NEW HAMPSHIRE
LOTTERY COMMISSION

**Investigation &
Compliance Division**

Instructions For Completing the
Bingo/Lucky 7 Monthly Financial Report (BL7MFR)

GENERAL INFORMATION:

The Bingo/Lucky 7 Monthly Financial Report (BL7MFR) form must be completed to report revenue and expenses associated with Bingo events operated (with or without Lucky 7) during the reported month. DO NOT include data for Lucky 7 tickets sold at a Games of Chance facility, or at fraternal halls/social clubs.

This Excel workbook must be used to complete the report. DO NOT complete by hand, or otherwise subvert these imbedded formulas unless directed to do so by the Commission.

Shaded cells are protected because they contain formulas that will calculate and enter the results for you. Complete each tab in order; the information on a previous tab may be used to automatically populate cells on a subsequent tab.

If you receive an error message while completing the spreadsheet, or want to report other issues or concerns, contact the Licensing Unit at Licensing@lottery.nh.gov. DO NOT enter erroneous data to avoid an error message. Falsifying a report subjects the licensee to penalties including administrative fines and revocation of licensure.

Only include financial data directly related to the Bingo/Lucky 7 gaming operations. DO NOT include revenue or expenses associated with concessions or raffles sold at the event.

A copy of the Cover Sheet and the tax payment must be received by the NH Lottery Commission no later than the 15th day following the month being reported. The completed BL7MFR must also be electronically submitted to the Commission by this date. For example, for Bingo events operated in March, the electronic report, and hard-copy cover sheet and payment must be received by the Commission no later than the 15th of April.

Upon completion, the leader of the organization or the organization's financial officer must:

1. Email an electronic copy of the complete BL7MFR workbook to Licensing@lottery.nh.gov;

2. Print and sign a copy of the 6-Cover Sheet tab;

3. Prepare the tax payment.

   - WTA and COCA tax payments may be combined into a single payment/check.
   - If making a payment by check, make the check payable to "NH Lottery Commission";
   - Cash payments will not be accepted;

4. Mail or otherwise submit the Cover Sheet and payment to the Commission at:

   NH Lottery Commission, 14 Integra Dr, Concord, NH 03301

The completed BL7MFR and all source documentation used to prepare the workbook must be maintained by the charitable organization for a minimum of 2 years and be made available to the Commission upon request.

INSTRUCTION

1-GAME DETAILS: Regular, WTA, COCA& PCA Games

Instructions For Completing the
Bingo/Lucky 7 Monthly Financial Report (BL7MFR)

CHARITABLE ORGANIZATION NAME: Enter the name of the Charitable Organization exactly as it appears on the Bingo license issued for the reported month. This information will be carried over to subsequent tabs of this workbook.

LICENSE #: Enter the Charitable Organization's license number as it appears on the Bingo license issued for the reported month. This information will be carried over to subsequent tabs of this workbook.

REPORTED MONTH/YEAR: Enter the month and year for the period being reported. The spreadsheet will convert the entry to a 3-character month, and 2-letter year. For example, if 9/2022 is entered, the date will appear as Sep-22. Be sure to confirm that the date was entered correctly. This information will be carried over to subsequent tabs of this workbook.

LINE 1, GAME DATES: Enter the date for each licensed game date held within the reporting period (in sequential order). The format of the date entered will be changed to a month/day/year format (i.e., 9/2/22). This information will be carried over to subsequent tabs of this workbook.

All game dates being reported must be from the same month. Do not include game date from other months. An organization may only hold up to 16 game dates per month.

LINE 2, ATTENDANCE: Enter the number of players in attendance at the event for each of the corresponding game dates noted in Line 1. This information will be carried over to subsequent tabs of this workbook.

REGULAR GAME DETAILS:

LINE 3, REGULAR BINGO PAPER SALES: Enter the bingo paper revenue from "regular" bingo games for each game date. "Regular" bingo games are any games other than Winner-Take-All (WTA), Carry-Over-Cover-All (COCA) or Progressive Cover All (PCA) games.

