

Wisconsin Bingo Law Requirements

January 2015



State of Wisconsin
Department of Administration
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INTRODUCTION

This publication updates the **BLUE BINGO LAW REQUIREMENTS BOOKLET** dated June 2010. It was designed for ease of reading and worded in such a way as to be informative yet not confusing. This booklet answers the most frequent questions received by the Office of Charitable Gaming staff.

The loose leaf, punched format allows quick additions and updates without replacing the entire booklet. The use of 8.5" x 11" paper also means your group can readily make additional copies.

Its sister publication, **WISCONSIN STATUTES AND ADMINISTRATIVE CODE FOR THE OFFICE OF CHARITABLE GAMING**, contains the laws and rules for bingo conduct in Wisconsin. Copies have been mailed to all active licensees periodically throughout the past several years. If you need additional copies, please contact this office.

The Office of Charitable Gaming assumed bingo operations from the Department of Regulation and Licensing in October 1992. The Office of Charitable Gaming oversees bingo and raffle licensing, regulation, and enforcement.

We are here to help. Should you ever have questions, call us at (608) 270-2530.

Helpful Telephone Numbers

Bingo Financial Specialist	(608) 270-2530
Raffle Financial Specialist	(608) 270-2552
Charitable Gaming Audit Section	(608) 270-2536 (608) 270-2530
Director / Inspectors	(608) 270-2545
Pull Tabs (Dept. of Revenue)	(608) 267-4825
Sales Tax Questions (Dept. of Revenue)	(608) 266-2776
Department of Justice/Gaming Enforcement	(414) 227-2100

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1.	Bingo Occasion	1
2.	Limited Period Bingo Occasion	1
3.	Posting of License	1
4.	Amendments to License	1
5.	Bingo Supplies and Equipment	2
6.	Bingo Cards	3
7.	Sale of Bingo Cards	3
8.	Check Cashing	4
9.	Bingo Players	4
10.	Bingo Workers	5
11.	Bingo Prizes	8
12.	Verifying Winning Cards	10
13.	Sales at Bingo Occasions	10
14.	Method of Play	10
15.	Bingo on Last Number Called	10
16.	Overlooked/Unheard Bingos	11
17.	Progressive Bingo Games	11
18.	Progressive Jackpot Bingo Games	11
19.	Calling a Number	12
20.	Correcting Caller Errors and Machine Malfunctions	13
21.	Count of Bingo Cards	13
22.	Verification of Bingo Receipts	14
23.	Multiple Bingo Occasions	14
24.	Bingo Occasions Co-Sponsored by More Than One Organization	14
25.	Canceling Occasions	15
26.	Ideas, Suggestions, and Reminders	15
27.	Proper and Legitimate Expenditures	16
28.	Expenses Permitted in the Conduct of Bingo Occasions	17
29.	Rent and Advertising Expenses	17
30.	Semi-Annual Report of Bingo Operations	17
31.	Occupational Tax	18
32.	Reports Improperly Filed	18
33.	Reporting Sales Tax	18
34.	Bingo Accounts	19
35.	Change	19
36.	Records of Bingo Operations (Bookkeeping and Accounts)	20
37.	Financial Report to Membership	20
38.	Expenditure of Bingo Funds After Cessation of Bingo	21
39.	Inspection for Enforcement	21
40.	Penalties for Violation	21

1. BINGO OCCASION

A bingo license allows an organization to hold an unlimited number of bingo occasions per year.

There is no limit on the number of games played at a bingo occasion. However, only \$2,500 in prizes may be given at any one bingo occasion sponsored by a licensed organization. \$500 is the maximum prize for any single game other than progressive jackpot.

Regular bingo cards, which are good for all regular games at the occasion, are sold for not more than \$1.00 each. Purchase of a regular card permits admission to the occasion. Extra regular cards, also good for all regular games played, may be sold for not more than \$1.00 each. Regular cards must be of the “hard” or reusable type.

The price of the cards must be the same for each game of the occasion.

At a bingo occasion, an unlimited number of special games may be played. Special games must be played on different color disposable cards which are indelibly marked by the players and good for only one game. Special bingo cards are sold for not more than \$1.00 per face.

Purchase of an admission card is not required to play special games. If all games at an occasion are specials, do not sell admission cards or extra regular cards.

2. LIMITED PERIOD BINGO OCCASION

A limited period bingo license allows an organization to conduct bingo for a period of not more than four out of five consecutive days in any one license year at a festival, bazaar, picnic, carnival, or similar function.

No admission fee may be charged. Cards are sold on a game-by-game basis for not more than \$1.00 per face per game. The price of the cards must be the same for each game of the occasion. Cards may be of either the reusable or disposable type. All other regulations relating to bingo games apply to limited period bingo games.

3. POSTING OF LICENSE

The organization’s current license, and any amendments to the license, must be conspicuously posted at the occasion. Check bingo license upon receipt and notify the bingo office immediately if there are any discrepancies.

[See s.563.15(3), Wis. Stats.]

4. AMENDMENTS TO LICENSE

Additions, deletions, starting times, or locations of bingo occasions, as well as personnel changes, can be changed on your bingo license by filing an amendment. Using the Bingo

License Application, enter the changes you would like to make. The form must be sent with payment to the Office of Charitable Gaming. Refer to your license packet for complete instructions on filing amendments, including applicable fees. State statutes require that all changes to your bingo license be reported and displayed. Please allow 2 to 3 weeks for processing.

