

Wisconsin Bingo Law Requirements

April 2006



State of Wisconsin
Department of Administration
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INTRODUCTION

This publication updates the **BLUE BINGO LAW REQUIREMENTS BOOKLET** dated December 2001. 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 Program Assistant	(608) 270-2530
Raffle Program Assistant	(608) 270-2552
Charitable Gaming Audit Section	(608) 270-2536 (608) 270-2530
Director / Inspectors	(608) 270-2545
Pull Tabs (Dept. of Revenue)	(608) 267-0976
Sales Tax Questions (Dept. of Revenue)	(608) 266-2776
Department of Justice/Gaming Enforcement	(608) 266-1671

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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 \$2,500.00 in prizes may be given at any one bingo occasion sponsored by a licensed organization.

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 4 out of 5 consecutive days in any one 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 bingo office immediately if there are any discrepancies.

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

If your license is lost or damaged a duplicate may be obtained through the Office of Charitable Gaming.

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 (\$10 for each added occasion plus \$3 amendment fee) to the Office of Charitable Gaming. State statutes require that all changes to your bingo license be reported. 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:

- a) purchased from a supplier licensed by the State of Wisconsin;
- b) purchased from another organization currently licensed to conduct bingo or an organization which has been licensed within the past 12 months; or
- c) 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.
[See ss.563.29(1) and 563.51(7), 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, color, 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 repair and sound 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 special bingo card becomes the property of a licensed organization, the supplier or manufacturer shall 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.]

Special bingo cards (paper) do not have to be stamped with the name of the organization.

Special bingo cards are used for one game only and must be indelibly marked by the players.
[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 occasion are played on the same color paper.
[See s. Game 41.12, Wis. Admin. Code.]

No advertising matter may be printed or marked on any bingo card or grouping of cards except for the name, mark, or symbol of the manufacturer or printer, license number of its licensed 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 many 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 special 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 admittance to the occasion. The maximum charge for an extra regular card is \$1.00. The maximum charge for a special 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 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 shall be given free to players.

[See s. Game 42.01, Wis. Admin. Code.]

Though the organization may offer multiple cards for sale at a discounted price, a single card at a price within the legal maximums must be available for purchase and posted on the price list.

[See ss.563.51(15) and 563.52(5), Wis. Stats., and Game 41.07, Wis. Admin. Code.]

Bingo cards may be sold only on the premises at which bingo is being 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 OR OTHER DRAFT CASHING**

An organization may accept checks or drafts 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 shall reimburse any deficit occurring in the bingo account if any instrument received in payment for any bingo card or bingo supply is not honored.

[See s. Game 42.03, Wis. Admin. Code.]

The organization may cash its bingo prize checks or other drafts from its bingo receipts. Bounced checks received from players are not "bad debts." The bingo account must be reimbursed by the licensed organization for any dishonored check.

9. **BINGO PLAYERS**

IT IS THE RESPONSIBILITY OF THE PLAYER TO MAKE THEMSELVES HEARD TO THE CALLER OR WORKERS. YELL LOUDLY!

All bingo players must be at least 18 years of age or accompanied by a parent, guardian, or spouse.

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

A **guardian** is a person assigned by a court of law to be legally responsible for the care and management of another person. Grandparents, siblings, babysitters, etc. are **not** guardians unless declared as such by the court.

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

No person shall receive remuneration for participating in the management or operation of any bingo game.
[See s.563.51(12), Wis. Stats.]

No commission, fee, salary, profits, compensation, reward or recompense can be paid to any person or organization.
[See s.563.13(2), Wis. Stats.]

DUTIES OF FLOOR WORKERS

- a) Have knowledge of the game and various ways that a player can bingo.
- b) Be aware of the particular game that is being played.
- c) Call back the winning bingo cards in your assigned area
 1. Call back the last number called first.
 2. Have a disinterested player act as a witness to the verification of the winning numbers.
 3. Verify type, color, and serial number on disposable paper sheets.
- d) When selling disposable bingo cards on the floor, use an apron or bucket. Don't put money in your pockets.
- e) Roam your entire area (avoid congregating with other workers).
- f) 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."
- g) 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.
- h) Floor workers may not watch or play bingo cards for players who need to leave the room for any reason.

- i) At least one worker must be present in each room where bingo is played.

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:

- a) be active members of the licensed organization.
[See ss.563.12(7) and (9), Wis. Stats.]
- b) subject to ss. 111.321, 111.322 and 111.335, Wis. Stats., 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 licensed 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 the gross receipts does not need to be in attendance at each occasion. This person may delegate the issuance & signing of checks to another active member.

