5811.4 of the Rules.) The applicant organization is urged to keep a copy of the application for its own files.

2. No application shall be accepted by the municipal clerk unless it bears the identification number assigned to the organization by the Board, and is accompanied by the license fee. (See Section 5811.5 of the Rules.) The municipal clerk retains one (1) copy of the application, forwards one (1) copy to the local law enforcement agency, and forwards one (1) copy to the Board. The applicant organization is urged to keep a copy of the application for its own files.

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3. The municipal clerk shall make an investigation of the qualifications of each applicant and the merits of each application, with due expedition after the filing of the application, in accordance with Section 481 of the General Municipal Law. The clerk records the findings and determinations on Form **BC-4** (Findings and Determinations for Bingo License). (See Section 5812.4 of the Rules.) At least seven (7) days must elapse between the time the original application is filed with the clerk and the time when the clerk completes the Form BC-4. (See Section 5812.2 of the Rules.)
4. If the organization qualifies for licensure, the municipal clerk issues a license by completing Form **BC-5** License to Conduct Bingo, in its entirety. (See Section 5812.5 of the Rules, and Sections 480. and 481.1.(a) of the General Municipal Law.) The municipal clerk completes and issues the license (Form **BC-5**) in triplicate. The original license (Form **BC-5**) is provided to the applicant organization. A copy of the license and application package (which includes Forms **BC-2**, **BC-2A**, **BC-2B** and a copy of Form **BC-4**) is forwarded to the local law enforcement agency; one (1) copy of the license and the original application is retained by the clerk; and one (1) copy of the application package is forwarded to the Board, at least five (5) days prior to the date of the first licensed period. (See Section 5812.4 of the Rules.)
5. If the application is denied, the municipal clerk, after consulting with the municipal attorney, shall give due notice to the applicant, in writing, of a hearing to be held upon the qualification of the applicant organization and the merits of its application. A copy of such notice shall also be sent to the Board. (See General Municipal Law, Section 482, and Section 5812.3 of the Rules.) A copy of the hearing determination must be forwarded to the Board. Appeals of municipal determinations to the Board are conducted pursuant to Part 5830 of the Rules.
6. Once licensed, organizations may amend a license using Form **BC-6** (Application to Amend Bingo License), pursuant to Section 5813.1 of the Rules.
7. The rules describing the general conduct of Bingo are set forth in Part 5820 of the Rules.
8. Financial statements of Bingo operations must be filed with the clerk of the municipality and the Board. The rules regarding such are set forth in Part 5821 of the Rules. Some of the highlights are illustrated below:

- a) Each licensed authorized organization shall execute and file an original of the form **BC-7** (and in the case of limited period bingo, on form **BC-9**) with the clerk of the municipality within seven days after the conclusion of each bingo occasion. Form **BC-7** does not need to be filed with the Board.
- b) The Board requires every licensee to attach and file with its form **BC-7** an additional statement (form **BC-7B**), setting forth each item of receipt relating to the sale of bingo opportunities, the names of the workers charged with such sales, bingo supplies sold and rent received. (See 5821.2 of the Rules.)
- c) Upon filing form **BC-7 and 7B**, the licensee shall pay to the clerk of the municipality as an additional license fee a sum in the amount of three per cent of the reported net proceeds, if any, for the occasion covered by such statement. (See Section 5821.3 of the Rules.)
- d) Within 15 days after the end of each calendar quarter during which there has been any occasion of bingo, a summary financial statement shall be filed on form **BC-7Q**. The licensee shall execute and file the original of the quarterly report with the Racing and Wagering Board and a copy with the clerk of the municipality. The licensee shall retain a copy of each report for its permanent records. (See Section 5821.1 of the Rules.)
- e) The municipal governing body shall not issue a further license to an authorized organization found to be delinquent in filing its BC-7 or BC-7Q. Upon such finding or upon notification to the municipal governing body by the Board, the municipal governing body shall forthwith suspend any existing license and cancel the unexpired term thereof. If a licensee fails to file a BC-7 or BC-7Q as required within five days after notification by the municipal governing body or the Board of their delinquency, their license shall be suspended pending the filing of the BC-7 or BC-7Q. (See Section 5821.5 of the Rules.)
- f) If the BC-7 or BC-7Q filed by a licensed authorized organization is not properly verified, or not fully, accurately and truthfully completed, no further license shall be issued, and any existing license shall be suspended until such time as the default has been corrected. (See Section 5821.6 of the Rules.)