5. BINGO SUPPLIES AND EQUIPMENT

Chapter 563, Wisconsin Statutes, requires that all bingo supplies and equipment be:

- purchased from a supplier licensed by the State of Wisconsin;
- purchased from another organization currently licensed to conduct bingo or an organization which has been licensed within the past 12 months; or
- borrowed at no charge from another currently licensed organization.

Bingo supplies may not be rented.

[See s.563.51(7)(b), Wis. Stats.]

If the supplies and equipment are obtained from another licensed organization, that organization must have purchased them from a licensed supplier. A current listing of the licensed suppliers is available from the Office of Charitable Gaming and on our website, www.doa.state.wi.us/gaming.

[See ss. 563.29(1) and 563.51(7)(a), Wis. Stats.]

Bingo supplies and equipment include: all cards, boards, sheets, markers, pads, blowers, flash boards, receptacles, numbered objects or other equipment designed for use in the conduct of bingo.

[See s.563.03(3), Wis. Stats.]

The numbered objects to be drawn must be the same in size, shape, weight, balance and all other characteristics, so that at all times each object possesses the capacity for equal agitation with any other object within the receptacle.

[See s.563.51(22)(b), Wis. Stats.]

The equipment and supplies must be maintained in good working condition.

[See s.563.51(7)(c), Wis. Stats.]

Before beginning any bingo occasion, the caller must make sure that all equipment is in good working order by inspecting the equipment, with particular attention to the blowers, receptacles, trays and passages within the equipment through which the numbered objects must travel.

[See s. GAME 42.13, Wis. Admin. Code]

The caller must make sure that each of the numbered objects to be used in the bingo occasion is in good condition and is clean and dry to sight and touch.

[See s. GAME 42.13, Wis. Admin. Code]

6. BINGO CARDS

Before any regular (admission), extra regular or paper bingo card becomes the property of a licensed organization, the supplier or manufacturer must print on it the license number assigned to the supplier of the card by the Office of Charitable Gaming. The supplier's license number must be printed on each face.

[See s. GAME 41.03, Wis. Admin. Code]

The regular (admission) and extra regular cards used at a regular bingo game must be readily distinguishable from each other. They may vary in color, size, or design.

[See s.563.51(21), Wis. Stats.]

The regular (admission) and extra regular cards must also be permanently marked with the name of the organization owning the cards.

[See s. GAME 41.04, Wis. Admin. Code]

Paper bingo cards do not have to be stamped with the name of the organization.

Paper bingo cards are used for one game only and must be indelibly marked.

[See s.563.53(2), Wis. Stats.]

The color of the disposable paper cards used in each special game at any occasion must be different from the color of paper used in any other special game so that no two special bingo games at any occasions are played on the same color paper.

[See s. GAME 41.12, Wis. Admin. Code]

No advertising may be printed or marked on any bingo card of grouping of cards except for the name, mark, or symbol of the manufacturer or printer, license number of its supplier, and the name of the organization owning the cards.

[See s. GAME 41.09, Wis. Admin. Code]

Bingo cards may be printed only on one side.

[See s.563.51(19), Wis. Stats.]

Braille and large-print bingo cards are available from licensed suppliers. They may be used as regular (admission), extra regular, or special cards. When used as a special card, a braille or large-print card need not be indelibly marked and may be reused.

[See s. GAME 41.10, Wis. Admin. Code]

7. SALE OF BINGO CARDS

The price of the regular (admission), extra regular, and paper cards must be posted at the occasion where the cards are sold. The price of the cards may not change during the occasion.

[See s.563.51(21), Wis. Stats.]

The maximum charge for a regular (admission) card is \$1.00, which also allows admission to the occasion. The maximum charge for an extra regular card is \$1.00. The maximum charge for a special (paper) card is \$1.00.
[See ss. 563.51(15) and 563.53(3), Wis. Stats.]

At a limited period bingo occasion, no admission fee is charged. The maximum charge for a single card is \$1.00. The cost of the cards must be the same for each game of the occasion.
[See ss. 563.52(4) and (5), Wis. Stats.]

At a bingo occasion, regular (admission) and extra regular cards are good for all regular games. Special (paper) cards are sold on a game-by-game basis, and do not require the purchase of an admission card.
[See ss. 563.51(15) and 563.52(5), Wis. Stats., and GAME 41.06 and GAME 41.07(2), Wis. Admin. Code]

No cards can be given free to players.
[See s. GAME 42.01, Wis. Admin. Code]

Bingo cards may be sold only on the premises at which bingo is conducted.
[See s.563.51(21), Wis. Stats.]

Players may exchange regular or extra regular cards at no cost, although not while a game in which the card could be used is in progress.
[See s. GAME 42.10, Wis. Admin. Code]

8. **CHECK CASHING**

An organization may accept checks for the sale of bingo cards or supplies.