BINGO CALLER

The bingo caller must:

- a) 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 the religious organization which the licensed organization is a member of for at least one year prior to calling, or be the spouse of such a member. “Traveling” or “For Hire” callers are not allowed.
[See s.563.51(29)(a), Wis. Stats.]

- b) subject to ss. 111.321, 111.322 and 111.335, Wis. Stats., 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.563.51(29)(b), Wis. Stats.]
- c) 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.]
- d) 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.]
- e) 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 omissions or duplications in the numerical order of the numbered objects.
[See ss.563.51(22)(c), Wis. Stats., and Game 42.13, Wis. Admin. Code.]
- f) make sure that the inspections of the numbered objects required above are witnessed and verified by at least two players who have paid admission to the occasion.
[See s. Game 42.13, Wis. Admin. Code.]
- g) announce the arrangement of numbers required to win before each game.
[See s.563.51(23), Wis. Stats.]
- h) announce the amount of the prize, and the color of the paper if using disposable sheets, before each game.
[See s.563.51(23), Wis. Stats.]
- i) remove only one numbered object from the receptacle at a time and once removed, no object shall be returned to the receptacle.
[See ss.563.51(22)(f), Wis. Stats., and Game 42.08, Wis. Admin. Code.]
- j) 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.
[See s.563.51(22)(g), Wis. Stats.]
- k) clearly and audibly announce each number in the order drawn from the receptacle.
[See s.563.51(22)(d), Wis. Stats.]
- l) 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.]

- m) ascertain, if more than one room is used, that all players in all additional rooms can hear the caller and that each player in each additional room has immediate access to a method which will immediately inform the caller and all other players in all rooms that a bingo has been called.

[See s. Game 42.14, Wis. Admin. Code.]

DUTIES OF THE CALLER

- a) Check the master board to verify the numbers called back by a floor worker from a winning card. Slow down workers who call back too fast.
- b) Be alert for players with weak voices who raise their hands to signal a bingo.
- c) Announce the number of winners and the prizes to be awarded after each game.
- d) Make sure that no balls remain in the chute after they are returned to the hopper following each game.
- e) Close all games according to the bingo rules.
- f) Be friendly and courteous.
- g) **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 cards 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 may not exceed \$2,500.00 in cash and/or merchandise retail value. Maximum prize in a single game is \$500, except for progressive jackpot games.

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

The only time that more than \$2,500.00 may be expended is when the limit is exceeded because of the awarding of minimum prizes to multiple winners.

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

If a game has multiple winners, the organization may divide a cash prize equally (the organization may elect to round off the prize to any amount between the nearest lower dollar and the next higher dollar) among the winners. The organization may elect to set a minimum prize of up to \$10.00 for each winner if they desire.

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

Prizes may be cash or merchandise, except that alcoholic beverages or interest in real estate or securities may not be awarded as a prize.

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

No bonus or additional prize shall be awarded on the basis of a specific arrangement of numbers or type of card required to win a game.

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

No prize shall be determined on the basis of a specified number of calls, except in progressive jackpot games.

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

All cash prizes must be paid by check or other draft from the organization's bingo account. The check or other draft must be payable to the winner except that, in a game with multiple winners where an equal division of the cash prize is \$10.00 or less for each winner, a check or other draft for the game total prize may be issued to "Cash--Game #___," cashed, and the cash divided among the winners.

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

If there are multiple winners in a game with a merchandise prize, the prize may be divided equally among the winners; substituted with identical prizes which have a total value equal to that of the original prize; or replaced by a cash prize (paid by check or other draft) equaling the retail value of each winner's share of the prize.

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

If any merchandise prize is awarded, its value shall be its current retail price. The current retail price of merchandise prizes donated to the organization should not be reported as an expenditure.

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

No merchandise prize may be directly or indirectly redeemable for cash.

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

All prizes must be awarded and delivered on the same day as the bingo occasion, except for progressive jackpot games.

[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. A player who completes a winning arrangement on each of two or more bingo cards in a game receives one share of the prize for each winning card. See Section 16 of this booklet for more information.

[See s. Game 42.09, Wis. Admin. Code.]

IMPORTANT NOTE: Progressive **bingo** games and progressive **jackpot** games are not the same. Please read Sections 16 and 17 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 a verification of all numbers and of the objects remaining in the receptacle and not yet drawn. 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.

