

**Nebraska
County/City Lottery
Annual Report**

Form 35K

~~NEBRASKA~~

Good Life. Great Service.

DEPARTMENT OF REVENUE

C H A R I T A B L E

G A M I N G

Important — Please Read

This booklet contains the Nebraska County/City Lottery Annual Report, Form 35K, which is to be completed and filed with the Nebraska Department of Revenue (Department) by any county, city, or village which held a county/city lottery (keno) license during its most recently completed fiscal year.

Reg-35-622.04 of the County and City Lottery Regulations states:

In the case of a keno lottery, each county, city, or village shall file with the Department an annual report of its keno lottery activity. The annual report shall be on a form prescribed by the Department unless otherwise authorized by the Department. A county, city, or village may submit a written request to the Department to obtain authorization to deviate from the annual report format prescribed in this regulation. Such request shall include a description of the alternative format proposed.

All parts of the annual report must be completed and filed with the Department. The annual report must cover the fiscal year of the county, city, or village and be filed with the Department within 90 days of the end of the period covered by the report. In the event a county, city, or village cancels its license or allows such license to expire prior to the end of the reporting period, a final report must be filed with the Department within 90 days of the date the license was canceled or expired. Instructions for the completion of each section of the report are printed on each form. Failure to file a complete, true, and accurate report or not filing the report by the required due date are violations of the County and City Lottery Regulations and may jeopardize your eligibility to hold a license and/or result in the imposition of an administrative fine.

The annual report is also available on the Department of Revenue Charitable Gaming's website: revenue.nebraska.gov/gaming.

You may file online at charitablegaming-nebraska.force.com/login.

If you have any questions regarding the completion of the annual report or any other related questions, please contact Carri Fitzgerald at 402-471-5949, or Brenda Bergstrom at 308-672-058. You may also call us toll free at 877-564-1315.

Nebraska County/City Lottery Annual Report

For the fiscal year or short reporting period

beginning _____, 20____ and ending _____, 20____.

Name of County/City/Village (Sponsor)	Nebraska ID Number 35—
Name of Lottery Operator	Lottery Operator's Email Address

Method of Accounting
 Cash Accrual Other _____

Part A — Income, Expenses/Disbursements, Profit and Interest

Income:

1 Gross proceeds	1		
2 Prizes paid	2		
3 Net proceeds (line 1 minus line 2)	3		
4 Overage or (Shortage)	4		
5 Adjusted net proceeds	5		

Expenses/Disbursements:

6 Lottery operator commissions	6		
7 State lottery taxes	7		
8 License fees	8		
9 Audit and legal fees	9		
10 Other expenses/disbursements (attach itemized list)	10		
11 Total expenses/disbursements (total of lines 6 through 10)	11		

Net Profit:

12 Total available for distribution (line 5 minus line 11)	12		
13 Total interest earned (total of line 3, page 2)	13		
14 Total available for community betterment (line 12 plus line 13)	14		

Part B — Miscellaneous Information

15 Amount owed to the sponsor at the end of the period	15		
16 Amount owed to the lottery operator at the end of the period	16		

Under penalties of law, I declare that as a governing official of the county/city/village of _____
 I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief, it is complete, true and accurate.

This report will be/was made available to the residents of the county/city/village of _____ on

 Date

sign here

Signature of Preparer	Date	Daytime Phone Number
Print Name of Preparer	Address	City/State Zip Code
Email Address		
Signature of Governing Official	Title	Daytime Phone Number
Print Name of Governing Official	Address	City/State Zip Code
Email Address		

This report and statements are **due within 90 days of the end of the reporting period.**

Mail to: **Nebraska Department of Revenue, Charitable Gaming Division, PO Box 94855, Lincoln, NE 68509-4855.**

Instructions

Who Must File. Every county, city, or village licensed to conduct a county/city lottery (keno) must report annually to the Nebraska Department of Revenue (Department) a complete and accurate accounting of the gross proceeds from its lottery (keno). The annual report is to cover the fiscal year of the county, city, or village. The beginning and ending dates of the report must be entered in the space provided at the top of the form.

Method of Accounting. The report is to be prepared using the accounting basis of the county, city, or village: cash, accrual, or other. Cash basis accounting is the practice of recording income and expense only when received or paid out. Accrual basis of accounting is a method of keeping accounts which shows expenses incurred and income earned for a given period, although such expenses and income may not have been actually paid or received.

When and Where to File. The annual report must be filed with the Department within 90 days of the end of the reporting period. If a county, city, or village cancelled or lapsed its license during the reporting period, a final report must be filed with the Department within 90 days of the cancellation or expiration date of the license.

