Welcome to the Department of Revenue Tax Division Charitable Gaming.

Annual Financial Statement (AFS) w/Operator or MBP

How to filing an Annual Financial Statement with an operator.

Today I will be giving instructions how to file your Annual Financial Statement gaming with an Operator or an MBP. Today I will be using an operator

Revenue Online

Revenue Online Website: https://online-tax.alaska.gov

Problems with **Username or Password**
Contact our Help Desk: 907-269-0041

Gaming related questions please call (907) 465-2581 or email us at
dor.tax.gaming@alaska.gov

You will need to log into your Revenue Online account which is located at online-tax.alaska.gov. If you are having trouble logging into your account or forgotten your user name or password, contact our help desk.

Annual Financial Statement Schedules

	Schedule AP	Schedule AO	Schedule AV	Schedule D For Pull-Tab	Schedule C-1	Schedule E	Schedule F If Necessary	Schedule F-1 If Necessary
Self-Directed Area Based*	X					X	X	X
Self-Directed Facility Based**	X			X	X	X	X	X
Vendor			X	X	X	X	X	X
Operator/MBP		X				X	X	X

Self-directed means a qualified organization or municipality conducts their own gaming activity under its own permit.

***Area Based Games** – Big Bull Moose, Contest of Skill, Crane Classic, Dog Mushers, Fish Derby, Raffle or Lottery, Rain Classic, Snow Classic, Snow Machine and Special Draw.

****Facility Based** – Bingo, Pull-Tabs and Calcutta Pool.

Vendor is a business whose primary activity is not regulated by this chapter but that is engaged in the sale of pull-tabs on behalf of a permittee and holds a business license and Alcoholic Beverage Control Board (ABC) License.

Operator Means a natural person who, or a municipality or qualified organization that, has obtained a license to conduct an activity subject to this chapter on behalf of a permittee

MBP a municipality or qualified organization with fewer than six member conduct an activity on behalf of the permittees.

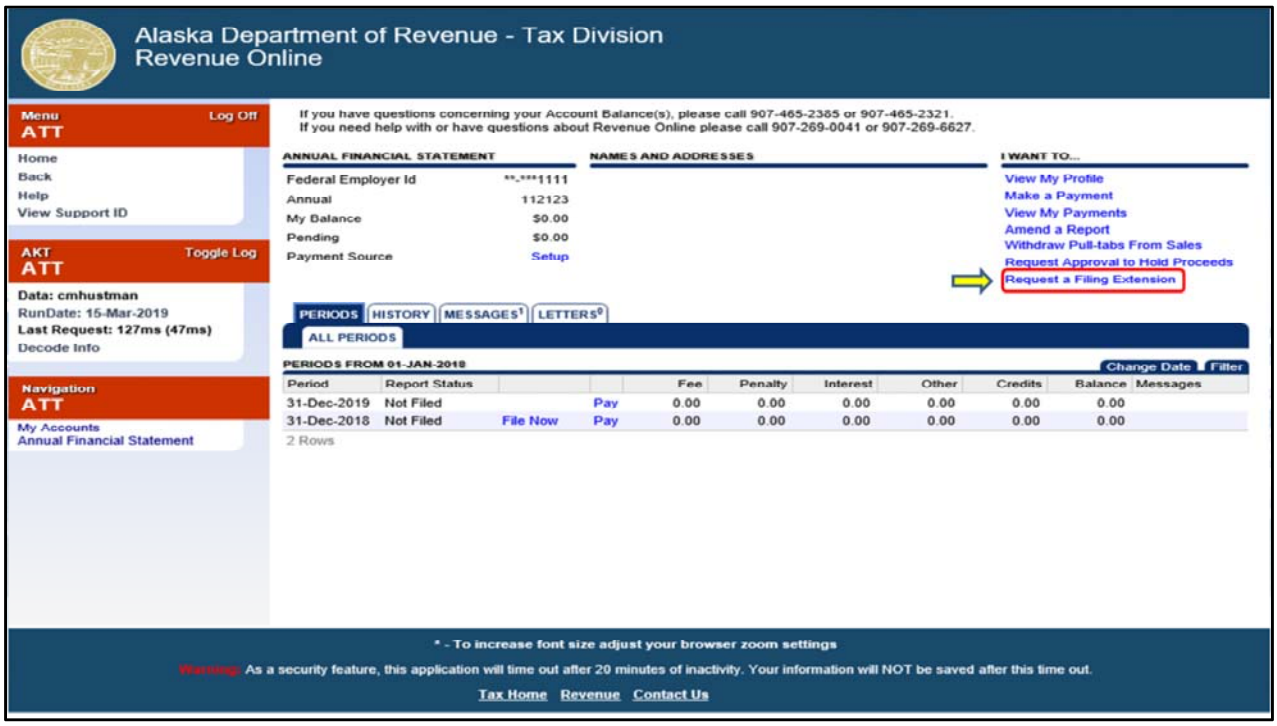
Schedules –

AP	Permittee Activity Report
AO	Operator/Multiple-Beneficiary Permittee (MBP) Activity Report
AV	Vendor Activity Report
C-1	Cost of Pull-tab and Bingo Cards
D	Pull-tab Report
E	Donations of Net Proceeds
F	Other Deposits and Increases
F-1	Other Disbursements and Reductions

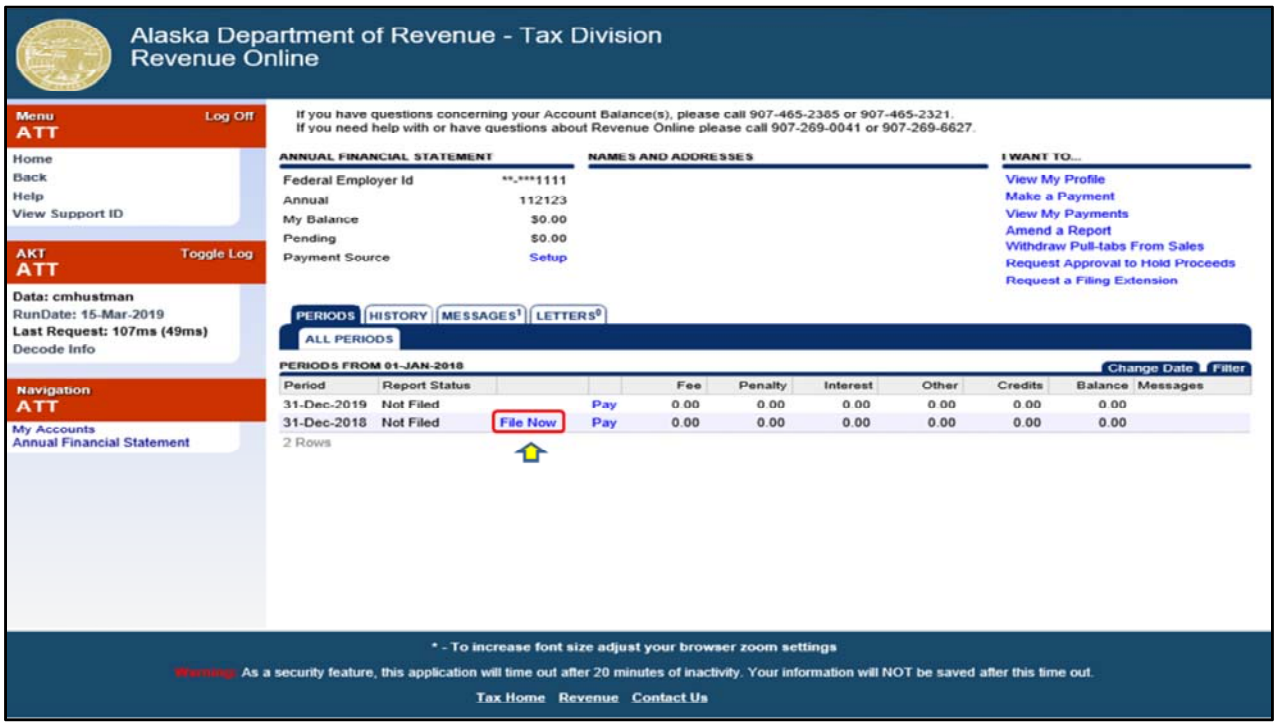
Here is a chart of what our Annual Financial Statement report consists of, and some of the definitions. The chart lets you know what schedules need to be filed based on the gaming activity you conducted. Also it gives the definitions for self-direct, a vendor, an Operator and an MBP. For example say I have a vendor and Self-Direct raffles, I would fill out Schedule AP, AV, D, E , and F and F-1 if necessary. For today's demonstration I have an Operator and raffles, the schedules I will be filling out today are Schedule AP, AO, E, F and F-1.

You'll log into your online account with your user name and password.

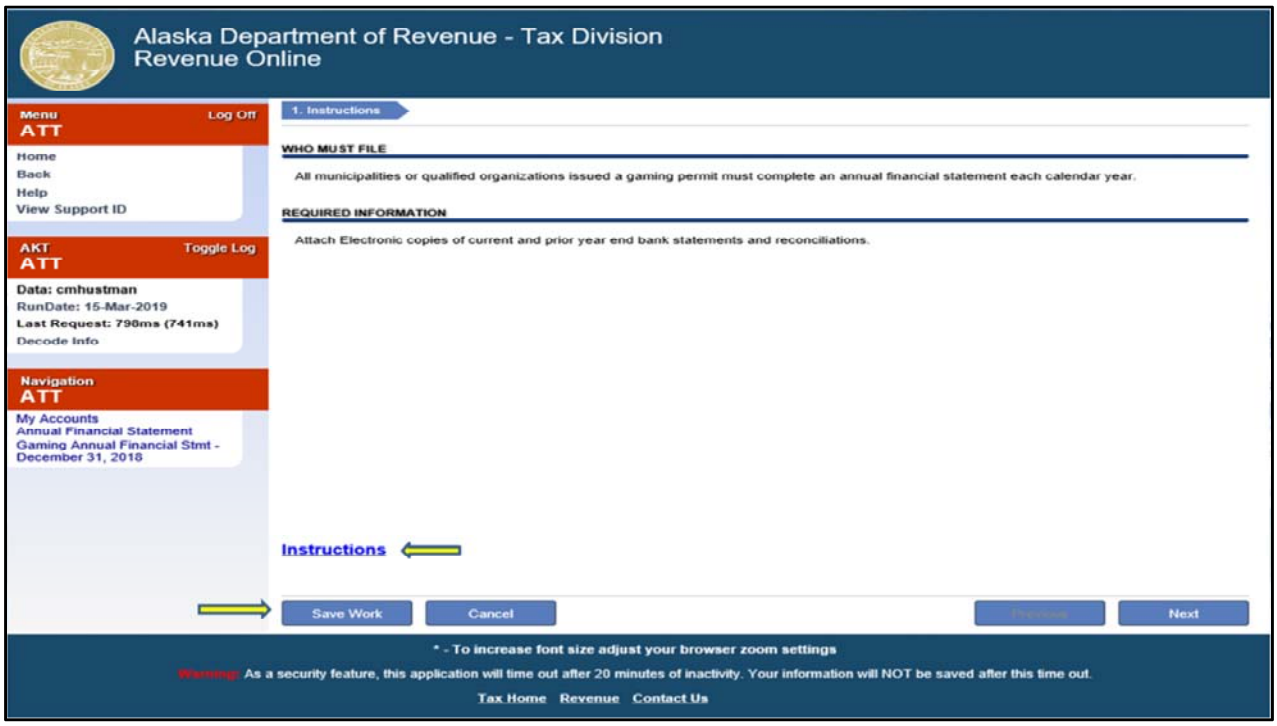
Once you are logged in, under “My Accounts” tab, you’ll click on the blue hyperlink for Annual Financial Statement



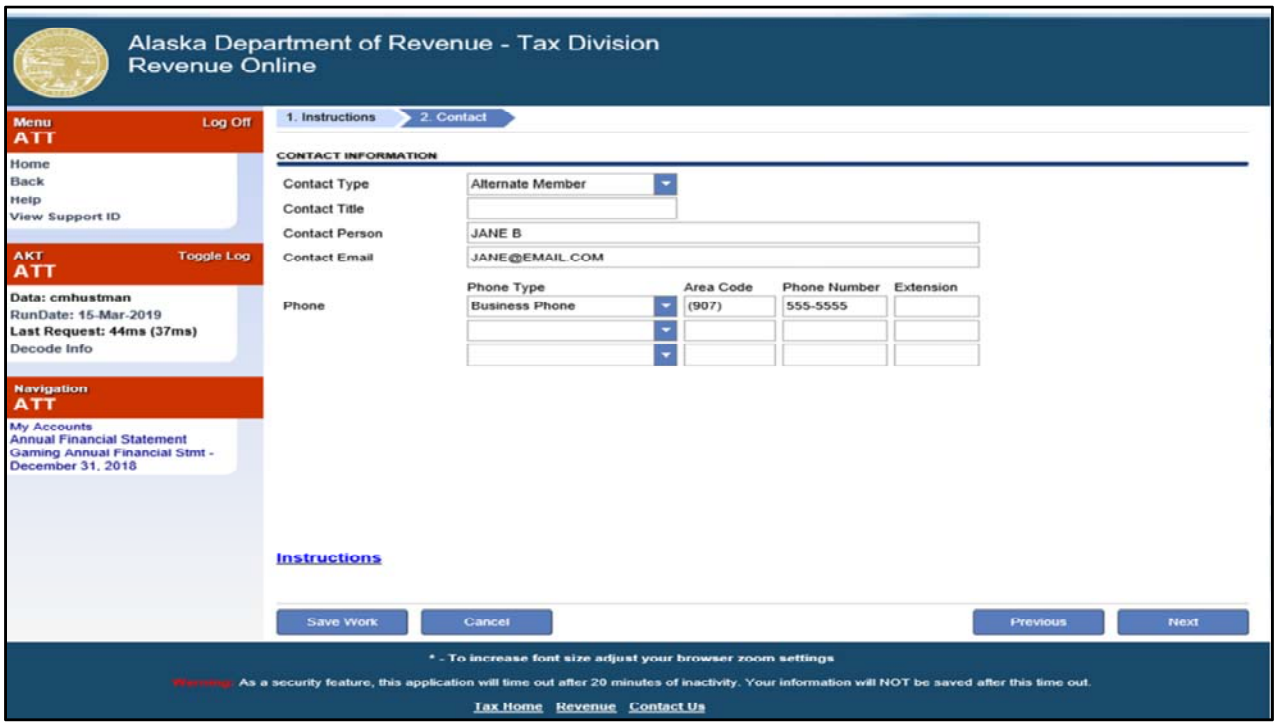
To request for an extension to file your Annual Financial Statement, the department will grant one 30 day extension and can be requested the first week in January to March 15th. On the top right hand of your screen under "I WANT TO" click on the blue hyperlink "Request a filing extension" Please note an extension to file does NOT extend the time to pay your fee. You must submit payment of your fee, no later than March 15. Penalty and interest is applied if payments are made after March 15.



To start your Annual Financial Statement under the “All Periods” tab you’ll click on the blue hyperlink “File Now”.

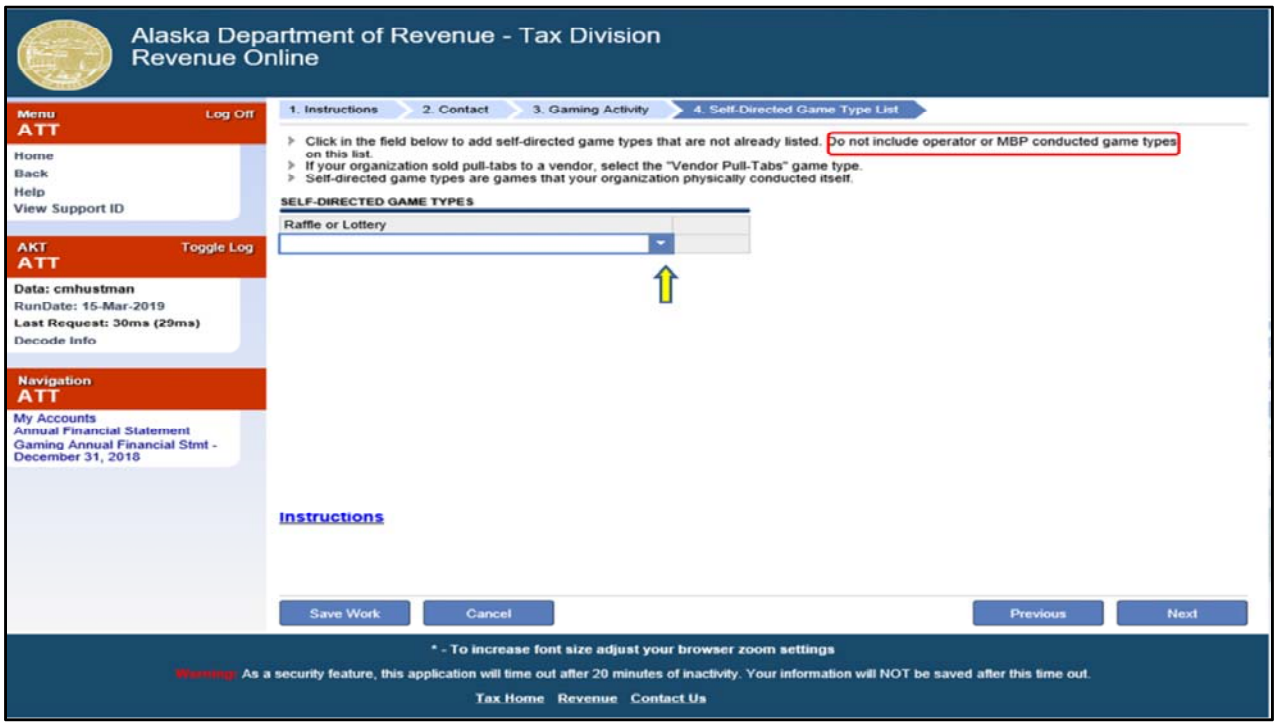


Step 1 Instructions. This step gives the instructions who must file and the required information that is needed to file your Annual Financial Statement. On the bottom left hand side of your screen there is a blue hyperlink for instructions. This gives detail instructions how to filing your annual financial statement. Also at any time you can save your work by clicking on the “Save Work” button.

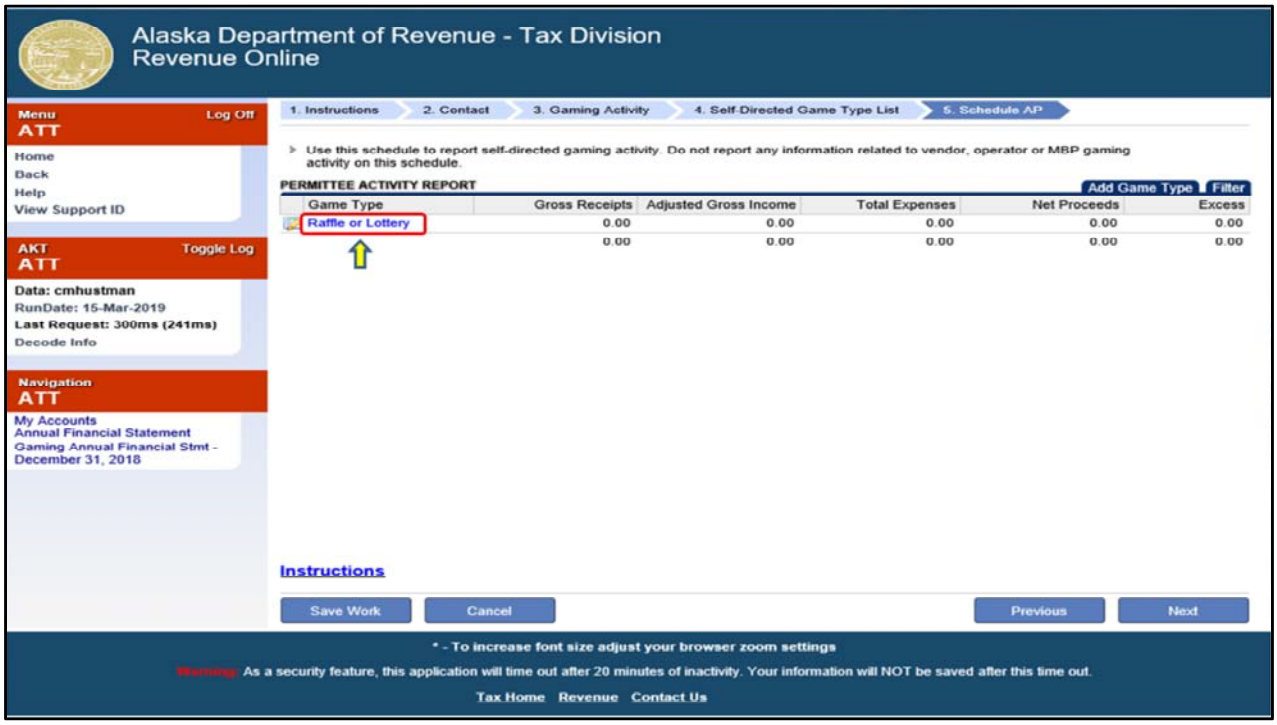


Step 2. Is contact information. The information will prepopulate from the previous year. Make any changes if necessary. First time filers you'll have to fill in.