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

If your organization wishes to conduct a raffle at its bingo occasion, a raffle license must be obtained. An Office of Charitable Gaming raffle program assistant can be reached at (608) 270-2552.

[See s.563.90, 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**

The method of play in any bingo game and the use of the bingo supplies and equipment must be such that each player is 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.]

No bonus prizes may be awarded on the basis of either a specific arrangement of the numbers or the type of card on which the bingo is completed.
[See s.563.51(10)(b), Wis. Stats.]

No prize may be based on a specified number of calls, except in progressive jackpot games.
[See s.563.51(10)(b), Wis. Stats.]

15. **BINGO ON LAST NUMBER CALLED**

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

Every organization sponsoring a bingo occasion shall notify all persons in attendance at each bingo occasion of this rule before beginning play at any occasion, and shall prominently post this rule at the door.
[See s. Game 42.05, Wis. Admin. Code.]

16. **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 apportioned 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 may not prohibit a player who has won a segment of the game from continuing to play in the remainder of the game.

The total prize for a progressive game may not exceed \$500.00.

17. **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 shall be at least 48.

The number of calls shall increase by one in each succeeding game until a player wins the progressive jackpot bingo prize.

[See s.563.54(1), Wis. Stats.]

The starting prize for progressive jackpot bingo shall be any of the following:

1. Fifty percent of the card sales for the first progressive jackpot bingo game, or
2. an amount specified before the start of play, not to exceed \$500.

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

The prize for each succeeding game of progressive jackpot bingo shall be 50 percent of the card sales for the 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 game of progressive jackpot bingo are completed, if no person has won, the game shall continue until a player covers all of the numbers on his or her card and the player shall be awarded a consolation prize of not less than \$100. The consolation prize may not be paid from the 50 percent of the card sales used to fund the progressive jackpot bingo prize.

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

No card for a game of progressive jackpot bingo may be sold after the game has begun.
[See s.563.54(4), Wis. Stats.]

Once started, progressive jackpot bingo shall be played at each succeeding bingo occasion until a player wins a game of progressive jackpot bingo, except that progressive jackpot bingo may be played only once per day.
[See s.563.54(5), Wis. Stats.]

Progressive jackpot bingo may be played only on special 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.]

18. **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 shall 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.]

All numbers drawn must be called even if they are not needed in the winning arrangement.
[See s.563.51(22)(d), Wis. Stats.]

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), (g), Wis. Stats., and Game 42.07, Wis. Admin. Code.]

19. **CORRECTING CALLER ERRORS AND MACHINE MALFUNCTIONS**

If the bingo caller mistakenly returns the numbers to the receptacle prior to the completion of a game, you may:

- a) void the game and start it over; or
- b) determine which numbers had been called by checking the cards of disinterested players and remove those numbers from the receptacle.

If the bingo caller mistakenly calls a wrong number, you must immediately announce the correction to the players.

You may not award a prize for a bingo which includes a number which was not drawn from the receptacle. If the correction results in any player completing a bingo, standard rules on the awarding of prizes apply.

A bingo game should not be started over if it is possible to correct the error. However, if it is 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 special cards, all cards must be replaced at no charge to the players.

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

20. **COUNT OF BINGO CARDS**

The Office of Charitable Gaming requires that licensed organizations accurately report the number of bingo faces sold at each bingo occasion.

You are required to report, separately, the number of regular (admission) cards sold; the number of extra regular cards sold; and the number of special cards sold.

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

You are also required to report, separately, the aggregate receipts from the sale of each type of card.

[See s.563.61(d), Wis. Stats.]

The law requires that the counts of cards sold be available for inspection at the close of each bingo occasion.

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

Through inspection and field audit, the Office of Charitable Gaming monitors the organization's reported sale of cards.

The organization is held responsible for any discrepancies and a discrepancy may result in disciplinary action against the organization or refusal to renew the organization's 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 four (4) 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.

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

21. **VERIFICATION OF BINGO RECEIPTS**

Unless a sponsoring organization has an alternative security system in place that has been approved by the Office of Charitable Gaming, the organization's supervising member at a bingo occasion shall count the receipts from the occasion immediately after the occasion, before leaving the place where the occasion is held.

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

The supervising member's count of the receipts shall be verified by a separate count by at least 2 other members of the organization in attendance at the occasion immediately after the occasion and before leaving the place where the occasion is held.

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

22. **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 completed before any game of the next bingo occasion may commence.

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

Each bingo occasion shall be completely separate from each other bingo occasion which precedes it.