A bingo licensee accepting payment for any bingo card or bingo supply in a form other than United States currency or coin must reimburse any deficit occurring in the bingo account if that instrument of payment is not honored. Bounced checks received from players are not bad debts; the bingo account must be reimbursed by the licensed organization for any dishonored check.
[See s. GAME 42.03, Wis. Admin. Code]

9. **BINGO PLAYERS**

All bingo players must be at least 18 years of age unless an adult relative by blood, marriage, or adoption, or a legal guardian, is present on the premises.
[See s.563.51(13)(a), Wis. Stats.]

A **legal guardian** is a person assigned by a court of law to be legally responsible for the care and management of another person. Proof of guardianship is required. Babysitters,

friends, neighbors, or anyone else not related to the minor are not guardians unless declared as such by the court. You have the right to request proof of legal guardianship if warranted by the situation.

To participate in any regular bingo game, a player must purchase a regular (admission) card.

[See s.563.51(15), Wis. Stats.]

A player must purchase a regular (admission) card at the time of arrival, whether at the beginning of the occasion or later, in order to play regular games. Other persons should not purchase an admission card for a player who is expected to arrive late.

[See ss. 563.03(14) and 563.51(15), Wis. Stats.]

Purchase of a bingo card entitles the player to a place with sufficient room in which to play.

[See s.563.51(4), Wis. Stats.]

10. BINGO WORKERS

All persons assisting in the conduct of a bingo occasion must be at least 18 years of age.

[See s.563.51(13)(b), Wis. Stats.]

A person assisting in the conduct of a bingo occasion may not play during the occasion; a person playing in the occasion may not assist in the conduct of the occasion. If you have more than one occasion on any date, people can work one and play the others, or vice versa.

[See s.563.51(28), Wis. Stats.]

No person shall receive any compensation for working at a bingo occasion. However, offering refreshments to your bingo volunteers while they work is permitted.

[See s.563.51(12), Wis. Stats.]

No commission, fee, salary, profits, compensation, or reward can be paid to any person or organization working at bingo. You cannot give any other organization part or all of your profits from an occasion based on them helping with your bingo.

[See s.563.13(2), Wis. Stats.]

DUTIES OF FLOOR WORKERS

- Have knowledge of the game and various ways that a player can win a bingo game.
- Be aware of the particular game that is being played.
- Call back the winning bingo cards in your assigned area.
- Call back the last number called first.
- Have a disinterested player act as a witness to the verification of the winning numbers.

- Verify type, color, and serial number on disposable paper sheets.
- When selling disposable bingo cards on the floor, use an apron or bucket. Don't put money in your pockets.
- Roam your entire area (avoid congregating with other workers).
- Floor workers cannot watch or play bingo cards for players who need to leave the room for any reason.
- Don't spot a bingo on a player's card. A worker is permitted to support a player only **after** he or she has called "bingo."
- At least one worker must be present in each room where bingo is played.
- You are an agent of the licensed organization. A bingo is required to be recognized if it is heard by you and not the caller.

SUPERVISING MEMBERS AND MEMBER RESPONSIBLE FOR THE PROPER UTILIZATION OF GROSS RECEIPTS

The supervising members of the bingo occasions and the member responsible for the proper utilization of gross receipts must be active members of the licensed organization who have never been convicted of a felony or, if convicted, have been pardoned or released from probation or parole for at least 5 years.

[See s.563.14(2), Wis. Stats.]

At least one supervising member must be present and in charge at all times during each bingo occasion.

[See s.563.12(7), Wis. Stats.]

The organization can have only one member designated responsible for the proper utilization of the gross receipts. Other members may participate in and/or oversee the collection, accounting, and deposit of proceeds.

The member designated responsible for the proper utilization of gross receipts does not need to be in attendance at each occasion. This person may delegate the issuance and signing of checks to another active member.

BINGO CALLER

The bingo caller must:

- be a member in good standing of the licensed organization conducting the occasion, the auxiliary of the licensed organization or the parent organization, or a member of the local unit of a religious organization for at least one year prior to calling, or be a spouse of a member of the above groups. "Celebrity," "Professional," or "For Hire" callers are not allowed.
[See s.563.51(29)(a), Wis. Stats.]
- have never been convicted of a felony or, if convicted, have been pardoned or released from probation or parole for at least five years.
[See s.563.51(29)(b), Wis. Stats.]

- before beginning any bingo occasion, make sure that all equipment is in good working order by inspecting the equipment, with particular attention to the blowers, receptacles, trays and passages within the equipment through which the numbered objects must travel.
[See s. GAME 42.13, Wis. Admin. Code]
- make sure that each of the numbered objects to be used in calling the numbers for the bingo occasion is in good condition and is clean and dry to sight and touch.
[See s. GAME 42.13, Wis. Admin. Code]
- make sure that all 75 numbered objects to be drawn are in the receptacle at the beginning of each game and that there are no duplications of objects.
[See ss. 563.51(22)(c), Wis. Stats., and GAME 42.13, Wis. Admin. Code]
- make sure that the inspections of the numbered objects are witnessed and verified by at least two players who have purchased bingo cards for the occasion.
[See GAME 42.13, Wis. Admin Code]
- announce the arrangement of numbers required to win before each game.
[See s.563.51(23), Wis. Stats.]
- announce the amount of the prize, and color of paper if using disposable sheets, before each game.
[See s.563.51(23), Wis. Stats.]
- remove only one numbered object from the receptacle at a time; make sure none get accidentally returned to the receptacle.
[See ss. 563.51(22)(f), Wis. Stats., and GAME 42.08, Wis. Admin. Code]
- turn the portion of the numbered object which shows the number and letter to the players immediately **following** the call of each number in every game, including speedies.
[See s.563.51(22)(g), Wis. Stats.]
- clearly announce each number in the order drawn from the receptacle.
[See s.563.51(22)(d), Wis. Stats.]
- be in the room in which the greatest number of players is present when more than one room is used. An audible speaker system, floor workers, and a call-back system must be in place when using a satellite room(s).
[See s.563.51(22)(e), Wis. Stats.]
- make sure that all players in all rooms can hear the caller and that each player has access to a method which will immediately inform the caller and all other players that a bingo has been called.
[See s. GAME 42.14, Wis. Admin. Code]