Be sure to include the value of all redeemed coupons (for free-play and/or discounts) in the reported (gross) sales data.

LINE 4, SALE OF BINGO SUPPLIES & EQUIPMENT: Enter the amount of revenue generated from the sale of bingo-related items such as daubers, card-minding devices, etc.

LINE 5, PRIZE AMOUNT CONTRIBUTED BY THE COMMERCIAL HALL: Enter the prize amount, if any, contributed by the Commercial Bingo Hall for each game date. This amount cannot exceed $500/game date. An error message will appear if a number greater than "500" is entered.

LINE 6, TOTAL REVENUE: The spreadsheet will calculate and enter the sum of Lines 3, 4 and 5.

LINE 7, TOTAL PRIZES PAID: Enter the total amount awarded in prizes for each game date. This amount cannot exceed $4,000/game date. An error message will appear if the total prizes paid exceeds this amount.

WINNER-TAKE-ALL (WTA) GAME DETAILS

LINE 8, PROGRESSIVE WTA GAME(S): If any of the WTA game are progressive games, indicate the game number (1, 2, 3 and/or 4) for each game date. For example, if WTA Games #3 and #4 are progressive games played on the first and every other game date, then enter "3, 4" in the corresponding cell for the 1st, 3rd, 5th, 7th, and 9th game dates of the month.

LINE 9, WTA #1 COLLECTIONS: Enter the total revenue from WTA Game #1 collections for each game date.

LINE 10, WTA #1 TOTAL PRIZES PAID: Enter the total prizes paid for WTA Game #1. This amount cannot exceed 86% of collections (Line 9); an error message will appear if a number is entered that exceeds this amount.

LINE 11, WTA #1 BONUS PRIZE PAID: Enter the total bonus prize paid for WTA Game #1, if any. This represents the amount of the predetermined monetary bonus prize contributed by the charitable organization. It does not include other revenue collected from players. The bonus prize cannot exceed $3,000; an error message will appear if a number is entered that exceeds this amount.

LINE 12, WTA GAME #2 COLLECTIONS: Enter the total revenue from WTA game #2 collections for each game date.

LINE 13, WTA GAME #2 TOTAL PRIZES PAID: Enter the total prizes paid for WTA Game #2. This amount cannot exceed 86% of collections (Line 12); an error will appear if a number is entered that exceeds this amount.

LINE 14, WTA GAME #2 BONUS PRIZE PAID: Enter the total bonus prize paid for WTA Game #2, if any. This represents the amount of the predetermined monetary bonus prize contributed by the charitable organization. It does not include other revenue collected from players. The bonus prize cannot exceed $3,000; an error message will appear if a number is entered that exceeds this amount.

LINE 15, WTA GAME #3 COLLECTIONS: Enter the total revenue from WTA game #3 collections for each game date.

LINE 16, WTA GAME #3 TOTAL PRIZES PAID: Enter the total prizes paid for WTA Game #3. This amount cannot exceed 86% of collections (Line 15); an error will appear if a number is entered that exceeds this amount.

LINE 17, WTA GAME #3 BONUS PRIZE PAID: Enter the total bonus prize paid for WTA Game #3, if any. This represents the amount of the predetermined monetary bonus prize contributed by the charitable organization. It does not include other revenue collected from players. The bonus prize cannot exceed $3,000; an error message will appear if a number is entered that exceeds this amount.

LINE 18, WTA GAME #4 COLLECTIONS: Enter the total revenue from WTA game #4 collections for each game date.

LINE 19, WTA GAME #4 TOTAL PRIZES PAID: Enter the total prizes paid for WTA Game #4. This amount cannot exceed 86% of collections (Line 18); an error will appear if a number is entered that exceeds this amount.

LINE 20, WTA GAME #4 BONUS PRIZE PAID: Enter the total bonus prize paid for WTA Game #4, if any. This represents the amount of the predetermined monetary bonus prize contributed by the charitable organization. It does not include other revenue collected from players. The bonus prize cannot exceed $3,000; an error message will appear if a number is entered that exceeds this amount.