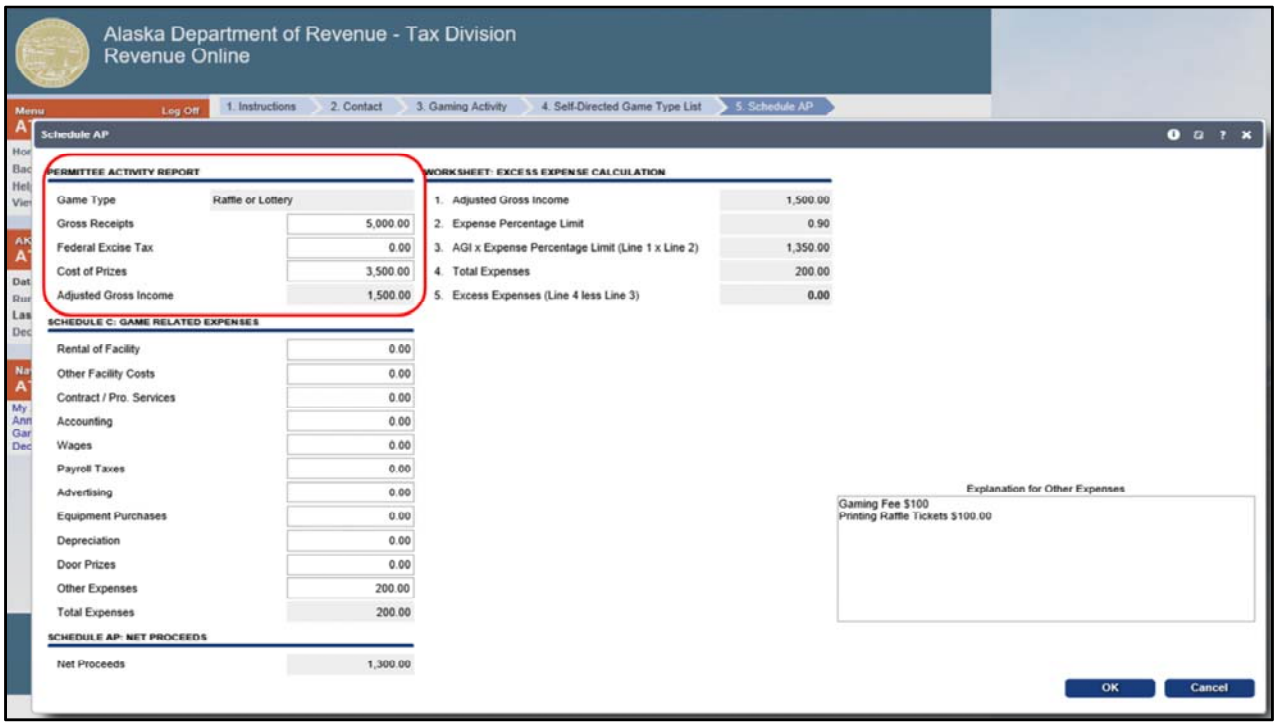
Step 3 Gaming Activity. This step asks, “Did you have gaming activity this period?” You must choose yes or no. Today we are selecting ‘Yes”. Also read the “Hot Tip” box on the right hand side of your screen.



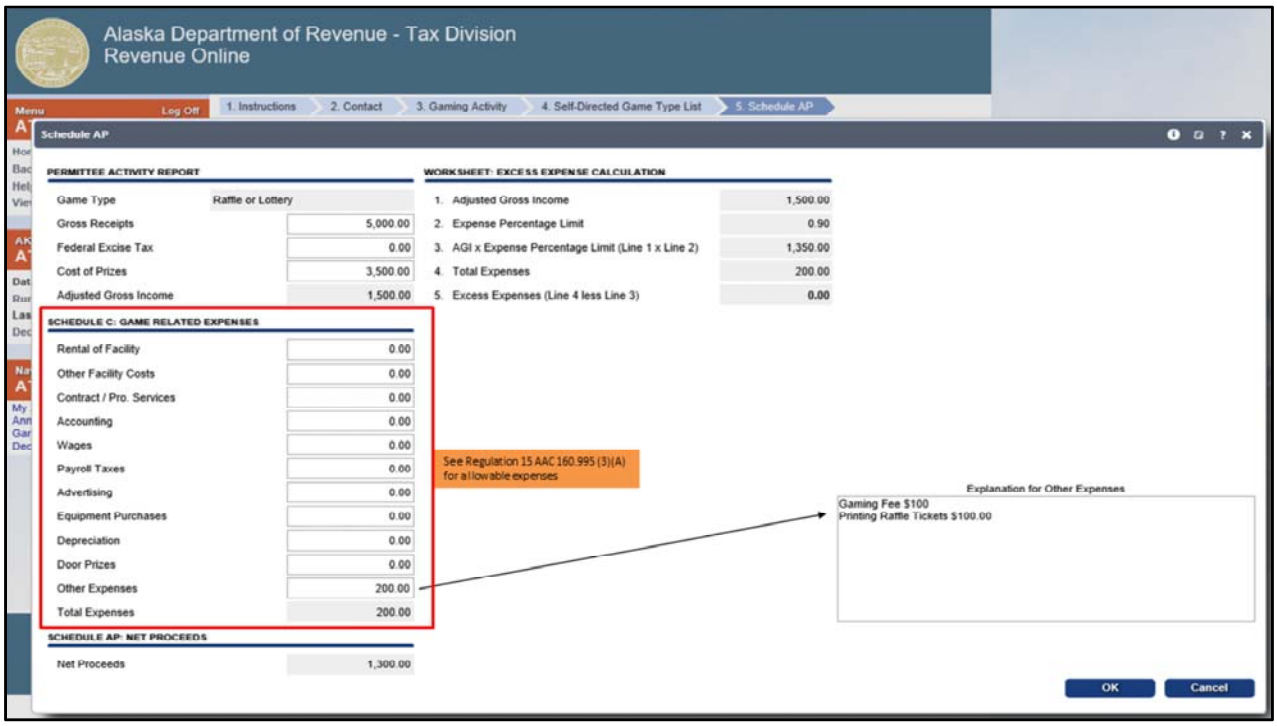
Step 4: Self-Directed Game type list. This step lists the self-directed gaming activity that the organization conducted. If you conducted a gaming activity and is not listed here, you can add by clicking on the drop down list arrow. Please note- If you had an operator or you are part of an MBP do not add the game type on this list.



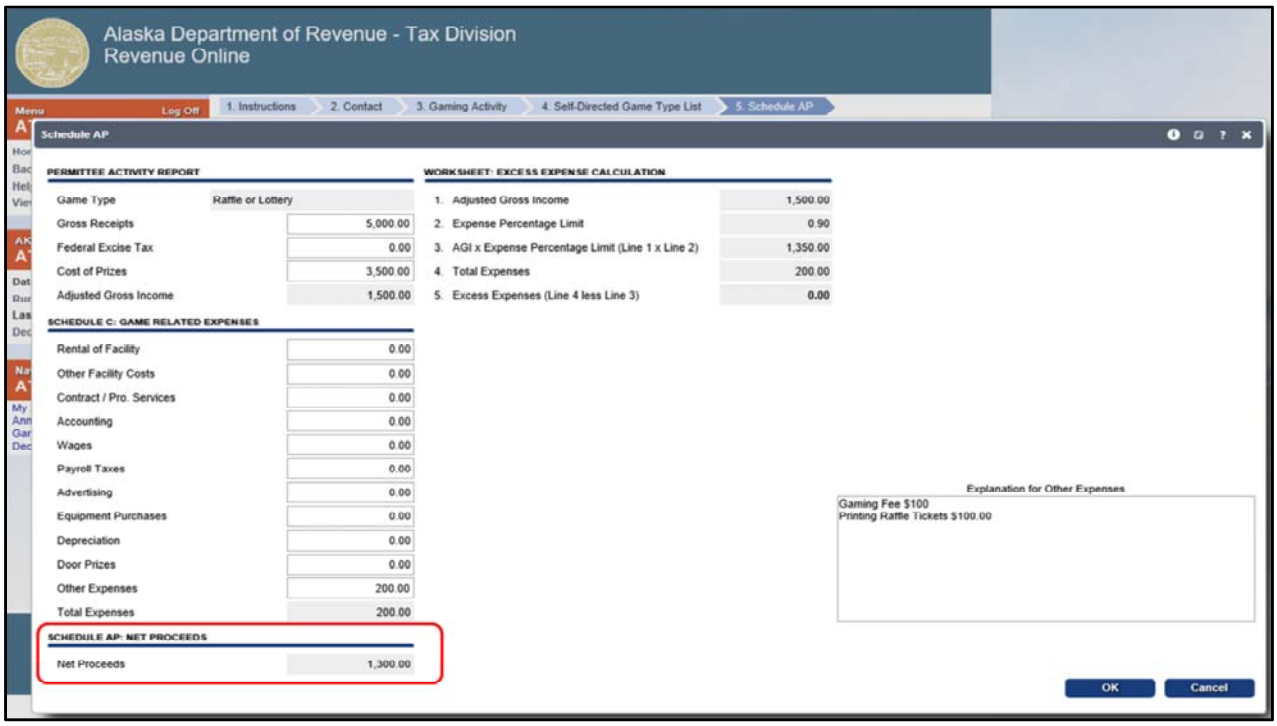
Step 5: Schedule AP. This is where you'll report self-directed gaming activity. Do not report any information related to vendor, operator or MBP gaming activity on this schedule. You'll click on the blue hyperlink "Raffle or Lottery".



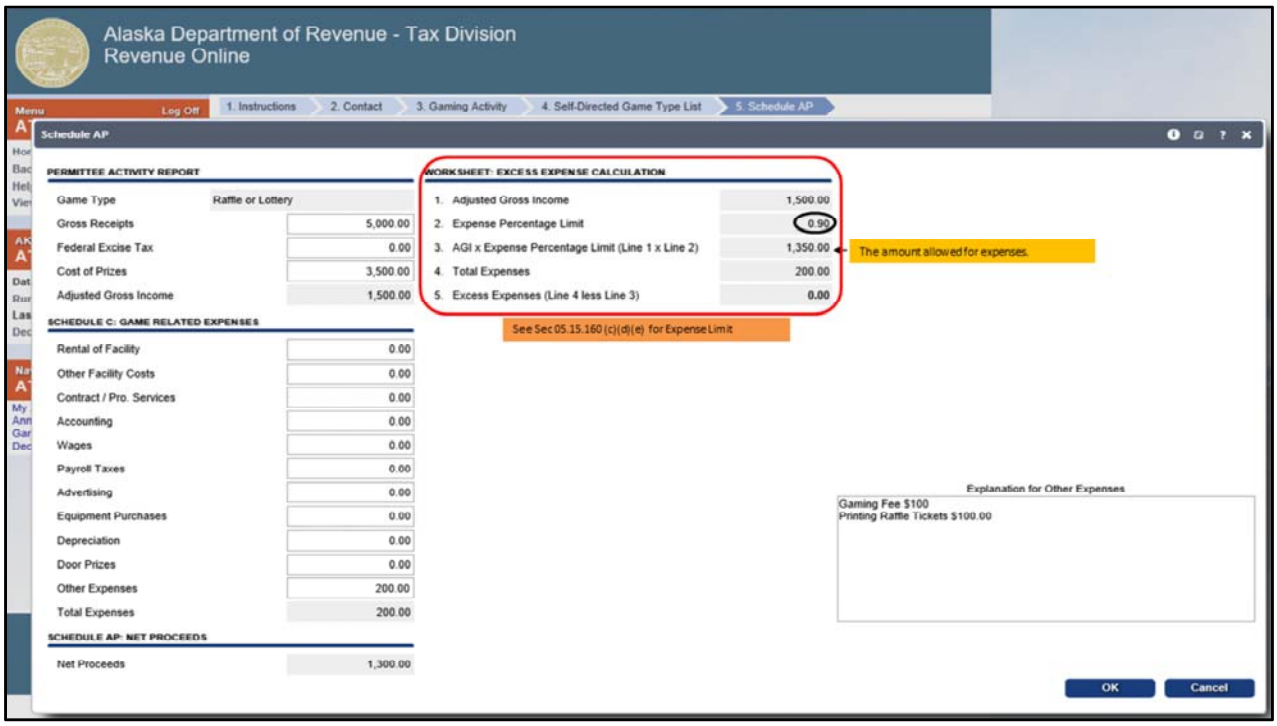
Schedule AP: Permittee Activity Report. Here you will enter your Gross Receipts, Federal Excise Tax (if applicable) and cost of Prizes, which will calculate your Adjusted Gross Income for the self-directed games your organization conducted.



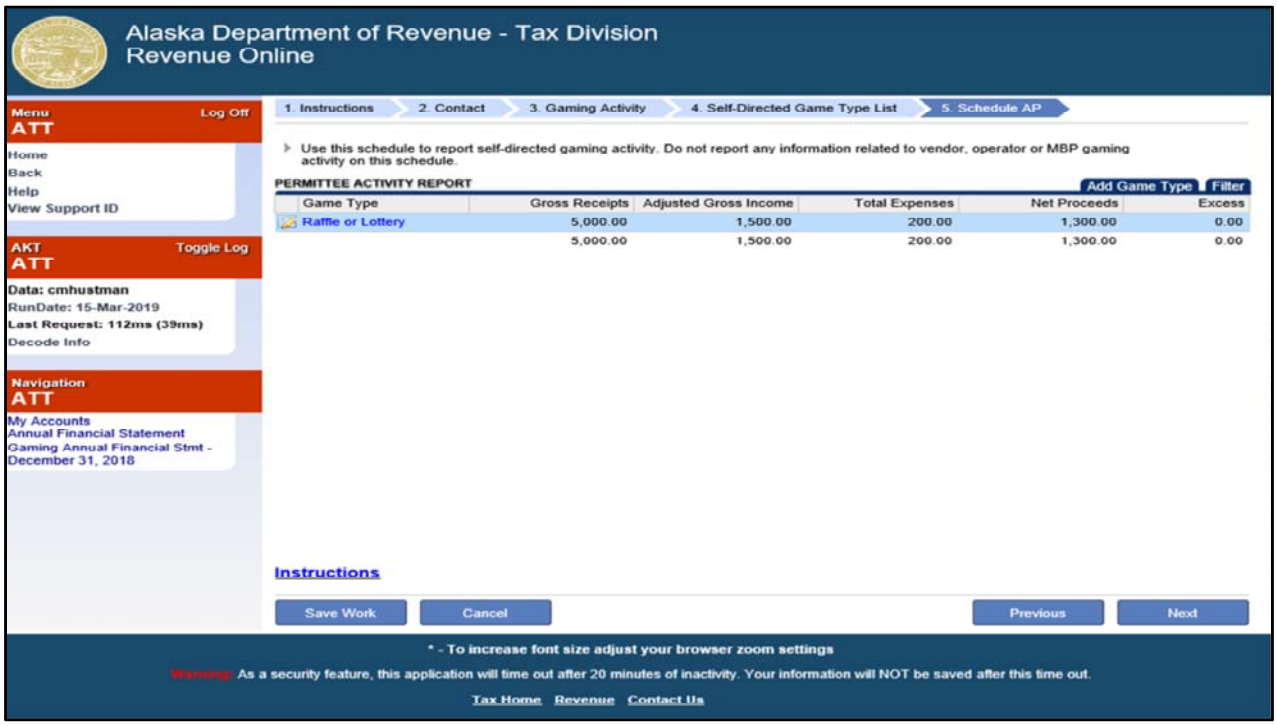
Schedule C is for gaming related expenses. Enter only gaming expenses that directly relate to the operations of the authorized games. For "Other Expenses" when an entry is made an Explanation Box will appear on the right hand side of your screen. List in detail the expenses with detail amounts. If you are unsure what is considered an allowable gaming expenses you can always refer to regulations 15 AAC 160.995 (3) (A).



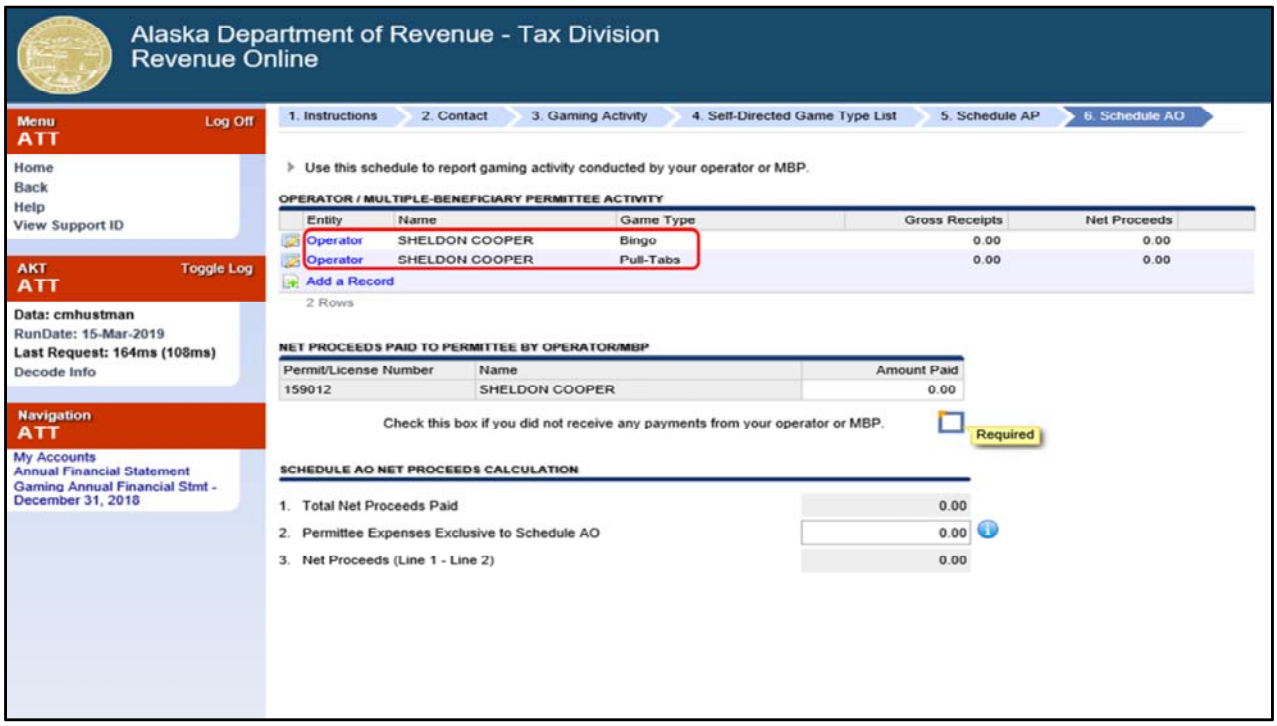
Schedule AP: Net proceeds. Net proceeds is calculated: Gross Receipts – Cost of prizes – Expenses = Net Proceeds.



