



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**BINGO FINANCIAL QUARTERLY REPORT**

**RD-9**  
(Rev. 3/15/16)  
9508

For the Calendar Quarter Ending \_\_\_\_\_

<b>ORGANIZATION NAME AND ADDRESS</b>	License Number

- (1) Gross Sales of Bingo Cards (Sch. A, Col. F) \_\_\_\_\_
- (2) Entrance Fees Collected (Sch. A, Col. C) + \_\_\_\_\_
- (3) Gross Bingo Income (Add lines 1 and 2) = \_\_\_\_\_
- (4) Announced Payouts (Sch. A, Col. G) - \_\_\_\_\_
- (5) Adjusted Gross Bingo Income (Line 3 less line 4) = \_\_\_\_\_
- (6) Expenses Paid:
  - Bingo Paper Tax Paid \_\_\_\_\_
  - Bingo Paper Expense \_\_\_\_\_
  - Electronic Device Expense \_\_\_\_\_
  - Lease Payments-Building \_\_\_\_\_
  - Lease Payments-Equipment \_\_\_\_\_
  - Utilities \_\_\_\_\_
  - Promoter's Salary/fees \_\_\_\_\_
  - Payroll Taxes \_\_\_\_\_
  - Payroll Expense \_\_\_\_\_
  - Professional Fees \_\_\_\_\_
  - Advertising \_\_\_\_\_
  - Bank/Credit Card Service Charges \_\_\_\_\_
  - Repairs & Maintenance \_\_\_\_\_
  - Other (Sch. B) \_\_\_\_\_
- (7) Total Expenses Paid - \_\_\_\_\_
- (8) Net Income from Bingo (Line 5 less line 7) = \_\_\_\_\_

**Additional Information**

- (1) Organization Profit Paid \_\_\_\_\_
- (2) Withholding (Prize) \_\_\_\_\_

This information is requested pursuant to S.C. Code Sections 12-21-4100 and 12-21-4270. Inaccurate and/or incomplete information may subject you to penalties of up to \$5,000.00 and revocation as provided for in S.C. Code Section 12-21-4140.

I, \_\_\_\_\_ being an **authorized officer of the above organization**, declare that the information on this report and all attachments are true and correct to the best of my knowledge.

Signature

Title

Date

**Instructions for Quarterly Bingo Report**  
**\*MUST BE ON SCDOR FORMS USING CASH BASIS ACCOUNTING\***

Complete **Schedules A, B, C, & D**. See instructions below.

**Schedule A - Cash Accounting Schedule**

**Schedule A** is a cash accounting of your bingo sessions. Each session must be listed with the required information. This information must include the number of players (column **B**), entrance fees collected (column **C**), gross sales of bingo cards (column **F**) and the amount of prize payouts (column **G**). Total gross sales (column **F**) should be broken down into the portion collected paper sales (column **D**) and TED sales (column **E**). The adjusted gross bingo income should be calculated by adding columns **C** and **F** and subtracting column **G**. Enter the adjusted gross bingo income or loss in column **H**. The winners' withholding tax should be listed in column **I**. The amount to be deposited is determined by adding columns **H** and **I**. Columns **J** and **K** show what portion of the deposit was cash or check and what portion was from credit transactions.

Note: If you have a loss for a session, no deposit is required unless you have withholding tax on prizes (Column **I**). **The withholding tax is always required to be deposited.**

**Schedule B - Other Expenses**

Provide description and amount of all additional bingo expenses not listed on page 1 - **USING CASH BASIS ACCOUNTING**. Carry the total of **Schedule B** to page 1 line 6.

**Schedule C - Bingo Paper Inventory Worksheet Summary**

The ending face value of bingo cards must be reported to the S.C. Department of Revenue at the end of each quarter. A detail of the ending inventory must be listed on "**Bingo Paper Inventory Worksheets**". All serial numbers on hand must be reported to the DOR. You must list the number of faces "on", number of sheets per program pack, serial #s, total number of sheets, face value of sheet, and total value. You should use the "**Bingo Paper Inventory Worksheet**" to list the required information for your quarterly report.

Each page of the detail inventory must be totaled and listed on the "**Bingo Paper Inventory Worksheet Summary**". The sum of the page totals should be entered on line 9 of "**Inventory of the Dollar Face Value of Bingo Cards**".

**Schedule D - Prize Withholdings**

Taxes must be withheld on prizes exceeding \$499.99. Use **Schedule D** to report the winner's name, last four digits of social security number, the amount won, the amount withheld, and the date the withheld amount was submitted to SCDOR. Carry the total to page 1, "**Additional Information**", line 2.