DUTIES OF THE CALLER

- Check the master board and bingo balls to verify the numbers called back by a floor worker from a winning card. Slow down workers who call back too fast.
- Be alert for players with weak voices who raise their hands to signal a bingo.
- Announce the number of winners and the prizes to be awarded after each game.
- Make sure that no balls remain in the chute after they are returned to the receptacle following each game.

- Be friendly and courteous.
- Remember that you are the pulse of the game and that its success depends upon you.

11. BINGO PRIZES

The amount of the prize for each bingo game must be posted where the cards are sold.
[See s.563.51(23), Wis. Stats.]

Before each game, the amount of cash or retail value of a merchandise prize to be awarded must be posted and announced.
[See s.563.51(23), Wis. Stats.]

For a progressive jackpot game where the prize is based on card sales, the method for determining the amount must be clearly described, audibly announced, and posted. The dollar amount of the prize need not be announced or posted.
[See s.563.51(23)(b), Wis. Stats.]

The total amount of prizes awarded at a bingo occasion cannot exceed \$2500 in cash and/or merchandise retail value. Maximum prize in a single game is \$500, except for progressive jackpot games. If a jackpot progressive game is played as another game in an already existing occasion, the prize for that game does not count as part of the \$2500 limit for that occasion.
[See s.563.51(9), Wis. Stats.]

The \$2500 maximum may be exceeded in the event of the awarding of minimum prizes to multiple winners.
[See s.563.51(9)(b), Wis. Stats.]

If a game has multiple winners, the organization must divide a cash prize equally among the winners. They may elect to round off the prize to the nearest dollar. The organization may set a minimum prize of up to \$10 for each winner if they desire.
[See s.563.51(27), Wis. Stats.]

Prizes may be cash or merchandise, other than alcoholic beverages or interest in real estate or securities.
[See s.563.51(10)(a), Wis. Stats.]

No bonus or additional prizes can be awarded on the basis of a specific arrangement of numbers or type of card required to win a prize.
[See s.563.51(10)(b), Wis. Stats.]

No prize can be determined on the basis of a specified number of calls, other than progressive jackpot games.

[See s.563.51(10)(b), Wis. Stats.]

All cash prizes must be paid by check from the organization's bingo account. The check must be payable to the winner except when there are multiple winners and each winner's share is \$10.00 or less. In that case, a check for the prize total may be written to "Cash – Game #__". That check may be endorsed and cashed by the organization, and the cash divided among the winners. If each person's share of the prize is larger than \$10.00, you must pay each winner by individual check.

[See s.563.63(2)(a) and (b), Wis. Stats.]

If there are multiple winners in a game with a merchandise prize, there are several options:

- If possible, you can divide the merchandise price equally among the winners;
- You can substitute the original prize with different, identical prizes that have a total value equal to that of the original prize, or
- You can replace the merchandise prize with a cash prize, using the method described in the preceding paragraph. The cash prize must equal the retail value of the original prize, divided equally among the winners.

[See s.563.51(27), Wis. Stats.]

If any merchandise prize is awarded, its value shall be its current retail price and should be reported on the Semiannual Bingo Occasion Report accordingly. If any prizes were donated to the organization, do not report those as an expense.

[See s.563.51(11), Wis. Stats.]

No merchandise prize may be directly or indirectly redeemable for cash, except as stated in s.563.51(27), Wis. Stats.

[See s.563.51(11), Wis. Stats.]

All prizes must be awarded and delivered on the same day as the bingo occasion in which they were won.

[See s.563.51(16), Wis. Stats.]

Except in a progressive bingo game, a player who completes more than one winning arrangement on one bingo card in a game receives only one share of the prize for that game. If a player completes winning arrangements on more than one card, he or she should receive one share of the total prize for each winning card. See Section 17 of this booklet for more information on progressive bingo games.

IMPORTANT NOTE: Progressive **bingo** games and progressive **jackpot** games are not the same. Please read Sections 17 and 18 of this booklet carefully to understand the differences.

12. VERIFYING WINNING CARDS

The numbers appearing on each winning bingo card must be verified in the immediate presence of a disinterested player.

[See s.563.51(24)(a), Wis. Stats.]

At the time a winner is determined, any player may call for verification of all numbers and of the objects remaining in the receptacle. This verification must be made in the immediate presence of the supervisor and at least one disinterested player.

[See s.563.51(24)(b), Wis. Stats.]

