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 1st through December 31st) 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 15th to December 31st of that year, so they must file a report for the 2nd quarter to report the activity at the bazaar including filing reports for the 3rd and 4th quarters. If no deals were sold in the 3rd and 4th 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

Line A1  Number of Closed Deals
Report the grand total from Schedule 1, Box T. Deals are only reported when all tickets have been sold or when at least 75% or more of the prizes have been awarded.

Line A2  Ideal Handle/Total Ticket Value
Report the grand total from Schedule 1, Box Q.

Line A3  Cash Prizes
Report the grand total from Schedule 1, Box R. All winning tickets are to be retained for at least six months.

Line A4  Unsold Tickets
Report the grand total from Schedule 1, Box S. All unsold tickets must be retained a minimum of one year.

Line A5  Cost of Deals, Coin Boards and/or Merchandise Boards
Report the total cost of bell jar tickets purchased during the reporting quarter period only. 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.

Line A6  Add lines A3, A4 and A5
Add lines A3, A4 and A5.

Line A7  Ideal Net Proceeds
Subtract line A6 from line A2.

Section B - Net Profit or (Loss)

Line 8  5% Additional License Fee
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.

Line 9  Total Net Profit or (Loss)
Subtract line B8 from line A7.

Section C - Statement of Net Proceeds

Line 10  Unexpended Balance of Net Proceeds
Report the amount reflected on line D17 from the previous quarter's GC-7Q.

Line 11  Interest earned
Report all interest earned this quarter from the Special Bell Jar Checking Account.

Line 12  Quarterly Net Proceeds & Interest
Add lines C10 and C11.
Line 13  Adjustments  Requires prior approval from the Division of Charitable Gaming.

Line 14  Adjusted Net Proceeds and Interest  Add lines C13 and C12.

Line 15  Total Net Proceeds  Add lines B9 and C14.

Section D - Unexpended Balance of Net Proceeds

Line 16  Total Disbursements  Indicate the total amount of indirect expenses this quarter (refer to Commission Rule 4624.21).  **DO NOT INCLUDE IN YOUR TOTAL the cost of the bell jar tickets nor for the 5% additional license fee as they have already been deducted on the report.**

Line 17  Total Unexpended Balance of Net Proceeds  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.

Box I  Ticket Value  Multiply Box G and Box H.

Box J  Ideal Total Prize on Payout Card  This is indicated on the payout card.

Box K  Cash Prizes  Indicate the amount of Cash Prizes awarded by the organization for that deal.

Box L  Other Prizes  Applies only to coin and merchandise boards.

Box M  Total Prizes Awarded  Add Box K and Box L.

Box N  Unsold Tickets  Indicate the number of unsold tickets left in the deal.

Box O  Unsold Ticket Value  Multiply Box N and Box H.

Box P  Actual Profit (or Loss)  Subtract Box I from Box M from Box O.