[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. Each sponsoring organization must make such an announcement before beginning the first game of an occasion which immediately follows or precedes an occasion sponsored by any other organization at the same place.

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

Each organization sponsoring an occasion which immediately follows or precedes an occasion sponsored by any other organization at the same place must use a different color regular (admission) card and different colors for each of its special games, than the colors used by any other organization.

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

23. **BINGO OCCASIONS CO-SPONSORED BY MORE THAN ONE ORGANIZATION**

A bingo occasion may be co-sponsored by 2 or more organizations, but the aggregate value of all prizes awarded at a bingo occasion may not exceed \$2,500.00 regardless of the number of organizations co-sponsoring the occasion. Each organization must be licensed for the co-sponsored occasion.

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

24. **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 Unit by telephone at (608) 270-2530 and file an amendment within seven days of the canceled occasion date.

25. **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., 1-100 players pays \$850.00 in prize money; 101-150 players pays \$1,000.00 in prize money. Then, under each heading you would list the prize amounts for each game. (NOTE: The figures used are as an example only. You can set your own amounts as long as they do not exceed \$2,500.00 per occasion or \$500.00 per game.)
- Sell as many bingo cards as possible, including special game cards, at the entrance to your bingo occasion. The selling of packaged "sets" is permissible; however, single cards must be available for all games and posted on the price list.
- 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 3 times before closing the game.
- Adopt "house rules" governing the exchange of cards if the exchanges are causing problems. These cannot be inconsistent with state law.
- 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 be alert for players with soft voices and those who raise their hands to signal a bingo.
- In some way, void winning special cards after verifying the bingos 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.
- Do not verify winning cards by checking the uncalled numbers remaining in the receptacle.
- Have an extra set of numbered objects on hand.

26. **PROPER AND LEGITIMATE EXPENDITURES**

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

- a) Any purpose for which the organization is organized.
- b) The advancement, improvement or benefit of the organization, if the amount of the expenditure does not exceed the fair market value of the advancement, improvement or benefit.
[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. The funds can also be transferred up to 100% into the group's regular bank account to finance projects, expenses, etc. All expenditure records must be kept for four (4) 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 appropriate 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 the licensed organization acted in good faith and by mistake or inadvertently in so expending the funds.

[See s.563.65, Wis. Stats.]

27. **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 the fair market value of the goods or services obtained.

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

28. **RENT AND ADVERTISING EXPENSES**

Rent may not exceed the fair market value.

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

[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 organizations bingo equipment.

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

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

29. SEMIANNUAL REPORT OF BINGO OPERATIONS

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 beginning on the date on which the organization's license is issued.

Semiannual reports are due from all active license holders whether an occasion was held during the reporting period or not.

[See s.563.61, Wis. Stats.]

The report is due no later than the 60th day after the last day of the reporting period. Please allow 2 to 3 weeks for report processing. Refer to your license for reporting periods and due dates.

The report shall be accompanied by the payment of the occupational tax due for all the occasions held during the six-month period. See the instructions accompanying the report forms for details on calculating the tax.

The licensed organization must retain a copy of the report for its permanent records. The report shall include:

- a) The name and address of each supervising member and the member responsible for the proper utilization of gross receipts.
- b) The date of each bingo occasion.
- c) An itemized statement of the gross receipts from each bingo occasion held during the reporting period, including gross receipts from sales of regular bingo cards, extra regular cards, special game cards and sale of supplies.
- d) An itemized statement of expenses for each bingo occasion held during the reporting period, including amounts paid for prizes, bingo supplies and equipment, license fees and other expenses.
- e) An itemized statement of proper and legitimate expenditures during the reporting period for the advancement, improvement or benefit of the organization.

- f) A statement showing the balance in the licensed organization's bingo account and all deposits into and adjustments to the bingo account that were made during the reporting period.
- g) The name of the depository and the title and number of the checking or other draft account.
[See s.563.61(1), Wis. Stats.]

The report shall be signed by the licensed member responsible for the proper utilization of gross receipts for the bingo occasion.

[See s.563.61(2), Wis. Stats.]

If no bingo games are held on a date when a license authorizes them to be held, the semiannual report must show that no occasion was conducted on that date.

[See s.563.61(3), Wis. Stats.]