13. SALES AT BINGO OCCASIONS

In addition to the sale of bingo cards and supplies, the organization may authorize the sale of merchandise, food, and beverages on the bingo premises. Receipts from these sales cannot be co-mingled with bingo receipts or deposited into the bingo account.

[See s.563.51(18), Wis. Stats.]

If your organization wants to conduct a raffle at its bingo occasion, a raffle license must be obtained. Please call the raffle office for more information at 608/270-2552.

[See s.563.907, Wis. Stats.]

No donations of any kind may be solicited at a bingo occasion.

[See s. GAME 42.02, Wis. Admin. Code]

14. METHOD OF PLAY

Each player must be given an equal opportunity to win.

[See s.563.51(22)(a), Wis. Stats.]

For each game, there must be a designated winning arrangement.

[See s.563.51(23), Wis. Stats.]

No “free” numbers may be awarded.

[See s. GAME 42.04, Wis. Admin. Code]

15. BINGO ON LAST NUMBER CALLED

Only a player with a winning arrangement which results from the last number called is entitled to a prize or share of a prize.

Organizations must make this announcement at the beginning of every occasion and must post this rule at the door.

[See s. GAME 42.05, Wis. Admin. Code]

16. OVERLOOKED/UNHEARD BINGOS

An overlooked bingo occurs when a player recognizes later that he or she had a winning arrangement but the next number has already been called. This bingo cannot be honored. However, if a bingo worker hears a call of bingo before the next number is called but cannot stop the caller from proceeding, that is an unheard bingo and, once validated, the prize should be awarded to the player. The call of bingo must be heard by a **bingo worker**, not just other players. See the notice that is mailed with each new and renewed bingo license every year for additional details.

17. PROGRESSIVE BINGO GAMES

[See GAME 42.06, Wis. Admin. Code]

A progressive bingo game is a single game with a single prize. The prize is divided and awarded upon completion of a series of specified winning arrangements.

A progressive game may consist of any number of specified winning arrangements. It may be played as either a regular game or a special game.

The organization cannot require that the winning arrangements be completed in the order posted or announced. The organization cannot prohibit a player who has won a segment of the game from continuing to play.

The total prize for all portions of a progressive game cannot total more than \$500.00.

18. PROGRESSIVE JACKPOT BINGO GAMES

“Progressive jackpot bingo” means a series of bingo games in which the prize is carried over to the next occasion if no one wins a game within a specified number of calls.

[See s.563.03(12c), Wis. Stats.]

A player wins progressive jackpot bingo by covering all the numbers on his or her bingo card within a specified number of calls. The number of calls for the first game has to be at least 48. The number of calls increases by one in each succeeding game until someone wins the progressive jackpot bingo prize.

The starting prize for progressive jackpot bingo is **either** of the following:

- Fifty percent of the card sales for the first progressive jackpot bingo game; **OR**
- A set amount of up to \$500, determined before the start of play.

Do NOT do both. It’s one or the other.

[See s.563.54(2)(a), Wis. Stats.]

The prize for each succeeding game of progressive jackpot bingo is 50 percent of the card sales for that game PLUS the prize amount from the preceding game.

[See s.563.54(2)(b), Wis. Stats.]

After the specified number of calls for a progressive jackpot game are completed, if no one has won, the game continues until a player covers all of the numbers on his or her card. Once validated, that player is awarded a consolation prize of not less than \$100. The consolation prize cannot be paid from the fifty percent of card sales used to fund the jackpot.

[See s.563.54(3), Wis. Stats.]

No card for a game of progressive jackpot bingo can be sold after the game has begun.

[See s.563.54(4), Wis. Stats.]

Once started, progressive jackpot bingo must be played at each succeeding bingo occasion until the jackpot is won. The only exception is if an organization is holding a **limited, once-a-year** occasion in addition to their regular program. You are not required to run the progressive jackpot game at that limited event.

[See s.563.54(5), Wis. Stats.]

Progressive jackpot bingo must be played on disposable bingo cards.

[See s.563.54(6), Wis. Stats.]

Prize limits of \$500 per game and \$2500 per occasion do not apply to progressive jackpot bingo.

[See s.563.51(9)(c), Wis. Stats.]

19. CALLING A NUMBER

A number is not called until the full call of the letter and number is completed. If the calling of a number is interrupted by a player's call of bingo after just the letter has been called, it is not a full call and should not be regarded as the last number called. Do not continue calling a number if the call is interrupted by a player's call of bingo on a previous number.

[See s. GAME 42.07, Wis. Admin. Code]

If you use a monitor, the caller must call both the letter and number before showing it on the screen. Do not place the ball in front of the camera before it has been called and shown.

All numbers drawn must be called even if they are not needed in the winning arrangement.

In speedy games, the caller must announce each letter and number clearly and then show the ball to the players.

[See ss. 563.51(22)(d) and (g), Wis. Stats.]

20. CORRECTING CALLER ERRORS AND MACHINE MALFUNCTIONS

If the bingo caller mistakenly returns the numbers to the receptacle before the end of the game, you may either void the game and start it over, or determine which numbers had been already called by checking the cards of disinterested players and then remove those numbers from the receptacle.

