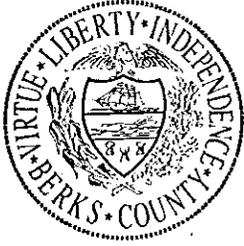


COUNTY OF BERKS, PENNSYLVANIA

Office of the Treasurer



Services Center, 2nd Floor
633 Court Street
Reading, PA 19601-4318

Phone: 610.478.6640 ext. 5653
Fax: 610.478.6621
E-mail: dadams@countyofberks.com

A. Dennis Adams, CPA, Treasurer

Socrates J. Georgeadis, Esq., Solicitor

DEAR BINGO LICENSEE/APPLICAN:

Enclosed are your Bingo license and the application package for the following license year. Your license will continue to be renewable on the anniversary date of its issuance, provided you comply with the Bingo Law.

For your information, enclosed is a copy of the Bingo Law and regulations from this office. The Bingo Law and regulations impose strict standards upon the licensed associations and operators. Please take the time to review and familiarize yourself with these standards. Any violation may result in the revocation of or the refusal to renew your license, as well as other civil and criminal penalties.

Under the Bingo Law, our office has the right to request an investigation to verify any statements made in the enclosed applications. Our office works closely with District Attorney in reviewing these applications. Enclosed is a letter from the District Attorney explaining his position regarding these licenses.

The application package may appear lengthy; however, it is the desire of this office and the District Attorney to effectively administer the Bingo Law so that legitimate associations can continue to operate bingo. Those associations not complying with the Bingo Law will not be permitted to continue to operate Bingo. Please note that on-site inspections during operations and further inquiry into the records may be made by local police and county detectives as deemed appropriate.

If you have any questions completing the enclosed applications, please contact your attorney, your accountant or this office for further assistance. These forms should be fully completed, signed by the licensee, NOTARIZED and returned to this office 60 DAYS prior to the anniversary/renewal date with the appropriate filing fee made payable to the "COUNTY OF BERKS".

When you submit your completed application to this office, please make sure you RETURN YOUR OLD BINGO LICENSE, if any. If the license is still in effect and you cannot make a duplicate for your records, please list your Bingo License on page 1.

Applications or required forms that are incomplete will delay the processing of your license.

Thank you for your anticipated cooperation, compliance, and understanding concerning the application procedure.

Very truly yours,

A Dennis Adams, CPA
Berks County Treasurer

Dedicated to public service with integrity, virtue & excellence

www.co.berks.pa.us



BERKS COUNTY DISTRICT ATTORNEY

633 COURT STREET
READING, PENNSYLVANIA 19601-4317
TELEPHONE: 610-478-6000
FAX: 610-478-6002
www.co.berks.pa.us/dept/da

John T. Adams
District Attorney
Michael J. Gombar
Chief County Detective

Dennis J. Skayhan
First Assistant District Attorney
Jonathan H. Kurland
Chief Deputy District Attorney

TO ALL BERKS COUNTY BINGO LICENSEES:

The records of the Fiscal Office of Berks County indicate that a bingo license under the Bingo Law, Act 1981 #67, effective November 9, 1981, as amended, has been issued to your organization.

In order to assist your organization, we have enclosed a copy of the Bingo Law. It is incumbent upon each organization to keep written records of the monies and merchandise collected and distributed for each day they conduct Bingo. Also, each association shall deposit with a financial institution all proceeds for each day's Bingo game in an account in the association's name. In that regard, the deposit shall be made before any of the proceeds may be used for any other purpose, except for payment of prize money and compensation to members employed in the operation of the game.

The Bingo Law empowers the County District Attorney to investigate licensees under the law for purposes of determining whether there is compliance with its provisions. Under Pa. Section 6(b), this office has the power to require licensees to produce their books, accounts and records. We have enclosed a sample Daily Worksheet form in order to assist your organization in complying with the requirements of the Bingo Law. Section 6(a) of that law requires that licenses shall be revoked by the licensing authority where the District Attorney finds that certain provisions of the law have been or are being violated. Section 7 of the law provides for criminal sanctions for violations; and finally, Section 8 grants the District Attorney further investigatory powers.

In order to discharge our duties under the law with dispatch, we have prepared a report form for each licensee to complete. This will enable us to more efficiently and effectively eliminate or terminate licensing and other bingo irregularities. We request that you complete this form and return it by mail or in person as soon as possible. The form should be mailed to:

A.Dennis Adams, CPA, Treasurer
Berks County Services Center
633 Court Street, 2nd Floor
Reading, PA 19601-3593

In the event you have any questions about the report or any difficulty in complying with this directive, please call the County Detectives at (610) 478-7171.