### **Miscellaneous requirements**

1. Each licensed authorized organization shall maintain a bingo account which shall be designated the "special bingo account" and which shall be in the form of a regular checking account. Into this account shall be deposited all and only monies received by the licensed authorized organization from the conduct of its bingo operations, such as profits from the sale of admission cards, regular bingo cards, extra regular bingo cards, special game cards,

limited period bingo cards, supplies, rentals of premises for the conduct of bingo, if any, and all other receipts derived from the conduct of bingo, less the amount awarded in cash prizes. Deposits shall be made intact into the "special bingo checking" account no later than the next business day following the date of a bingo occasion. (See 5821.8 of the Rules.)

2. All monies derived from the conduct of bingo must be deposited and kept in banks located within the boundaries of New York State.
3. All expenditures of bingo funds shall be made payable to persons or entities providing goods or services by check drawn on the "special bingo account" and such checks shall not be made payable to "cash."
4. A licensed authorized organization may deposit bingo proceeds into an interest-bearing account or federally insured money market account, provided such an account shall be designated the "special bingo savings account." All deposits into such an account shall be made by check drawn on the "special bingo account." All withdrawals from a "special bingo savings account" shall be deposited into the "special bingo account" and disbursed in accordance with 3., above.
5. Every licensee shall designate its president or chief officer to receive from the bank the monthly bank statements, cancelled checks of the special bingo account and the records of all other bingo accounts who shall verify and reconcile the BC-7's, BC-7Q's, original bank deposit slips, books and records with the treasurer at least monthly. (See Section 5821.16 of the Rules.)
6. Bingo games conducted on commercial premises, or premises leased from other than another licensed bingo organization, require that the lessor be licensed as a commercial lessor. (See Part 5814 of the Rules.)
7. Lease agreements between two licensed authorized organizations, and the rental fees to be charged, require prior Board approval.
8. Municipal clerks approached by authorized organizations or commercial entities interested in leasing their premises for the conduct of bingo, are urged to contact the Board for assistance.

## **II. Games of Chance**

### **Local Law or Ordinance Required**

Games of chance, which include raffles, bell jar tickets and casino/carnival games using cards, dice and wheels, shall only be conducted in a municipality which has enacted a games of chance local law or ordinance, pursuant to Sections 187 and 188 of Article 9-A of the General Municipal Law ("GML").

Games of Chance are regulated pursuant to the Article 9-A of the General Municipal Law and the New York State Racing and Wagering Board (“Board”) Games of Chance Rules and Regulations (Title 9 Executive E, Codes, Rules and Regulations, hereinafter referred to as the “Rules”).

## **Types of Games of Chance**

### **1. Casino-nights/carnival games**

Commonly known as “Las Vegas Nights,” these games of chance events are conducted under a one-day license between the hours of noon and midnight on Sunday through Thursday, and from noon until 2:00 a.m. the following day on Friday, Saturday and on holiday eves, excluding Christmas Day, New Year’s Eve and the evening before Easter Sunday. (No games of chance shall be conducted on Christmas Eve and Easter Sunday, according to Section 195, GML.) Games of chance are also conducted frequently at field days and carnivals. (The general conduct of games of chance is outlined in Part 5622 of the Rules.)

Unlike unlicensed “Monte Carlo Night-type” events, where bets are wagered and paid in “scrip” or chips that are later “bid-on” for prizes in an auction, licensed games of chance are all “house-banked” games in which, except for merchandise wheels, players wager cash (or chips redeemable for cash) and are paid in cash (or chips redeemable for cash), according to predetermined, posted odds payoffs.

The single prize at such events cannot exceed \$300, excluding merchandise wheels, in which a single prize awarded cannot exceed \$250. The series of prizes awarded during a games of chance licensed period cannot exceed \$2,000, excluding merchandise wheels, in which the series of prizes awarded cannot exceed \$10,000 per wheel. (For more information concerning prize limits and operating starting banks for games of chance, see Sections 5622.12, 5622.13 and 5622.22 of the Rules.)

