



## PUNCH BOARD / PULL-TAB MONTHLY INCOME SUMMARY INSTRUCTIONS

**NOTE:** You must use a separate *"Monthly Income Summary"* sheet for each type of activity and each type of prize; i.e. machine pull-tabs, fishbowl pull-tabs, punch boards with merchandise prizes, and punch boards with cash prizes, etc.

The numbered instructions below correspond to the numbers above or adjacent to the items printed on the face on this form. If you require assistance or have questions, please contact the Special Agent assigned to your area or Financial Reporting Services at (800) 345-2529 or (360) 486-3440.

- (1) **SIZE OF GAME:** The total number of punches or pull-tabs available from the board or series prior to being placed in play. You should find this amount recorded on the flare for pull-tabs or on the back of punch boards.
- (2) **NUMBER NOT SOLD:** The total number of punches or pull-tabs that remain unplayed when the device is removed from play. **NOTE:** This amount can only be determined by actual count.
- (3) **NUMBER PLAYED:** The *"Size of Game"* less *"Number Not Sold"*. For Gambling Commission accounting purposes, *"Number Played"* means all chances that are removed or missing from the series or board. These chances are assumed to be played whether they were sold, lost, stolen, or otherwise unaccounted for.
- (4) **COST PER PLAY:** The price to play a single chance from the board or series. **NOTE:** The price must be posted on the flare and cannot be changed once the device is placed out for play.
- (5) **GROSS GAMBLING RECEIPTS:** The number of chances (tabs or punches), recorded in the *"Number Played"* column, multiplied by the amount in the *"Cost Per Play"* column (see WAC 230-14-280 for definition of gross gambling receipts).
- (6) **CASH PRIZES:** The value of all cash prizes. If you are awarding merchandise prizes, use the appropriate form. **This form is for cash only prizes.** **NOTE:** All winning punches or tabs must be retained by the operator for at least four months following the last day the device was out for play.
- (7) **NET GAMBLING RECEIPTS:** *"Gross Gambling Receipts"* less *"Cash Prizes"*.
- (8) **ACTUAL CASH COUNT:** The actual cash on hand, per count, when each individual board or set is removed from play. This amount should reasonably agree with *"Net Gambling Receipts"*.
- (9) **CASH OVER OR (SHORT):** The difference between *"Net Gambling Receipts"* and *"Actual Cash Count"*. This difference could be due to miscounts, stolen or lost punches or tabs, or inadvertent mixing of cash between different boards or sets. Substantial amounts (either over or short) recorded in this column are an indication of problems with dispensing machines, manufacturer errors, and / or accounting controls and should be investigated. **NOTE:** This amount has no effect on *"Gross Gambling Receipts"* and must not be used to adjust gross receipts. It is an expense of operating the activity and must be reported on your quarterly activity report.
- (10) **TOTALS:** Each column with a total must be summed and these totals should then be combined with the totals from other pages of monthly summaries for similar activities during a month. The various monthly totals must be combined quarterly and the total amounts for the quarter entered on the appropriated lines of your quarterly activity report.