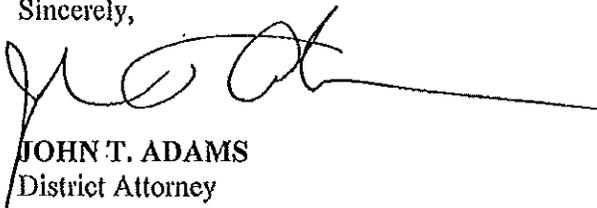
This request is made in good faith, and although the questionnaire is lengthy, it is not intended to harass anyone. It is our desire to police this law so that legitimate organizations can continue to operate bingo, but that sham operations will be closed down.

Please cooperate with this initial phase of our enforcement operation.

On site inspections during games and further financial record checks will be made by local police and county detectives as deemed appropriate.

Thank you for your anticipated cooperation and compliance, and your understanding concerning the need for this report.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Adams', with a long horizontal line extending to the right.

JOHN T. ADAMS
District Attorney
Berks County, Pennsylvania

JTA:js

**UNIFORM GUIDELINES AND PROCEDURES FOR BINGO LICENSEES
(ASSOCIATIONS) LEGISLATIVE INTENT**

These **Guidelines and Procedures** shall be interpreted in accordance with the intent and spirit of the Bingo Act, which is as follows:

The General Assembly hereby declares that the playing of bingo for the purpose of raising funds, by certain non-profit associations, for the promotion of charitable or civic purposes, is in the public interest.

It is hereby declared to be the policy of the Legislature that all phases of licensing operation and regulation of the game of bingo are **strictly controlled**, and that all laws and regulations with respect thereto as well as all gambling laws should be strictly construed and rigidly enforced.

The Legislature recognizes the possibility of association between commercial gambling and organized crime, and wishes to discourage commercialization of the game of bingo; prevent participation by organized crime and prevent the diversion of funds from the purposes herein authorized.

The County Treasurer's office has arrived at the following **Guidelines and Procedures** for all Berks County Bingo Licensees.

Definitions:

Association – The Organization (Charitable/Non-Profit), which has applied for and has been issued a License to conduct **Bingo** in Berks County.

Operator – Any person or entity that conducts the game for the Association.

Accounting/Reporting/Auditing Procedures – Any basic system which recognizes generally accepted accounting principles as to recording receipts and expenditures with supporting documents, such as: journals, ledgers, statements and bank checking accounts necessary for the operation.

Items:

1. Proof of non-profit corporation status must be submitted and By-Laws, if not already on file, with the application for the bingo license (60 days prior to expiration date), together with a "Good Standing Certificate" from the Corporation Bureau.

Continued on Other Side

2. An appropriate lease or sublease for the premises between the Association and the Operator for the current year must be submitted with the application for the Bingo License. If it renews annually or periodically, then the Association and the Operator shall submit a statement.
3. Properly signed and dated Leases, Contracts, or Agreement between the Landlord/Operator/Association must be available for review with the application for the bingo license (60 days prior to expiration date). Transfer of License or Change of Manager will also require sixty-days (60) written notice.
4. A schedule of Operations must be documented, submitted and maintained (which can be either fixed or rotating) to allow all associations' access to "BEST" days.
5. A staff roster must show name, social security number, and membership status of each worker or volunteer.
6. All Cash revenue must be substantiated by a Daily worksheet.
7. A daily record of Payroll must be prepared (Cash Payrolls are not recommended).
8. Daily receipts less CASH Payout for prizes should be deposited in an Account in the Name of the Association.
9. Operators cannot be the sole signatures on an Association Checking Account and Signature stamps should not be given to the Operator.
10. Responsibility for periodic (*to be determined by the Treasurer*) financial reports resides with the Association (Licensee). A Financial report prepared by an Accountant, Public Accountant, or CPA retained by the operator will be acceptable if reviewed and approved by the Association. This report must be made available to the general membership of the Association during the monthly meeting.

PLEASE NOTE – The above Guidelines and Procedures supersede all previous Guidelines and Procedures, written or verbal.

