



**SCHEDULE 1
SMALL GAMES OF CHANCE ANNUAL OPERATING RECORD**

(TAKEN FROM SCHEDULE 2 TOTALS)

CALENDAR YEAR			TO		
A	B	C	D	E	F
OPERATING MONTH* STARTING & ENDING DATE	TOTAL GROSS REVENUE	TOTAL EXPENSES	TOTAL PRIZES	TOTAL NET PROCEEDS (B - C - D = E)	EXCLUDED PRIZES • 100% PAYOUTS • CARRYOVERS • SPECIAL RAFFLES
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
TOTALS					

*Month is equivalent to four consecutive operating weeks, or 28 consecutive days.



**SCHEDULE 2
SMALL GAMES OF CHANCE WEEKLY OPERATING RECORD
(7-DAY PERIOD)**

FROM: _____ TO: _____

A		B	C	D	E	F
OPERATING WEEK		TOTAL GROSS REVENUE	TOTAL EXPENSES • COST OF GAMES • COST TO OPERATE GAMES	TOTAL PRIZES	TOTAL NET PROCEEDS (B - C - D = E)	EXCLUDED PRIZES • 100% PAYOUTS • CARRYOVERS • SPECIAL RAFFLES
1 ST WEEK	START DATE:					
	END DATE:					
2 ND WEEK	START DATE:					
	END DATE:					
3 RD WEEK	START DATE:					
	END DATE:					
4 TH WEEK	START DATE:					
	END DATE:					
TOTALS						

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 1



**SCHEDULE 2-A
PULL-TAB AND PUNCHBOARD WEEKLY OPERATING RECORD
(7-DAY PERIOD)**

FROM: _____ TO: _____

A	B	C	D	E
7-DAY PERIOD	TOTAL GROSS REVENUE	TOTAL EXPENSES • COST OF GAMES • COST TO OPERATE GAMES	TOTAL PRIZES (CASH AND/OR MERCHANDISE)	TOTAL NET PROCEEDS (B - C - D = E)
1 ST DAY				
2 ND DAY				
3 RD DAY				
4 TH DAY				
5 TH DAY				
6 TH DAY				
7 TH DAY				
TOTALS				

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2



**SCHEDULE 2-B
REGULAR RAFFLE / *SPECIAL RAFFLE**

**COLUMN B ("START DATE OF SALES") MUST BE RECORDED IN ADVANCE.
THE REMAINING COLUMNS ARE TO BE COMPLETED AFTER THE RAFFLE IS HELD.**

A	B	C	D	E	F	G	H	I	J
NAME OF RAFFLE	START DATE OF SALES	DATE OF DRAWING	COST PER CHANCE	NUMBER OF CHANCES SOLD	TOTAL GROSS REVENUE (D x E = F)	TOTAL EXPENSES	TOTAL PRIZES	TOTAL NET PROCEEDS (F - G - H = I)	*SPECIAL RAFFLE PERMIT NUMBER
TOTALS									

***SPECIAL RAFFLES ARE LIMITED TO \$150,000.00 / \$250,000.00 IN PRIZES PER CALENDAR YEAR**

LIST ALL INDIVIDUAL PRIZES AND THEIR VALUE ON THE REVERSE SIDE OF THIS SCHEDULE.

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2



SCHEDULE 2-C DAILY / WEEKLY DRAWINGS

OPERATING WEEK FROM: _____ TO: _____								
A	B	C	D	E	F	G	H	
DATE OF DRAWING	COST PER PLAY	NUMBER OF CHANCES SOLD	TOTAL GROSS REVENUE (B x C = D)	TOTAL PRIZES	100% PAYOUT?	DID PRIZE INCLUDE CARRYOVER?	DATE CARRIED TO	
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
					— YES NO	YES NO		
TOTALS								

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2



**SCHEDULE 2-D
50/50 DRAWING WEEKLY OPERATING RECORD
(7-DAY PERIOD)**

FROM: _____ TO: _____

A	B	C	D	E
7-DAY PERIOD	TOTAL GROSS REVENUE	TOTAL EXPENSES • COST OF GAMES • COST TO OPERATE GAMES	TOTAL PRIZES	TOTAL NET PROCEEDS (B - C - D = E)
1 ST DAY				
2 ND DAY				
3 RD DAY				
4 TH DAY				
5 TH DAY				
6 TH DAY				
7 TH DAY				
TOTALS				

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2



**SCHEDULE 2-E
POOL WEEKLY OPERATING RECORD
(7-DAY PERIOD)**

FROM: _____ TO: _____

A	B	C
7-DAY PERIOD	TOTAL GROSS REVENUE	TOTAL PRIZES (100%)
1ST DAY		
2ND DAY		
3RD DAY		
4TH DAY		
5TH DAY		
6TH DAY		
7TH DAY		
TOTALS		

