

**BINGO REPORTS
RECONCILIATION TO BANK STATEMENT**

Reconciliation Date	Name of Organization	License Number
BANK STATEMENT		
Bank Statement Balance as at _____ (date):		+ _____ (line 1)
ADD outstanding deposits (as at reconciliation date):		+ _____ (line 2)
Montant à rembourser pour les balles et dabbers		+ _____ (line 3)
LESS: Outstanding cheques (in Circulation) (use separate sheet if necessary)		
<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL OUTSTANDING CHEQUES (in circulation)		- _____ - (line 4)
	TOTAL	_____ - (line 5)
Bingo Cards		
Last month's remaining fees:	_____	
Minus cards used this month:	_____	
Plus cards purchased this month:	_____	
Prepaid bingo cards		+ _____ - (line 6)
Licence fee		
Last month's remaining fees:	_____	
Minus fees used this month:	_____	
Plus newly paid licence:	_____	
Portion of prepaid license fee remaining		+ _____ - (line 7)
Advertising		
Last month's remaining fees:	_____	
Minus fees used this month:	_____	
Plus newly paid:	_____	
Portion of prepaid advertising remaining		+ _____ - (line 8)
Float on hand		+ _____ (line 9)
ADD: Bank Service Charges not yet reported		+ _____ (line 10)
LESS: Bank Interest Revenue not yet reported		- _____ (line 11)
TOTAL RECONCILED BANK STATEMENT		\$ _____ - (line 12)
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FROM BINGO LOTTERY REPORT		
New totals as of this report		_____ (line 13)

PLEASE NOTE:

It is your responsibility to justify any discrepancies between line 12 and line 13 and make the necessary changes to the reports to correct any error(s).