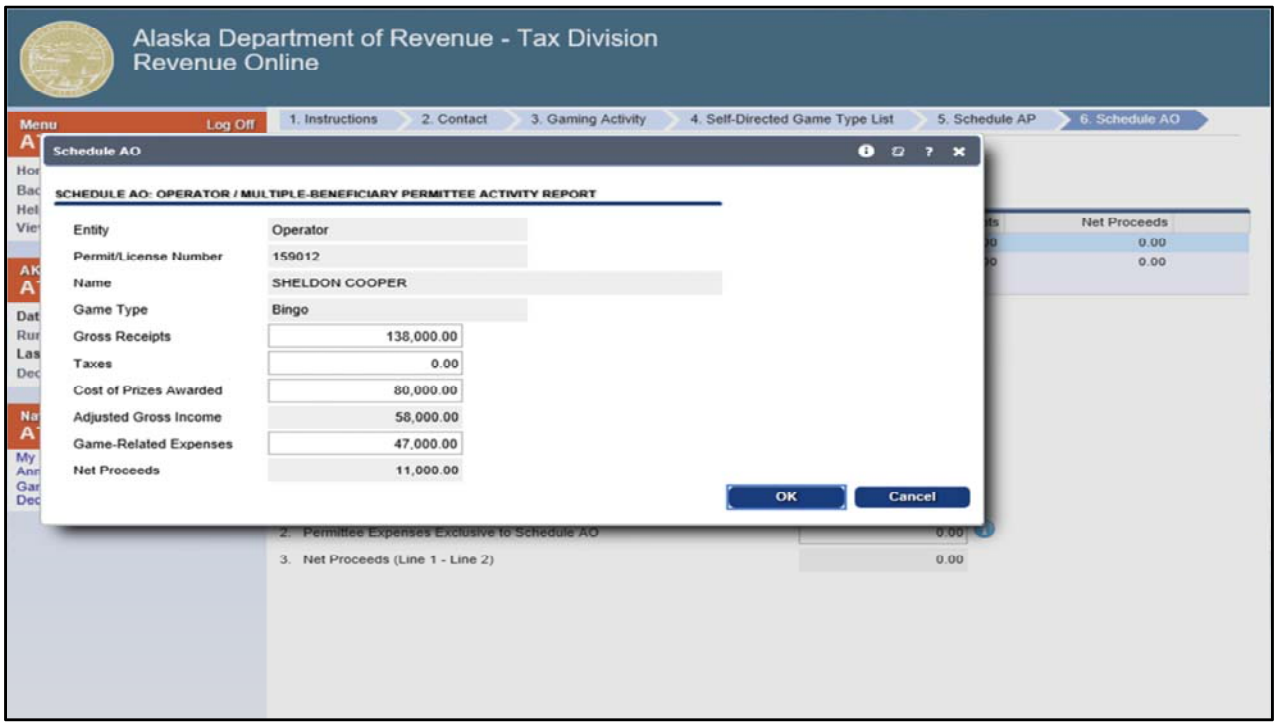
Worksheet: Excess Expense Calculation which is located on the top right hand of your screen. This calculates excess expenses based on the information that you reported. For all games types other than self directed pull-tabs and vendor pull-tabs, the expense limit is 90% of your Adjust Gross Income. Self Directed pull Tabs and Vendor pull tabs expenses limit is 70% of the Adjusted Gross Income. Exceeding your expense limit is a violation of Sec 05.15.160 (c)(d)(e).



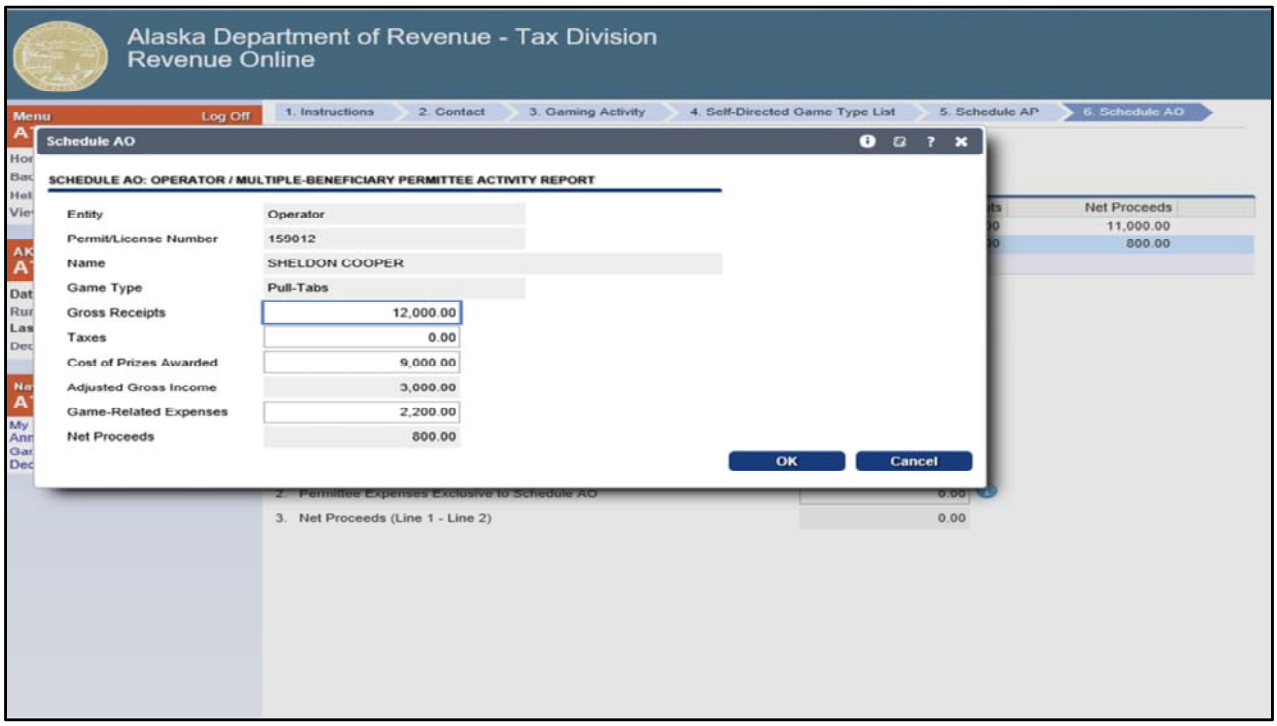
Self-directed raffles are now entered. You'll hit next to continue to the next step.



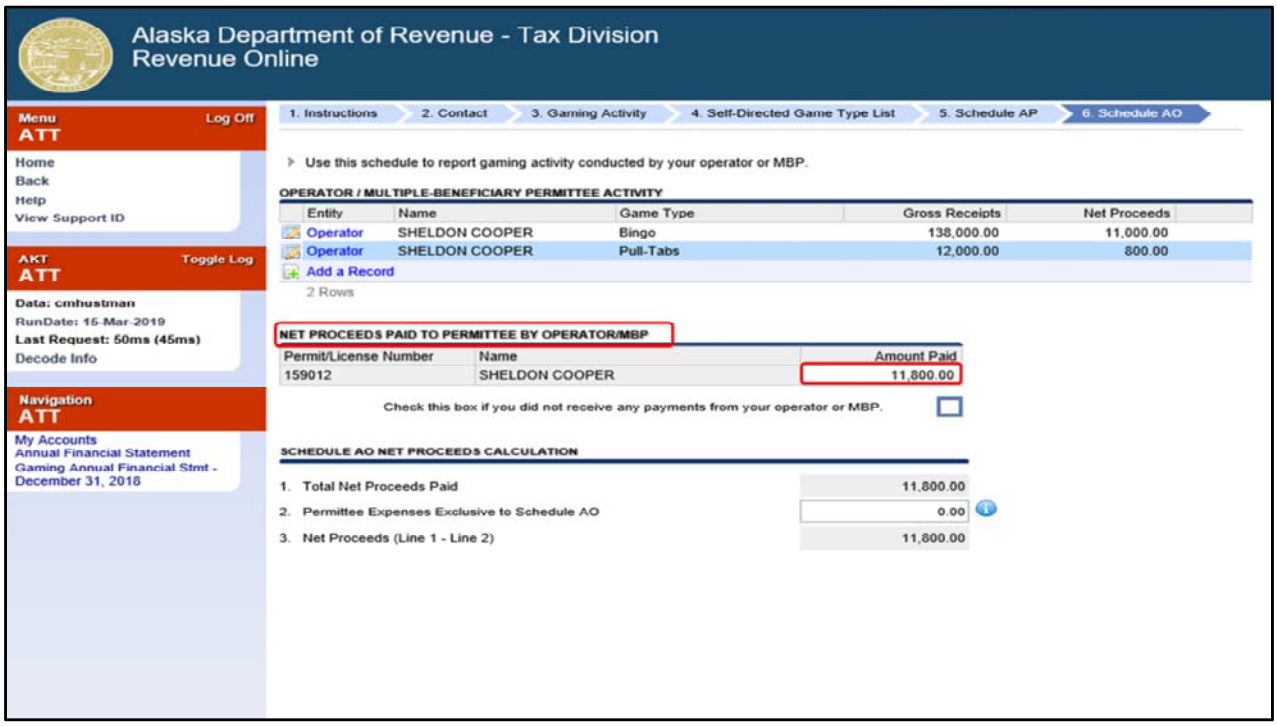
Step 6 Schedule AO. Schedule AO is used to report gaming activity conducted by your operator or MBP. Do not include self-directed or vendor activity on this schedule. Use the information that you received from your operator or MBP to complete this schedule. Click into the blue hyperlink to enter the information.



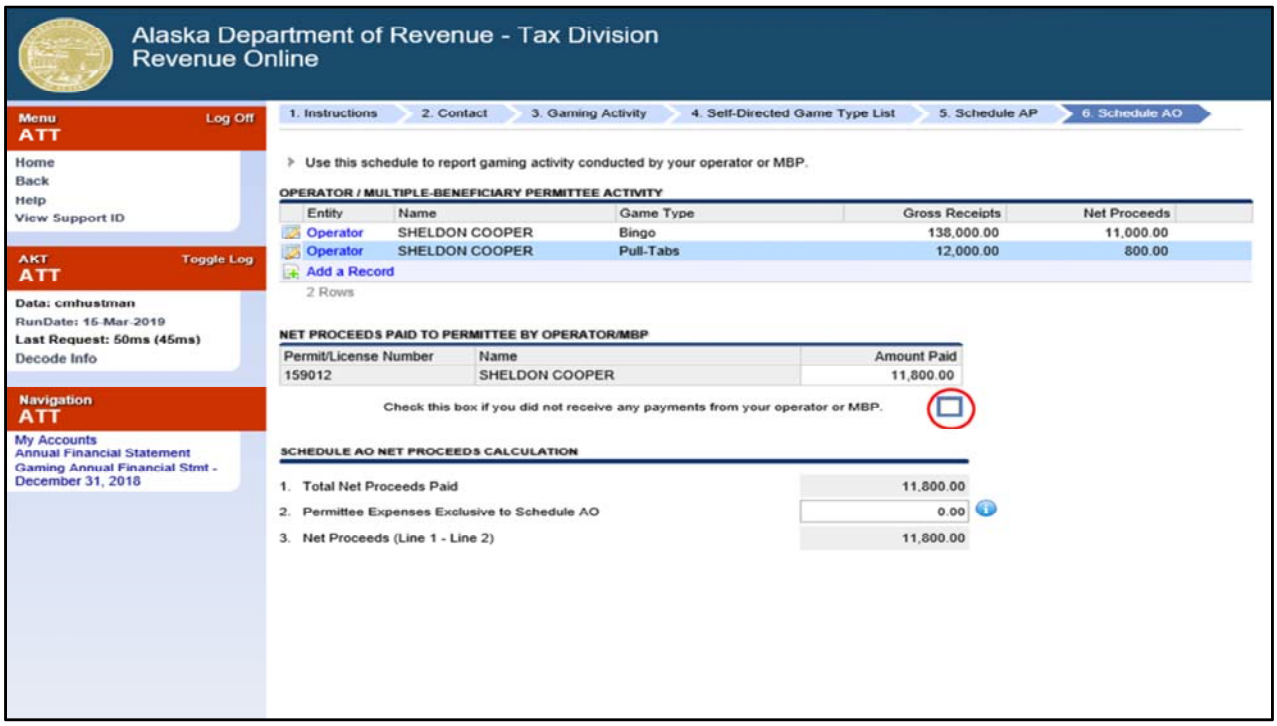
Enter the information you received from the operator or MBP for bingo and hit OK.



Next you'll click on the blue hyperlink for Pull tabs. Enter the information received from the operator or MBP, then hit okay.



Next enter the amount that was paid to you by the operator or MBP. Note, If you received payment after the end of the calendar year, you still want to include that as the amount paid to you for the gaming year.



Check the box If you have not received any payments from your operator or MBP.

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Annual Financial Statement
Gaming Annual Financial Stmt - December 31, 2018

1. Instructions | 2. Contact | 3. Gaming Activity | 4. Self-Directed Game Type List | 5. Schedule AP | 6. Schedule AO

Use this schedule to report gaming activity conducted by your operator or MBP.

OPERATOR / MULTIPLE-BENEFICIARY PERMITTEE ACTIVITY

Entity	Name	Game Type	Gross Receipts	Net Proceeds
Operator	SHELDON COOPER	Bingo	138,000.00	11,000.00
Operator	SHELDON COOPER	Pull-Tabs	12,000.00	800.00

Add a Record

2 Rows

NET PROCEEDS PAID TO PERMITTEE BY OPERATOR/MBP

Permit/License Number	Name	Amount Paid
159012	SHELDON COOPER	11,800.00

Check this box if you did not receive any payments from your operator or MBP.

SCHEDULE AO NET PROCEEDS CALCULATION

1. Total Net Proceeds Paid	11,800.00
2. Permittee Expenses Exclusive to Schedule AO	0.00
3. Net Proceeds (Line 1 - Line 2)	11,800.00

Schedule AO Net Proceeds Calculation. If you did not conduct any self directed gaming activity other than operator or MBP, you can enter gaming expenses here. For example you can enter your gaming permit fee, your 1% fee owed on your annual financial statement or any gaming related expenses. Since we entered our fee on Schedule AP, under Raffles, we wont make an entry. If an entry has been made here an explanation box would appear and you would list in detail the expenses with detail amounts

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My Accounts
Annual Financial Statement
Gaming Annual Financial Stmt - December 31, 2018

3. Gaming Activity | 4. Self-Directed Game Type List | 5. Schedule AP | 6. Schedule AO | 7. Excess Expenses & Prizes

SUMMARY OF EXCESS WORKSHEETS

1.	Total Excess Prizes and Expenses from Schedule AP	0.00
2.	Total Excess Expenses from Schedule AV	0.00
1.	**Total Excess Expenses**	**0.00**

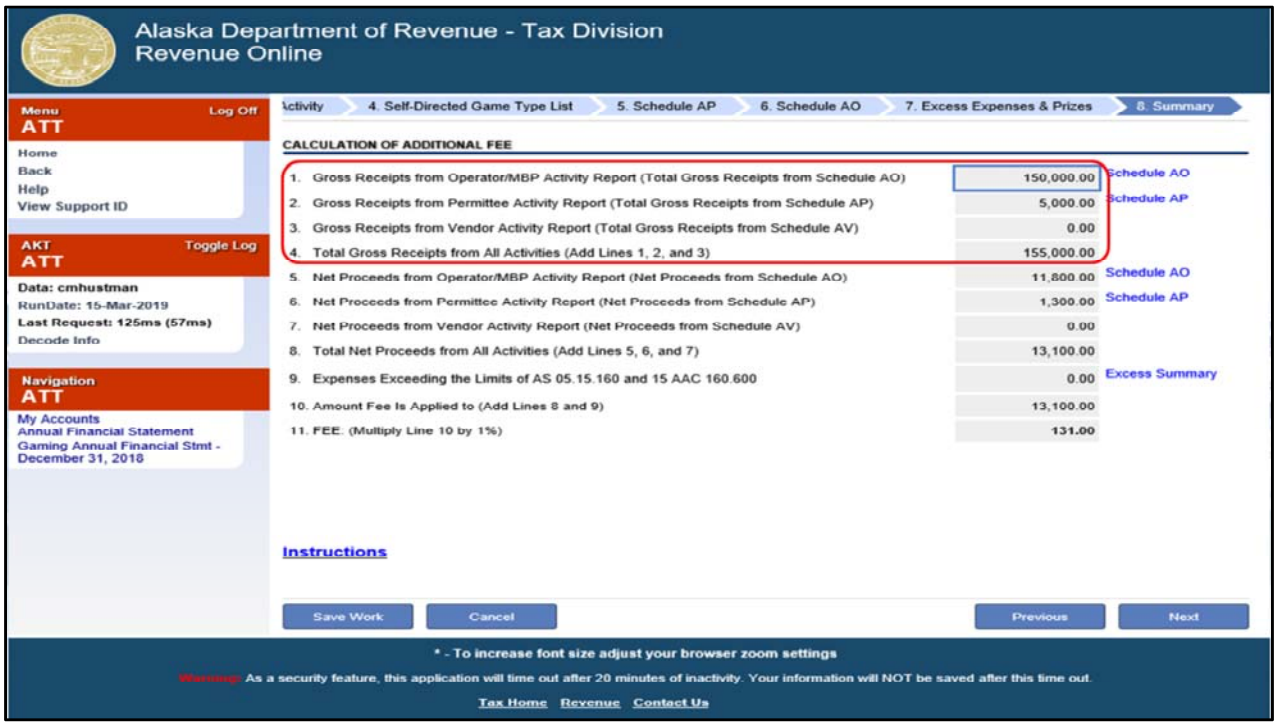
EXCESS NON-BINGO PRIZES

1.	Total Non-Bingo Prizes from Schedule AP	3,500.00
2.	Total Non-Bingo Prizes from Schedule AO (not including excess prizes)	9,000.00
3.	Total of All Non-Bingo Prizes (Line 1 + Line 2)	12,500.00
4.	Annual Non-Bingo Prize Limit	500,000.00
5.	**Excess Non-Bingo Prizes (Line 3 minus Line 4)**	**0.00**

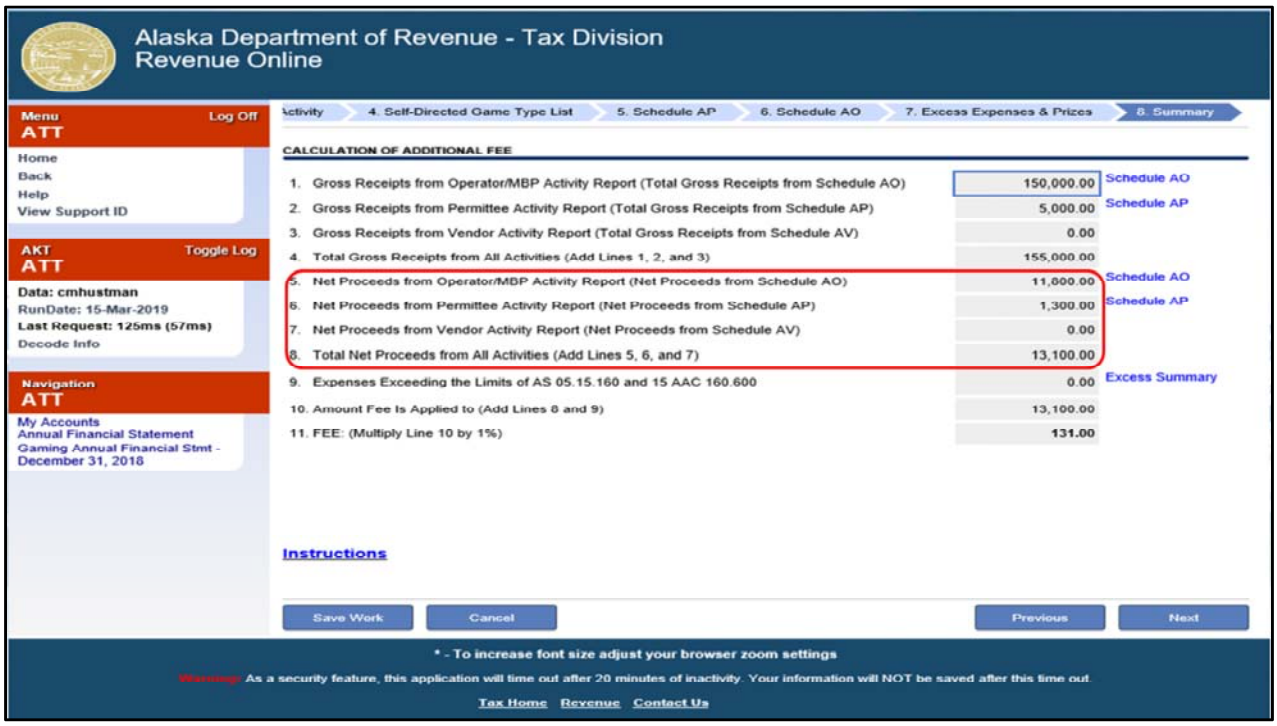
EXCESS BINGO PRIZES

1.	Gross Bingo Receipts From Schedule AP	0.00
2.	Gross Bingo Receipts from Schedule AO	138,000.00
3.	Total Bingo Gross Receipts (Line 1 + Line 2)	138,000.00
4.	Bingo Prizes from Schedule AP	0.00
5.	Bingo Prizes from Schedule AO (not including excess prizes)	80,000.00
6.	Total Bingo Prizes (Line 4 + Line 5)	80,000.00
7.	Percentage Prize Limit (85% of Gross Receipts)	117,300.00
8.	Annual Prize Limit	660,000.00
9.	Annual Prize Limit (Lesser of Line 7 and Line 8)	117,300.00
10.	**Excess Bingo Prizes (Line 6 minus Line 9)**	**0.00**

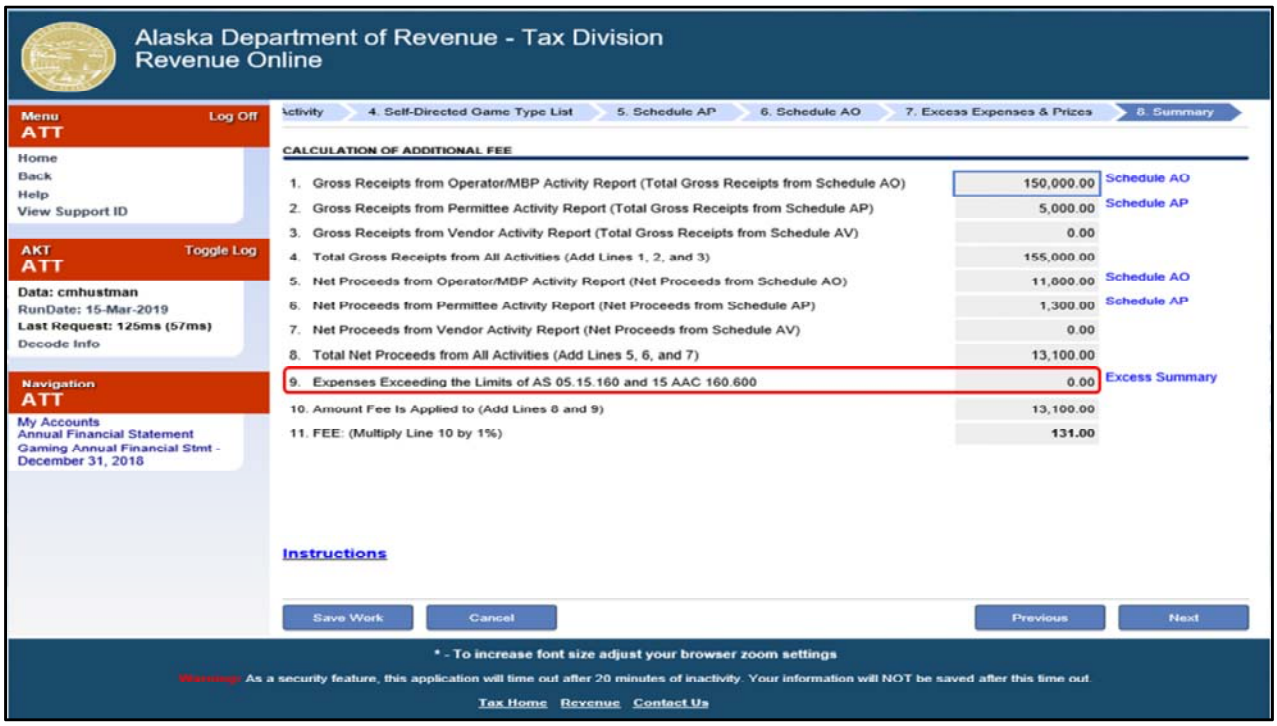
Step 7 is Excess Expenses & Prizes. This gives you the summary calculation of excess expenses and prizes for Bingo and Non-bingo gaming activity. .