Specific Instructions

Line 1. Enter the gross proceeds of the lottery for the reporting period without any reduction for prizes, discounts, taxes, or expenses. Gross proceeds is the sum of the daily “net write or net handle” (total wagers minus voided tickets) for the reporting period. It includes the face value of free play tickets, games, or coupons used or redeemed. **Note. It is essential that the gross proceeds have been reconciled to the transaction totals of the computerized keno system for the entire reporting period.**

Line 2. Enter the total lottery prizes paid for the reporting period. Prizes paid is the sum of daily prize payments (total “paid”) for the reporting period. Include both prizes paid in cash and prizes paid by check. **Note. It is essential that prizes paid has been reconciled to the transaction totals of the computerized keno system for the entire reporting period.**

Line 4. Enter the net amount of any adjustments to net proceeds attributable to deposit overages or shortages.

Line 6. Enter the amount of lottery operator commissions paid or incurred by the county, city, or village for the reporting period.

Line 7. Enter the amount of state lottery taxes paid or incurred by the county, city, or village for the reporting period. Do not include any federal or local taxes.

Line 8. Enter the amount of state license fees paid or incurred by the county, city, or village for the reporting period. **Do not include any federal or local fees.**

Line 9. Enter the amount of audit and legal fees paid or incurred by the county, city, or village for the reporting period. Audit and legal fees include all expenses relating to (a) the government organization of the lottery, (b) government maintenance, monitoring, and examination of lottery records, and (c) enforcement, regulatory, administrative, investigative, and litigation functions incurred by the county, city, or village, but does not include the expenses of the actual conduct of the game.

Line 10. Enter the amount of any other county/city lottery expenses paid or incurred by the county, city, or village for the reporting period. This includes all costs associated with the purchasing, printing, or manufacturing of any item to be used or distributed in the lottery, all office or clerical expenses connected with the lottery, and all salaries of persons employed to operate the lottery. This includes miscellaneous bank charges, etc. Do not include state lottery taxes, license fees, and audit and legal fees included in lines 7, 8, and 9. Attach an itemized list of such expenses, indicating the nature of each expense and the corresponding amount.

Line 15. Enter the amount owed, if any, to the county, city, or village at the end of the reporting period.

Line 16. Enter the amount of lottery operator commissions claimed by the lottery operator for past months, if any, which are to be paid from future lottery proceeds. Include an itemized schedule indicating the amount, by month, that the lottery operator is claiming.

Authorized Signatures. The individual who prepared the annual report must sign in the space provided. The annual report must also be signed by a governing official of the county, city, or village. A governing official is the chief executive officer of the county, city, or village or any other elected or appointed official, including a governing board member, who has any decision-making responsibility regarding the conduct and operation of the county/city lottery (keno) activity.

Instructions

For the purpose of this report, the separate bank account used for the deposit of the daily proceeds of the county/city lottery (keno), the payment of prizes, the payment of lottery commissions, and the distribution of profits to the county, city, or village will be referred to as the “keno operations bank account.” If the lottery operator uses other bank accounts (for example, prize reserve accounts, progressive jackpot accounts, Big Win accounts, community betterment accounts), these accounts should be reported in the columns provided. Certificates of deposit and investment accounts should be reported also. If you have other bank accounts which contain keno proceeds, attach an additional sheet.

Line 1. Enter the balance of the bank accounts as of the beginning date of the reporting period.

Line 2. Enter the total amount of deposits made to the bank accounts during the reporting period.

Line 3. Enter the total amount of interest credited to the bank accounts during the reporting period.

Line 5. Enter the total amount of disbursements/withdrawals from the bank accounts during the reporting period.

Line 7. Enter the total amount of cash on hand (for example, writer cash drawers, cash reserves, etc.) as of the beginning date of the reporting period. Include the amount of deposits which are outstanding.

Line 8. Enter the total amount of cash on hand (for example, writer cash drawers, cash reserves, etc.) as of the ending date of the reporting period. Include the amount of deposits which are outstanding.

Line 9. Enter the total amount of prizes paid by check and to replenish cash on hand or checks written for cash (fills).

Line 10. Enter the total amount of deposits made to the keno bank accounts during the reporting period that were not from the daily proceeds of the county/city lottery (keno). This would include fund transfers from other accounts.

Line 11. Enter the total of all disbursements, errors, or corrections in the keno operating bank account by transfer, withdrawal, or checks, which were not keno-related.

Line 12. Enter the total amount of community betterment expenditures during the reporting period. Do not include any amounts reported on page 1.