Only bona fide members of the licensed organization or a bona fide member of an organization that is an auxiliary of the licensed organization and has obtained a games of chance identification number from the Board, may conduct or assist in the conduct of any game of chance. (See Section 5622.3 of the Rules.)

Municipalities with police departments are required under Section 194 of the GML to exercise rigid controls over licensed games of chance and, in accordance with Section 195-f of the GML, collect an additional license fee in the amount of five percent of the licensed organizations’ net profits derived from the games to help defray the cost of administering the law, such as making on-site inspections. Municipalities have the option of delegating that authority to the county sheriff. In municipalities that do not have a police department, the local law shall designate the county sheriff as the Chief Law Enforcement Officer (C.L.E.O.). When the county sheriff is delegated the CLEO, the additional license fee shall be remitted to the county fiscal officer, to defray the cost of the sheriff’s administration of the Games of Chance Licensing Law. (See Section 5624.3 of the Rules.)

2. **Raffles** (See Section 5620.22)

There are three categories of raffles.

The first raffle category, which is licensed by a municipality utilizing the standard games of chance licensing procedures, is one in which the cumulative net proceeds for all raffles conducted during the calendar year will meet or exceed \$30,000.

An organization applying to conduct a category one raffle must:

- 1) Apply for and obtain a Games of Chance Identification Number from the Board;
- 2) File a Games of Chance License application with their municipal clerk using forms GC-2, GC-2A, and GC-2B, along with a \$25.00 annual license fee;
- 3) Obtain a Games of Chance License issued by the municipal clerk on Form GC-5;
- 4) Maintain a special raffle checking account into which all raffle proceeds will be deposited, and from which such funds will be lawfully disbursed in accordance with Section 5624.21 of the Board's Rules and Regulations;
- 5) File a financial statement of raffle operations on Form GC-7R with the municipal clerk and the Board by January 30<sup>th</sup> of the following year; and
- 6) Remit an additional license fee to the municipality assessed at 2% of the net profits of \$30,000 or more. (Note: There is no additional license fee paid on the first \$29,999 derived in net profits.)

The second raffle category is one in which an authorized organization intends to derive net proceeds from a single raffle that will meet or exceed \$5,000, or net proceeds from a series of raffles during a calendar year in which the cumulative net proceeds will meet or exceed \$20,000, but will be less than \$30,000 per calendar year.

An organization wishing to conduct a category two raffle must:

- 1) Apply for and obtain a Games of Chance Identification Number from the Board;

2) File a verified statement with the municipal clerk and the Board on Form GCVS-1 attesting that the cumulative net proceeds for all raffles conducted during that calendar year will be less than \$30,000; and

3) File a verified statement with the municipal clerk and the Board at the end of the calendar year on Form GCVS-2 attesting that the cumulative net proceeds for all raffles conducted during that calendar year were less than \$30,000, and that such proceeds have been deposited into a bank account to be disbursed only for the lawful expenditures permitted under Section 5624.21 of the Board's Rules and Regulations.

The third raffle category, conducted pursuant to Section 190-a of the GML, is one in which the net proceeds derived from a single raffle will be less than \$5,000 and the cumulative net proceeds for all raffles conducted during a calendar year will be less than \$20,000.

An organization wishing to conduct a category three raffle must:

1) Following an examination of its charter, certificate of incorporation or constitution, the organization's principal officers must make a self-determination in good faith that the organization meets the qualifications of an "authorized organization" as that term is defined in Section 190-a (2) of the General Municipal Law;

2) All proceeds derived from the conduct of raffles shall be deposited into a bank account to be disbursed only for the lawful expenditures permitted under Section 5624.21 of the Board's Rules and Regulations; and

3) Pursuant to Article I, Section 9 of New York's Constitution, the Games of Chance Licensing Law and the Board's Rules and Regulations, all proceeds derived from games of chance, including raffles, must be disbursed solely for lawful purposes in accordance with Section 5624.21 of the Board's Rules and Regulations.