ADA:jh

Revised: 1/14/02

INSTRUCTIONS FOR COMPLETION OF FORM

1. ALL INFORMATION SHALL BE TYPED OR PRINTED IN BLACK OR BLUE INK.
2. SUBMIT THE COMPLETED APPLICATION TO THE COUNTY TREASURER.
3. THE APPLICATION SHALL BE SIGNED BY THE EXECUTIVE OFFICER OR SECRETARY OF THE ASSOCIATION.
4. THE ASSOCIATION MUST HAVE EXISTED AND CONDUCTED BUSINESS IN FURTHERANCE OF ITS WRITTEN CONSTITUTION, CHARTER, ARTICLES OF INCORPORATION OR EXPRESS PURPOSE FOR TWO YEARS PRIOR TO APPLYING FOR A LICENSE.

EXCEPTION: AN ASSOCIATION WHOSE MEMBERSHIP CONSISTS EXCLUSIVELY OF ELDERLY RESIDENTS OF A SENIOR CITIZEN HOUSING PROJECT MAY APPLY FOR A LICENSE IMMEDIATELY AFTER IT IS ORGANIZED.

APPLICATION FOR BINGO LICENSE



FOR OFFICIAL USE ONLY
LICENSE NO. _____
DATE ISSUED _____
RENEWAL _____ NEW _____
ORIGINAL ISSUE DATE _____

1. Name of the Association is:

(Area Code) Telephone Number _____

2. Street Address _____

City _____

County _____

State _____

Zip Code _____

3. Location of bingo games (Address, number and street) _____

4. The association is a senior citizens' group which conducts bingo for its members only.

Yes No

5. The association is an agricultural association or county fair.

Yes No

6. This year the association will conduct bingo during only one period which shall not exceed three consecutive days.

Yes No

7. The membership of the association consists exclusively of elderly residents of a senior citizen housing project.

Yes No

8. The association was formed (Date-Month) _____ Year _____

9. The association will not permit any person under the age of 18 to play bingo unless accompanied by an adult.

10. The facility where the game of bingo will be played has adequate entrances and exits and adequate sanitary facilities.

11. The association (check appropriate line):

- is the sole owner of the equipment used in playing bingo

- is joint owner with a licensed association of the equipment used in playing bingo

- leases the equipment from another licensed association under a written agreement for a fee which is not contingent upon the amount of receipts realized from the playing of bingo or the number of people attending the bingo games

- is contracting with a charitable organization or outside operator to conduct bingo at expositions, carnivals or fairs

12. The premises on which bingo is played (check appropriate line):

- are owned by the association

- are not leased from the owner under an oral agreement

- are not leased from the owner under a written agreement providing for the rental price to be determined by the receipts realized from the bingo games or the number of people attending the bingo games.

13. The personal property used in the conduct of the game (check appropriate line):

- is owned by the association

- is not leased from the owner under an oral agreement

- is not leased from the owner under a written agreement providing for the rental price to be determined by the receipts realized from the bingo games or the number of people attending the bingo games.

14. The association is not leasing the premises or personal property used to play the game from a person who has been convicted of a felony or a violation of the Bingo Law.
15. Bingo games (check appropriate line):
- will not be conducted by the association more than twice in any one week
 - will be conducted at carnivals or expositions not exceeding ten days in duration
16. The association will not award a total of more than \$4,000.00 in prizes in one calendar day.
17. The association is a nonprofit association as defined in the Bingo Law.

 (Signature of Executive Office or Secretary of the Association)

COMMONWEALTH OF PENNSYLVANIA

: S.S.

COUNTY OF BERKS

Before me this day personally appeared _____ who, being duly sworn according to law, deposes and says that the statements contained in the foregoing application are true and correct.

Subscribed and sworn to
 before me this _____ day
 of _____, 19__

INSTRUCTIONS FOR COMPLETION OF FORM

- A. All information shall be typed or printed in black or blue ink.
- B. Submit the application, upon completion, to the county treasurer, or in any home rule county or city of the first class, where there is no elected treasurer, to the designee of the governing authority.
- C. Associations which conduct bingo during one period each year for not more than three consecutive days shall pay a \$15 annual licensing fee. Recognized senior citizens' groups who conduct bingo for their members only shall pay a fee of \$50.00 per year. The license fee for all other non-profit associations, including agricultural associations and county fairs, is \$100.00 per year.
- D. The application shall be signed by the executive officer or secretary of the association.
- E. The association must have existed and conducted business in furtherance of its written constitution, charter, articles of incorporation or express purpose for two years prior to applying for a license. Exception: An association whose membership consists exclusively of elderly residents of a senior citizen housing project may apply for a license immediately after it is organized.