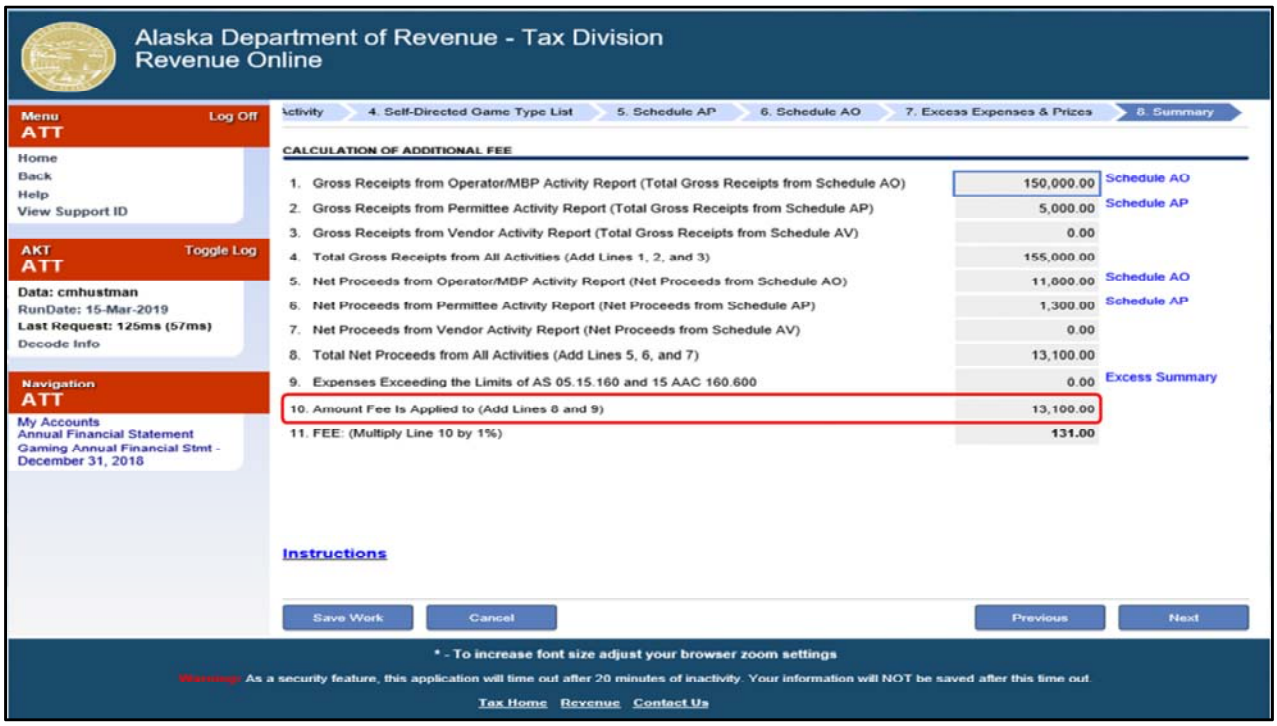
Step 8 is Summary Calculation of the additional fee. Lines 1-3 are the total gross receipts from schedule AO, AP and AV. Line 4 calculates lines 1-3 and give you the total of all gross receipts.



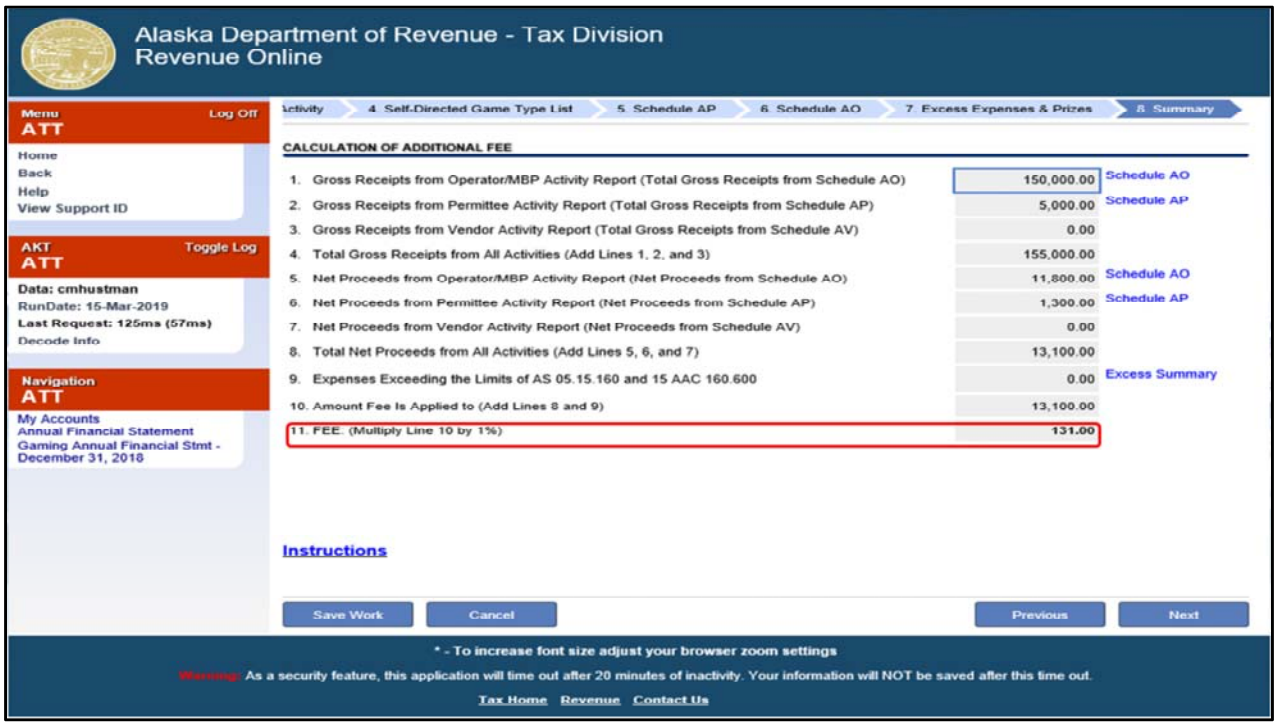
Lines 5, 6 and 7 is the total of net proceeds from your schedule AO, AP and AV. Line 8 calculates lines 5-7 and give you the total of all Net Proceeds.



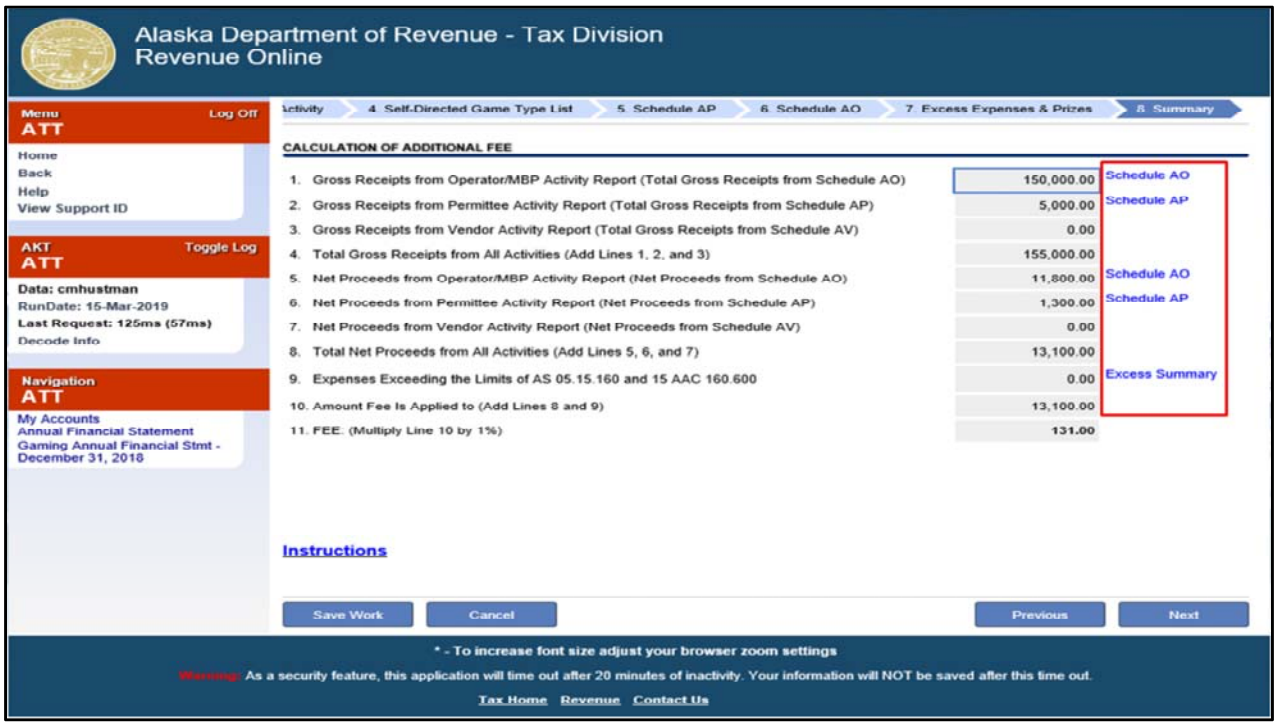
Line 9 is the total of expenses exceeding the limits from the “Excess Summary” page.



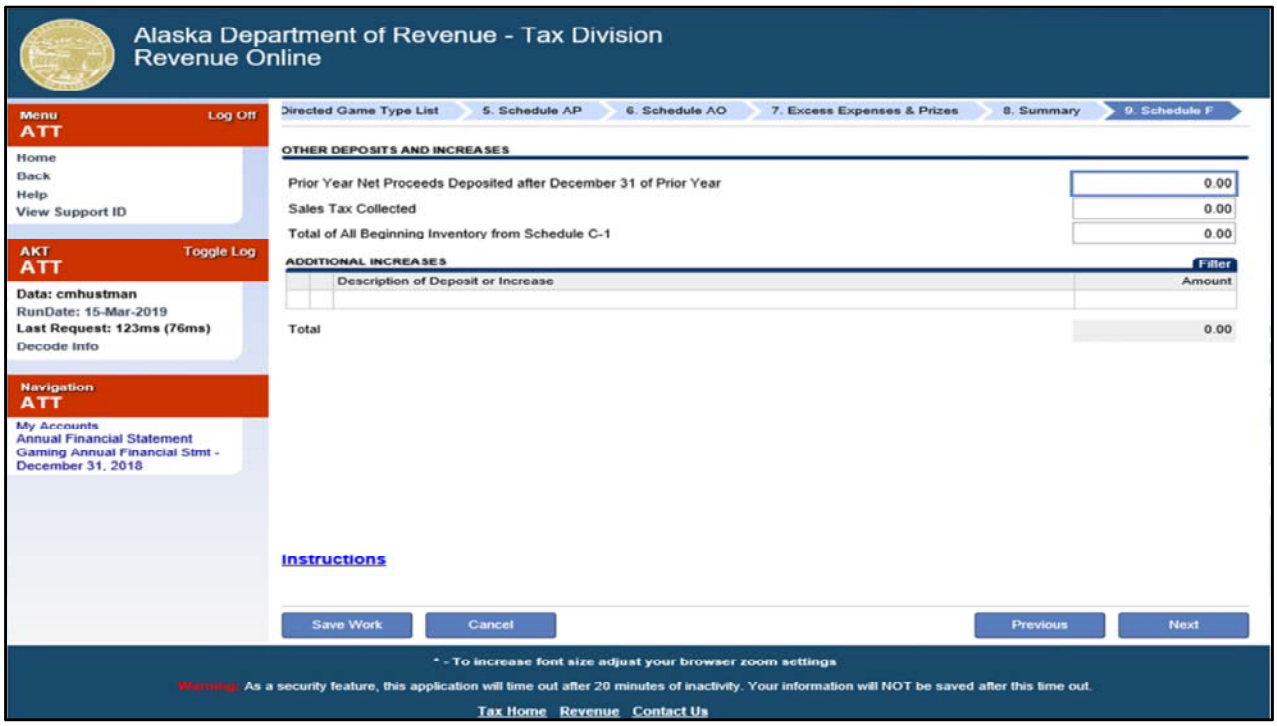
Line 10 shows the amount the 1% fee is applied to.



Line 11 Calculates the 1% fee that is owed by multiplying line 10 by 1%. Please note that if gross receipts is less than $20,000, no fee is due.

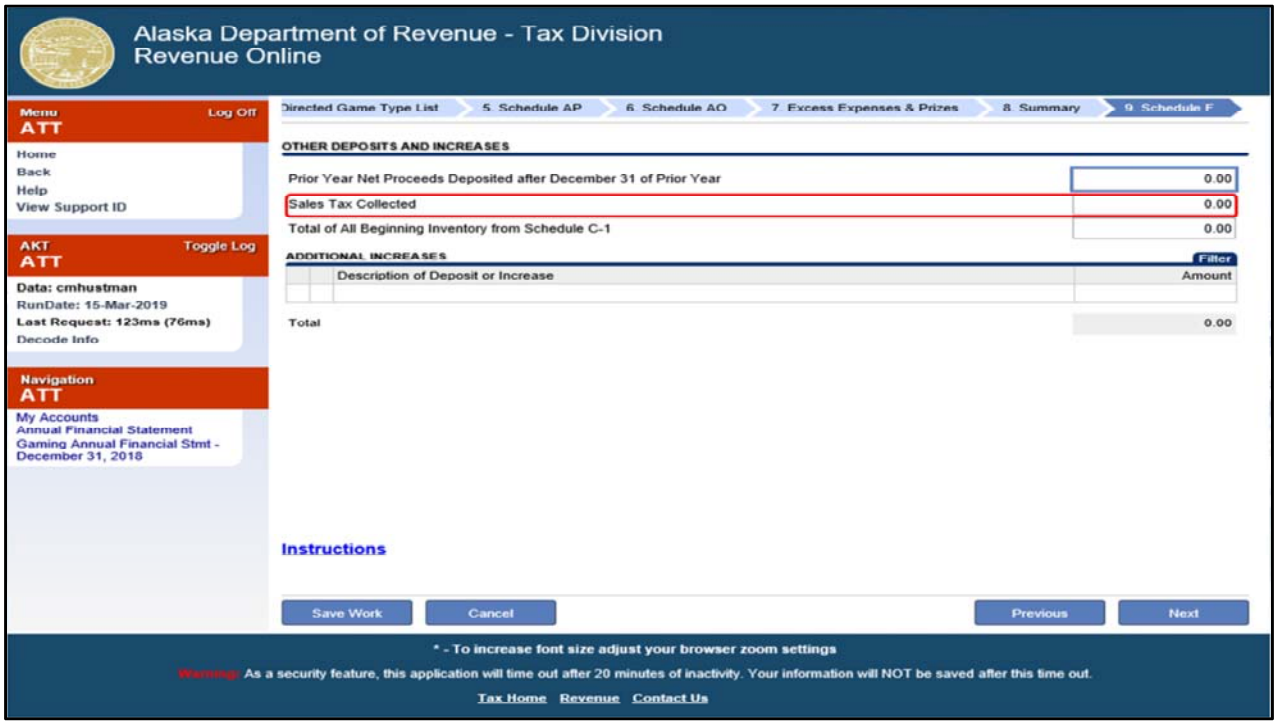


There are hyperlinks to Schedules AO, AP, and Excess Summary to the right of the corresponding fields. Selecting these hyperlinks will take you to the corresponding schedule.

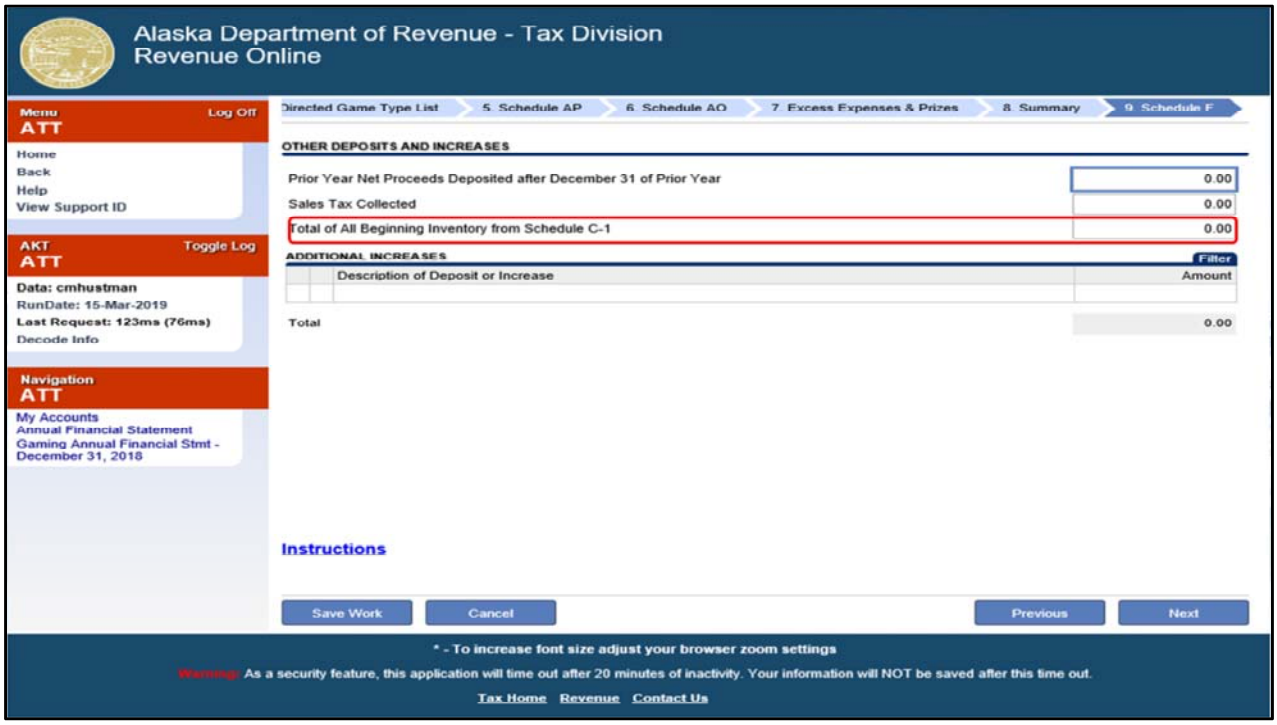


Step 9 is Schedule F. Schedule F is used along with schedule F-1,to help reconcile the gaming bank account balance reported on the summary page of the Annual Financial Statement.