- Two Semiannual Bingo Occasion Report forms are mailed with the renewed license; one for each reporting period. Photocopy your report before submitting and retain copy for your records.
- The reporting periods and due dates are printed on your license. Be sure to use only these dates and write the **full report period** in the space provided.
- Renewal will not occur unless reports are filed!
- The Semiannual Bingo Occasion Report is available as an Excel spreadsheet from the Office of Charitable Gaming. Please call 608-270-2530 if you would like the form emailed to you.
- Bingo renewal packets are mailed approximately 60 days before expiration of license. If renewal packet is not received 45 days before license expiration, contact the bingo program assistant.

30. **REPORTS IMPROPERLY FILED**

The Office of Charitable Gaming may refuse to renew a license of an organization found to be delinquent in filing its financial statement (semiannual bingo occasion report) or found to have filed an incomplete statement of bingo operations.

[See s.563.62(1), Wis. Stats.]

If a licensed organization fails to file a financial statement of bingo operations within 5 days after notification by the Office of Charitable Gaming of the delinquency, the Office may suspend the license, pending the filing of the financial statement.

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

If the financial statement filed by a licensed organization is not fully, accurately and truthfully completed, the Office of Charitable Gaming may refuse to renew a license or may suspend a license until such time as a statement in proper form has been filed.

[See s.563.62(3), Wis. Stats.]

31. **REPORTING SALES TAX**

Only report the sales tax on the occasion report at the time you make your payment to the Department of Revenue. Until you actually pay the sales tax, you should leave your sales tax amount relating to each bingo occasion in your "bingo account." Under no circumstances should you put the sales tax amount in your organization's general operating fund. County taxes should be filed as specified by your county of residence.

When the Department of Revenue indicates it is time for your organization to submit the sales tax, the sales tax form and sales tax payment should be sent directly to the Department of Revenue, Compliance Bureau, P.O. Box 8902, Madison, Wisconsin 53708.

Inquiries about the sales tax form and procedures should be directed to the Department of Revenue at 608-266-2776.

DO NOT send the sales tax form and payment to the Office of Charitable Gaming. These funds must be sent to the Department of Revenue.

32. **BINGO ACCOUNTS**

Each licensed organization must maintain one account which must be designated as the "bingo account" and which must be a regular or interest-bearing checking, share draft or negotiable order of withdrawal account from which canceled checks, share drafts, or negotiable orders of withdrawal, or microfilm copies of any of them may be obtained.

[See s.563.63(1), Wis. Stats.]

All gross receipts derived from the conduct of bingo must be deposited into the bingo checking or other draft account.

No other receipts may be deposited in the bingo account.

Deposits must be made within five (5) days following the date of a bingo occasion.

All accounts must be maintained in a financial institution located in Wisconsin.

Bingo funds must be separate from the other funds of the organization.

Gross receipts from the conduct of bingo may not be commingled with any other funds. Bingo and raffle funds must be kept separate.

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

No checks or other drafts may be issued payable to "cash" or "bearer" except as permitted in multiple winner bingo games as explained in s.563.63(2)(b), Wis. Stats.
[See s.563.62(2)(a), Wis. Stats.]

If more than one player is declared to be the winner on the call of the same number in the same bingo game and an equal division of the cash prize is \$10.00 or less for each winner, a check or other draft for the game total prize may be issued to "Cash--Game #___," cashed, and the winners paid with cash from that check.
[See s.563.63(2)(b), Wis. Stats.]

Checks or other drafts drawn on the bingo account shall be for one or more of the following purposes:

- a) The payment of necessary and reasonable expenses incurred in connection with the conduct of bingo, including prizes, bingo supplies and equipment, utilities, license fees and taxes.
- b) Proper and legitimate expenditures.
[See s.563.63(3), Wis. Stats.]

Gross receipts derived from the conduct of bingo shall not be commingled with any other funds of the licensed organization. Keep raffle funds and pull tab monies separate.
[See s.563.63(5), Wis. Stats.]

33. **CHANGE**

An organization may issue a check or other draft from its bingo account to obtain change necessary for the conduct of a bingo occasion. The check or other draft shall be made to the order of the payor and shall not be issued more than 3 days prior to the conduct of the occasion. The change shall be deposited after each occasion with the gross receipts pursuant to s. Game 43.02, Wis. Admin. Code. Start-up change should be reported in the Semiannual Bingo Occasion Report form under "Adjustments."

34. **RECORDS OF BINGO OPERATIONS (BOOKKEEPING AND ACCOUNTS)**

Each licensed organization shall maintain a single entry or double entry bookkeeping system for the purpose of recording all receipts and expenditures in connection with the conduct of bingo and the disbursement of net profits and expenditures for the organization's benefit.
[See s.563.64(1), Wis. Stats.]