If the caller mistakenly calls a wrong number, immediately announce the correction to the players and continue with the game. If the correction results in any player completing a bingo, standard rules on the awarding of prizes apply. You may not award a prize for a bingo which includes a number that was not drawn.

A bingo game should not be started over if it is possible to correct the error. However, if it's discovered during a game that one of the numbered objects is stuck in the receptacle, that game must be started over. All previously completed games, however, are valid and should not be replayed. If you must start a game over, all numbered objects must be returned to the receptacle. If the game is being played on disposable cards, all cards must be replaced at no cost to the players.

If the game which must be started over is a progressive game, continue only with those portions of the game which were not previously completed.

21. COUNT OF BINGO CARDS

Organizations must accurately report the number of bingo faces sold at each bingo occasion. You are required to report, separately, the number of regular (admission) cards, extra regular cards, and disposable cards sold.
[See s.563.51(20), Wis. Stats.]

You are also required to report, separately, the total receipts from the sale of each type of card.
[See s.563.61(d), Wis. Stats.]

Wisconsin Statutes require that the counts of cards sold must be available for inspection at the close of each bingo occasion.
[See s.563.51(20), Wis. Stats.]

Through inspection and field compliance audits, the Office of Charitable Gaming monitors the organization's reported sale of cards. The organization is held responsible for any discrepancies, which could result in disciplinary action against the organization or refusal to renew the bingo license. Special cards are inventoried during an audit. Your organization must be able to account for all cards purchased. When buying or selling supplies from a licensed supplier or another licensed organization, obtain and save all invoices. Records must be retained for at least four years.
[See s.563.64(2), Wis. Stats.]

Do not destroy any unusable special cards and record any unusual circumstances which affect your special card inventory. Keep unusable cards until an audit is conducted.

[See s.563.51(20), Wis. Stats.]

22. VERIFICATION OF BINGO RECEIPTS

The organization's supervising member at a bingo occasion must count the receipts from the occasion immediately after, before leaving the place where the occasion is held. A group may request approval by the Office of Charitable Gaming of an alternative security system if needed.

[See s. GAME 42.17, Wis. Admin. Code]

The supervising member's count of the receipts must be verified by a separate count by at least two other members of the organization in attendance at the occasion before leaving the place where the occasion is held.

[See s. GAME 42.17, Wis. Admin. Code]

23. MULTIPLE BINGO OCCASIONS

Any number of bingo occasions may be held at any one location on any one day, but all games of each bingo occasion must be separate and completed before any game of the next bingo occasion begins.

[See s. GAME 42.16, Wis. Admin. Code]

Before any occasion begins, the sponsoring organization must announce which organization is sponsoring that occasion, and how many individual games are part of that occasion.

[See s. GAME 42.16(1), Wis. Admin. Code]

Each organization sponsoring an occasion that immediately precedes or follows an occasion sponsored by someone else must use a different color admission card (if applicable) and different colors for each of its special games.

[See s. GAME 42.16(2), Wis. Admin. Code]

24. BINGO OCCASIONS CO-SPONSORED BY MORE THAN ONE ORGANIZATION

A bingo occasion can be co-sponsored by two or more organizations, but the total value of all prizes awarded may not exceed \$2500, regardless of the number of organizations co-sponsoring the occasion. Each group must be licensed for the co-sponsored occasion.

[See s. GAME 42.15, Wis. Admin. Code]

25. CANCELING OCCASIONS

Organizations should use their own discretion in canceling a bingo occasion because of inclement weather, lack of workers or players, etc. Organizations should also decide whether, in view of the circumstances, a refund can reasonably be provided to the players if the occasion has already begun. An organization wishing to substitute an alternate occasion for one that has been canceled must contact the bingo office by telephone at 608/270-2530 or email at holly.meyer@wisconsin.gov, and file an amendment within seven days of the canceled occasion date.

26. IDEAS, SUGGESTIONS AND REMINDERS

Keep this booklet on hand for reference during the bingo games. Make copies for your workers and be sure they are familiar with its contents.

- So that you won't lose money in prizes if you get a smaller than expected crowd, you may want to post your prize list as a "sliding scale," i.e., 1-50 players pays \$850 in prize money; 51-100 players pays \$1000, etc. Then, under each heading you would list the prize amounts for each game. (NOTE: The figures used are an example only. You can set your own amounts as long as they do not exceed \$2500 per occasion or \$500 per game.)
- Sell as many bingo cards as possible, including special game cards, at the entrance to your bingo occasion.
- Check to see that you are not selling duplicate cards.
- Call the numbers not used in a winning arrangement (such as the "N" numbers in a letter "X" game) only once. Then show the ball to the players.
- Call all other numbers twice.
- Show the number and letter on the numbered object to the players between the two calls, not before the first.
- Seat members of the caller's family as far away from the caller as possible.
- Advise the players that only the numbered objects drawn are official for verifying a bingo; the lighted board is not.
- Instruct the caller to announce after a verified bingo, "Are there any other bingos?" at least three times before closing the game.
- Leave the regular (admission) cards on the tables until the close of the occasion.