The first line Is Prior year net proceeds Deposited after December 31st of the prior year. Today we are filing our 2018 Annual Financial Statement, so your prior year would be 2017. You would use this line if 2017 Net proceeds was deposited into your gaming bank account after 12/31/17.

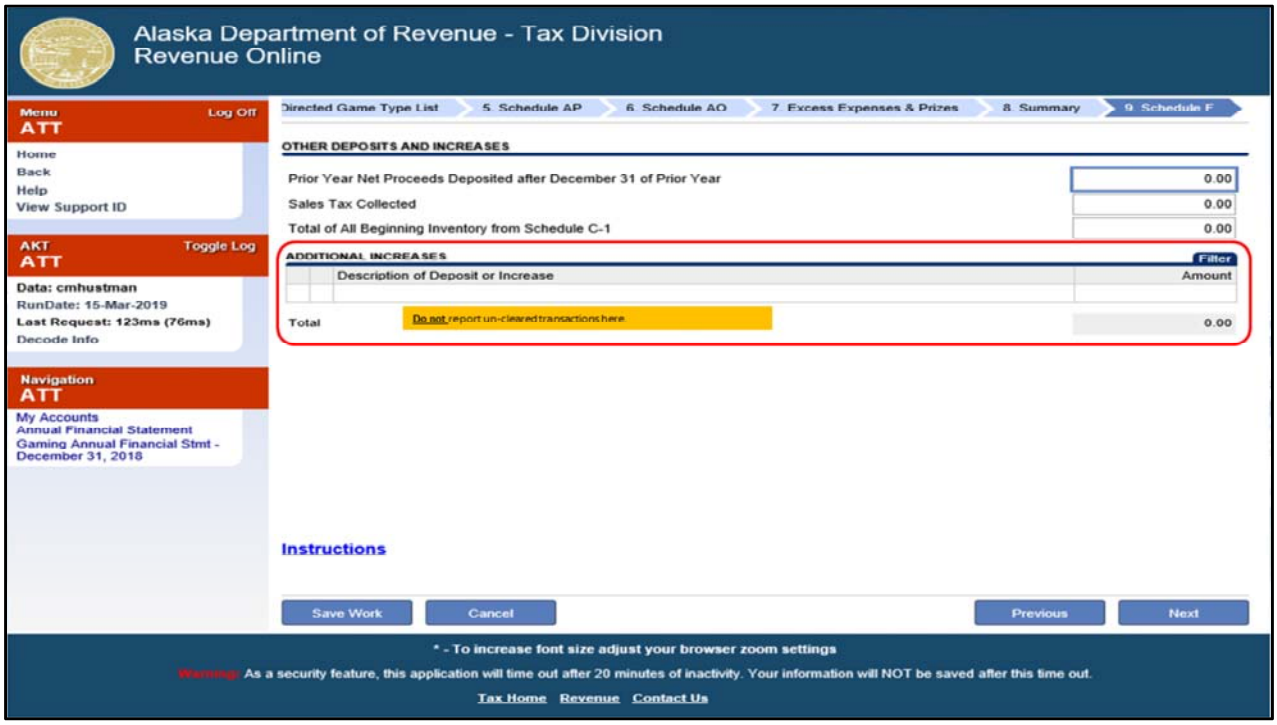


Sales tax collected. Here you would enter the city sales tax collected **or** the reduction of gross receipts on your schedule AP, if sales tax wasn't collected.

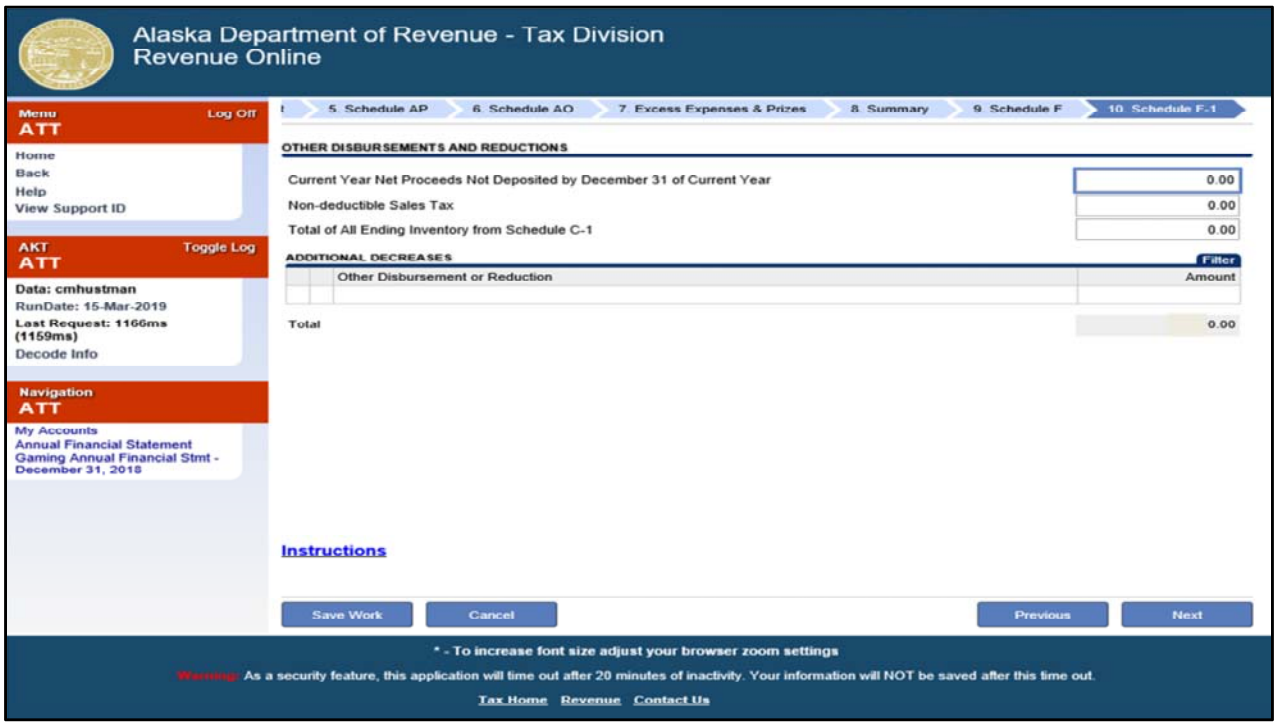


Total of All Beginning Inventory from Schedule C-1. This amount should be from Line 1 of Schedule C-1 **<u>if</u>** you conducted any self directed pull-tabs, vendor pull-tabs or self directed bingo.

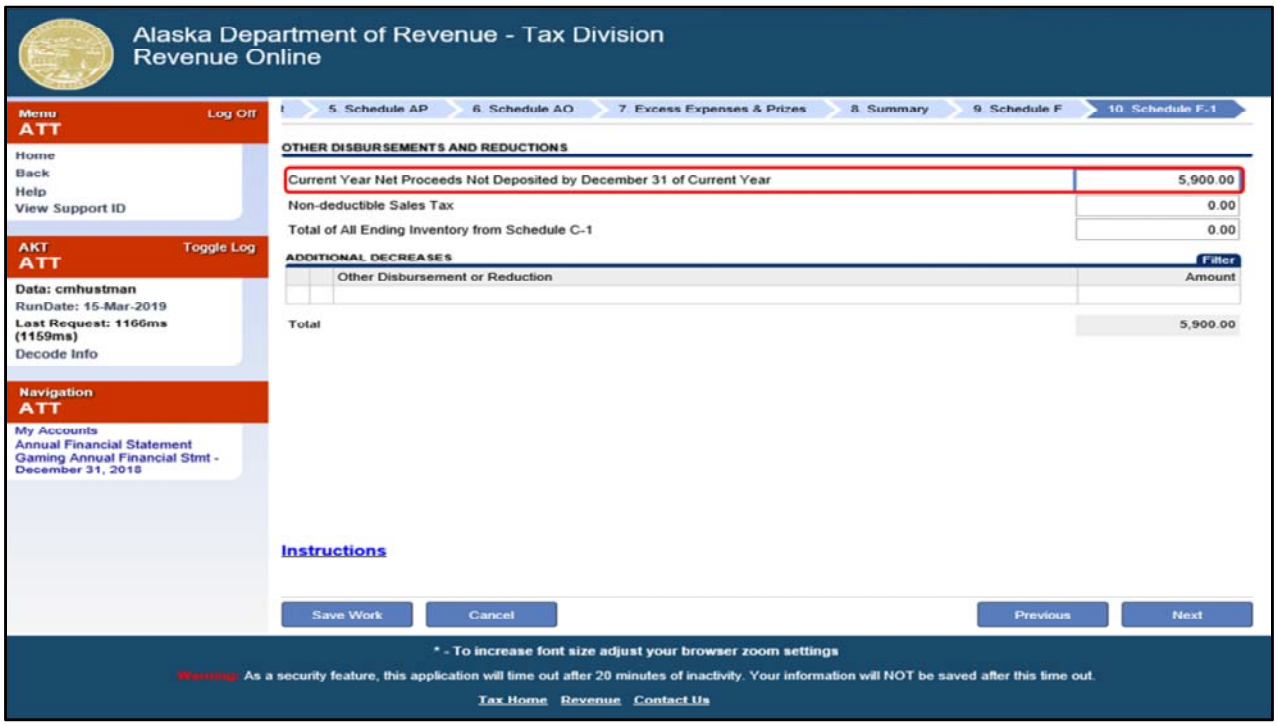
Since we had an operator this will not apply.



"Additional Increases" Here you would explain other deposits or increases in this field. For example, you had to transfer money from your general account to your gaming account to open this account, which would be considered additional increases. Also large raffles spanning two years may require entries on sch. F and F-1 to avoid appearance of excess of prizes or expenses on either year. Please note that uncleared Transactions should not be reported on Schedule F and should be included on the reconciliation attached with your bank statements.

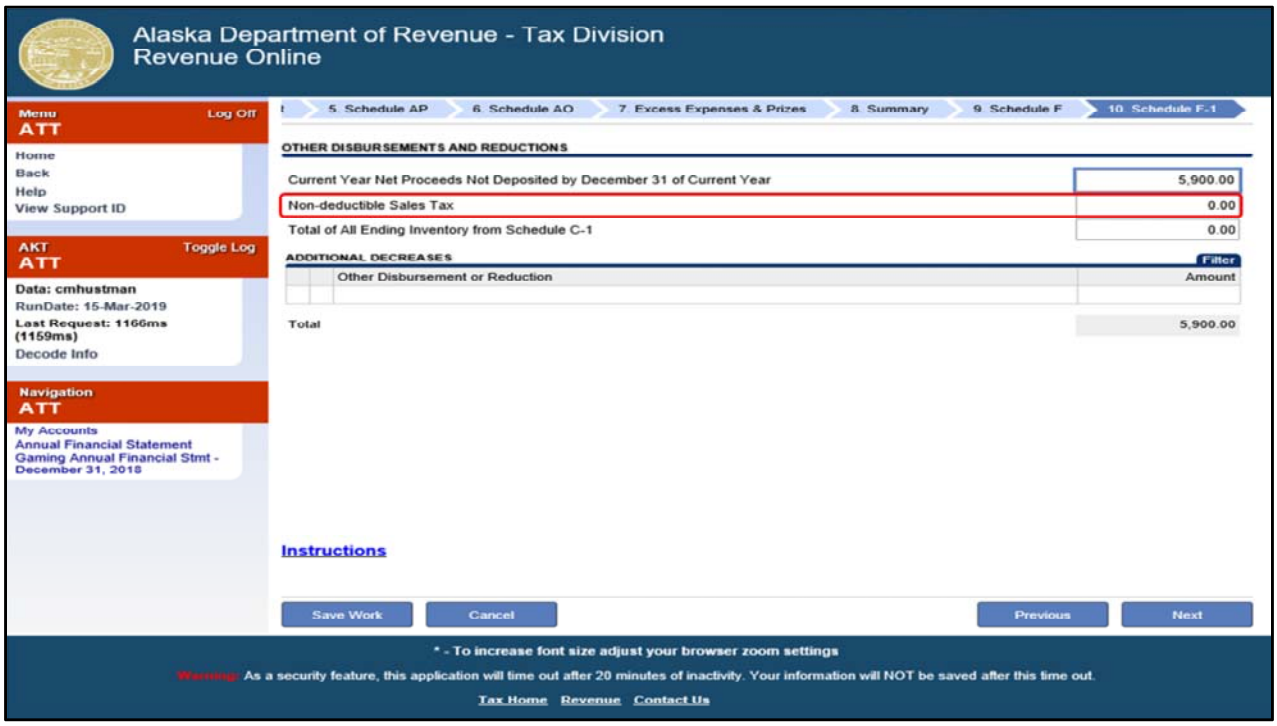


Step 10 Schedule F-1 is used along with schedule F to help reconcile the gaming bank account balance reported on the summary page of the Annual Financial Statement.

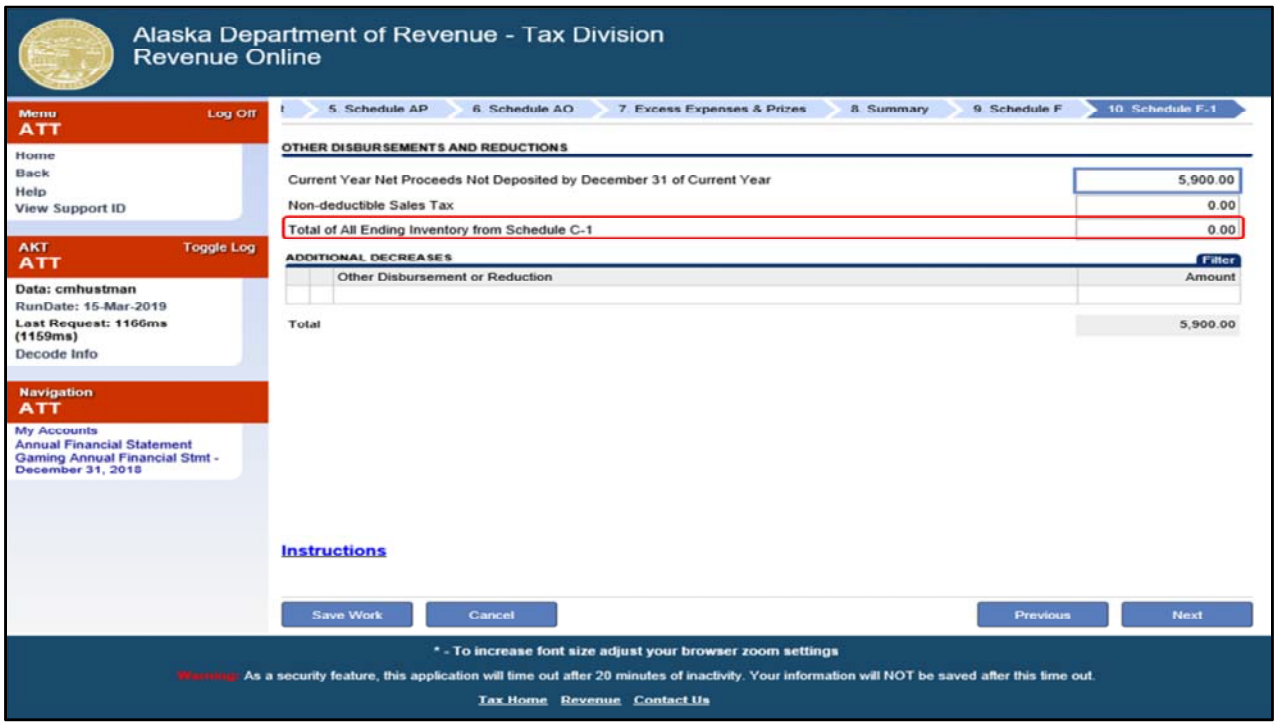


First line is the Current year net proceeds Deposited after December 31st of the current year. You would use this line if net proceeds for 2018 was deposited in your gaming account after 12/31/18. For example the operator paid $5,900 of 2018 Net Proceeds after the end of the calendar year.

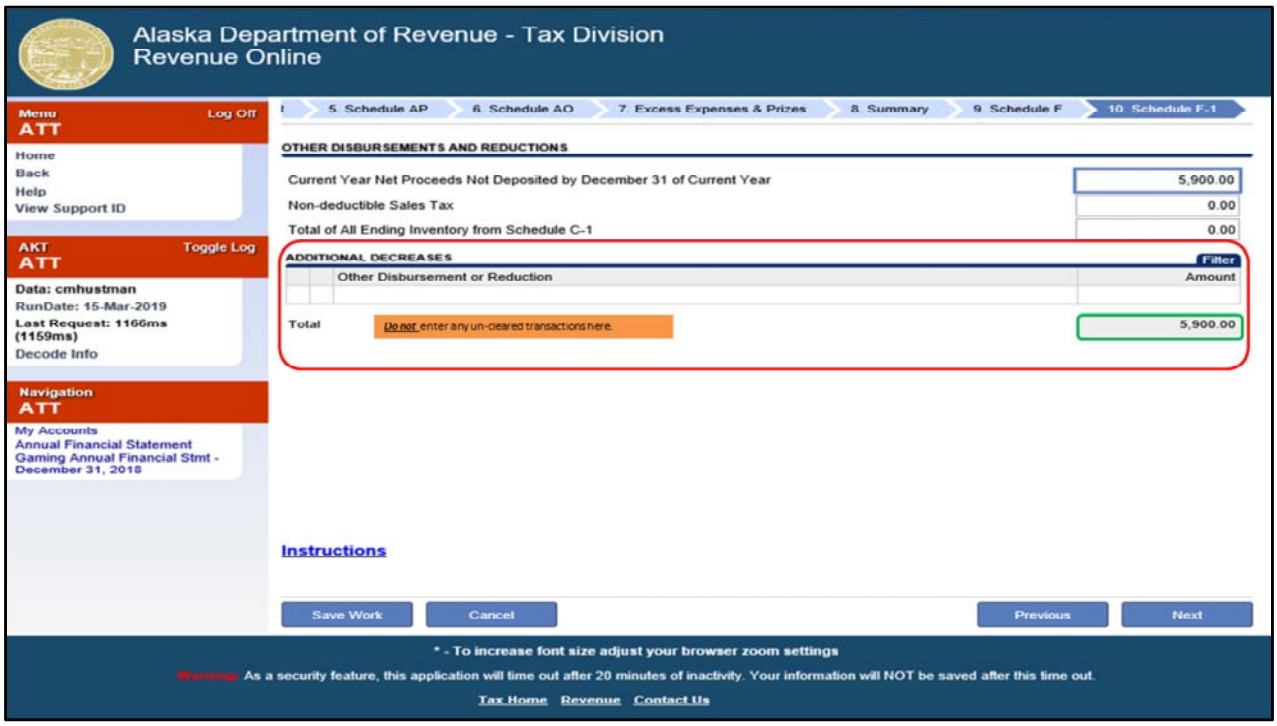
When you file your **2019 Annual Financial Statement**, the following year, you would enter this amount on Schedule F as "**Prior Year Net Proceeds Deposited after December 31 of Prior Year"**



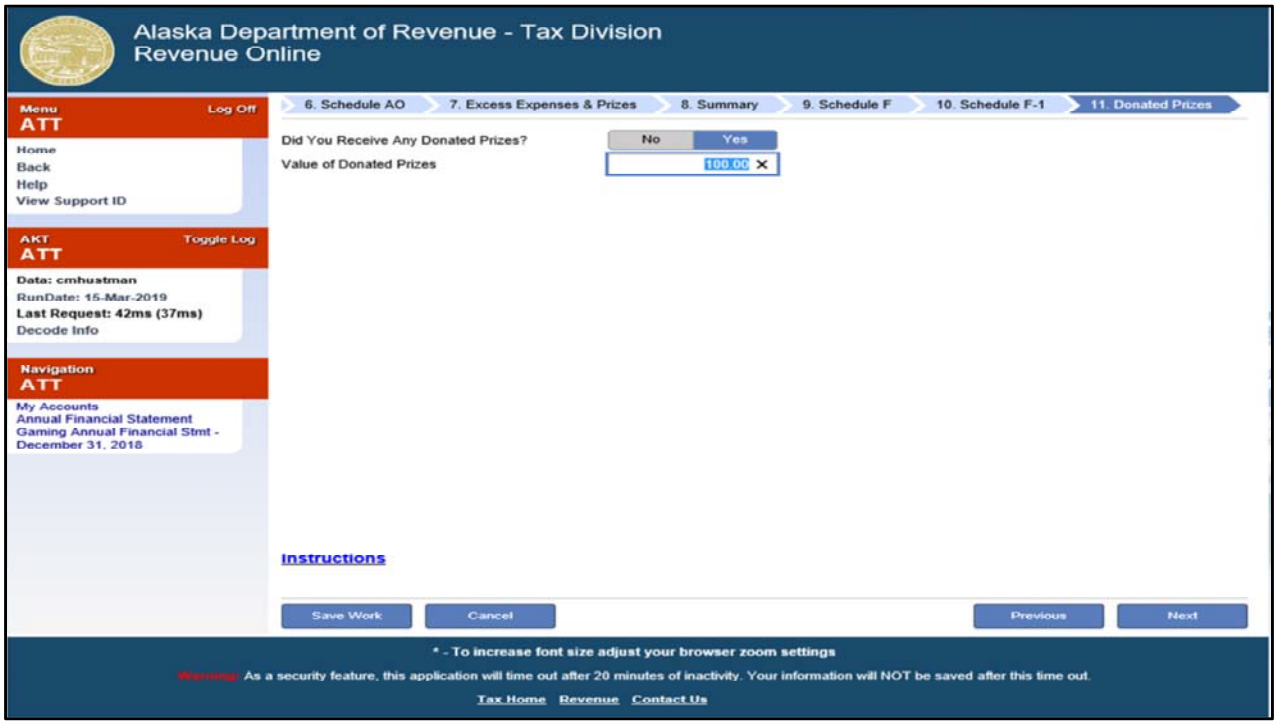
Non deductible sales tax- Sales tax is not deductible on schedules AP or AV and should be entered on this field if you conducted self direct gaming or have a vendor.