BERKS COUNTY DISTRICT ATTORNEY'S OFFICE

INFORMATION SHEET FOR LOCAL ELIGIBLE ORGANIZATIONS/ASSOCIATIONS TO
CONDUCT AND OPERATE BINGO GAMES

PLEASE TYPE OR PRINT ALL INFORMATION

1. NAME OF ASSOCIATION: OLD BINGO LICENSE NO. # _____

2. ADDRESS OF ASSOCIATION:

PHONE NUMBER _____ ZIP CODE _____

3. ADDRESS WHERE ASSOCIATION CONDUCTS BINGO:

4. DAY (S), DATE (S), TIME (S) ASSOCIATION CONDUCTS BINGO:

5. WHAT TYPE OF ASSOCIATION IS THIS: (Check all which apply)

- ___ a. Volunteer Fire Company
- ___ b. Volunteer Fire Company Auxiliary
- ___ c. Ambulance Association
- ___ d. Religious
- ___ e. Charitable
- ___ f. Fraternal
- ___ g. Veterans
- ___ h. Civic
- ___ i. County Fair or Agricultural

6. ARE YOU CLAIMING STATUS AS A SENIOR CITIZEN'S ASSOCIATION?

YES ___ NO ___

7. DOES ORGANIZATION HAVE: (Check all which apply)

- ___ a. Written Charter
- ___ b. Written Constitution
- ___ c. Articles of Incorporation
- ___ d. By Laws

8. WHAT IS THE PURPOSE OF THE ORGANIZATION AS STATED IN ANY AND ALL OF THE ABOVE DOCUMENT (S) CHECKED IN ITEM 7?

(Attach photocopy of documents if you prefer to writing out Purpose)

9. HOW LONG HAS THE ORGANIZATION BEEN OPERATING UNDER THE DOCUMENT (S) CHECKED IN ITEM 7?

10. IS YOUR ORGANIZATION NOT-FOR-PROFIT? YES ___ NO ___

DOES IT HAVE A CERTIFICATE OF TAX EXEMPTION? YES ___ NO ___

Certificate No. _____

If so, by whom and when issued: _____

11. FOR WHAT PURPOSE(S) ARE THE PROCEEDS FROM BINGO USED BY ASSOCIATION?

If no proceeds are obtained, please explain:

12. a. LIST NAMES, ADDRESSES, PHONE NUMBERS, DATES OF BIRTH, SOCIAL SECURITY NUMBERS OF ALL PERSONS PERMITTED BY THE ASSOCIATION TO MANAGE, SET UP, SUPERVISE, OR PARTICIPATE IN THE OPERATION OF THE ASSOCIATION'S BINGO GAMES.

- b. ARE ALL OF THESE PERSONS LISTED IN 12a BONA FIDE MEMBERS OF YOUR ASSOCIATION?
YES ___ NO ___

"Bona fide member." Any individual who holds a full membership in the association as defined by the association's constitution, charter, articles of incorporation or bylaws and has been a member of the association for at least one year. The term shall also include those individuals who are members of an auxiliary or recognized junior affiliate of the parent association. (Section 303 Definitions)

- c. HOW DOES ONE BECOME A MEMBER OF YOU ASSOCIATION?

- d. GIVE DATE(S) WHEN EACH PERSON LISTED IN 12a BECAME A MEMBER OF YOUR ASSOCIATION, AND HOW THIS WAS ACCOMPLISHED?

- e. GIVE AMOUNT(S) OF COMPENSATION PAID BY ASSOCIATION IN ANY FORM TO EACH OF THESE PERSONS:

- f. DOES THIS COMPENSATION EXCEED \$50.00 FOR EACH DAY OF BINGO?
YES ___ NO ___

g. DOES THE ASSOCIATION LEASE PREMISES OR EQUIPMENT FROM ANY OF THE PERSONS LISTED IN 12a?

YES ___ NO ___ (if YES, attach copy of written lease)

h. DO ANY OF THE PERSONS LISTED IN 12a MANAGE, SET UP, SUPERVISE OR PARTICIPATE IN THE OPERATION OF ANY OTHER BINGO GAME(S) RUN BY ANY OTHER ASSOCIATION?

YES ___ NO ___ (if YES, where and when?)

13. DOES ASSOCIATION OWN PREMISES WHERE BINGO IS CONDUCTED?

YES ___ NO ___ (If YES, who and when?)

