



## **Instructions For Completing the Lucky 7 Monthly Financial Report - Clubs (BL7MFR-Clubs)**

### **GENERAL INFORMATION:**

The Lucky 7 Monthly Financial Report - Clubs (L7MFR-Clubs) form must be completed to report revenue and expenses associated with Lucky 7 tickets sold at the Charitable Organization's regular meeting place during the reported month. These locations generally include the fraternal halls and social clubs that sell Lucky 7 tickets in their bar/canteen.

This report must be completed using cash-based accounting - documenting earnings when you receive them and expenses when you pay them.

**DO NOT** use this form to report data for Lucky 7 tickets sold at Bingo events or at a Games of Chance facility. Lucky 7 sold at Bingo events must be reported using the BL7MFR form, and Lucky 7 sold at Games of Chance must be reported on the L7MFR-GOC form.

This Excel workbook must be used to complete the report. **DO NOT** complete by hand, or otherwise subvert these imbedded formulas unless directed to do so by the Commission.

Shaded cells are protected because they contain formulas that will calculate and enter the results for you. Complete each tab in order; the information on a previous tab may be used to automatically populate cells on a subsequent tab.

If you receive an error message while completing the spreadsheet, or want to report other issues or concerns, contact the Licensing Unit at [Licensing@lottery.nh.gov](mailto:Licensing@lottery.nh.gov). **DO NOT** enter erroneous data to avoid an error message. Falsifying a report subjects the licensee to penalties including administrative fines and revocation of licensure.

Except as otherwise specified in statute, the completed L7MFRs-Clubs must be electronically submitted to the NH Lottery Commission within 3 months from the 1st of the month being report. For example, for Lucky 7 tickets sold in March, the report must be received by the Commission no later than June 1st.

Upon completion, the leader of the organization or the organization's financial officer must email an electronic copy of the complete L7MFR-Clubs workbook to [Licensing@lottery.nh.gov](mailto:Licensing@lottery.nh.gov).

The completed BL7MFR and all source documentation used to prepare the workbook must be maintained by the charitable organization for a minimum of 2 years and be made available to the Commission upon request.

### **INSTRUCTION**

#### **1-EXPENSE DETAILS**

Expenses must reflect actual expenditures made during the reported month. For example, if an invoice was received in June, but not paid until July, the expenditure would appear on the July Monthly Financial Report.

**CHARITABLE ORGANIZATION NAME:** Enter the name of the Charitable Organization exactly as it appears on the organization's Lucky 7 license issued for the reported month. This information will be carried over to subsequent tabs of this workbook.

**LICENSE #:** Enter the Charitable Organization's license number as it appears on the organization's Lucky 7 license issued for the reported month. This information will be carried over to subsequent tabs of this workbook.

## **Instructions For Completing the Lucky 7 Monthly Financial Report for Tickets Sold at Clubs (L7MFR-Clubs)**

**REPORTED MONTH/YEAR:** Enter the month and year for the period being reported. The spreadsheet will convert the entry to a 3-character month, and 2-letter year. For example, if 9/2022 is entered, the date will appear as Sep-22. Be sure to review to confirm that the date was entered correctly. This information will be carried over to subsequent tabs of this workbook.

**LINE 1, MEMBER REIMBURSEMENT:** Enter the Member's name and the amount reimbursed for out-of-pocket expenses. This amount cannot exceed \$8 per day for each day work was performed. If the "Amount Paid" appears as red text, the amount entered exceeds the \$8 limit, and should be verified. If an individual is paid more than \$8 a day for performing gaming services, they must be licensed as a Gaming Consultant.

Employees of the charitable organization, such as a bar tender, may sell Lucky 7 tickets, but cannot receive additional compensation for this service unless licensed as a Gaming Consultant.

**LINE 2, GAMING CONSULTANT SERVICES:** Enter the name, license number, and fee paid during the reported month for gaming consultant services related to the sale of Lucky 7 tickets.