LINE 21, TOTAL WTA COLLECTIONS: The spreadsheet will calculate and enter the sum of all monies collected from player for all WTA games played on a given date (sum of Lines 9, 12, 15 and 18).

LINE 22, TOTAL WTA PRIZES PAID: The spreadsheet will calculate and enter the sum of all prizes paid for all WTA games played on a given date (sum of Lines 10, 13, 16, and 19)

LINE 23, TOTAL WTA BONUS PRIZES PAID: The spreadsheet will calculate and enter the sum of all bonus prizes paid for all WTA games played on a given game date (sum of Lines 11, 14, 17 and 20).

LINE 24, 7% RETAINED BY THE CHARITABLE ORGANIZATION: The spreadsheet will calculate and enter 7% of the total collected (Line 21) by game date. This is the amount the charitable organization may keep.

LINE 25, 7% WTA TAX: The spreadsheet will calculate and enter 7% of the total collected (Line 21) by game date. This is the amount of WTA tax due to the state.

CARRY-OVER-COVER-ALL (COCA) GAME DETAILS

LINE 26: STARTING COCA PRIZE BALANCE: Enter the starting COCA prize balance for the given game date. The starting COCA prize balance must be the same amount as the ending COCA prize balance of the previous game date at which the COCA was offered.

LINE 27: COCA COLLECTIONS: Enter the total collected from players for each game date.

LINE 28: 7% GAME REIMBURSEMENT FEE: The spreadsheet will calculate and enter 7% of monies collected from players (Line 26) as the Game Reimbursement Fee, which is retained by the Charitable Organization.

LINE 29: 7% COCA TAX: The spreadsheet will calculate and enter 7% of monies collected from players (Line 26). This is the amount of COCA tax due to the State.

LINE 30, AMOUNT ADDED TO COCA PRIZE POOL: The spreadsheet will calculate and enter the amount collected minus the amount retained by the organization and the amount paid in taxes (Line 21 minus Lines 22 and 23).

LINE 31, TOTAL COCA PRIZE POOL AVAILABLE: The spreadsheet will calculate and enter the starting balance plus amount added to the pool (Lines 26 plus Line 30).

LINE 32, COCA JACKPOT PRIZE PAID: Enter the amount of the jackpot awarded, if won. If not Jackpot prize was paid, leave this cell blank (do not enter any data or an error will occur).

LINE 33, COCA CONSOLATION PRIZE PAID: Enter the amount of any consolation prize paid, if any. If a consolation prize was not paid, leave this cell blank (do not enter any data or an error will occur).

LINE 34, TOTAL COCA PRIZES PAID: The spreadsheet will calculate and enter the total of the jackpot and/or consolation prizes paid (Lines 32 and 33).

LINE 35, ENDING COCA PRIZE POOL BALANCE: The spreadsheet will calculate and enter the total amount collected from players minus prizes and taxes paid (Line 20 minus Line 23). This amount will also be carried to Line 26 (Starting COCA Prize Balance) of the next game date.

PROGRESSIVE COVER ALL (PCA) GAME DETAILS

A charitable organization may offer one progressive coverall game per game date. When offered, the PCA must be either the last or the second to the last game of the day.

LINE 36, PCA COLLECTIONS: Enter total collected from players for each game date.

LINE 37, "BONUS": Enter the amount of the bonus contributed by the charitable organization. This amount does not include other revenue collected from players.

LINE 38, TOTAL FUNDS AVAILABLE: The spreadsheet will calculate and enter the sum of the money collected from players plus the bonus contributed by the charitable organization.

LINE 39, PCA JACKPOT PRIZE PAID: Enter the amount of the jackpot awarded, if won.

LINE 40, PCA CONSOLATION PRIZE PAID: Enter the amount of the consolation prize awarded, if any.

