1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

BINGO LICENSE
INSTRUCTION & INFORMATION SHEET

The State of California and the City of San Diego have authorized Bingo for Non-Profit, Charitable Organizations. The following rules will be adhered to within the City of San Diego (San Diego Municipal Code Section 33.3400). **ONLY** organizations which are exempt from taxes under Franchise Tax Board No. 23701a, 23701b, 23701d, 23701e, 23701f, 23701g and 273011 will qualify for a license.

1. All bingo games shall have a license.
2. Applications for licenses must be submitted not less than thirty (30) days prior to the proposed starting date.
3. The license is issued to **ONE** (1) organization and to **ONE** (1) LOCATION **ONLY.** The license cannot be transferred to another organization, person or location.
4. Bingo games shall be played **ONLY** on property owned or leased by the organization conducting the games.
5. No minors (under the age of 18 years) shall be allowed to participate.
6. All bingo games must be open to the general public.
7. All bingo games shall be operated and staffed only by members of the organization conducting the game, who have been approved by the Chief of Police. Such members shall not receive any profit or wage from any bingo games.
8. All profits from bingo games shall be kept in a special fund or account. Within ten (10) days after any bingo games, the licensee shall file with the Chief of Police a Financial Report of all monies collected, disbursed and the amount retained for charitable purposes. If the games are held on an ongoing basis, the reports shall be filed every month. The Chief of Police shall have the power to inspect all books, records and papers of the organization in regards to bingo.
9. The participants must be physically present to take part in the bingo game.
10. The total value of the prizes awarded during the conduct of any bingo game **shall not exceed** two hundred and fifty dollars ($250.00) in cash or kind, or both, for each separate game which is held.
11. **NO** bingo game may be conducted between the hours of midnight and 8:00 a.m.
12. Any peace officer shall have free access to any bingo game licenses. The licensee shall have the bingo license and list of approved members on the Non-Profit Organization who will operate the bingo game available for inspection during the bingo games.

ANY violations of the rules constitute a misdemeanor and can be grounds for suspension or revocation of the bingo license and/or criminal prosecution.

THE FOLLOWING INFORMATION SHALL BE SUBMITTED WITH THE BINGO APPLICATION.

- ☐ Copy of your organization's articles of incorporation, constitution of other rules of operations including amendments.
- ☐ Copy of bylaws.
- ☐ Roster of present officers and directors (names, addresses and telephone numbers).
- ☐ Copies of Internal Revenue and State Franchise Tax Exemptions.
- ☐ Location of special bingo bank account, name and address of bank, account number and authorized signatures.
- ☐ Copy of the applicant's rules of the bingo games, type of games to be played and prizes to be awarded for each game.
- ☐ If premise(s) where bingo is to be played is (are) not owned by the applicant, please furnish a copy of your lease. A statement setting forth the specific use of the premise(s) (including days and hours of operation) by the organization other than for playing bingo is required.
- ☐ Names and address of at least two but no more than eight members who are Bingo Managers. Managers must complete and sign the Bingo Operator Application. Managers must be on site for each bingo games and must manage and supervise the conduct of the game. Names and addresses of volunteer members of applicant organization who will staff bingo game(s). Each volunteer member shall complete and sign the Bingo Operator Application.
- ☐ Detail description of financial record system of account for all bingo proceeds, prizes, expenses and profits.

Upon the issuance of any license pursuant to this application, the licensee shall immediately submit to the licensing division any change in the information submitted on or with this application. Any change in **MANAGERS** must be reported to the licensing unit within ten (10) days.

1400 "E" Street, M.S. 735
San Diego, CA 92101

FREE DRAWINGS

INSTRUCTION & INFORMATION SHEET

The California Penal Code Sections 319, 320, 322, 330 and 331 regulates gambling in the State of California. The three (3) basic elements needed to complete the violation of gambling are **CONSIDERATION** (Anything of Value), **CHANCE** and **PRIZE**. Therefore, to legally conduct a gambling operation, one of the elements must be removed. If **CHANCE** or **PRIZE** were eliminated, the appeal or excitement of gambling would not be present. The third element, **CONSIDERATION, MUST BE ELIMINATED.**

To eliminate CONSIDERATION, thereby making drawings legal, the following instruction should be carefully followed:

- The words **"FREE DRAWING"** should be printed on the top of each ticket. You should also indicate there is **'NO PURCHASE NECESSARY"** to participate in the drawing. All advertising or printed material should contain this information.

