



CALENDAR YEAR: \_\_\_\_\_

January 1st - March 31st April 1st - June 30th July 1st - September 30th October 1st - December 31st

Name of Organization: \_\_\_\_\_

Games of Chance ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ Street City Zip Code

Instructions: Submit this report to the New York State Gaming Commission within 15 days of the end of each calendar quarter. Send a list of all checks written during the respective quarter and copies of the three monthly bank statements of the special games of chance checking account. Veterans organizations must also include copies of the minutes of their membership meetings if authorizing any expenditures pursuant to games of chance rule 4624.21(c)(4) and (d). If licensed, this report must be filed even if no tickets were sold. Mail to: The New York State Gaming Commission, P.O. Box 7500, Schenectady, NY 12301-7500.

A. QUARTERLY PROCEEDS

- A1. Total number of closed deals (from Schedule 1, Box T)
A2. Ideal handle/total ticket value (from Schedule 1, Box Q)
A3. Total cash prizes (from Schedule 1, Box R)
A4. Total value of unsold tickets (from Schedule 1, Box S)
A5. Cost of deals, coin boards and/or merchandise boards (purchased this quarter only)
A6. Add lines A3, A4 and A5
A7. Ideal Net Proceeds (subtract line A6 from line A2)

B. NET PROFIT (or loss)

- B8. Enter 5% Additional License Fee (line A7 x 5%)
B9. Total Net Profit or Loss (subtract line B8 from line A7)

C. STATEMENT OF NET PROCEEDS

- C10. Unexpended balance of Net Proceeds from last GC-7Q report (line D17)
C11. Interest earned in this quarter
C12. Quarterly Net Proceeds and Interest (add lines C10 and C11)
C13. Adjustments: (needs prior approval from the Gaming Commission before including it on this form)

Adjustment Explanation:

- C14. Adjusted Net Proceeds and Interest (add lines C13 and C12)
C15. Total Net Proceeds (add lines B9 and C14)

D. UNEXPENDED BALANCE OF NET PROCEEDS

- D16. Total Disbursements (excluding cost of deals and 5% fee)
D17. Total Unexpended Balance of Net Proceeds (subtract line D16 from line C15)

**E. AFFIRMATION**

**All three sections must be signed. Unsigned reports will be returned.**

I swear or affirm that the information and statements contained herein have been examined by me and are true, accurate and complete. (Pursuant to Commission Rule 4624.6, "if the financial statement of bell jar operations filed by a licensee is not properly verified, or not fully, accurately and truthfully completed, no further license shall issue to it, and any existing license may be suspended".)

**Head of Organization:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Print Title  
( )

\_\_\_\_\_  
Home Address, City and Zip Code Phone Number

\_\_\_\_\_  
Email Address

**Preparer of Report:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Print Title  
( )

\_\_\_\_\_  
Home Address, City and Zip Code Phone Number

\_\_\_\_\_  
Email Address

**Member In Charge:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Print Title  
( )

\_\_\_\_\_  
Home Address, City and Zip Code Phone Number

\_\_\_\_\_  
Email Address

**F. FINANCIAL INFORMATION**

If your organization holds bell jar money in additional accounts (such as CD or savings), enter the name of the financial institution(s), respective account number(s) and the amount held in each account. Use additional paper if necessary.

Financial Institution: \_\_\_\_\_ Acct.#: \_\_\_\_\_ Balance \$: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Acct #: \_\_\_\_\_ Balance \$: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Acct #: \_\_\_\_\_ Balance \$ \_\_\_\_\_

P.O. Box 7500, Schenectady, NY 12301-7500  
[www.gaming.ny.gov](http://www.gaming.ny.gov)

Schedule 1 – Closed Deals, Coin Boards and Merchandise Boards

GC \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Quarter \_\_\_\_\_ Year \_\_\_\_\_

Name of Deal/Ticket	Form #	Serial #	Coin or Merchandise Board Name (if any)	Form # of Coin or Merchandise Board	Serial # of Coin or Merchandise Board	Deal Ticket Count	Price Per Ticket
A	B	C	D	E	F	G	H
<b>Ticket Value (G x H)</b>	<b>Ideal Total Prize on Payout Card</b>	<b>Cash Prizes</b>	<b>Other Prizes (coins/merchandise)</b>	<b>Total Prizes Awarded (K + L)</b>	<b>Unsold Tickets</b>	<b>Unsold Ticket Value (N x H)</b>	<b>Actual Profit (or Loss) (I – M - O)</b>
I	J	K	L	M	N	O	P