LINE 41, TOTAL PCA PRIZES PAID: The spreadsheet will calculate and enter the sum of the jackpot and consolation prizes paid. This total cannot exceed $3,000; an error message will appear if a number is entered that exceeds this amount.

LINE 42, AMOUNT RETAINED BY CHARITABLE ORGANIZATION: The spreadsheet will calculate and enter the total for the Total Funds Available (Line 38) minus the Total PCA Prizes Paid (Line 41). This is the amount the charitable organization retains as gaming revenue.

2-BINGO EXPENSES

All expenses related to the charitable bingo operation must be paid from the operation's Bingo/Lucky 7 account.

The spreadsheet will complete the Charitable Organization Name, License #, and Reported Month/Year based on the information provided in the 1-Game Details tab of the workbook.

LINE 1, GAME DATES: The spreadsheet will enter the dates automatically. The dates are pulled from line 1 on the "1-Bingo Game Details" tab.

LINE 2, ATTENDANCE: The spreadsheet will enter the Attendance automatically, pulling it from Line 1 on the "1-Bingo Game Details" tab.

LINE 3, LICENSE FEE: The spreadsheet will automatically enter a license fee of $25 when a date appears in Line 1.

LINE 4, PER ATTENDEE RENTAL FEE: Enter the amount the Commercial Bingo Hall charges for rent on a per attendee basis. This amount cannot exceed $10 per attendee.

LINE 5, HALL RENTAL FEE: The spreadsheet will calculate and enter this amount by multiplying the Per Attendee Rental Fee (Line 4) by the number of attendees (Line 2).

LINE 6, MEMBER REIMBURSEMENT: The spreadsheet will calculate and enter the total amount paid by game date to reimburse members for out-of-pocket expenses as pulled from the "Member Reimbursements" table below (see Line 11).

LINE 7, GAMING CONSULTANT SERVICES: The spreadsheet will calculate and enter the total amount paid to Licensed Gaming Consultants as pulled from the "Gaming Consultant Services" table below (see Line 12).

With few exceptions, only licensed Gaming Consultants can be paid to assist with the operation of a Bingo event. The services provided by the consultant must be agreed to in advance. Participation in and charges for such activities shall be solely at the discretion of the charitable organization.

LINE 8, REDEEMED COUPONS & DISCOUNTS: The spreadsheet will enter the totals of all coupons and discounts redeemed on each of the game dates as pulled from the "Redeemed Coupons and Discounts" (see Line 13 below).

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LINE 9, MISC. BINGO EXPENSES: The spreadsheet will calculate and enter the total amount paid in miscellaneous bingo expenses as pulled from the "Miscellaneous Bingo Expenses" table (see Line 14a. and 14b. below).

LINE 10, TOTAL BINGO EXPENSES: The spreadsheet will calculate and enter the sum of Lines 3, 5, 6, 7, 8 and 9.

LINE 11, MEMBER REIMBURSEMENTS: Enter each Member's name and the amount reimbursed for out-of-pocket expenses under the corresponding game date(s) for which they incurred the expense. This amount cannot exceed $50 per game date. If an individual is paid more than $50 for these services, they must be licensed as a Gaming Consultant.

Do not include member reimbursements of Lucky 7 related expenses. These will be captured on the "4-Lucky 7 Expenses" tab of this workbook. Report all expenses related to Gaming Consulting Services in section 12 below.

PLEASE NOTE: With few exceptions, any individual who participates in the operation of a Bingo event, the sale of Lucky 7 tickets or otherwise performs gaming related services must be either a member of the organization or a licensed as a gaming consultant.

A volunteer cannot be paid for their help operating an event; however, they can be compensated for any out-of-pocket expenses they incur to assist in the operation of the event, such as reimbursement for mileage, childcare and meals. Such compensation cannot exceed $50/game date for Bingo and $8/game date for Lucky 7.