- Do not sell admission cards to a friend or relative of a person who will be arriving late. They should purchase their own card when they arrive. Do not allow seats to be saved for patrons arriving later.
- Take winning bingo card to a different player's table while verifying the bingo.
- Have your workers walk through the bingo area during the games to watch for illegal practices by players. Workers should also be alert for players with soft voices and those who raise their hands to signal a bingo.
- Void winning special cards after verifying the bingo so that other players cannot claim the cards.
- Carefully examine winning cards for alterations and to ensure that they are cards belonging to your organization.
- Have an extra set of numbered objects on hand.

27. PROPER AND LEGITIMATE EXPENDITURES

Proper and legitimate expenditure means an expenditure made by an organization for either of the following:

- Any purpose for which the organization is organized; or
- The advancement, improvement or benefit of the organization.
[See s.563.03(12e), Wis. Stats.]

The profits from any bingo game shall be used exclusively for proper and legitimate expenditures.

[See s.563.51(8), Wis. Stats.]

Bingo funds can be used to support the organization or given to another cause if that is what the group decides. Up to 100% of the funds can also be transferred into the group's general account to finance projects, expenses, etc. All expenditure records must be kept for at least four years.

If a financial audit of the organization shows that an expenditure of bingo funds was not a proper and legitimate expenditure, the Office of Charitable Gaming may request that the organization reimburse the bingo account in an amount equal to the amount expended.

[See s.563.65, Wis. Stats.]

The organization may appeal the request to the Office of Charitable Gaming. The Office may waive or reduce the amount of any such reimbursement if the licensed organization presents evidence satisfactory to the Office that they acted in good faith by mistake or inadvertently by expending the funds.

[See s.563.65, Wis. Stats.]

28. EXPENSES PERMITTED IN THE CONDUCT OF BINGO OCCASIONS

No expense other than those incurred with respect to the actual conduct of bingo and proper and legitimate expenditures may be made.

[See s.563.51(14), Wis. Stats.]

No expense for any goods or services incidental to the conduct of a bingo occasion may exceed fair market value of the goods or services obtained.

[See s. GAME 43.03(1), Wis. Admin. Code]

29. RENT AND ADVERTISING EXPENSES

Rent may not exceed fair market value.

Rent can be paid from the bingo account; however, rent payments made for the use of a location may not include any compensation for any person associated with the owner or the person in control of the premises for assisting in the conduct of bingo.

[See s. GAME 43.03(2), Wis. Admin. Code]

Rent paid for use of a location for a bingo occasion may not include the use of another organization's bingo equipment. The bingo equipment must be owned by the organization conducting bingo or borrowed free of charge.

[See s.563.51(7)(b), Wis. Stats.]

The cost of advertising your bingo event is an allowable expense. Advertising costs may not exceed fair market value.

[See s. GAME 43.03, Wis. Admin. Code.]

30. SEMIANNUAL REPORT OF BINGO OPERATIONS

[See s.563.61, Wis. Stats.]

Each licensed organization must file with the Office of Charitable Gaming, on a form prescribed by the Office, a semiannual report of bingo operations for each six-month period. The report is due no later than 60 days after the last day of the reporting period. Refer to your license for reporting periods and due dates. Be sure to use only these dates and write the full report period in the space provided.

Semiannual reports are due from all active license holders whether or not an occasion was held during the reporting period. Forms are not mailed out when the report is due. Blank forms and instructions are included in every new and renewed bingo license packet.

If any licensed bingo occasions were not held, list the date(s) in section 5 of the semiannual report.

The report must be signed by the Designated Member.

You must retain a copy of the report for your permanent records.

31. OCCUPATIONAL TAX

An occupational tax is assessed on all bingo receipts. Each licensed organization must pay this occupational tax when filing the semiannual reports. The tax is calculated as follows:

- One percent of the first \$30,000 in receipts during the licensing year; and
- Two percent of the remaining receipts over \$30,000 during the licensing year.

See the report instructions for additional details on calculating the tax. A tax worksheet is included in each new and renewed license packet for your convenience. This worksheet should not be sent to the Office of Charitable Gaming; it is for your use and records only.

32. REPORTS IMPROPERLY FILED

The Office of Charitable Gaming will not renew a bingo license of any organization with delinquent semiannual reports. Reports are not considered filed if they are received with incomplete information and group has not responded to requests for additional information or money.

[See ss. 563.62(1) and (3), Wis. Stats.]

If a licensed organization fails to file a semiannual report within five days after notification of the delinquency by the Office of Charitable Gaming, the Office will suspend the license pending receipt of the delinquent report.

[See s.563.62(2), Wis. Stats.]

33. REPORTING SALES TAX

All licensed organizations are required to collect sales tax from their players who purchase bingo supplies and remit it to the Wisconsin Department of Revenue on a schedule set by them. Until you actually remit the sales tax to the Department of Revenue, it should be left in the bingo account. County taxes should be filed as specified by the organization's specific county.

Only report the payment of sales tax on the semiannual report at the time you remit the tax to the Department of Revenue. This gets reported on the Semiannual Report in Section 12(e), Adjustments. This is NOT an expense to your organization. You are acting as an agent of the Department of Revenue and collecting sales tax from your players on their behalf. It is not the organization's money that is being remitted to the Department of Revenue, it is simply money from your players that you are holding until it is time to send it to Revenue.

Inquiries about the sales tax form and procedures should be directed to the Department of Revenue at 608-266-2776. The Office of Charitable Gaming does not have the forms or additional information on sales tax requirements.