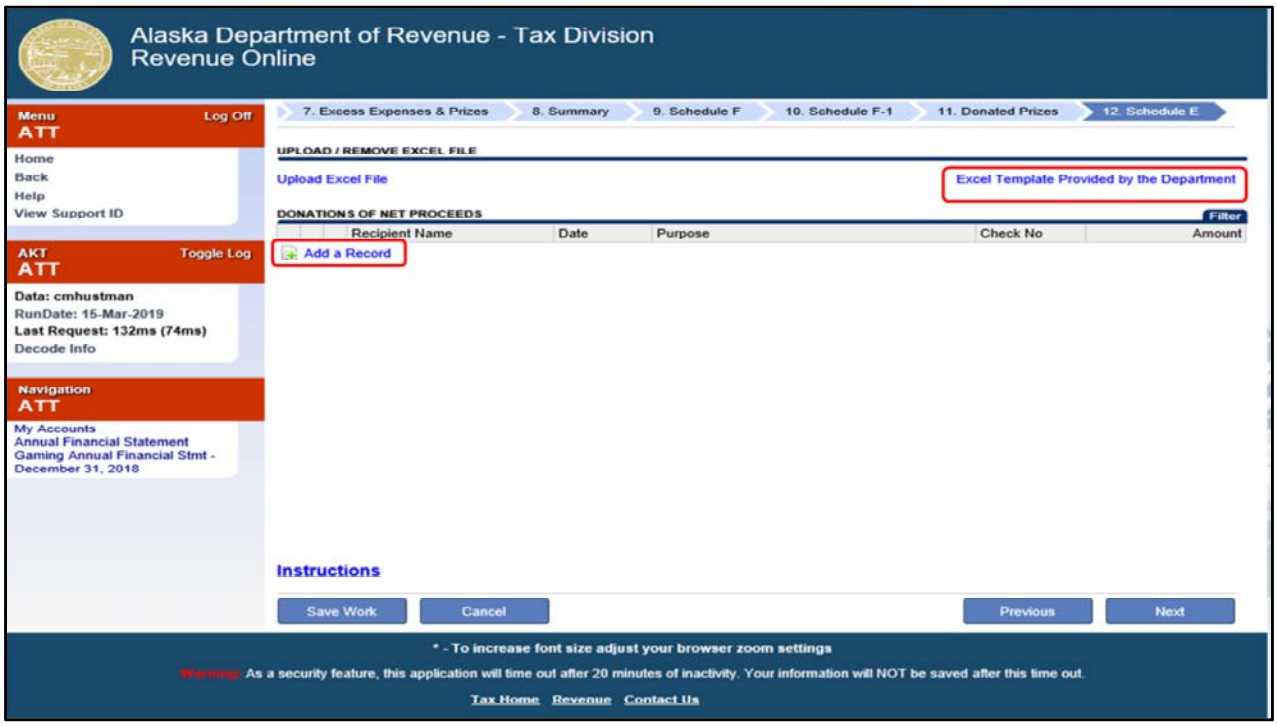
"Total of All Ending Inventory from Schedule C-1". Enter the amount from line 4 of your Schedule C-1, if you conducted self directed pull-tabs, self directed bingo or had a vendor. If you conducted gaming with just an operator this will not apply to you.



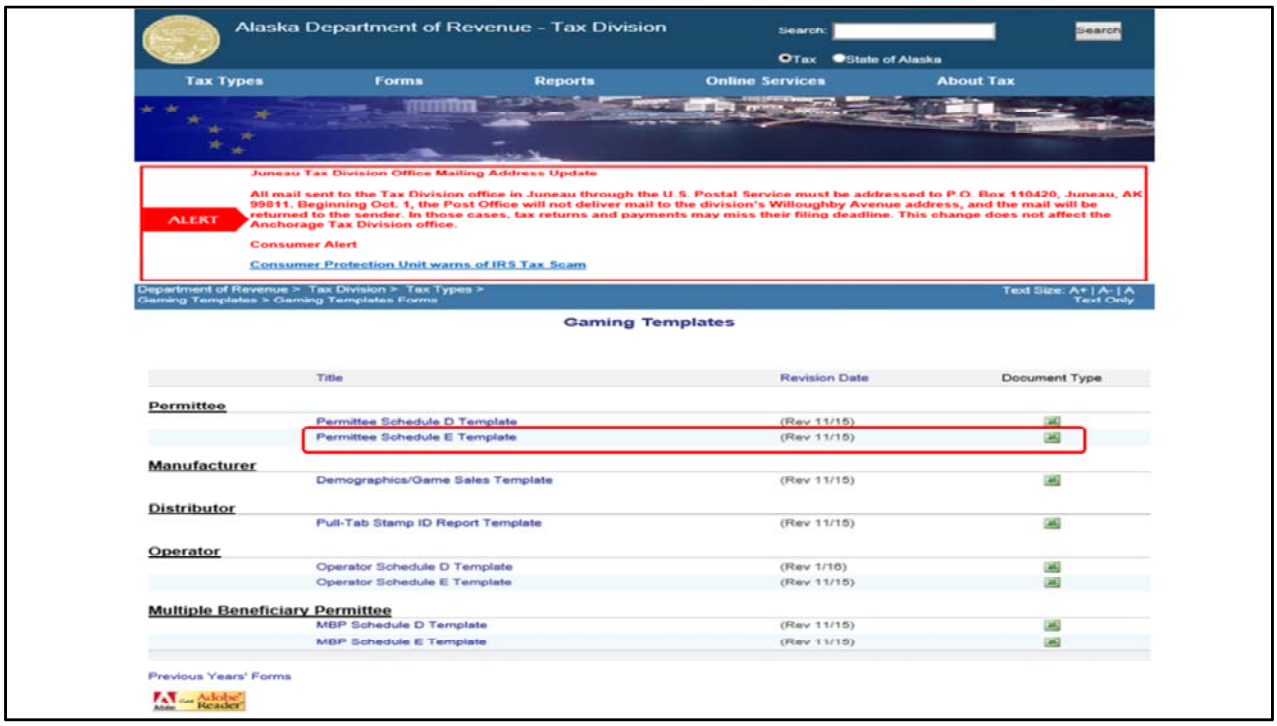
"Additional decreases" Here you'll provide a detailed description of any additional decreases in this field. For example, various adjustments such as accounts payable for pull-tab purchases and wages not paid at the end of the year, should be made through your schedules F and F-1. Please note, uncleared transactions should not be reported on Schedule F-1, and should instead be included on reconciliation attached with your bank statements. Next are the Totals of all entries made on Sch. F-1, this will automatically calculate.



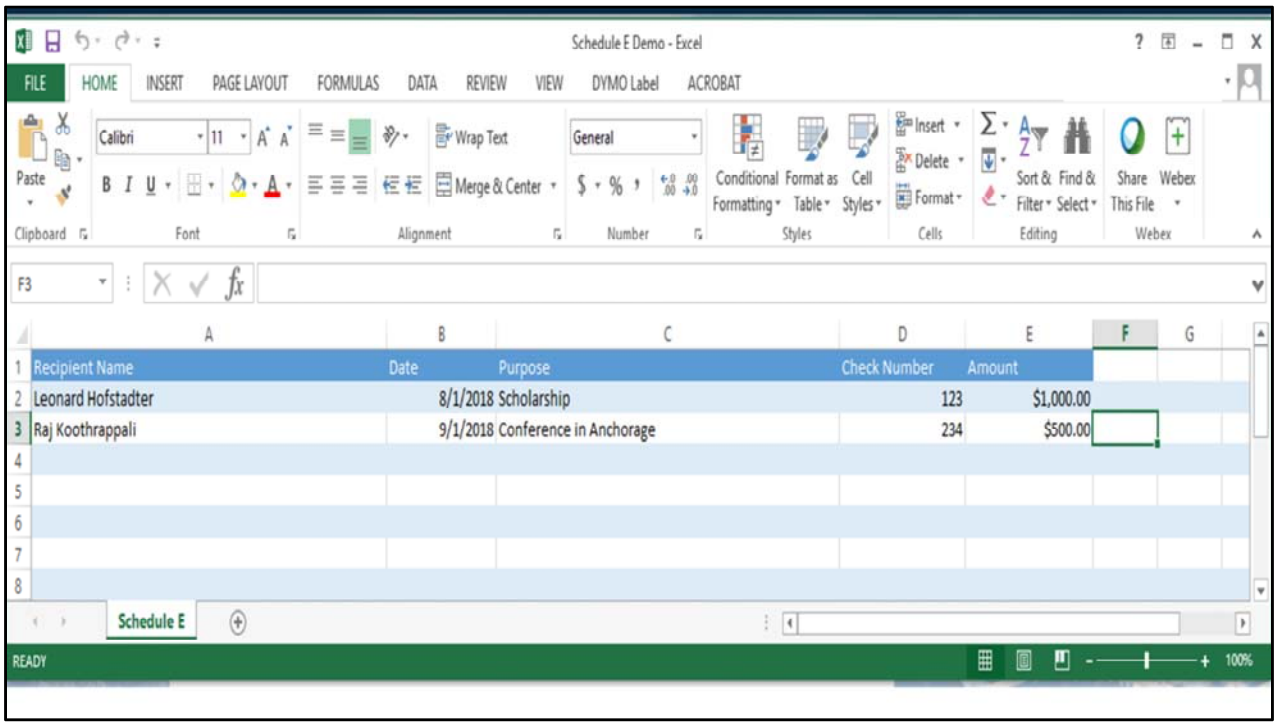
Step 11 Donated prizes. If you had prize donated, select yes and a “Value of Donated Prizes” box will appear. Enter the value of the prize. If you are unsure the value of the prize, give an estimate value.



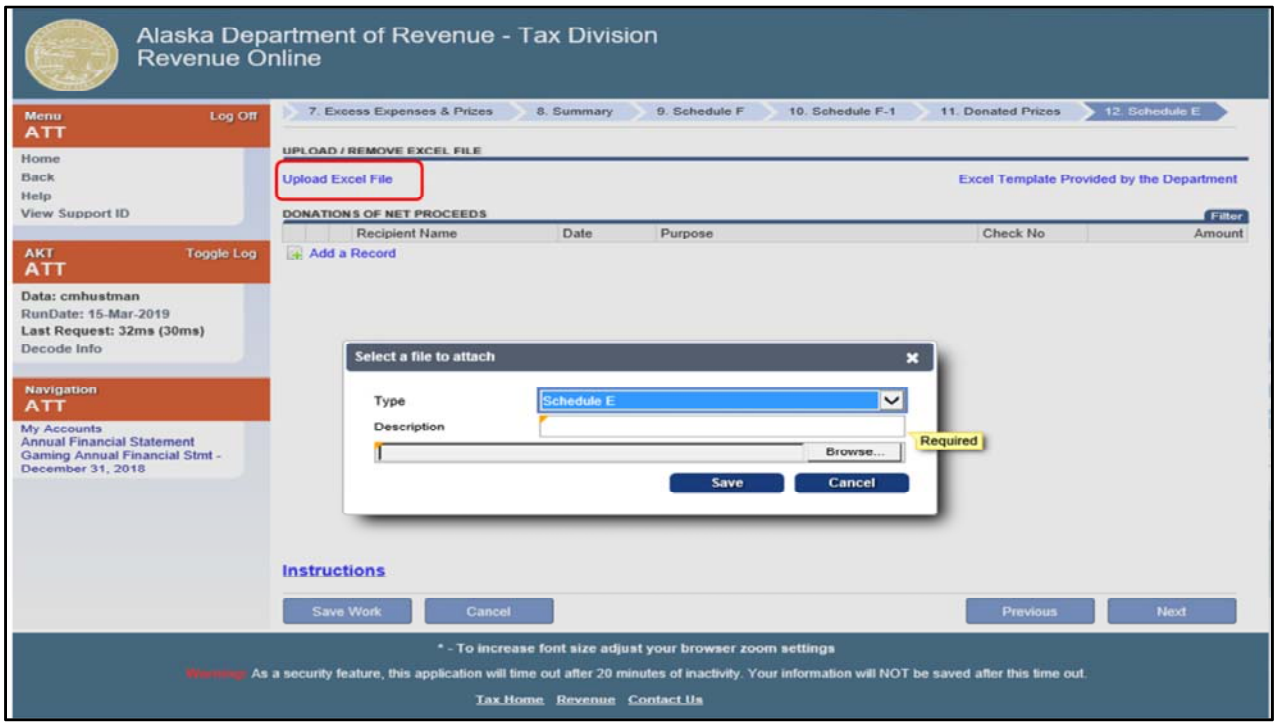
Step 12 is Schedule E. Schedule E is used to report how your organization donated or used the net proceeds that it earned from all gaming activity. There are two ways you can enter , you can either upload the excel template provided by the Department or hit " add a record" hyperlink. First I'll demonstrate "Excel Template Provided by the Department".



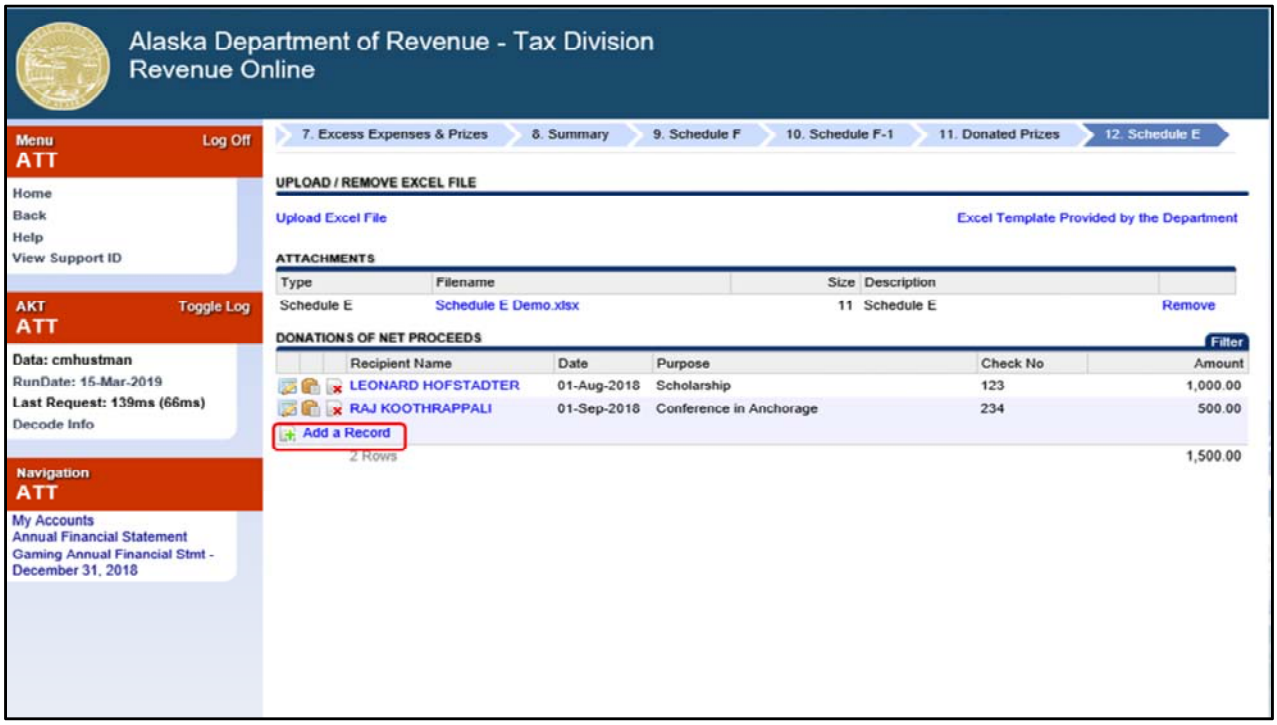
By clicking on the hyperlink "Excel Template Provided by the Department", it will take you to our State of Alaska website Gaming Templates. Next you'll click on the "Permittee Schedule E Templates".



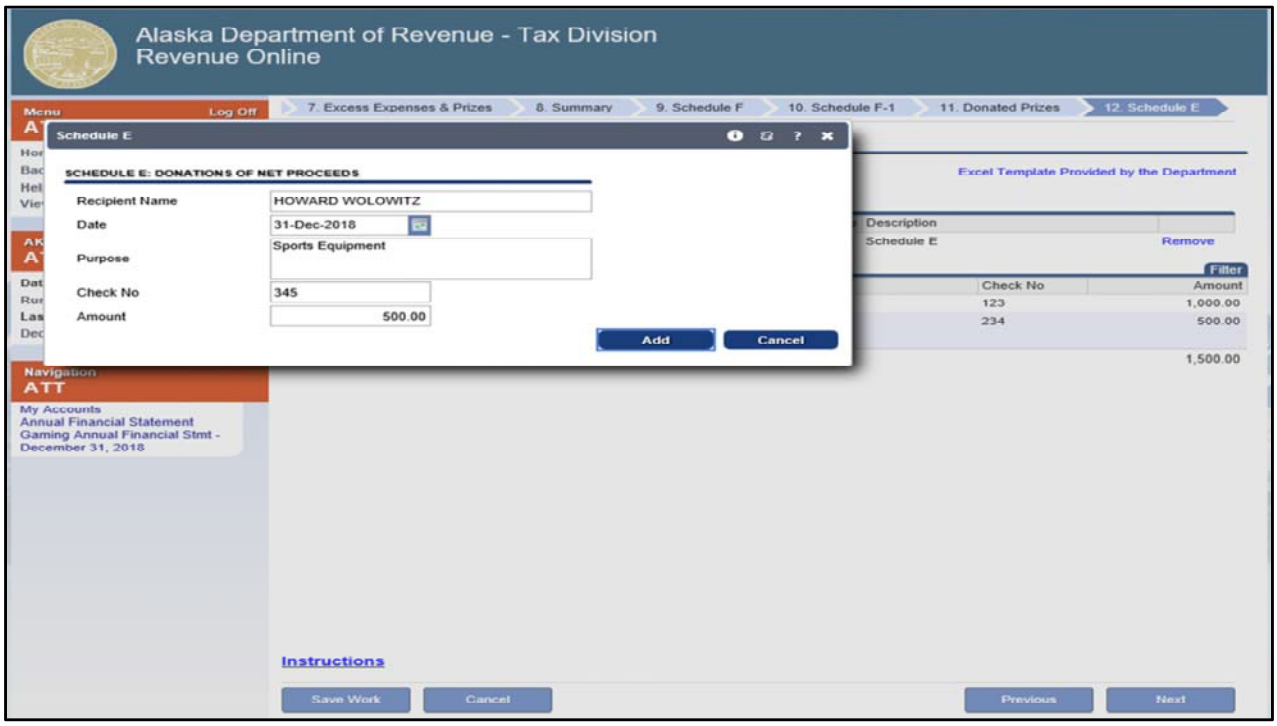
An Excel form will open. Enter all gaming donations for the year and save onto your computer.