Name of Deal/Ticket	Form #	Serial #	Coin or Merchandise Board Name (if any)	Form # of Coin or Merchandise Board	Serial # of Coin or Merchandise Board	Deal Ticket Count	Price Per Ticket
A	B	C	D	E	F	G	H
<b>Ticket Value (G x H)</b>	<b>Ideal Total Prize on Payout Card</b>	<b>Cash Prizes</b>	<b>Other Prizes (coins/merchandise)</b>	<b>Total Prizes Awarded (K + L)</b>	<b>Unsold Tickets</b>	<b>Unsold Ticket Value (N x H)</b>	<b>Actual Profit (or Loss) (I – M - O)</b>
I	J	K	L	M	N	O	P

Name of Deal/Ticket	Form #	Serial #	Coin or Merchandise Board Name (if any)	Form # of Coin or Merchandise Board	Serial # of Coin or Merchandise Board	Deal Ticket Count	Price Per Ticket
A	B	C	D	E	F	G	H
<b>Ticket Value (G x H)</b>	<b>Ideal Total Prize on Payout Card</b>	<b>Cash Prizes</b>	<b>Other Prizes (coins/merchandise)</b>	<b>Total Prizes Awarded (K + L)</b>	<b>Unsold Tickets</b>	<b>Unsold Ticket Value (N x H)</b>	<b>Actual Profit (or Loss) (I – M - O)</b>
I	J	K	L	M	N	O	P

Name of Deal/Ticket	Form #	Serial #	Coin or Merchandise Board Name (if any)	Form # of Coin or Merchandise Board	Serial # of Coin or Merchandise Board	Deal Ticket Count	Price Per Ticket
A	B	C	D	E	F	G	H
<b>Ticket Value (G x H)</b>	<b>Ideal Total Prize on Payout Card</b>	<b>Cash Prizes</b>	<b>Other Prizes (coins/merchandise)</b>	<b>Total Prizes Awarded (K + L)</b>	<b>Unsold Tickets</b>	<b>Unsold Ticket Value (N X H)</b>	<b>Actual Profit (or Loss) (I – M - O)</b>
I	J	K	L	M	N	O	P

Name of Deal/Ticket	Form #	Serial #	Coin or Merchandise Board Name (if any)	Form # of Coin or Merchandise Board	Serial # of Coin or Merchandise Board	Deal Ticket Count	Price Per Ticket
A	B	C	D	E	F	G	H
<b>Ticket Value (G x H)</b>	<b>Ideal Total Prize on Payout Card</b>	<b>Cash Prizes</b>	<b>Other Prizes (coins/merchandise)</b>	<b>Total Prizes Awarded (K+ L)</b>	<b>Unsold Tickets</b>	<b>Unsold Ticket Value (N x H)</b>	<b>Actual Profit (or Loss) (I – M - O)</b>
I	J	K	L	M	N	O	P

<b>Page Totals</b>	<b>Total Ticket Value</b>	<b>Total Cash Prizes</b>	<b>Total Unsold Value</b>	<b>Total # of Closed Deals</b>	<i>Page</i> _____ <i>of</i> _____
Grand Totals must be reflected on the last page and added to the GC-7Q report in Section A.	(add to GC-7Q line A2) Q	(add to GC-7Q line A3) R	(add to GC-7Q line A4) S	(add to GC-7Q line A1) T	

This report must be completed for each quarter during the calendar year in which the license is effective. Typically, a bell jar license is granted for the full calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>) but there are occasions when a license is issued during the year. For example, St. Mary's receives a bell jar license on May 15 and sells tickets for 3 days at a bazaar in early June. The bell jar license is in effect from May 15<sup>th</sup> to December 31<sup>st</sup> of that year, so they must file a report for the 2<sup>nd</sup> quarter to report the activity at the bazaar including filing reports for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. If no deals were sold in the 3<sup>rd</sup> and 4<sup>th</sup> quarters, St. Mary's must complete the report and indicate all zeros in Section A (**Quarterly Proceeds**) and Section B (**Net Profit or Loss**).