Such bookkeeping system shall consist of a columnar book maintained on a calendar or fiscal year, or licensing year basis.

The columnar book, deposit books, canceled checks, records of share drafts, checkbooks, records of share accounts, records of negotiable orders of withdrawal, deposit slips, bank statements and copies of financial statements of bingo operations and all other books and accounts shall be maintained for not less than four (4) years and shall be available at reasonable times for examination by the Office of Charitable Gaming or its authorized representative.

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

If organization does not receive canceled checks or share drafts from bank, the Office of Charitable Gaming may require the licensed organization to obtain microfilm copies of share drafts to the extent necessary for examination purposes.

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

All documents supporting the entries made in the books of accounts shall be kept by the licensed organization for a period of not less than four (4) years.

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

Such documents shall include, but are not limited to, bank statements, canceled checks, records of share drafts, deposit slips, invoices for all expenditures, including proper and legitimate expenditures.

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

35. **FINANCIAL REPORT TO MEMBERSHIP**

At least once a year, each licensed organization shall report the following information in writing to its membership regarding the bingo occasions which it has conducted:

- a) The number of bingo occasions conducted.
- b) The gross receipts.
- c) The amount of prizes paid.
- d) The net profit or loss.
- e) The disposition of profits.
- f) Any interest earned on profits deposited in interest-bearing accounts.
- g) A summary of expenses incurred. [See s.563.66(1), Wis. Stats.]

The information reported above shall be incorporated into the minutes or records of each licensed organization.

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

If a licensed organization is an auxiliary or affiliate of a parent organization, a copy of the written report shall be filed with the executive officer of the parent organization 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 MUST BE AVAILABLE FOR REVIEW AT PERIODIC AUDITS.

36. **EXPENDITURE OF BINGO FUNDS AFTER CESSATION OF BINGO**

A licensed organization which has ceased to conduct bingo for any reason and has unexpended bingo funds shall disburse such funds:

- a) For proper and legitimate expenditures within one year after the cessation of the conduct of bingo; or
- b) In accordance with a plan of expenditure approved of in advance by the Office of Charitable Gaming.
[See s.563.68, Wis. Stats.]

BASIC CESSATION PROCEDURES

- Disburse funds and close bingo account within one (1) year.
- Keep records for four (4) years.

- If selling supplies to another licensed organization, obtain and keep a receipt for your records.
- Submit final report to Office of Charitable Gaming. Mark it as "**Final Report.**"

37. **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 books, papers and records of the licensed organization to determine if all proper taxes or fees imposed have been paid.

[See s.563.72, Wis. Stats.]

Any refusal to permit such examination of the premises by the licensed organization, its agent or an employee or the person in charge of the premises to which the bingo license relates, constitutes sufficient grounds for the suspension or revocation of a license and is punishable under s.563.73(4), Wis. Stats.

In addition, such refusal constitutes sufficient grounds for any peace officer or other persons authorized under this subsection within their respective jurisdictions or authority to employ whatever reasonable action is necessary to conduct inspections permitted by this section.

[See s.563.72, Wis. Stats.]

38. **GROSS RECEIPTS TAX**

An occupational tax is imposed on those gross receipts of any licensed organization which are derived from the conduct of bingo, in the following amounts:

- (1) One percent of the first \$30,000 in gross receipts received by a licensed organization during a licensing year.
- (2) Two percent of the gross receipts received by a licensed organization during a licensing year that exceed \$30,000.

This tax is paid when submitting the Semiannual Bingo Occasion Reports. Organizations are urged to take care when computing gross receipts taxes and licensing fees. The Office of Charitable Gaming will authorize refunds of overpayments only in excess of \$10.00.

[See s.563.80, Wis. Stats.]

39. **PENALTIES FOR VIOLATION**

The Office of Charitable Gaming may commence proceedings to suspend or revoke a license to conduct bingo pursuant to the rules promulgated under s.563.05, Wis. Stats., if it believes that an organization has violated the law. When a license is suspended or revoked by the Office of Charitable Gaming, the organization must surrender the license. An organization whose license has been revoked may reapply for a license one year after the effective date of revocation. The Office of Charitable Gaming will reinstate a suspended license at the end of the suspension period. Alleged criminal violations will be investigated and, where appropriate, prosecuted by the proper authorities.

[See s.563.18, Wis. Stats.]

The maximum penalty for criminal violations is a \$10,000 fine, 9 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.