To qualify as a bona fide member of an organization, the individual must have been a member of the charitable organization for at least 60 days prior to the gaming event at which they will be assisting, satisfy all criteria for membership in the charitable organization, pay all lawful fees or dues required by the charitable organization, and not have become a member solely for the purpose of assisting in the operation of the gaming event.

In some cases, employees of the charitable organization may be authorized to participate in the operation of the games; however, they cannot receive additional compensation for their service unless they are licensed as a Gaming Consultant.

LINE 12, GAMING CONSULTANT SERVICES: Enter the name, license number, and fee paid during the reported month for gaming consultant services related to the operation of the Bingo events and the sale of Lucky 7 tickets at the events.

LINE 13, REDEEMED COUPONS & DISCOUNTS: Enter the values by game date for (a) all redeemed coupons (aka free plays) and (b) redeemed discount coupons. The value of a free play is the normal price of the awarded card, strip or sheet. The value of the coupon is the amount discounted of the normal price of the card, strip or sheet. For example, if the discount ticket is 50% off of a card that cost $1.00, the value of the discount is $0.50.

LINE 14, OTHER MISCELLANEOUS BINGO EXPENSES:

The expenses reported in this section must reflect actual expenditures made during the reported month. For example, if an invoice was received in June, but not paid until July, the expenditure would appear on the July Monthly Financial Report.

Enter the name required information for all a product or service as follows.

- 14a. Bingo Supplies & Equipment: Enter the name of the payee, and a description the cost of any bingo papers, daubers or other bingo related supplies or equipment purchased during the reported month.

- 14b. Door Prizes: Enter the name of the payee, a description and the cost of each door prize purchased during the reported month. Do not include free-play expenses here. Free-play must be reported on line 8.

3-BINGO SUMMARY

The spreadsheet will auto-populate this summary based on the information provided on 1-Game Details and 2-Bingo Expenses tabs.

4-LUCKY7 EXPENSES

The spreadsheet will auto-populate the Charitable Organization Name, License #, and Reported Month/Year based on the information provided in the 1-Game Details tab of the workbook.

The spreadsheet will auto-populate the Attendance based on the information entered in Line 1 on the "1-Bingo Game Details" tab.

LINE 1, MEMBER REIMBURSEMENT: Enter the Member's name and the amount reimbursed for out-of-pocket expenses under the corresponding game date(s) for which they incurred the expense. This amount cannot exceed $8 per game date. If an individual is paid more than $8 for these services, they must be licensed as a Gaming Consultant.

Do not include member reimbursements of Bingo related expenses. These expenses are captured on the "2-Bingo Expenses" tab of this workbook. Expenses related to Gaming Consultant Services are captured on the 2-Bingo Expenses tab (regardless of whether the individual performed duties related to Bingo, Lucky 7 or both.

PLEASE NOTE: With few exceptions, any individual who participates in the operation of a Bingo event, the sale of Lucky 7 tickets or otherwise performs gaming related services must be either a member of the organization or a licensed as a gaming consultant.

A volunteer cannot be paid; however, they can be compensated for any out-of-pocket expenses they incur to assist in the operation of the event, such as reimbursement for mileage, childcare and meals. Such compensation cannot exceed $50/game date for Bingo and $8/game date for Lucky 7.

To qualify as a bona fide member of an organization, the individual must have been a member of the charitable organization for at least 60 days prior to the gaming event at which they will be assisting, satisfy all criteria for membership in the charitable organization, pay all lawful fees or dues required by the charitable organization, and not have become a member solely for the purpose of assisting in the operation of the gaming event.

In some cases, employees of the charitable organization may be authorized to participate in the operation of the games; however, they cannot receive additional compensation for their service unless they are licensed as a Gaming Consultant.

LINES 2 & 3, PURCHASED DEALS & DEALS FEES:

The expenses reported in this section must reflect actual expenditures made during the reported month. For example, if an invoice was received in June, but not paid until July, the expenditure would appear on the July Monthly Financial Report.