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2



SCHEDULE 5 PULL-TAB AND PUNCHBOARD GAMES WORKSHEET

OPERATING WEEK: _____ TO _____

A	B	C	D	E	F	G	H	I	J	K	L
NAME OF GAME & FORM NO.	SERIAL NO.	DATE IN / OUT OF PLAY	NO. OF PLAYS/ TICKETS IN GAME	NO. OF UNSOLD PLAYS/ TICKETS	COST PER PLAY	TOTAL GROSS REVENUE (D - E x F = G)	TOTAL EXPENSES	TOTAL PRIZES (CASH AND/OR MERCHANDISE)	TOTAL NET PROCEEDS (G - I = J)	ACTUAL \$ INCOME FROM GAME	OVERAGE/ SHORTAGE (DIFFERENCE BETWEEN COLUMNS J & K)
TOTALS											

TRANSFER TOTALS TO SCHEDULE 2-A FOR GAMES TAKEN OUT OF PLAY DURING THE OPERATING WEEK



**SCHEDULE 6
50/50 DRAWINGS**

DAY & DATE _____

A	B	C	D	E	F	G
DATE IN / OUT OF PLAY	NUMBER OF TICKETS SOLD	COST PER PLAY	TOTAL GROSS REVENUE (B x C = D)	TOTAL EXPENSES • COST OF GAME • COST TO OPERATE GAMES	TOTAL PRIZES (50%)	TOTAL NET PROCEEDS (D - E - F = G)
TOTALS						

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2-D

SCHEDULE 7 POOLS



OPERATING WEEK: _____ TO _____

A	B	C	D	E	F	G
NAME OF POOL	DATE IN / OUT OF PLAY	NUMBER OF BLOCKS SOLD	COST PER BLOCK	TOTAL GROSS REVENUE (C x D = E)	TOTAL PRIZES (100%)	WINNERS NAMES & AMOUNTS
TOTALS						

ALL TOTALS ARE TRANSFERRED TO SCHEDULE 2-E



SCHEDULE 8 RACE NIGHT RECORD

~ ONLY 1 RACE NIGHT MAY BE CONDUCTED IN EACH CALENDAR MONTH ~

DATE CONDUCTED: _____ DISTRIBUTOR: _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
RACE NUMBER	TOTAL GROSS REVENUE	TOTAL PRIZES	TOTAL NET PROCEEDS (COLUMN 2 - COLUMN 3 = COLUMN 4)
TOTALS			

A	B	C	D
TOTAL GROSS REVENUE (FROM COLUMN 2, ABOVE)	TOTAL EXPENSES • COST OF GAME • COST TO OPERATE GAME	TOTAL PRIZES (FROM COLUMN 3, ABOVE)	TOTAL NET PROCEEDS (A - B - C = D)

TOTALS FROM COLUMNS A, B, C & D ARE TRANSFERRED TO SCHEDULE 2 FOR THE OPERATING WEEK IN WHICH THE RACE NIGHT IS CONDUCTED.



PENNSYLVANIA STATE POLICE
BUREAU OF LIQUOR CONTROL ENFORCEMENT
EXPLANATION OF SMALL GAMES OF CHANCE SCHEDULES

SCHEDULE 1, SMALL GAMES OF CHANCE ANNUAL OPERATING RECORD: Used for annual recordkeeping detailing total gross revenue, total expenses, total prizes, total net proceeds, and excluded prizes. This schedule is a compilation of Schedule 2, divided into 13 operating months and totaled for the calendar year.

SCHEDULE 2, SMALL GAMES OF CHANCE OPERATING WEEK RECORD: Used to document total gross revenue, total expenses (cost paid for games purchased from the vendor and cost to operate games), total prizes, and total net proceeds, which are obtained from Schedules 2-A, 2-B, 2-C, 2-D, 2-E, and 8. This schedule also lists excluded prizes (100% payouts, carryovers, and special raffles), which do not get counted towards the \$35,000.00 payout cap. It is separated into four (4) operating week totals. The amounts are totaled for the month and transferred to Schedule 1. A weekly (seven consecutive days) record is also required recordkeeping.

SCHEDULE 2-A, PULL-TAB AND PUNCHBOARD OPERATING WEEK RECORD: Used to document total revenue, total expenses (e.g., cost paid for games purchased from the vendor, cost to operate games), total prizes, and net proceeds. This schedule compiles daily information for a seven-day operating week regarding punchboards and pull-tabs. The amounts are totaled for the week and transferred to Schedule 2.