If NO:

DO YOU HAVE A WRITTEN LEASE WITH THE OWNER OF THE PROPERTY? YES ___ NO ___ (if YES, attach copy of written lease)

WHO IS THE PROPERTY OWNER?

NAME: _____

ADDRESS: _____

PHONE # _____

WHAT IS THE RENTAL? _____

IS THERE A PERCENTAGE OF BINGO PROCEEDS PAID TO LANDLORD? YES ___ NO ___

DOES ANYONE ELSE RENT THESE PREMISES FOR BINGO? YES ___ NO ___

If YES, who and when?

(Attach photocopy of lease)

14. DOES BINGO FACILITY HAVE ADEQUATE MEANS OF INGRESS AND EGRESS?

ENTRANCE _____ EXIT _____

15. JACKPOT PRIZE AMOUNT: \$

INDIVIDUAL GAME PRIZE AMOUNT \$

16. IS BINGO LICENSE PROPERLY DISPLAYED? YES___ NO___

17. WHO ARE THE OFFICERS OF THIS ASSOCIATION?

Name: _____ Address: _____

Phone: _____

18. WHO HAS CUSTODY OF THE BOOKS AND FINANCIAL RECORDS OF THIS ASSOCIATION? (Do NOT use Post Office Numbers)

Name: _____ Address: _____

Phone: _____

Name: _____ Address: _____

Phone: _____

19. WHO IS IN CHARGE AND RESPONSIBLE FOR THE BINGO OPERATION OF THIS ASSOCIATION? (Do NOT Use Post Office Numbers)

Name: _____ Address: _____

Phone: _____

Name: _____ Address: _____

Phone: _____

20. a. ARE NON-MEMBERS PERMITTED TO PLAY BINGO? YES ___ NO ___

b. WHAT, IF ANYTHING, IS CHARGED TO PLAY BINGO PER GAME, SPECIAL OR DAY? \$

21. HAS THE BINGO FACILITY OR LICENSEE COMPLIED WITH LOCAL HEALTH LAWS AND REGULATIONS OF THE COMMONWEALTH OF PENNSYLVANIA AND ITS POLITICAL SUBDIVISIONS (Section 6.3)?

YES ___ NO ___

If YES, please enclose copy of license.

22. I HEREBY CERTIFY THAT I HAVE RECEIVED AND READ A COPY OF THE BINGO LAW AND THAT THE ANSWERS TO ALL THE QUESTIONS IN THIS REPORT TO THE DISTRICT ATTORNEY ARE TRUE, COMPLETE AND CORRECT. I UNDERSTAND THAT THESE ANSWERS ARE MADE SUBJECT TO THE CRIMINAL PENALTIES OF 18 Pa. C.S. § 4903 (relating to False Swearing).

NAME: _____

TITLE: _____
Executive Officer/Secretary of Association

PHONE: _____

DATE: _____

COMMONWEALTH OF PENNSYLVANIA :
COUNTY OF BERKS : §

Before me this day personally appeared _____, who being duly sworn according to law, deposes and says that the statements contained in the foregoing application are true and correct.

Subscribed to and Sworn before me this
_____ day of _____, 20____.

Notary Public

SAMPLE DAILY BINGO WORKSHEET

NAME OF ORGANIZATION _____

BANK/SAVINGS INSTITUTION _____

Telephone # _____

ADDRESS _____

CHECKING ACCOUNT # _____

_____ Zip _____

.....

INCOME/EXPENSE WORKSHEET

Date: _____

Gross Income: _____

Less Payout: _____

Total Income: _____ +

LESS EXPENSES

Payroll: _____

Payroll Taxes: _____

SUB-TOTAL _____

OTHER EXPENSES

Rent: _____

Heat: _____

Electricity: _____

Water/Sewer: _____

Licenses: _____

Maintenance/Repairs _____

Advertising: _____

Supplies: _____

Professional Fees: _____

Insurance: _____

Refreshments: _____

Miscellaneous Expenses: _____

(Detail Required)

TOTAL ALL EXPENSES: _____ -

NOTE: "All prizes awarded having a value greater than \$250 shall be specifically described in the association's records."

NET INCOME/PROFIT: _____ +

NET LOSS: _____ -

DONATIONS MADE TO:

Name: _____

Amount: _____

Address: _____

Name: _____

Amount: _____

Address: _____

.....

Date: _____

Signature

Print Name: Officer/Director