- Suggested donations may be printed on the tickets; however, should be preceded by **"FREE DRAWING"** and **"NO PURCHASE NECESSARY"** and under no circumstances should it be implied that a donation is required before a ticket can be obtained.

"DISPENSING TICKETS"

Those persons dispensing tickets must be prepared to give away **FREE** tickets or provide instructions on how **FREE** tickets may be obtained. The number of tickets dispensed to an individual **CANNOT** in any way be relative to the donation received by the organization.

Examples:

- Participant 'A' donated fifty dollars ($50.00). In return, he receives ten (10) tickets.

- Participant 'B' donates five dollars ($5.00). He must also receive ten (10) tickets, the same as Participant 'A'.

- Participant 'C' requests tickets for FREE. He must also receive ten (10) tickets, the same as Participants 'A' and 'B'.

Whatever the quantity of tickets decided upon to be dispensed to individuals, it must remain constant for all participants regardless of the amount donated by an individual participant.

Police Permits and Licensing Application
SAN DIEGO POLICE DEPARTMENT
1400 'E' STREET · M.S. 735 · SAN DIEGO, CA 92101 · (619) 531-2250

BINGO LICENSE APPLICATION
(TYPE OR PRINT LEGIBLY)

Organization Name: _____

Address: _____ Zip Code _____ Phone: _____

Names and address of at least two (2) but no more than eight (8) members who are Bingo Managers/Alternates.

Manager	Complete Name	Home Address, City, Zip Code	Home Phone

IF APPLICANT IS NOT THE CORPORATION DIRECTOR, OR HEAD OF CHURCH, WRITTEN AUTHORIZATION FROM THE ORGANIZATION TO APPLY FOR A BINGO LICENSE MUST ACCOMPANY THE APPLICATION.

Premises/address where bingo games will be played: _____
Is premise owned or leased by organization: _____
Date bingo will begin: _____ Days & Hours of Game(s): _____
Is any person or bingo operator to receive a percentage, wage or salary: Yes _____ No _____

Specific Charitable Purpose(s) which bingo proceeds will benefit:
Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

Has the building in which the bingo games are to be conducted been inspected by the Fire Department and Buildings Division? Yes: ___ No: ___ Permit Number: _____ Occupancy Limit: _____

Attach proof of occupancy limit and classification from Building Division and/or Fire Department. During what hours will the building be open for inspection? _____

I CERTIFY THAT ALL INFORMATION AND STATEMENTS MADE HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Manager's Signature _____ Date: _____

FOR POLICE DEPARTMENT USE ONLY

Date Received: _____ Permit Number: _____
Approved by: _____ Issue Date: _____ Expiration Date: _____ Records Checked: _____

Police Permits and Licensing Application

SAN DIEGO POLICE DEPARTMENT
1400 'E' STREET · M.S. 735 · SAN DIEGO, CA 92101 · (619) 531-2250

BINGO OPERATOR APPLICATION

Organization Name: _____

Applicant's Full Name: _____
LAST FIRST MIDDLE

Address: _____ Zip Code _____ Phone: _____

Race: _____ Sex: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Date of Birth: _____ Place of Birth: _____

Driver's License or ID No.: _____ Social Security Number: _____

CURRENT and PREVIOUS addresses of applicant for last three (3) years - dates of residence

ADDRESS	CITY	STATE	FROM	TO

CURRENT and PREVIOUS occupations, place of employment, address & employment history or applicant for The past three (3) years. (List most recent occupation first)

OCCUPATION	Place of Employment	Employer's Address	Telephone No.	Dates From	Dates To	Reason for leaving

List **ALL** criminal convictions, if any, with a full explanation of the circumstances.
(Do not include traffic offenses.)

CHARGE	Date of Conviction	Explanation

I declare under penalty of perjury that the statements made above are true and correct to the best of my knowledge. I understand that any false statements or information are grounds for the denial of this application and that I may be subject to prosecution per San Diego Municipal code Section 11.12.1 (b). I certify that I am a volunteer of the above listed non-profit organization and I have been designated as a Manager. I have familiarized myself with the laws regulating bingo games in the City of San Diego. I am not receiving any pay nor other compensation for my participation in the operation of the bingo game(s). I further understand that any violations of any bingo laws are misdemeanors and that my permit may be suspended or revoked and I will be subject to criminal prosecution.