SCHEDULE 2-B, REGULAR RAFFLE/SPECIAL RAFFLE: Used for regular/special raffles if the premises runs detachable stub raffles. It is completed as soon as possible after the date of drawing. This form documents the name of raffle, start date of sales, date of drawing, cost per chance, number of chances sold, gross revenue, expenses, cash value of all prizes awarded in the raffle, net proceeds, and special raffle permit number. All individual prizes and value for each raffle are to be listed on back of the schedule. Title 61 requires each ticket sold to be printed with the date and time of drawing, location of the drawing, name of the licensed organization conducting the raffle, the games of chance license number of the licensed organization, the Special Raffle Permit Number (if applicable), the price of the ticket, and the prize or prizes to be awarded. The amounts are totaled for the week and transferred to Schedule 2.

SCHEDULE 2-C, DAILY/WEEKLY DRAWINGS: Used for the club's daily and/or weekly drawing. This schedule documents the date of the drawing, cost per play, number of chances sold, gross revenue, total amount of prizes paid, 100% payout (all money in pot awarded), carryover prize (money carried from previous un-awarded drawings), and date carried to (e.g., If no prize is awarded for a particular day, the amount of the carryover and the date to which it carried over to should be recorded in this block). The amounts are totaled for the week and transferred to Schedule 2.

SCHEDULE 2-D, 50/50 DRAWING OPERATING WEEK RECORD: Used to document total gross revenue, total expenses (e.g., cost of games, cost to operate games), total prizes, and total net proceeds regarding 50/50 drawings. This schedule compiles daily information for a seven-day operating week. The amounts are totaled for the week and transferred to Schedule 2.

SCHEDULE 2-E, POOL OPERATING WEEK RECORD: Used to document gross revenue, total expenses, and total prizes (net proceeds are not captured due to this game paying out all monies taken in). This schedule compiles daily information for a seven-day operating week. The amounts are totaled for the week and transferred to Schedule 2.

SCHEDULE 3, RECORD OF PRIZES AWARDED IN EXCESS OF \$600.00: Used for recording all cash and merchandise prizes awarded in excess of \$600.00, for all games (punchboard and pull-tabs, regular/special raffles and daily/weekly drawings).

SCHEDULE 4, SMALL GAMES OF CHANCE USE OF 60% PROCEEDS: Used for recording all proceeds paid to organizations for public interest purposes. The total amount of proceeds paid to organizations for public interest purposes (contributions) cannot be less than 60% of the total of Column E from Schedule 1.

SCHEDULE 4-A, SMALL GAMES OF CHANCE USE OF 40% PROCEEDS: Used for recording all operational expenses for the club. The total amount of proceeds used for operational expenses cannot be more than 40% of the total of Column E from Schedule 1.

NOTE: All SGOC proceeds must be expended within one year of the end of the calendar year in which the proceeds were obtained. A club may retain, into the next calendar year, any portion of their 40% proceeds, provided notification is made to the Pennsylvania Department of Revenue that the proceeds are being retained for a substantial public interest purpose or project.

SCHEDULE 5, PULL-TAB AND PUNCHBOARD GAMES WORKSHEET: Used for recording information about each punchboard and/or pull-tab game. This schedule documents the name of game and form number, serial number of game, date the game went into and out of play, number of plays/tickets in the game, number of unsold plays/tickets, cost per play, gross computed income, total expenses (cost of game and cost to operate game), total prizes (cash and/or merchandise), total net proceeds, actual income from the game, and overage/shortage from the game. Total net proceeds (Column J) and actual income from game (Column K) are utilized by the club to determine if there is any overage or shortage. Transfer totals from Columns G, H, I, and J to Schedule 2-A for games ending during that operating week; however, permittees should continue to monitor total prizes (Column I) to ensure the \$35,000.00 weekly prize cap is not exceeded.

NOTE: If both pull-tab and punchboard games are conducted by the establishment, a separate Schedule 5 form for pull-tab games and a separate Schedule 5 form for punchboard games should be utilized. The type of game being tracked should be circled at the top of the form.

SCHEDULE 6, 50/50 DRAWINGS: Used for recording information regarding each 50/50 drawing conducted. This schedule documents the date each drawing went into and out of play, the number of tickets sold, cost per play, total gross revenue, total expenses, total prizes (50%), and total net proceeds.

SCHEDULE 7, POOLS: Used for recording information about each pool conducted. This schedule documents the name of the pool (e.g., First Snow of the Year), date in/out of play, number of blocks sold, cost per block, total gross revenue from pool, total prizes (100% of gross revenue), and winners names and amounts. Transfer totals from Columns E & F to Schedule 2-E.

SCHEDULE 8, RACE NIGHT RECORD: Used to record the race number, total gross revenue, total prizes, and total net proceeds. Columns A, B, C, and D are totaled and transferred to Schedule 2 for the operating week in which the game is conducted.