The following apply to all raffle categories:

1) No single prize awarded in a raffle shall exceed the sum or value of fifty thousand dollars, except that an authorized organization may award by raffle a single prize having a value of up to and including one hundred thousand dollars if its application for a license includes a statement of its intent to award a prize having such value (See Sections 5622.12 and 5622.13 of the Rules);

2) The aggregate fair market value of all prizes to be offered or awarded by a licensee in raffles in any one calendar year (license period) shall not exceed \$500,000;

- 3) The value of merchandise to be awarded as a raffle prize shall be the fair market value of the merchandise at the time of submission of an application or verified statement for a raffle license;
- 4) Alcoholic beverages shall not be awarded as a raffle prize;
- 5) Municipalities with police departments are required under Section 194 of the GML to exercise rigid controls over licensed games of chance and, in accordance with Section 195-f of the GML, collect an additional license fee set by the Board at two percent of the licensed organizations' net profits derived from the games to help defray the cost of administering the law, such as conducting criminal background investigations and making on-site inspections. When an organization is licensed through a verified statement, and the applicant derives less than thirty-thousand dollars during that calendar year, there is no additional license fee remitted at the end of the licensed period (See Section 5624.3 of the Rules);
- 6) Municipalities have the option of delegating that authority to the county sheriff, or in municipalities that do not have a police department, the local law shall designate the county sheriff as the Chief Law Enforcement Officer (CLEO). When the county sheriff is delegated the CLEO, the additional license fee, if any, shall be remitted to the county fiscal officer, to defray the cost of the sheriff's administration of the games of Chance Licensing Law (See Section 5624.3 of the Rules);
- 7) No ticket shall be sold in conjunction with any raffle, including raffles in which winning tickets are scheduled to be drawn on multiple dates, more than 180 days prior to the date scheduled for the drawing of the last ticket in that raffle;
- 8) Raffle ticket drawings can be conducted on the premises of an authorized organization, as well as during its licensed casino night or carnival games of chance events, during its licensed bingo occasions, and on municipal property, in accordance with Section 5620.22(b)(5) of the Rules;
- 9) Raffle tickets, as authorized under Section 5620.22(b)(6), may also be sold to the public outside the premises of an authorized organization or an authorized games of chance lessor, or in municipalities which have passed a local law, ordinance or resolution in accordance with sections one hundred eighty-seven and one hundred eighty-eight of the General Municipal Law that are located in the county in which the municipality issuing the license is located, and in the counties which are contiguous to the county in which the municipality issuing the raffle license is located, provided the licensee has received written approval, on a Raffle Consent Form prescribed by the Board (form GC-RCF), from each municipality to sell raffle tickets therein;
- 10) Only persons eighteen years of age or older shall purchase raffle tickets, sell raffle tickets, or conduct or assist in the conduct of a raffle drawing;

11) No commission, salary, compensation, reward or recompense shall be paid or given to any person for the sale or assisting with the sale of raffle tickets;

12) Raffle tickets can be sold by a member of an authorized organization licensed to conduct raffles, and may also be sold by any person with a blood relationship or affinity with a member of an authorized organization licensed to conduct a raffle, pursuant to Section 5620.22(b)(5) of the Rules;

13) The method of drawing and determining the winning ticket(s) shall be clearly announced and described prior to drawing a ticket; and

14) Each drawing shall be conducted openly and in plain view of the ticket purchasers present.

3. **Bell Jar Tickets** (See Section 5620.19)

Commonly known as pull-tabs or break-open tickets, bell jar tickets are cards bearing covered numbers, colors or symbols which, when uncovered by the purchasing player, may reveal that the ticket wins a cash or merchandise prize.

Licensed bell jar tickets, which also include the games coin boards, seal cards and merchandise boards, are regulated solely by the Board. For that reason, the five percent additional license fees (based on the licensee's net profits) are remitted solely to the Board. (See Section 5620.24.3 of the Rules.)

No single prize may be awarded as a bell jar prize exceeding \$500, and no series of bell jar prizes may exceed \$3,000, in accordance with Sections 5620.19(a)(3) and (4), Section 5622.12 and Section 5622.13 of the Rules.

