SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

INSTRUCTIONS FOR COMPLETING FINANCIAL STATEMENT

*Every bingo licensee shall file with the Chief of Police a full and complete financial statement of all monies collected, disbursed and the amount remaining for charitable purposes. A record of all donations and/or sales of bingo playing cards, hard cards, paper cards, markers, and pull-tabs (break-opens) shall be recorded during each bingo game, and shall be maintained and kept on file in the bingo office with the financial statement.

*With respect to organizations exempt from payment of the bank and corporation tax by Section 23701d of the Revenue and Taxation Code, all profits derived from a bingo game shall be kept in a special fund or account and shall not be commingled with any other fund or account. Such profits shall be used only for charitable purposes. With respect to other organizations authorized to conduct bingo games pursuant to this Division, all proceeds derived from a bingo game shall be kept in a special fund or account and shall be distributed only to charitable organizations exempt from payment of the bank and corporation tax by Revenue and Taxation Code Section 23701d. Such proceeds shall be used only for charitable purposes, except as follows:

1. Such proceeds may be used for prizes.
2. A portion of such proceeds, not to exceed twenty percent (20%) of the proceeds before the deduction for prizes, or two thousand dollars ($2,000.00) per month, whichever is less, may be used for rental of property and overhead, including the purchase of bingo equipment and administrative expenses.
3. Such proceeds may be used to pay license fees.

PLEASE RECORD ALL INFORMATION LEGIBLY AND ACCURATELY AND COMPLETE FORM IN FULL.

SECTION 1. GROSS INCOME

Gross income is all sales before payout (prizes). This includes pull-tabs. List all sales of paper cards, markers, hard cards, and pull-tabs. Total this amount. Add interest on bingo account then total amount.

SECTION 2. PRIZES AWARDED

List all prizes awarded during the month. This includes prizes from pull-tabs. Deduct prizes from sales. Add interest on bingo account. The result is net profit available for charity.

SECTION 3. EXPENSES

This section includes rent, utilities, security, bingo supplies, advertising, and administrative expenses. These combined expenses are limited to a maximum of 20 (twenty) percent of the proceeds before the deduction for prizes, or two thousand ($2,000.00) per month, whichever is less. Licensing fees do not count against the combined expenses. No person shall receive a profit, wage or salary from any bingo game. If organizations wish to utilize a Certified Public Accountant who is not a member of the organization and is an impartial party to audit their books, this expense may be deducted. This cannot be a monthly payroll deduction but an occasional fee. Expenses should relate directly to the operation of a bingo game.

SECTION 4. CHARITABLE DISBURSEMENTS

This section requires organizations to list all profit that is disbursed to charitable organizations. The name of the organization and the check amount must be listed along with the date of release and check number.

SECTION 5. DEPOSIT AND CURRENT BALANCE

List monthly profit deposited into bingo account and current monthly balance.

SECTION 6. INDIVIDUAL GAME REPORT

This section requires the licensee to list individual games (held on a weekly or monthly basis) **not individual games held within a session.** These totals should be gained from tally sheets or documentation used during the actual bingo games. This breakdown of individual games should be used to account of all sales, prizes, and profit which then can be recorded in above sections.

ANY QUESTIONS REGARDING THE ABOVE CONTACT THE PERMITS AND LICENSING UNIT AT 531-2250. FINANCIAL STATEMENTS MUST BE RECEIVED IN THE PERMITS AND LICENSING UNIT BY THE TENTH (10TH) OF EACH MONTH.