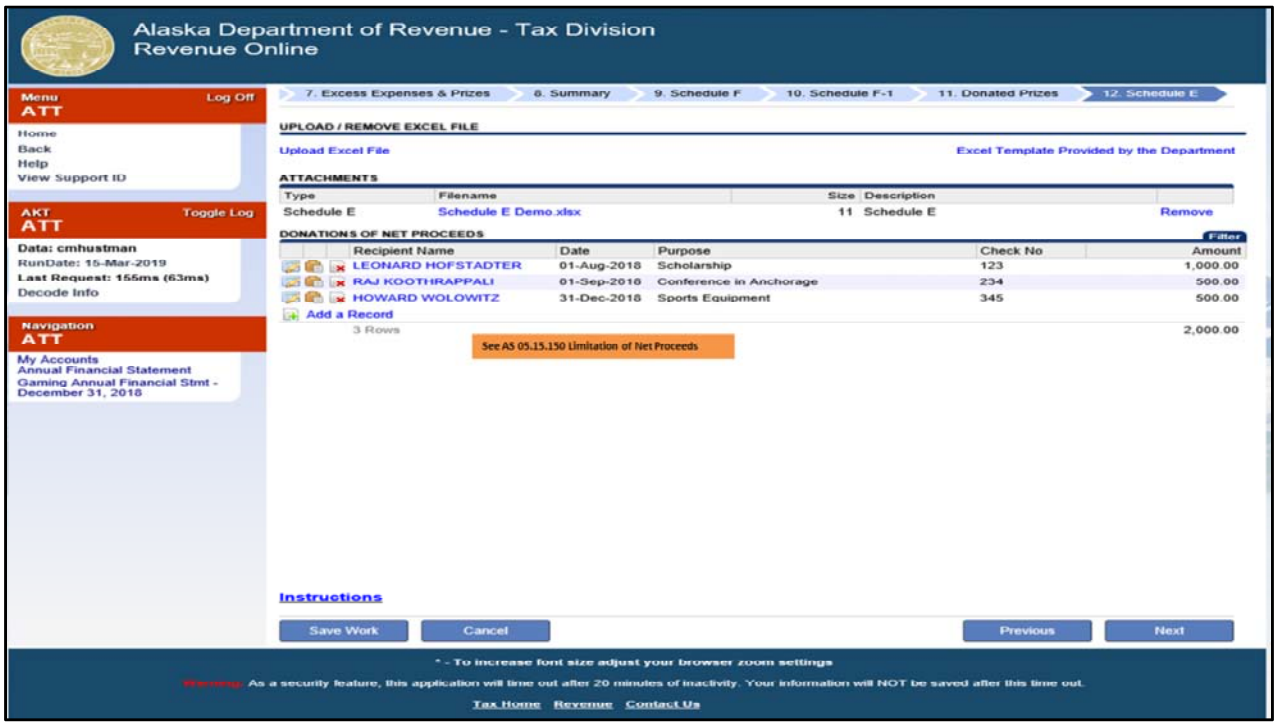
Once you completed your excel template Schedule E, you'll upload your template by clicking on the hyperlink "Upload Excel File".



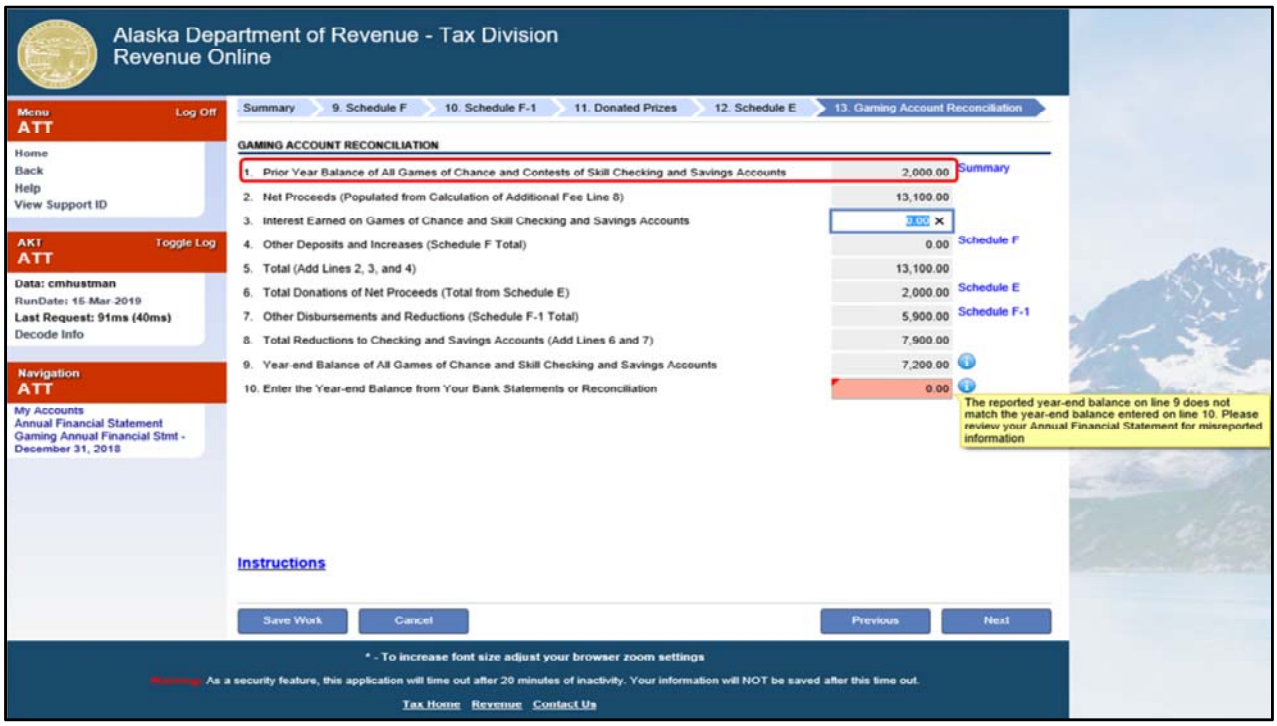
Once uploaded, you'll see under attachments your Schedule E that you just uploaded. Also, the Donations of Net Proceeds automatically fills in from your excel template. Our second option to add a donation is by clicking on the "Add a Record" hyperlink.



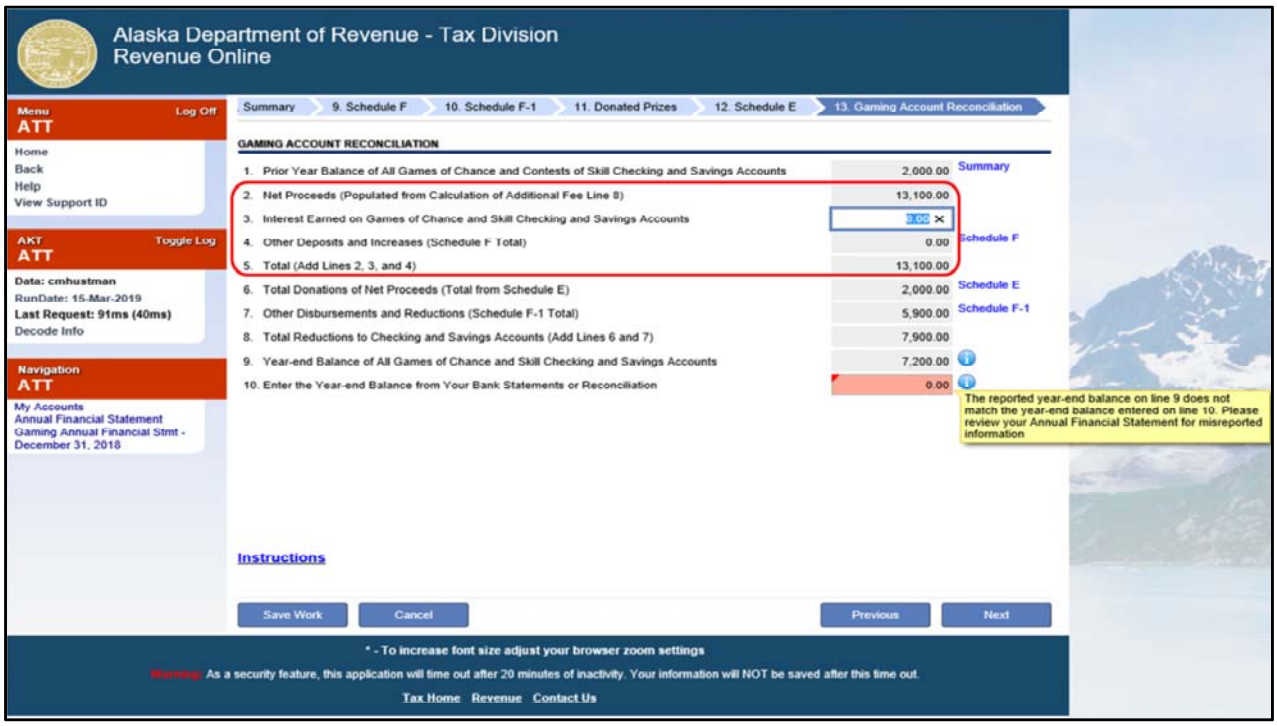
By clicking on the “Add a Record” hyperlink a box will appear. Fill in and hit the “Add” button.



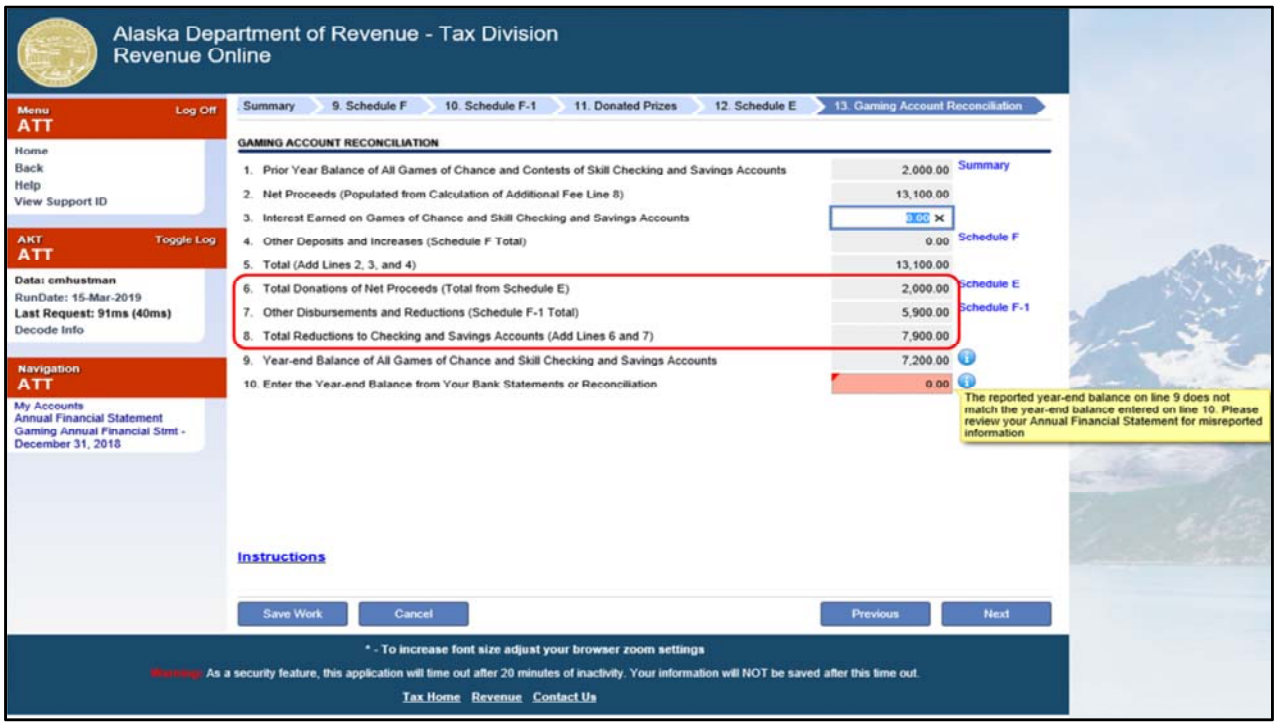
Now you see my additional donation to Howard Wolowitz was added to my list. Net proceeds from gaming activity must be spent within one year per our Alaska Statute 05.15.150. Net proceeds that was earned in 2018 has be donated by December 31, 2019. Also as a reminder that net proceeds must be used in state per Alaska Statute 05.15.150. If any net proceeds was used for travel, i.e. Airfare, hotel or conferences, include the travel destination in the purpose box.



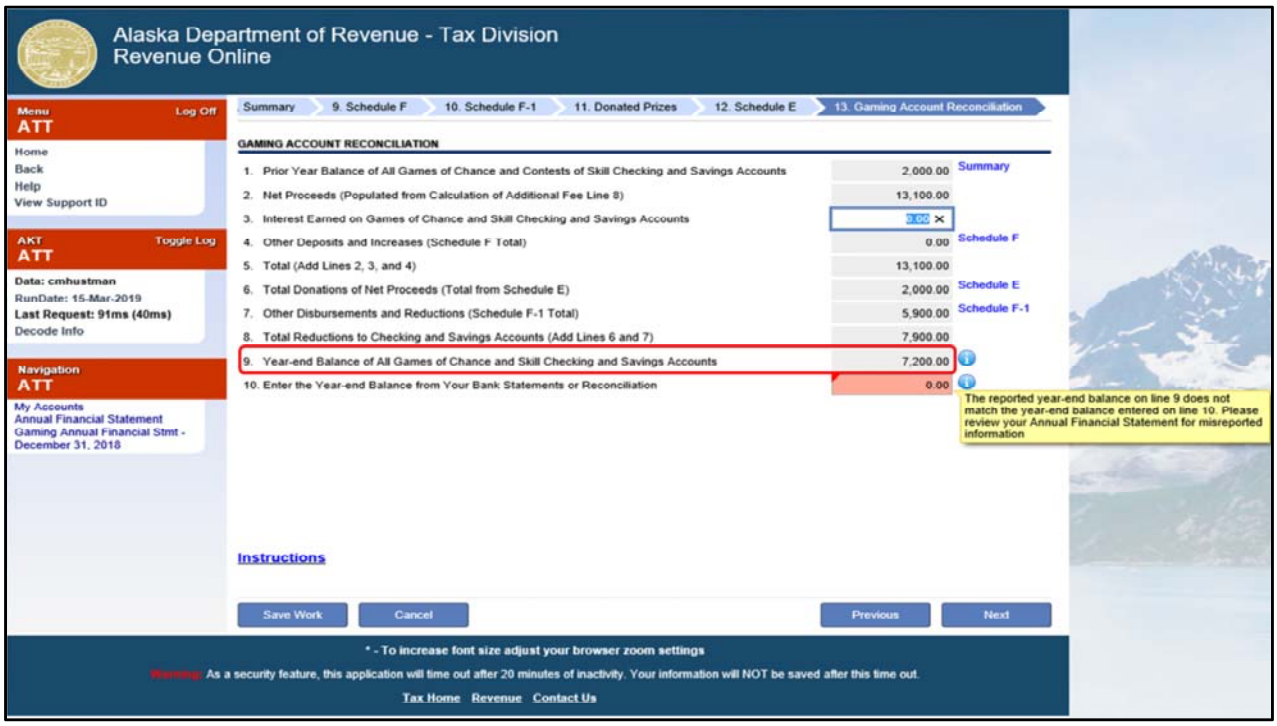
Step 13. Gaming Account Reconciliation. Line 1 is your prior year ending balance. This carries forward from the previous year and should match your prior year bank statement or bank reconciliation.



Lines 2-4 are totals of Net Proceeds from schedules AO, AV and AP, Interest Earned on gaming checking or savings account, and Other Deposits from Schedule F. Line 5 is the total of lines 2-4.



Lines 6 and 7 are totals of Donations from Schedule E and totals from Schedule F-1. Line 8 is the totals from lines 6 and 7.



Line 9 automatically calculates by adding lines 1 and 5 and subtracting line 8. This amount should match your year-end balance of your bank statement or bank reconciliation.

Bank Statement

12/01/2018 to 12/31/18

Alpha Gaming Account
PO Box
Juneau, AK 99801

Account: 123456

Balance 12/31/2018 $7,700.00

Bank Reconciliation

Balance from Gaming Bank Statement 12/31/18.....$7,700.00

Uncleared Check(s)

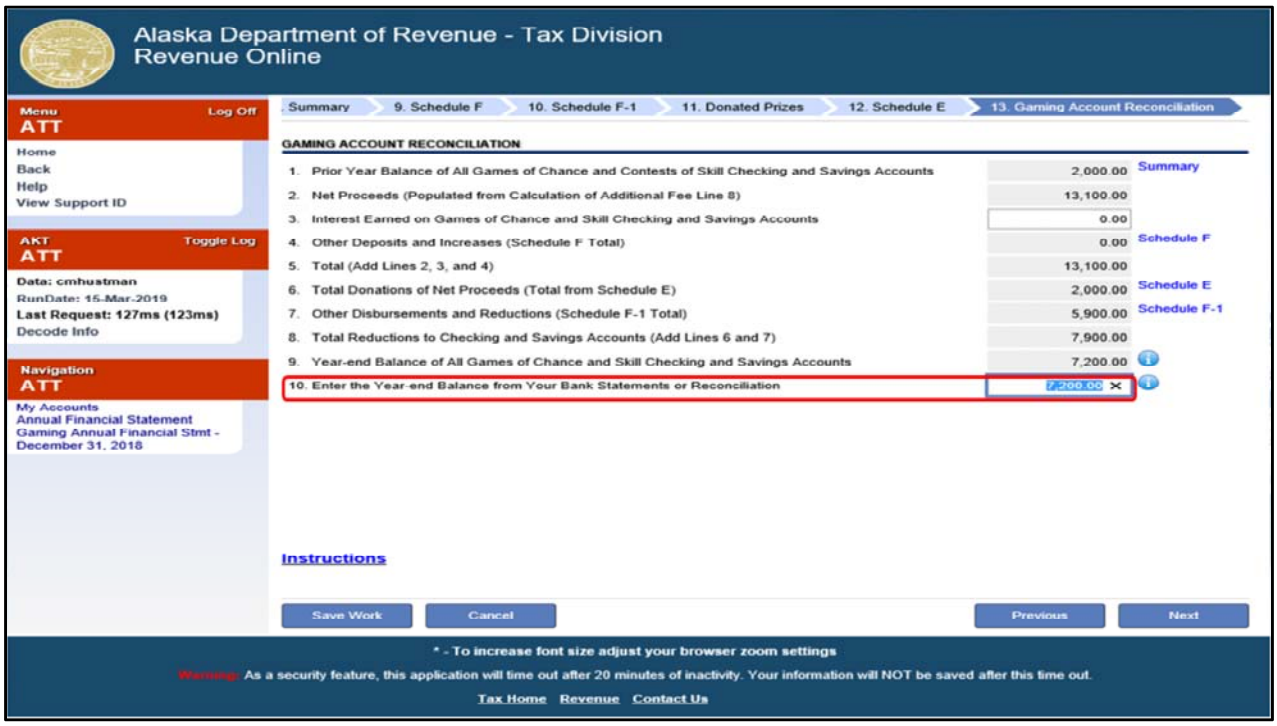
12/31/18 Check #345 Howard Wolowitz $500.00

Total Un-cleared -$500.00

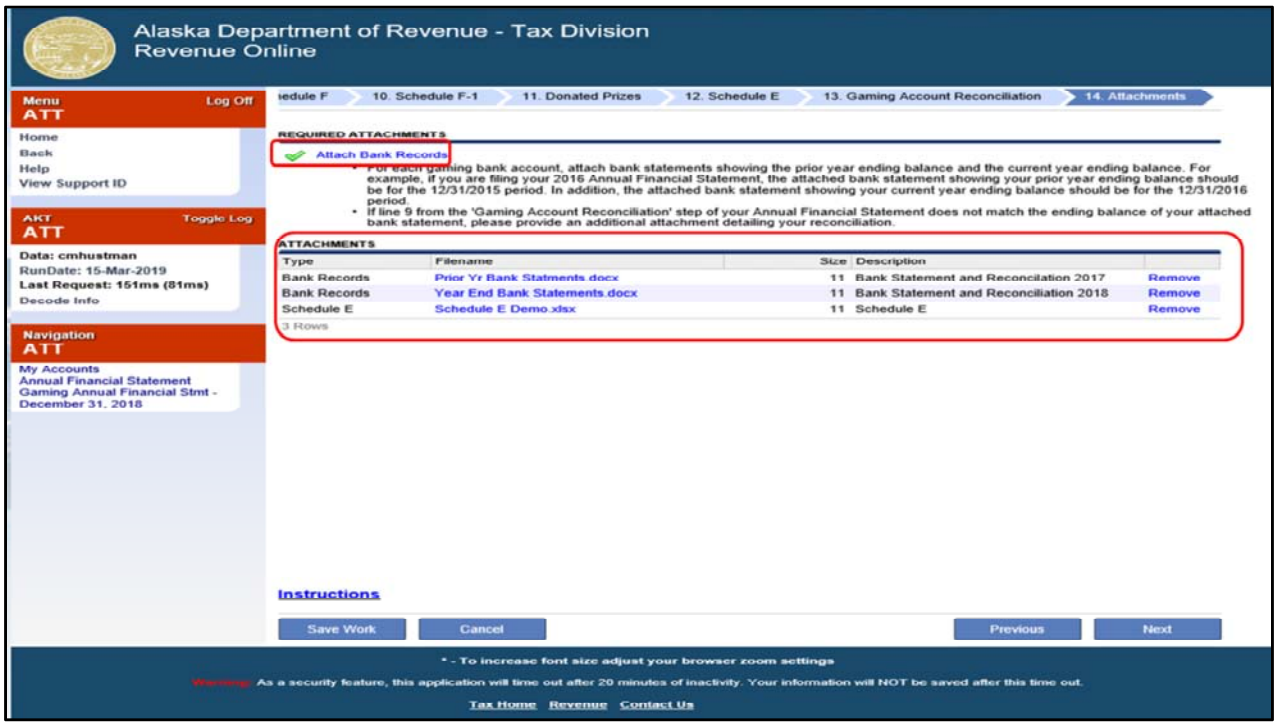
Register Balance 12/31/18 $7,200.00

This should be entered on line 10 of your Account Reconciliation step.