Do not send the sales tax form and payment to the Office of Charitable Gaming. Do not send photocopies of the sales tax form to the Office of Charitable Gaming. Do not send photocopies of the semiannual report to the Department of Revenue.

34. BINGO ACCOUNTS

[See s.563.63, Wis. Stats.]

Each license organization must maintain one checking account, which must be designated as the bingo account. The bingo account must be maintained in a bank or credit union located in Wisconsin.

All receipts derived from the conduct of bingo must be deposited into the bingo checking account. No other receipts may be deposited into the bingo account.

Deposits must be made within five days of each bingo occasion.

Bingo funds must be kept separate from all other funds of the organization. Receipts from the conduct of bingo cannot be co-mingled with any other funds. Keep receipts from pull-tabs, raffles, concessions, etc. separate.

All withdrawals from the bingo account must be by preprinted, consecutively-numbered, checks signed by the person authorized by the organization. The organization must account for all checks, including those voided.

No checks may be payable to “cash” or “bearer” except as permitted in multiple winner bingo games. See section 11 of this publication for information on multiple winners. [See s.563.63(2)(a), Wis. Stats.]

Checks drawn on the bingo account can only be for one of the following purposes:

- The payment of necessary and reasonable expenses incurred in connection with the conduct of bingo. This includes prizes, bingo supplies and equipment, utilities/rent, license fees, occupational taxes, and any other expenses directly related to the conduct of bingo; or
- Proper and legitimate expenditures. See section 27 of this publication for information on the use of bingo profits for proper and legitimate expenditures.

35. CHANGE

An organization can issue a check from its bingo account to obtain the change necessary to conduct bingo. The check must be made to the order of the payor and cannot be issued

more than three days prior to the occasion. The change must be deposited within the receipts within five days of each occasion. Start-up change should be reported in semiannual report in column 12(e), Adjustments.

36. RECORDS OF BINGO OPERATIONS (BOOKKEEPING AND ACCOUNTS)

Each licensed organization must maintain a bookkeeping system for the purpose of recording all receipts and expenditures in connection with the conduct of bingo and the disbursement of net profits for the organization's benefit.

[See s.563.64(1), Wis. Stats.]

The ledgers, deposit books, canceled checks, checkbooks, deposit slips, bank statements, copies of financial statements of bingo operations, and all other books and accounts must be maintained for at least four years and made available at reasonable times for examination by Office of Charitable Gaming staff.

[See s.563.64(2), Wis. Stats.]

If you do not receive canceled checks from the bank, the Office of Charitable Gaming may require you to obtain copies to the extent necessary for examination purposes.

[See s.563.64(2), Wis. Stats.]

37. FINANCIAL REPORT TO MEMBERSHIP

At least once a year, each licensed organization must report the following information in writing to its membership:

[See s.563.66(1), Wis. Stats.]

- The number of bingo occasions conducted;
- Gross receipts;
- Amount of prizes paid;
- Net profit or loss;
- Disposition of profits;
- Any interest earned on profits deposited into interest-bearing accounts; and
- A summary of expenses.

This information must be incorporated into the minutes or records of the organization. If the organization is an auxiliary or affiliate of a parent organization, a copy of the report must also be filed with the parent organization's executive officer and incorporated into its minutes.

[See s.563.66(2), Wis. Stats.]

It is not necessary to submit this report to the Office of Charitable Gaming, but it must be available for review at periodic compliance audits.

38. EXPENDITURE OF BINGO FUNDS AFTER CESSATION OF BINGO

If you quit bingo for any reason and have funds in the bingo account, you must disburse those funds within one year of license expiration. You must use the money for proper and legitimate expenditures. See section 27 for more information on proper and legitimate expenditures.

[See s.563.68, Wis. Stats.]

BASIC CESSATION PROCEDURES

- Disburse funds and close bingo account within one year.
- Keep records for four years.
- If selling supplies to another licensed organization, obtain and keep a receipt for your records.
- Submit final report to the Office of Charitable Gaming. Mark it as “Final Report.”

39. INSPECTION FOR ENFORCEMENT

Any peace officer or district attorney, within their respective jurisdictions, or an authorized employee of the Office of Charitable Gaming may, at all reasonable hours, enter the premises where a bingo occasion is being conducted and examine the records of the licensed organization to determine if all proper taxes or fees have been paid. Any refusal to permit such examination may result in suspension or revocation of a license.

[See s.563.72, Wis. Stats.]

40. PENALTIES FOR VIOLATIONS

The Office of Charitable Gaming may suspend or revoke a bingo license if charitable gaming laws are violated. The Office will reinstate a suspended license at the end of the suspension period. An organization whose license has been revoked must surrender their license and may reapply for another one year after the effective date of the revocation. Criminal violations will be investigated and prosecuted by the proper authorities.

[See s.563.18, Wis. Stats.]

The maximum penalty for criminal violations is a \$10,000 fine, nine months in prison, or both. Action to recover civil forfeitures up to \$10,000 may also be brought.

[See s.563.73, Wis. Stats.]

This booklet is a brief explanation of the requirements of Chapter 563, Wis. Stats., and the administrative rules of the Office of Charitable Gaming. For full information, refer to Chapter 563 and the Wisconsin Administrative Code.