Bell jar tickets may be sold only on the premises of a licensed authorized organization, on the premises where it conducts its licensed casino-night or carnival games of chance, and on the premises in which it conducts its licensed bingo games. (See Section 5620.19(b)(12) of the Rules.)

Only bona fide members of the licensed organization, or a bona fide member of an organization that is an auxiliary of the licensed organization and has obtained a games of chance identification number from the Board, may conduct or assist in the conduct of bell jar ticket operations, in accordance with Section 5622.3 of the Rules.)

**Procedures For Registration and Issuance of An Identification Number For "Casino-Type" Games of Chance, Bell Jar Tickets and Category One and Category Two Raffles**

1. The applicant organization files Form 1A (Application for Registration and Identification Number) with the Board. (See Part 5601 of the Rules.)

2. If an identification number is issued, the Board will send a copy of the approved Form **1A** to the municipal clerk, along with a notice containing the identification number assigned to the organization.

**Note:** Any organization which possesses an identification number but has not been licensed to conduct at least one of the three types of games of chance for a period of one year must file a new Form **1A** prior to applying for a license. (See 5601.1 of the Rules.)

### **Procedures for Issuing Licenses for “Casino-Type” Games of Chance, Bell Jar Tickets and Category One Raffles**

1. Forms **GC-2** (Application for Games of Chance License), **GC-2A** (Officers and Directors of the Organization; Members in Charge of Games; Affiliated Organizations Assisting at Games; Assistants to Members in Charge of Games) and Form **GC-2B** (Dates, Hours and Rent of all license periods to be held; expenses; and types of games) are filed by the applicant authorized organization with the municipal clerk. (See Section 190. of the General Municipal Law and Section 5602.1 of the Rules.) These forms must be filed in triplicate with the municipal clerk. (See Section 5602.3 of the Rules.) The applicant organization is urged to keep a copy of the application for its own files.
2. No application shall be accepted by the municipal clerk unless it bears the identification number assigned to it by the Board and is accompanied by the license fee of \$25.00 for each scheduled games of chance license period. (See Section 5602.4 of the Rules.)

**Important Note:** Only those applicants that derive net profits in an amount over \$30,000 per calendar year from the conduct of **raffles** are required to file the GC-2, 2A and 2B and pay the \$25.00 license fee. In the case of applicants that intend to conduct **raffles** that derive a net profit in an amount less than \$30,000 per calendar year, the license is issued through the filing of a verified statement (Form **GC-VS1**) with the municipal clerk and the Board. There is **no raffle license fee** when the license is in the form of a verified statement. (See Section 5602.1 of the Rules.)

3. The municipal clerk retains one (1) copy of the application forms, forwards one (1) copy to the Chief Law Enforcement Officer (or “C.L.E.O.,” the police chief or county sheriff), and forwards one (1) copy to the Board. (See Section 5602.3 of the Rules.) The applicant organization is urged to keep a copy of the application for its own files, as well.
4. The municipal clerk shall make an investigation of the qualifications of each applicant and the merits of each application, with due expedition after the filing of the application, in accordance with Section 191 of the General Municipal Law. The clerk records the findings and determinations in duplicate on Form **GC-4**, Findings and Determinations for Games of Chance License. (See Section 5603.1 of the Rules.) At least seven (7) days must elapse between the time the original application is filed with the clerk and the time when the clerk completes the findings and determinations form. (See Section 5603.2 of the Rules.)

5. If the organization qualifies for licensure, the municipal clerk issues a license by completing Form **GC-5**, License to Conduct Games of Chance, in its entirety. (See Section 5603.3 of the Rules, and Sections 190. and 191.(1) (a) of the General Municipal Law.) The municipal clerk completes and issues the license (Form **GC-5**) in quadruplicate. The original license (Form **GC-5**) is provided to the applicant organization.

A copy of the license and application package (which includes Forms **GC-2**, **GC-2A**, **GC-2B** and a copy of Form **GC-4**) is forwarded to the C.L.E.O. (the police chief or county sheriff); one (1) copy of the license and the original application is retained by the clerk; and one (1) copy of the license and the application package is forwarded to the Board at least five (5) days prior to the date of the first licensed period. (See Section 5603.6 of the Rules.)