Signature: _____ **Date:** _____

If you have been designated as a Bingo Manager or Alternate Manager you must complete the following information:

Organization's Name: _____

I certify that I am a member of the above listed organization and I have been designated as a Bingo Manager or Alternate Manager. I have familiarized myself with the laws regulating bingo in the City of San Diego. I understand that while I am acting in the capacity of a Bingo Manager or Alternate Manager, it will be my responsibility to supervise the conduct of all bingo games, and be present on the premises while such games are conducted.

Signature: _____ **Date:** _____

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 one thousand dollars ($1,000.00) 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 one thousand ($1,000.00) 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 531-2243. FINANCIAL STATEMENTS MUST BE RECEIVED IN THE PERMITS AND LICENSING UNIT BY THE TENTH (10TH) OF EACH MONTH.

CITY OF SAN DIEGO
FINANCIAL STATEMENT OF BINGO GAME

IMPORTANT: A FULL AND COMPLETE FINANCIAL STATEMENT MUST BE FILED WITH THE POLICE LICENSING UNIT NO LATER THAN THE 10TH OF THE EACH MONTH.

_____
PERMIT NUMBER

_____
MONTH/YEAR

MAIL TO: SDPD
PERMITS AND LICENSING, MS 735
P.O. BOX 121431
SAN DIEGO, CA 92112-1431

NAME OF THE ORGANIZATION/ADDRESS: _____
BUSINESS PHONE: _____

LIST ALL SALES/GROSS INCOME

SALE OF HARD CARDS ..... $ _____

SALE OF PAPER CARDS ..... $ _____

SALE OF MARKERS ..... $ _____

SALE OF PULL TABS (BREAK OPENS) ..... $ _____

TOTAL RECEIPTS/GROSS INCOME ..... $ _____

INTEREST ON BINGO ACCOUNT ..... $ _____

TOTAL GROSS INCOME AND INTEREST ..... $ _____

LIST ALL PRIZES AWARDED

HARD CARDS ..... $ _____

PAPER CARDS ..... $ _____

PULL TABS ..... $ _____

TOTAL PRIZES AWARDED ..... $ _____

NET PROFT-AVAILABLE FOR CHARITY ..... $ _____

EXPENSES

RENT OR MORTGAGE OF BINGO HALL ..... $ _____

UTILITIES (PRORATED TO BINGO USE) ..... $ _____

SECURITY (LIST COMPANY) ..... $ _____

ADVERTISING ..... $ _____

BINGO LICENSING FEES ..... $ _____

OTHER (ITEMIZE) ..... $ _____

TOTAL EXPENSES ..... $ _____

CHARITABLE DISBURSEMENTS

TO WHOM SENT/AMOUNT: _____

_____

_____

DATES RELEASED/CHECK NUMBERS: _____

_____

_____

TOTAL ..... $ _____

DEPOSITED INTO BINGO ACCOUNT..... $ _____

CURRENT BINGO ACCOUNT BALANCE ..... $ _____

INDIVIDUAL (SESSION) GAME REPORT

DATE OF GAME	NO. OF PLAYERS	(1) TOTAL SALES *	(2) TOTAL PRIZES*	(3) PROFIT FOR DEPOSIT	DATE PROFIT DEPOSITED	DATE
TOTALS		$	$	$		

*INCLUDES SALES OF HARD CARDS, PAPER CARDS, PULL TABS, DAUBERS, MARKERS, ETC.

COL. (1) MINUS COL. 2 EQUALS COL. (3)

** INCLUDES GAMES PRIZES AND PULL TABS PRIZES

PULL TABS PRIZES

CERTIFICATION: I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE AND FOREGOING IS A FULL, TRUE AND CORRECT FINANACIAL REPORT OF ALL MONIES OR GOODS COLLECTED, OR EXPENDED, INCLUDING FUNDS REMAINING FOR CHARITABLE OR OTHER PURPOSES.

PREPARER'S NAME (PRINT)_____ HOME PHONE_____

PREPARER'S SIGNATURE:_____ WORK PHONE_____