**Pages 1 - 3**

Complete lines 1 through 8 of the "**Bingo Financial Quarterly Report**", "**Additional Information**" (Lines 1 and 2), and ensure that an **authorized officer of the organization** has signed and dated page 1.

Complete the worksheet for the "**Bank Reconciliation of the Bingo Account**", (Lines 1 through 9, page 2). Enter the accounts payable information as requested on line 8. Enter any "Excess Proceeds Tax" on line 9. Any tax due must be paid with the quarterly report.

Complete "**Inventory of the Dollar Face Value of Bingo Cards**" (lines 1 through 12, page 3). Explain any difference that is listed on line 12. List the last voucher and the face value of the bingo cards that were included in your inventory on line 13.

**Mail to:** South Carolina Department of Revenue, Bingo Licensing & Enforcement, P.O. Box 125, Columbia, SC 29214-0026.

**DID YOU KNOW?**

You can save time and postage by filing your Quarterly Report online. Just follow these instructions and you'll be filing online in no time. All you need is your organization, file number, and a special password consisting of at least (4) numbers and/or letters.

1. Go to [www.jcent.com](http://www.jcent.com)
2. Under SC Charity Bingo Organization click "Download".
3. Follow installation instructions.
4. Call Bingo Licensing & Enforcement at 803-898-5393 or 803-898-5659 to receive a password.
5. Begin filing online.

## Bank Reconciliation For Bingo Checking Account

(1) Beginning Bank Statement Balance (First Day of Quarter)    /    /    \_\_\_\_\_

(2) Additions:

(b) Bingo Deposits (Sch. A, Col. L)    \_\_\_\_\_

(c) Bingo Deposits in Transit from Previous Quarter's Sessions    \_\_\_\_\_

(d) Other    \_\_\_\_\_

(3) Total Additions    +    \_\_\_\_\_

(4) Total Bingo Funds Available    =    \_\_\_\_\_

(5) Deductions:

(a) Total Checks Cleared    \_\_\_\_\_

(b) Total Outstanding Checks    \_\_\_\_\_

(c) NSF Checks    \_\_\_\_\_

(d) Service Charge    \_\_\_\_\_

(e) Other    \_\_\_\_\_

(6) Total Deductions    -    \_\_\_\_\_

(7) Ending Check Book Balance (Last Day of Quarter)    /    /    =    \_\_\_\_\_

(8) Other Information:

Total Accounts Payable Beginning of Quarter	
Total Accounts Payable End of Quarter	
Increase or (Decrease) in Accounts Payable	

Total Loans Outstanding Beginning of Quarter	
Total Loans Outstanding End of Quarter	
Increase or (Decrease) in Loans Outstanding*	

\*Pursuant to SC Code 12-21-4090(C), other funds may not be deposited into the bingo account, unless there is a deficit, and then both the organization and promoter shall deposit a loan equal to fifty percent of the deficit. Each loan deposited into the bingo checking account must be accounted for on the quarterly financial report filed with the department. Detailed information substantiating these loans must be maintained by the organization.

(9) Schedule of Excess Proceeds Tax.

**Any excess proceeds tax must be paid with this quarterly report pursuant to SC Code 12-21-4000(12)(b).**

A	B	C	D	E
Quarterly Gross Sales (Page 1 Line 1)	Announced Payouts (Page 1 Line 4)	Announced Payout X 2	Excess Proceeds (A-C)	100% Excess Proceeds Tax Due (DX 100%)
\$	\$	\$	\$	\$

## Inventory of the Dollar Face Value of Bingo Cards

- (1) Beginning Face Value of Bingo Cards (Line 9 of previous quarterly report) \_\_\_\_\_
- (2) Add: Face Value of Cards Received (Purchases) + \_\_\_\_\_
- (3) Total Value of Bingo Cards (Add lines 1 and 2) = \_\_\_\_\_
- (4) Less: Paper Returned to SCDOR \_\_\_\_\_
- List Other Adjustments +/-)
- (5) \_\_\_\_\_ (Description) \_\_\_\_\_ (Amount)
- (6) \_\_\_\_\_ (Description) \_\_\_\_\_ (Amount)
- (7) Total Adjustments (Add lines 4 through 6) +/- \_\_\_\_\_
- (8) Total Value of Cards Available for Sale (Line 3 less line 7) = \_\_\_\_\_
- (9) Physical Ending Face Value of Bingo Cards - \_\_\_\_\_  
**(Bingo Paper Inventory Worksheet Summary - Schedule C)**
- (10) Total Sales of Bingo Cards (Line 8 less line 9) = \_\_\_\_\_
- (11) Gross Sales of Bingo Cards **(Schedule A, Column F)** - \_\_\_\_\_
- (12) Difference (line 10 less line 11) = \_\_\_\_\_  
**(IF DIFFERENCE +/- \$100 OR MORE A DETAILED EXPLANATION IS REQUIRED)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(13) List the last voucher received from the SCDOR that was included in the above inventory.