Enter the name of the distributors from whom the deals were purchased, the date and number of the invoice that was paid, the number of deals purchased, the total cost of the deals that were purchased (excluding the deal fee), and the deal fees associated with the purchase. This information must be provided only for payments made during the reported month.

LINE 4, OTHER LUCKY 7 EXPENSES:

The expenses reported in this section must reflect actual expenditures made during the reported month. For example, if an invoice was received in June, but not paid until July, the expenditure would appear on the July Monthly Financial Report.

Enter the name of each business or individual that was paid for a product or service, a description of the product or service provided, and the amount paid for such products or services during the reported month. For example, this may include payments made during the reported month for the rental of electronic Lucky 7 ticket dispensing devices.

5-LUCKY 7 SUMMARY

The spreadsheet will auto-populate the Charitable Organization Name, License #, Reported Month/Year and Game Dates based on the information provided in the 1-Game Details tab of the workbook.

LINE 1, GAME DATES: The spreadsheet will auto-populate the dates based on the information entered on Line 1 of the "1-Bingo Game Details" tab.

REVENUE
GROSS REVENUE - TRADITIONAL TICKET

LINE 2, INSTANT WIN GAMES: Enter the total gross revenue by game date from (traditional) Instant Win games.

Instant Win Games are (traditional) pull-tab games where prizes are determined instantly by matching the symbols revealed beneath the pull tabs with the winning symbols displayed on the front of the ticket. They do not include event, rolling jackpot, or seal card games.

LINE 3, ROLLING JACKPOT GAMES: Enter the total gross revenue by game date from (traditional) Rolling Jackpot games.

A Rolling Jackpot Games are (traditional) pull-tab games played with seal card(s) that is designed by the manufacturer to include a jackpot prize that is carried over to a subsequent deal of the same game form number in the event the jackpot is not won.

LINE 4, ALL OTHER GAMES: Enter the total gross revenue by game date from all other pull-tab games (excluding Instant Win and Rolling Jackpot games).

LINE 5, GROSS REVENUE-TRADITIONAL TICKETS: The spreadsheet will calculate and enter the gross revenue for traditional tickets by adding Lines 2, 3, and 4.

GROSS REVENUE - ELECTRONIC TICKET

LINE 6, INSTANT WIN GAMES: Enter the total gross revenue by game date from (electronic) Instant Win games.

Instant Win Games are (electronic) pull-tab games where prizes are determined instantly by matching the symbols revealed on the video monitor with the winning symbols and lines as provided on the game flare screen.

LINE 7, ROLLING JACKPOT GAMES: Enter the total gross revenue by game date from (electronic) Rolling Jackpot games.

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A Rolling Jackpot Games are (electronic) pull-tab games played with seal card(s) that is designed by the manufacturer to include a jackpot prize that is carried over to a subsequent deal of the same game form number in the event the jackpot is not won.

LINE 8, GROSS REVENUE-ELECTRONIC TICKETS: The spreadsheet will calculate and enter the gross revenue for electronic tickets by adding Lines 6 and 7.

LINE 9, TOTAL GROSS REVENUE-ALL TICKETS: The spreadsheet will calculate and enter the total gross revenue for all tickets by adding Lines5 and 8.

EXPENSES
PRIZES PAID – TRADITIONAL TICKETS

LINE 10, INSTANT WIN GAMES: Enter the total amount of prizes paid out by game date for (traditional) Instant Win games.

Instant Win Games are (traditional) pull-tab games where prizes are determined instantly by matching the symbols revealed beneath the pull tabs with the winning symbols displayed on the front of the ticket. They do not include event, rolling jackpot, or seal card games.

LINE 11, ROLLING JACKPOT GAMES: Enter the total amount of prizes paid out by game date for (traditional) Rolling Jackpot games.

A Rolling Jackpot Games are (traditional) pull-tab games played with seal card(s) that is designed by the manufacturer to include a jackpot prize that is carried over to a subsequent deal of the same game form number in the event the jackpot is not won.

