

Instructions for Form GC-7Q Quarterly Report of Bell Jar Operations
(paper submission only)

You must complete Schedule 1 BEFORE completing the GC-7Q.

For Quarter: Please mark the appropriate box to indicate the quarter covered and indicate the calendar year in the space provided.

For example: Jan 1 – March 31, **Calendar Year** 2010

This report must be completed for the quarter in which you receive your license, **and also for the quarters remaining in the calendar year.** For example, St. Mary's receives a bell jar license on May 15, 2010 and sells tickets for 3 days at a bazaar in early June. The bell jar license is in effect from May 15th to the end of the year. St. Mary's must file a GC-7Q report for the 2nd quarter to report the activity at the bazaar and must also file for the 3rd and 4th quarters. If no deals were closed in any of the quarters, St. Mary's is still required to complete the GC-7Q report and indicate all zeros in Section A (**quarterly proceeds**) and Section B (**Net Profit or Loss**) and complete Section C (**Statement of Net Proceeds**) and Section D (**Unexpended Balance of Net Proceeds**) accordingly.

Section A - Quarterly Proceeds

Line 1	Total Number of Closed Deals	Report only deals completed, i.e. those deals that are completely sold or have been removed from sale (from Schedule 1). A deal may be removed from sale if 75% or more of the prizes have been awarded. <u>Do not report partial deals.</u> If half a deal has been sold, you <u>do not</u> report it, even if some of the receipts have been deposited into the Games of Chance checking account.
Line 2	Ideal Handle/Total value of tickets	Report the <u>Grand Total</u> from Schedule 1, Column S.
Line 3	Total Prizes Awarded	Report the <u>Grand Total</u> from Schedule 1, Column T. All winning tickets must be retained for <u>six months</u> from the time of the filing of the GC-7Q Quarterly Statement of Bell Jar Operations.
Line 4	Unsold Tickets	Report the <u>Grand Total</u> from Schedule 1, Column U. All unsold tickets must be retained for <u>one year</u> from the time of the filing of the GC-7Q Quarterly Statement of Bell Jar Operations.
Line 5	Cost of Deals	Report the total cost of bell jar tickets/coin or merchandise boards purchased during the <u>reporting quarter only.</u> This number is unrelated to the number of deals sold. <u>Only the amount paid for the purchase of the bell jar tickets and coin or merchandise boards may be reported here.</u> Please attach a separate schedule showing the check number, amount and payee for each check written to purchase bell jar tickets. This amount should not include purchases of bell jar ticket dispensing machines, prizes or other games of chance supplies or equipment.
Line 6	Add lines 3, 4 and 5	Add Lines 3, 4 and 5 in Section A.
Line 7	Ideal Net Proceeds	Subtract Line 6 from Line 2. This is the Ideal Net Proceeds.

Section B - Net Profit or (Loss)

Line 8	5% Additional License Fee	Calculate 5% of the amount listed on Line 7.
Line 9	Total Net Profit or (Loss)	Subtract Line 8 from Line 7. This is the Total Net Profit (or loss).

Section C - Statement of Net Proceeds

Line 10	Unexpended Balance of Net Proceeds	Report the amount on Line 17 from the previous quarter's GC-7Q.
Line 11	Interest Earned	Report all interest earned <u>this quarter</u> from all Bell Jar Interest-Bearing Account(s) (Minus bank service charges related solely to Special Bell Jar Accounts).
Line 12	Quarterly Net Proceeds & Interest	Add Line 10 and Line 11.
Line 13	Adjustments	Enter the + or - sign before the figure (this line shall only include adjustments that have been approved in advance by the Board, such as modifications agreed to during compliance conference settlements, new starting balances approved by Board auditors, etc...)
Line 14	Adjusted Net Proceeds and Interest	Add Line 12 and Line 13.
Line 15	Total Net Proceeds	Add Line 9 and Line 14.

Section D - Unexpended Balance of Net Proceeds

Line 16	Total Net Disbursements this quarter	This is the amount of total checks written for Operating Expenses and total amount of checks written to "worthy causes"/ donations). DO NOT INCLUDE THE COST OF DEALS OR ANY 5% FEES PAID IN TOTAL CHECKS WRITTEN. THESE CHECKS HAVE ALREADY BEEN DEDUCTED IN SECTIONS A (Line 5) & B (Line 8). <u>PLEASE NOTE:</u> Attach your own list showing the following information: the date check was written, check number, description of expenditure, name and address of payee, and amounts for checks written.
Line 17	Total Unexpended Balance of Net Proceeds	Subtract Line 16 from Line 15. This is the checking account balance as of the end of the quarter. The balance would not include cash on hand for bell jar banks.

Section E - Interest Bearing Account(s)

List all account numbers, amounts and name of the Financial Institution. **Attach a copy of this quarter's bank statement for all Bell Jar accounts.**

Section F - Donations made this quarter

For organizations who must donate one-third of Total Net Profit (from Line 9 on the GC-7Q) to charity each year. Enter the amount donated this quarter.

Schedule 1 - Bell Jar Deals Sold

Report 4 deals per page in a horizontal manner. Depending on the amount of deals sold for the quarter you may have to submit several pages of Schedule 1. To arrive at the Grand Totals reported in Section A of the GC-7Q, you must add the Totals on the bottom of each Schedule 1 you submit. The last Schedule 1 page will reflect the Grand Totals of all pages submitted.

- A. List the name of the deal sold
- B. List the Form Number from your invoice
- C. Serial number listed on both the ticket and invoice

COMPLETE SECTIONS D THRU F ONLY IF THERE ARE COIN OR MERCHANDISE BOARDS

- D. Name of Merchandise /coin Board (if applicable)
- E. Form number of Merchandise /coin Board (if applicable)
- F. Serial number listed on Merchandise /coin Board (if applicable)

- G. Number of Tickets
- H. Price per Ticket
- I. Total Value of tickets (**Column G x Column H**).
- J. Cash Prizes Awarded

COMPLETE SECTION K ONLY IF A COIN OR MERCHANDISE BOARD

- K. Other Prizes Awarded (Merchandise /Coin)

- L. Total amount of prizes awarded (**Column J + Column K**).
- M. Number of Unsold Tickets
- N. Total value of unsold tickets (**Column M x Column H**).
- O. **Expected** Profit (or Loss) (**Column I minus Column L minus Column N**)
- P. **Actual** Profit (or Loss). This is the **actual** amount made from the deal.
- Q. Variance **Amount**. Difference between **Column O and Column P** (if applicable).
- R. Explain Variance. Any variance in the play out of the ticket (profit or loss) must be explained in this section.