**LINES 3 & 4, PURCHASED DEALS & DEALS FEES PAID:** Enter the name of the distributors from whom the deals were purchased, the date and number of the invoice that was paid, the number of deals purchased, the total cost of the deals that were purchased (excluding the deal fee), and the deal fees associated with the purchase. This information must be provided only for payments made during the reported month.

**LINE 5, OTHER LUCKY 7 EXPENSES:** Enter the name of each business or individual that was paid for a product or service, a description of the product or service provided, and the amount paid for such products or services during the reported month. For example, this may include payments made during the reported month for the rental of electronic Lucky 7 ticket dispensing devices.

### **2-SUMMARY**

The spreadsheet will auto-populate the Charitable Organization Name, License #, and Reported Month/Year based on the information provided in the 1-Expense Details tab of the workbook.

**LINE 1, GROSS REVENUE-TRADITIONAL TICKETS:** Enter the total gross revenue that the charitable organization took in for traditional paper ticket sales.

**LINE 2, GROSS REVENUE-ELECTRONIC TICKETS:** Enter the total gross revenue that the charitable organization took in for electronic ticket sales.

**LINE 3, TOTAL GROSS REVENUE-ALL TICKETS:** The spreadsheet will calculate and enter the sum of Gross Revenue for Traditional (Lines 1) and Electronic (Line 2) Tickets.

**LINE 4, TOTAL PRIZES PAID-TRADITIONAL TICKETS:** Enter the total amount of actual prizes paid during the reported month for winning traditional tickets.

**LINE 5, TOTAL PRIZES PAID-ELECTRONIC TICKETS:** Enter the total amount of actual prizes paid during the reported month for winning electronic tickets.

**LINE 6, TOTAL PRIZES PAID-ALL TICKETS:** The spreadsheet will calculate and enter the sum of Total Prizes Paid for Traditional (Lines 4) and Electronic (Line 5) Tickets.

**LINE 7, NET PROFIT:** The spreadsheet will calculate and enter Total Gross Revenue-All Tickets (Line 3) minus Total Prizes Paid-All Tickets (Line 6).

**LINE 8, MEMBER REIMBURSEMENT:** The spreadsheet will auto-populate the grand total for member reimbursements from Line 1 of the 1-Expense Details tab.

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**LINE 9, GAMING CONSULTANT SERVICES:** The spreadsheet will auto-populate the grand total for gaming consultant services from Line 2 of the 1-Expense Details tab.

**LINE 10, PURCHASED DEALS:** The spreadsheet will auto-populate the grand total for Purchased Deals from Line 3 of the 1-Expense Details tab.

**LINE 11, DEAL FEES:** The spreadsheet will auto-populate the grand total for Deal Fees from Line 4 of the 1-Expense Details tab.

**LINE 12, OTHER EXPENSES:** The spreadsheet will auto-populate the grand total for all Other Expenses from Line 5 of the 1-Expense Details tab.

**LINE 13, LICENSE FEE:** A License Fee of \$10 is hard coded into the spreadsheet. This represents the monthly cost of a Lucky 7 license.

**LINE 14, TOTAL LUCKY 7 EXPENSES:** The spreadsheet will calculate and enter the sum of Lines 8 through 13.

**LINE 15, NET LUCKY 7 PROFIT/LOSS:** The spreadsheet will calculate and enter the result of Line 7 minus Line 14.

**PREPARER OF THE REPORT:** Enter the name, phone number and email address of the individual who prepared the report. The preparer cannot be the same individual who reviews and submits the report to the Commission.

**REVIEWER OF THE REPORT:** An Authorized Official must review and approve the report for submission. This individual cannot be the same individual that prepared the report and must be either the leader of the organization or the organization's financial officer.

Once approved, the Authorized Official must email an electronic copy of the complete L7MFR-Clubs workbook to [Licensing@lottery.nh.gov](mailto:Licensing@lottery.nh.gov).

The completed L7MFR-Clubs and all source documentation used to prepare the workbook must be maintained by the charitable organization for a minimum of 2 years and be made available to the Commission upon request.