Date of Voucher	Voucher #	Amount

Schedule A - Cash Accounting Schedule  
 Organization and Session Information  
 Quarter Ending \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Session Day (Mo/Day)	Number of Players	Entrance Fees	Paper Sales	TED Sales	Total Gross Sales	Announced Payouts	Adjusted Gross Bingo Income/(Loss)	W/H Tax	Amount Deposited	Breakdown of Amount Deposited		
										Cash or Checks	Credit Cards	
A	B	C	D	E	F (D+E)	G	H (C+F-G)	I	L (J+K)	J	K	
1 /												
2 /												
3 /												
4 /												
5 /												
6 /												
7 /												
8 /												
9 /												
10 /												
11 /												
12 /												
13 /												
14 /												
Page Totals												

Session Day (Mo/Day)	Number of Players	Entrance Fees	Paper Sales	TED Sales	Total Gross Sales	Announced Payouts	Adjusted Gross Bingo Income/(Loss)	Prize W/H Tax	Amount Deposited	Breakdown of Amount Deposited	
										Cash or Checks	Credit Cards
A	B	C	D	E	F (D+E)	G	H (C+F-G)	I	L (J+K)	J	K
15 /											
16 /											
17 /											
18 /											
19 /											
20 /											
21 /											
22 /											
23 /											
24 /											
25 /											
26 /											
27 /											
28 /											
29 /											
30 /											
Page Totals											

Session Day (Mo/Day)	Number of Players	Entrance Fees	Paper Sales	TED Sales	Total Gross Sales	Announced Payouts	Adjusted Gross Bingo Income/(Loss)	Prize W/H Tax	Amount Deposited	Breakdown of Amount Deposited	
										Cash or Checks	Credit Cards
A	B	C	D	E	F (D+E)	G	H (C+F-G)	I	L (J+K)	J	K
31 /											
32 /											
33 /											
34 /											
35 /											
36 /											
37 /											
38 /											
39 /											
40 /											
41 /											
42 /											
43 /											
44 /											
45 /											
46 /											
Page Totals											

Session Day (Mo/Day)	Number of Players	Entrance Fees	Paper Sales	TED Sales	Total Gross Sales	Announced Payouts	Adjusted Gross Bingo Income/(Loss)	Prize W/H Tax	Amount Deposited	Breakdown of Amount Deposited	
										Cash or Checks	Credit Cards
A	B	C	D	E	F (D+E)	G	H (C+F-G)	I	L (J+K)	J	K
47 /											
48 /											
49 /											
50 /											
51 /											
52 /											
53 /											
54 /											
55 /											
56 /											
57 /											
58 /											
59 /											
60 /											
61 /											
62 /											
Page Totals											

Session Day (Mo/Day)	Number of Players	Entrance Fees	Paper Sales	TED Sales	Total Gross Sales	Announced Payouts	Adjusted Gross Bingo Income/(Loss)	Prize W/H Tax	Breakdown of Amount Deposited	
									Cash or Checks	Credit Cards
A	B	C	D	E	F (D+E)	G	H (C+F-G)	I	J	K
L (J+K)										
63 /										
64 /										
65 /										
66 /										
67 /										
68 /										
69 /										
70 /										
71 /										
72 /										
73 /										
74 /										
75 /										
76 /										
77 /										
78 /										
Page Totals										

Session Day (Mo/Day)	Number of Players	Entrance Fees	Paper Sales	TED Sales	Total Gross Sales	Announced Payouts	Adjusted Gross Bingo Income/(Loss)	Prize W/H Tax	Breakdown of Amount Deposited	
									Cash or Checks	Credit Cards
A	B	C	D	E	F (D+E)	G	H (C+F-G)	I	J	K
									L (J+K)	
79 /										
80 /										
81 /										
82 /										
83 /										
84 /										
85 /										
86 /										
87 /										
88 /										
89 /										
90 /										
91 /										
92 /										
93 /										
Page Totals										
Quarterly Totals										

Schedule B - Other Expenses

Description	Amount
<b>Total (Carry to page 1 - line 6)</b>	

**SCHEDULE C  
BINGO PAPER INVENTORY WORKSHEET SUMMARY**

Inventory Worksheet	Total Face Value
Page ____ of ____	
<b>Total (Carry to page 3 - line 9)</b>	