*Note: Schedule 1 is to be completed prior to filling out the GC-7Q report.*

**Section A - Quarterly Proceeds**

<b><u>Line A1</u></b>	<i>Number of Closed Deals</i>	Report the grand total from <b>Schedule 1, Box T</b> . Deals are only reported when all tickets have been sold or when at least 75% or more of the prizes have been awarded.
<b><u>Line A2</u></b>	<i>Ideal Handle/Total Ticket Value</i>	Report the grand total from <b>Schedule 1, Box Q</b> .
<b><u>Line A3</u></b>	<i>Cash Prizes</i>	Report the grand total from <b>Schedule 1, Box R</b> . All winning tickets are to be retained for at least six months.
<b><u>Line A4</u></b>	<i>Unsold Tickets</i>	Report the grand total from <b>Schedule 1, Box S</b> . All unsold tickets must be retained a minimum of one year.
<b><u>Line A5</u></b>	<i>Cost of Deals, Coin Boards and/or Merchandise Boards</i>	Report the total cost of bell jar tickets purchased during the <b>reporting quarter period only</b> . This number is unrelated to the number of deals sold. Please attach a list detailing the name of the supplier(s) you purchased the tickets from including the date, the check number, and the dollar amount. This amount is not to include the purchase of bell jar dispensing machine, prizes or other games of chance supplies, and equipment.
<b><u>Line A6</u></b>	<i>Add lines A3, A4 and A5</i>	Add lines A3, A4 and A5.
<b><u>Line A7</u></b>	<i>Ideal Net Proceeds</i>	Subtract line A6 from line A2.

**Section B - Net Profit or (Loss)**

<b><u>Line 8</u></b>	<i>5% Additional License Fee</i>	Calculate the 5% fee by multiplying line A7 by 5%. A check in this amount is to be made payable to the NYS Gaming Commission.
<b><u>Line 9</u></b>	<i>Total Net Profit or (Loss)</i>	Subtract line B8 from line A7.

**Section C - Statement of Net Proceeds**

<b><u>Line 10</u></b>	<i>Unexpended Balance of Net Proceeds</i>	Report the amount reflected on line D17 from the previous quarter's GC-7Q.
<b><u>Line 11</u></b>	<i>Interest earned</i>	Report all interest earned <u>this quarter</u> from the Special Bell Jar Checking Account.
<b><u>Line 12</u></b>	<i>Quarterly Net Proceeds &amp; Interest</i>	Add lines C10 and C11.

<b><u>Line 13</u></b>	<i>Adjustments</i>	Requires prior approval from the Division of Charitable Gaming.
<b><u>Line 14</u></b>	<i>Adjusted Net Proceeds and Interest</i>	Add lines C13 and C12.
<b><u>Line 15</u></b>	<i>Total Net Proceeds</i>	Add lines B9 and C14.

### **Section D - Unexpended Balance of Net Proceeds**

<b><u>Line 16</u></b>	<i>Total Disbursements</i>	Indicate the total amount of indirect expenses this quarter (refer to Commission Rule 4624.21). <b>DO NOT INCLUDE IN YOUR TOTAL</b> the cost of the bell jar tickets nor for the 5% additional license fee as they have already been deducted on the report.
<b><u>Line 17</u></b>	<i>Total Unexpended Balance of Net Proceeds</i>	Subtract line C16 from line C15. This is the Special Bell Jar Checking Account balance as of the end of the quarter. Note: If there is a variance between this balance and the checkbook balance immediately contact the Division of Charitable Gaming.

### **Section E - Affirmation**

All three signature sections must be completed. Unsigned reports will be returned to the organization.

### **Section F – Financial Information**

To be completed only if your organization maintains financial accounts in addition to the Special Bell Jar Checking Account (i.e. savings account, money market, building fund).

---

## **Schedule 1 – Closed Deals, Coin Boards and Merchandise Boards**

To obtain the Grand Totals necessary to carry over to Section A of the GC-7Q report, you must first add all of the Schedule 1 pages together. The last Schedule 1 page is to reflect Grand Totals of all pages submitted.

*Note: Boxes A through H reflect the game's information. Boxes D and E are for coin or merchandise boards only.*

<b><u>Box I</u></b>	<i>Ticket Value</i>	Multiply Box G and Box H.
<b><u>Box J</u></b>	<i>Ideal Total Prize on Payout Card</i>	This is indicated on the payout card.
<b><u>Box K</u></b>	<i>Cash Prizes</i>	Indicate the amount of Cash Prizes awarded by the organization for that deal.
<b><u>Box L</u></b>	<i>Other Prizes</i>	Applies only to coin and merchandise boards.
<b><u>Box M</u></b>	<i>Total Prizes Awarded</i>	Add Box K and Box L.
<b><u>Box N</u></b>	<i>Unsold Tickets</i>	Indicate the number of unsold tickets left in the deal.
<b><u>Box O</u></b>	<i>Unsold Ticket Value</i>	Multiply Box N and Box H.
<b><u>Box P</u></b>	<i>Actual Profit (or Loss)</i>	Subtract Box I from Box M from Box O.