6. If the application is denied, the municipal clerk, after consulting with the municipal attorney, shall give due notice to the applicant, in writing, of a hearing to be held upon the qualification of the applicant organization and the merits of its application. A copy of such notice shall also be sent to the Board. (See General Municipal Law, Section 192, and Section 5603.3 of the Rules.) Appeals of municipal determinations to the Board are conducted pursuant to Part 5626 of the Rules.
7. Once licensed, organizations may amend a license using Form **GC-6** (Application to Amend Games of Chance License), pursuant to Section 5604.1 of the Rules.
8. The types of authorized games of chance and the rules outlining the conduct of each authorized game are set forth in Part 5620 of the Rules.
9. The rules describing the general conduct of games of chance licensed periods are set forth in Part 5622 of the Rules.
10. Financial statements of games of chance operations must be filed with the municipality and the Board. The rules regarding such are set forth in Part 5624 of the Rules. Some of the highlights of that Part, are illustrated below:
  - a) Form **GC-7** Financial Statement of Games of Chance Operations, required under Section 195-f of the General Municipal Law, must be filed by authorized organizations conducting “casino-type” games of chance license periods. Form **GC-7b** (Cash Control Report) is prepared in conjunction with Form **GC-7**. Copies of the **GC-7** and **GC-7b** must be forwarded to the Board.
  - b) Form **GC-7R** is the financial statement filed by organizations licensed to conduct raffles that derive more than \$30,000 per calendar year from the conduct of such games. An additional license fee, set at 2% of the net proceeds for each license period (calendar

year), shall be remitted to the municipality or county fiscal officer, as warranted. Organizations licensed by verified statement (Form **GC-VS1**) that, in fact, derive less than \$30,000 per calendar year from the conduct of raffles, need only submit a verified statement to the municipality and the Board attesting to that fact signed by the licensee's chief officer, using Form **GC-VS2**.

- c) Form **GC-7Q** is the financial statement filed by organizations licensed to conduct bell jar ticket operations, which is filed with the Board. Since all regulatory duties related to bell jar ticket operations are performed by the Board, the additional license fees (totaling 5% of the net profits from the conduct of bell jar tickets) are remitted directly to the Board, without exception.
- d) The municipal governing body shall not issue a further license to an authorized organization found to be delinquent in filing its financial statement of games of chance operations or financial statement of bell jar operations. If a licensee fails to submit a financial statement of games of chance operations or financial statement of bell jar operations within five days after written notification by the municipal governing body or the Board of such delinquency, its license may be suspended pursuant to the provisions of Part 5626 of the games of chance rules and regulations. (See Section 5624.5 of the Rules.)
- e) If the financial statement of games of chance operations or financial statement of bell jar operations filed by a licensee is not properly verified, or not fully, accurately and truthfully completed, no further license shall issue to it, and any existing license may be suspended pursuant to the provisions of Part 5626 of this Title. (See Section 5624.6 of the Rules.)

### **Miscellaneous requirements**

1. Municipal clerks are required to complete and return to the Board an Annual Report which requests information regarding bingo and/or games of chance activity during the previous calendar year. If you do not receive a blank Annual Report from the Board by December of each year, or if you need assistance completing the report, kindly contact the Charitable Gaming Unit at 518-453-8460.
2. Organizations wishing to disburse bingo and/or games of chance funds for certain purposes are required to submit their request to the Board using **Form 317**, Application for Permission to Disburse Net Proceeds. The authorized organization must receive written approval from the Board prior to disbursing such funds. For more information on lawful expenditures, please see Part 5624 of the games of chance rules and regulations.
3. Each licensee shall maintain a single-entry bookkeeping system for the purpose of recording all receipts, expenditures and disbursements of the net proceeds of the games of chance. (See Rule 5821.13 for bingo, and Rule 5624.13 for games of chance.)

4. Mandates concerning the control and close supervision of bingo and games of chance are set forth in Sections 484 and 194 of the General Municipal Law, respectively, as are details concerning the suspension or revocation of a license, following a hearing.

(For guidance pertaining to revocations and suspensions, kindly refer to Part 5830 of the bingo rules and Part 5626 of the games of chance rules.)