LINE 12, ALL OTHER GAMES: Enter the total amount of prizes paid out by game date from all other pull-tab games (excluding Instant Win and Rolling Jackpot games).

LINE 13, TOTAL PRIZES PAID-TRADITIONAL TICKETS: The spreadsheet will calculate and enter the total prizes paid for traditional tickets by adding Lines 10, 11, and 12.

PRIZES PAID – ELECTRONIC TICKETS

LINE 14, INSTANT WIN GAMES: Enter the total amount of prizes paid out by game date for (electronic) Instant Win games.

Instant Win Games are (electronic) pull-tab games where prizes are determined instantly by matching the symbols revealed beneath the pull tabs with the winning symbols displayed on the front of the ticket.

LINE 15, ROLLING JACKPOT GAMES: Enter the total amount of prizes paid out by game date for (electronic) Rolling Jackpot games.

A Rolling Jackpot Games are (electronic) pull-tab games played with seal card(s) that is designed by the manufacturer to include a jackpot prize that is carried over to a subsequent deal of the same game form number in the event the jackpot is not won.

LINE 16, TOTAL PRIZES PAID-ELECTRONIC TICKETS: The spreadsheet will calculate and enter the total prizes paid for electronic tickets by adding Lines 14 and 15.

LINE 17, TOTAL PRIZES PAID – ALL TICKETS: The spreadsheet will calculate and enter the total prizes paid for all tickets by adding Lines 13 and 16.

LINE 18, MEMBER REIMBURSEMENT: The spreadsheet will calculate and enter the grand total for member reimbursements based on the information entered on Section 1 of the "4-Lucky7 Expenses" tab.

LINE 19, PURCHASED DEALS: The spreadsheet will auto-populate the grand total for Cost of Purchased Deals based on the information entered in Section 2 of the "4-Lucky7 Expenses" tab.

LINE 20, DEAL FEES: The spreadsheet will auto-populate the grand total for Deal Fees Paid based on the information entered in Section 3 of the "4-Lucky7 Expenses" tab.

LINE 21, OTHER EXPENSES: The spreadsheet will auto-populate the grand total for all Other Expenses based on the information entered in Section 4 of the "4-Lucky7 Expenses" tab.

LINE 22, LICENSE FEE: A License Fee of $10 is hard coded into the spreadsheet.

LINE 23, TOTAL EXPENSES: The spreadsheet will calculate and enter the total expenses by adding Lines 17, 18, 19, 20, 21 & 22.

LINE 24, NET PROFIT/LOSS FROM TICKET SALES: The spreadsheet will calculate and enter the net profit/loss from ticket sales by subtracting Line 17 from Line 9.

LINE 25, OVERALL NET PROFIT/LOSS: The spreadsheet will calculate and enter the overall net profit/loss of Lucky 7 activities by subtracting Line 23 from Line 9.

6-COVER SHEET

The spreadsheet will populate the 7% WTA and COCA taxes due by pulling this information from the "3-Bingo Summary" tab and will sum these figures to calculate the Total Due to State.

Enter the name, phone number an email of the individual who prepared the report. The preparer cannot be the same individual who reviews and submits the report.

NEXT STEPS:

An Authorized Official must review and approve the report for submission. The individual approving the report must be either the leader of the organization or the organization's financial officer and cannot be the same individual who prepared the report.

Once approved, the Authorized Official must:

1. Send an electronic copy of the complete BL7MFR workbook to Licensing@lottery.nh.gov;

2. Print and sign a copy of the "6-Cover Sheet";

3. Prepare the tax payment:

   - WTA and COCA tax payments may be combined into a single payment/check
   - If making a payment by check, make the check payable to "NH Lottery Commission
   - Cash payments will not be accepted

4. Mail or otherwise submit the Cover Sheet and payment to the Commission at:

NH Lottery Commission
14 Integra Dr.
Concord, NH 03301

The completed BL7MFR and all source documentation used to prepare the workbook must be maintained by the charitable organization for a minimum of 2 years and be made available to the Commission upon request.