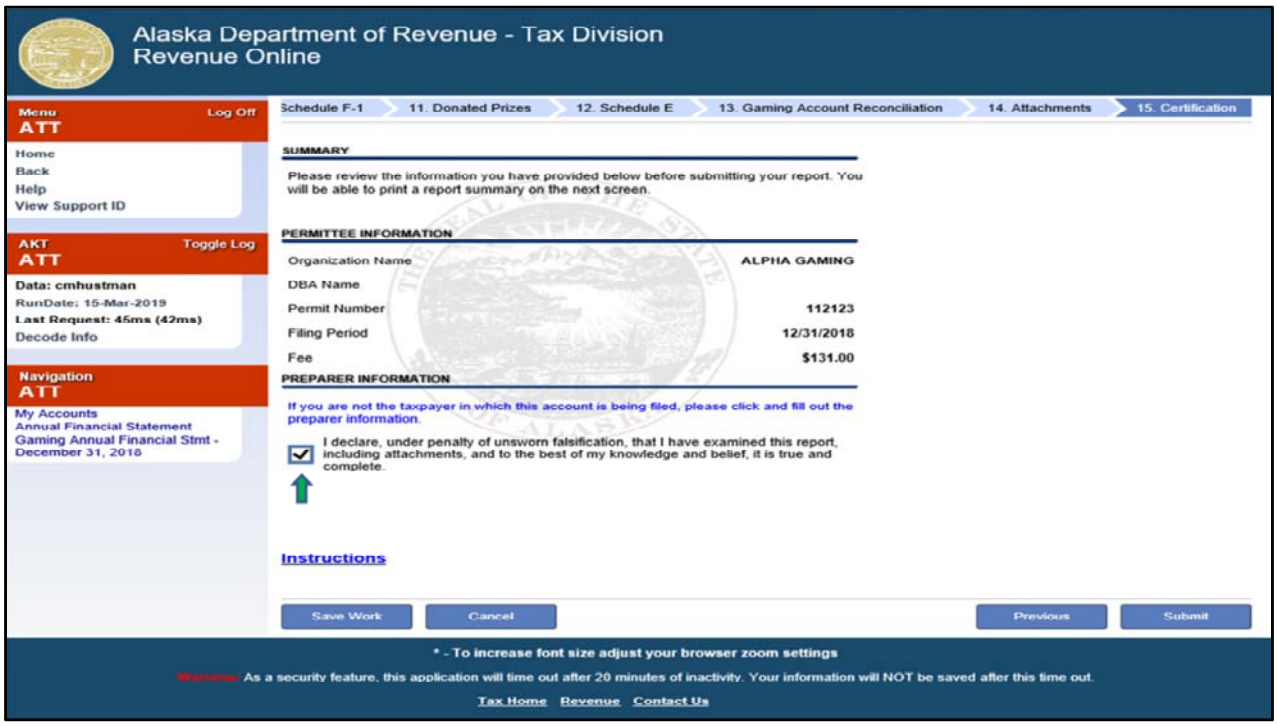
Here is an example of the gaming bank statement and a bank reconciliation. The bank statement balance for 12/31/18 is $7,700. On 12/31/18 I written a check to Howard Wolowitz for $500 but had not cleared my bank account. This amount was reported on Schedule E as a donation. I take my bank statement balance of $7,700 - $500 = $7,200. This amount will go on Line 10 of the Account Reconciliation step.



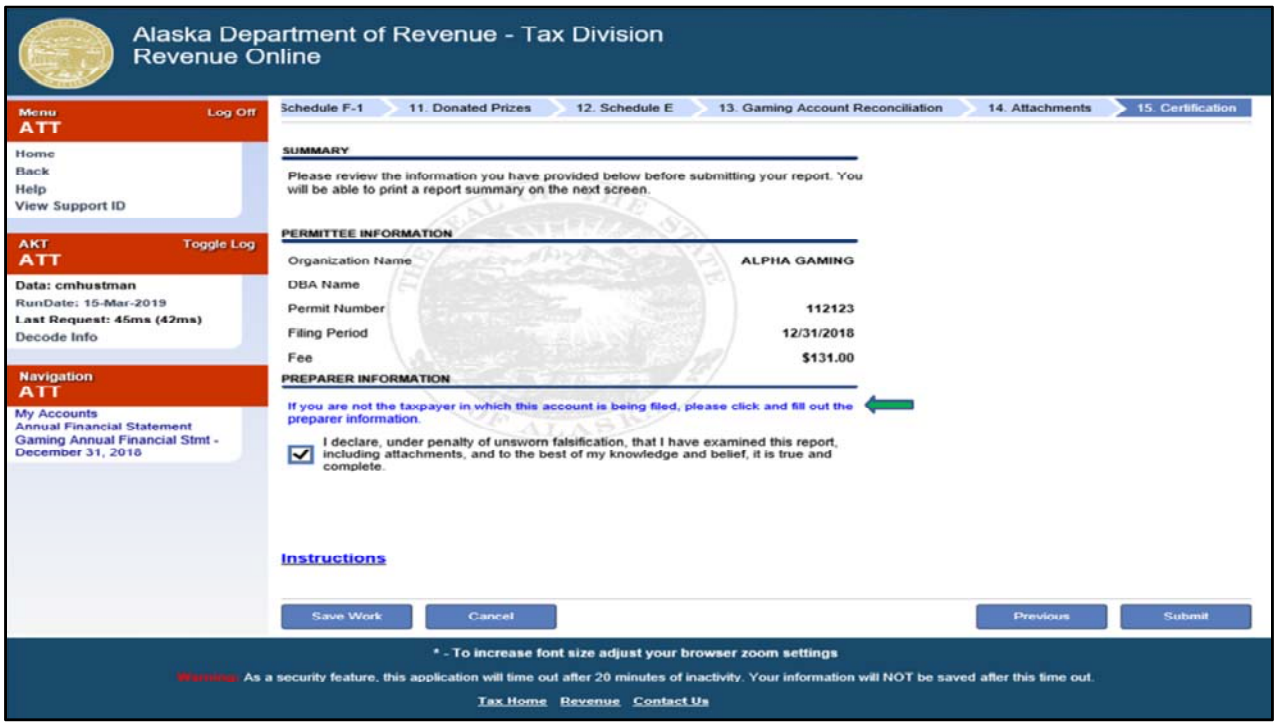
Line 10 is your balance from your bank statement or bank reconciliation and should match with line 9. If it does not match than you will have to go back to correct the misreporting.



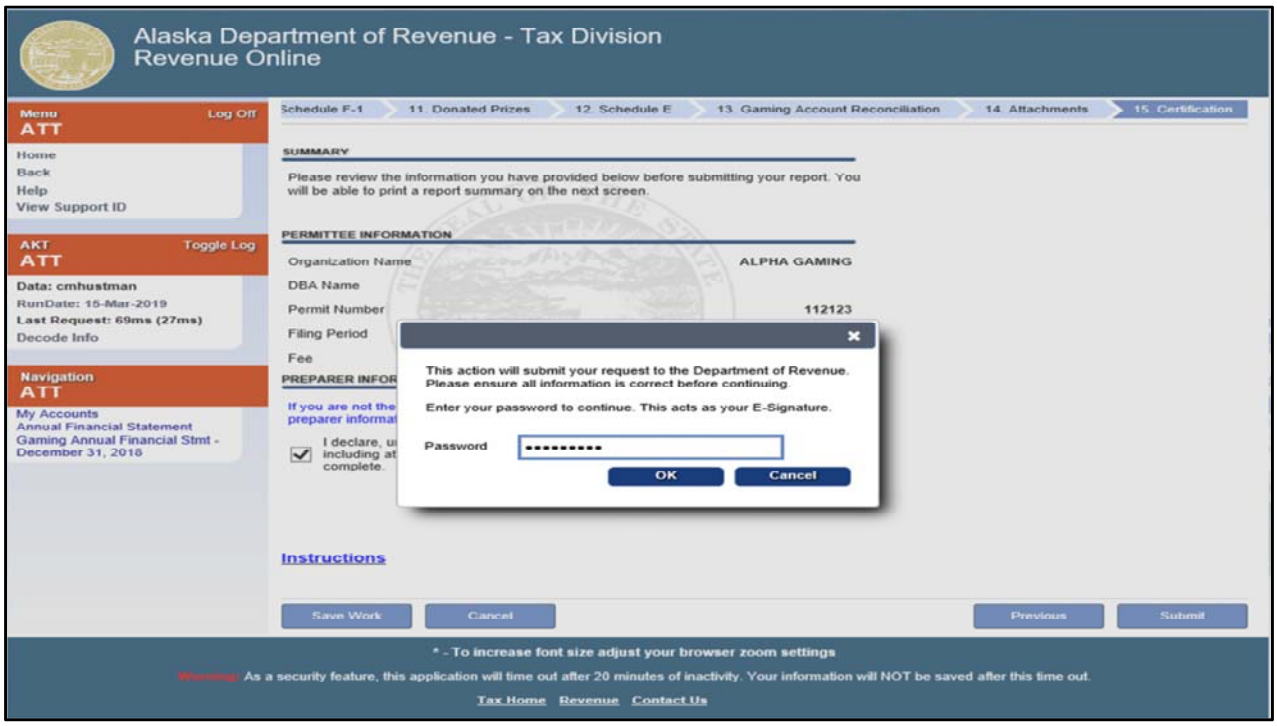
Step 14 is Attachments. . You are required to attach your prior year-end and current year-end bank statements. To upload click on the blue hyperlink “Attach Bank Records” . Once uploaded, the files will show under “Attachments”. If line 9 from the Gaming Account reconciliation does not match your attached ending bank statement, then also attach your reconciliation.



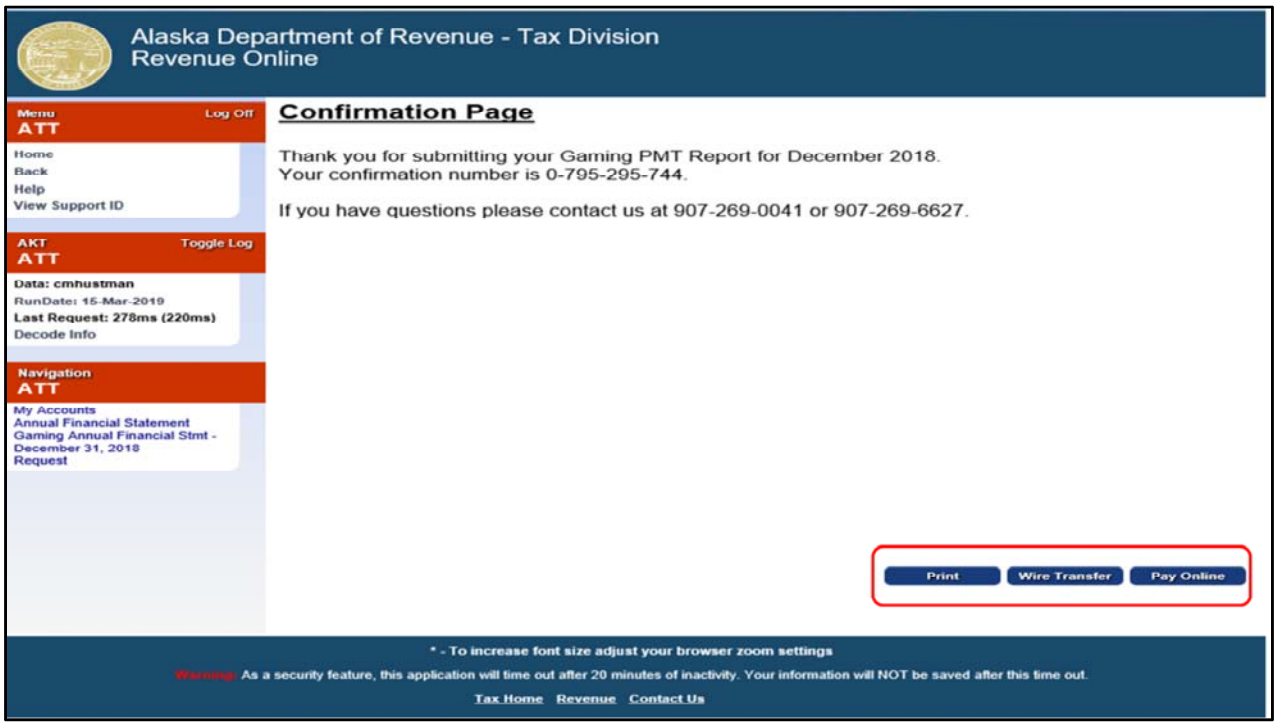
Step 15 Certification. This step has a permittee information with the organization name, permit number, filing period and the fee that is owed. Once your report is complete, check the box declaring that the report is true and complete to the best of your knowledge and then hit Submit.



If you are a preparer, such as third-party accountant or CPA that is filing for the permittees, you need to select the blue hyperlink that says, "**IF you are not the taxpayer in which this account is being filed, please click and fill out the preparer information"**. Fill out the required information before checking the box declaring that the report is true and complete to the best of your knowledge.



Here you'll enter your password, which is considered your e-signature.

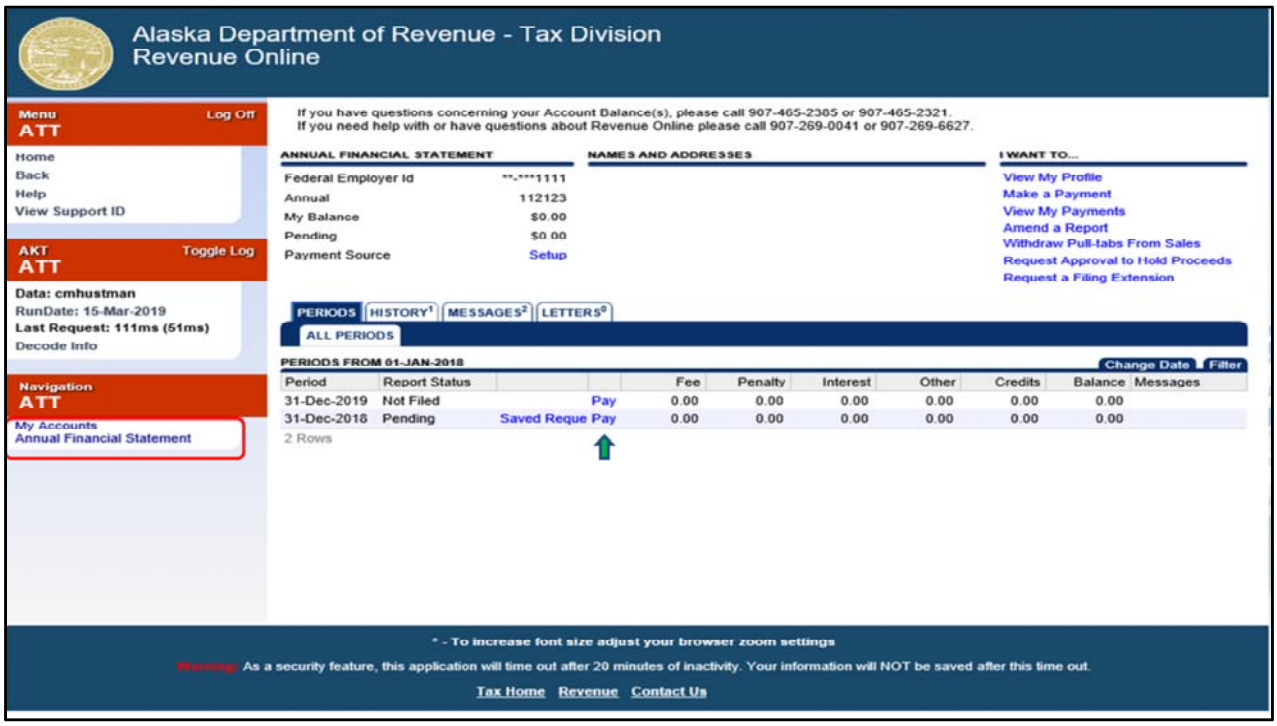


Once you have submitted you will receive a confirmation page with your confirmation number. On the bottom right hand side of your screen you see you have three buttons, print, wire transfer and Pay online.

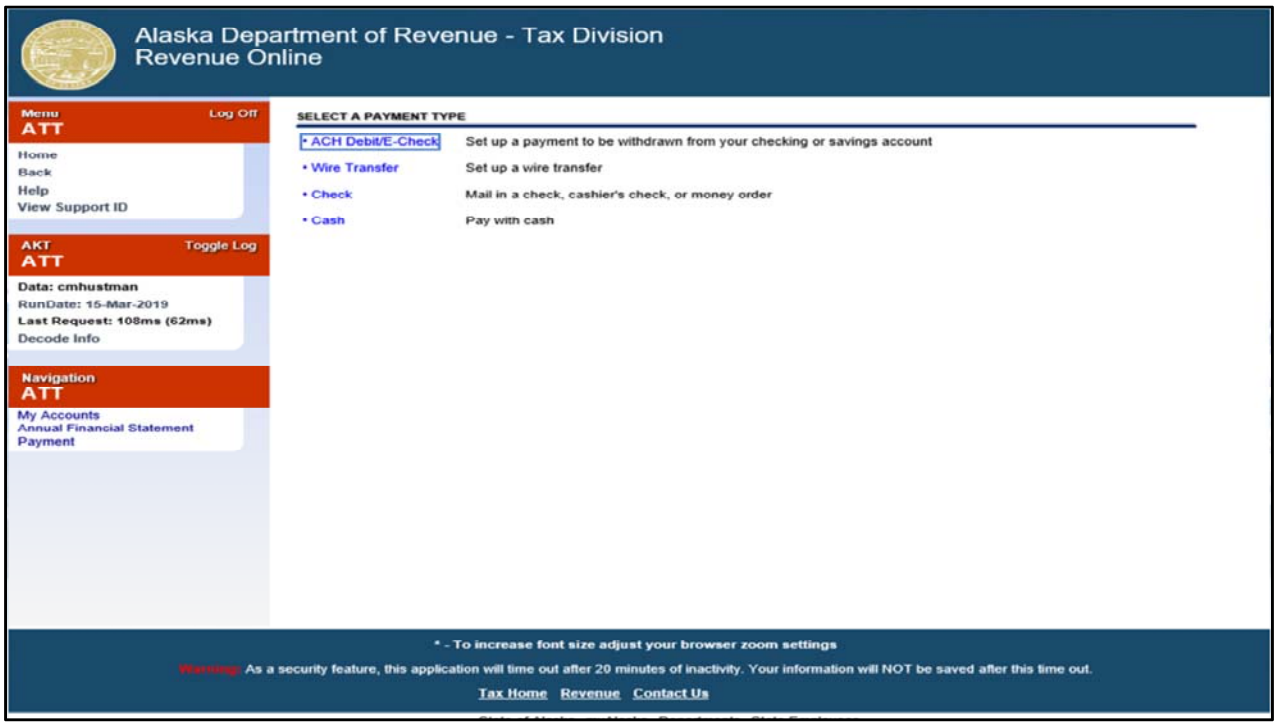
Select print you can print your Annual Financial Statement that you just completed in paper form.

If you **select Wire Transfer** it will give instructions how to do a wire transfer to the State of Alaska.

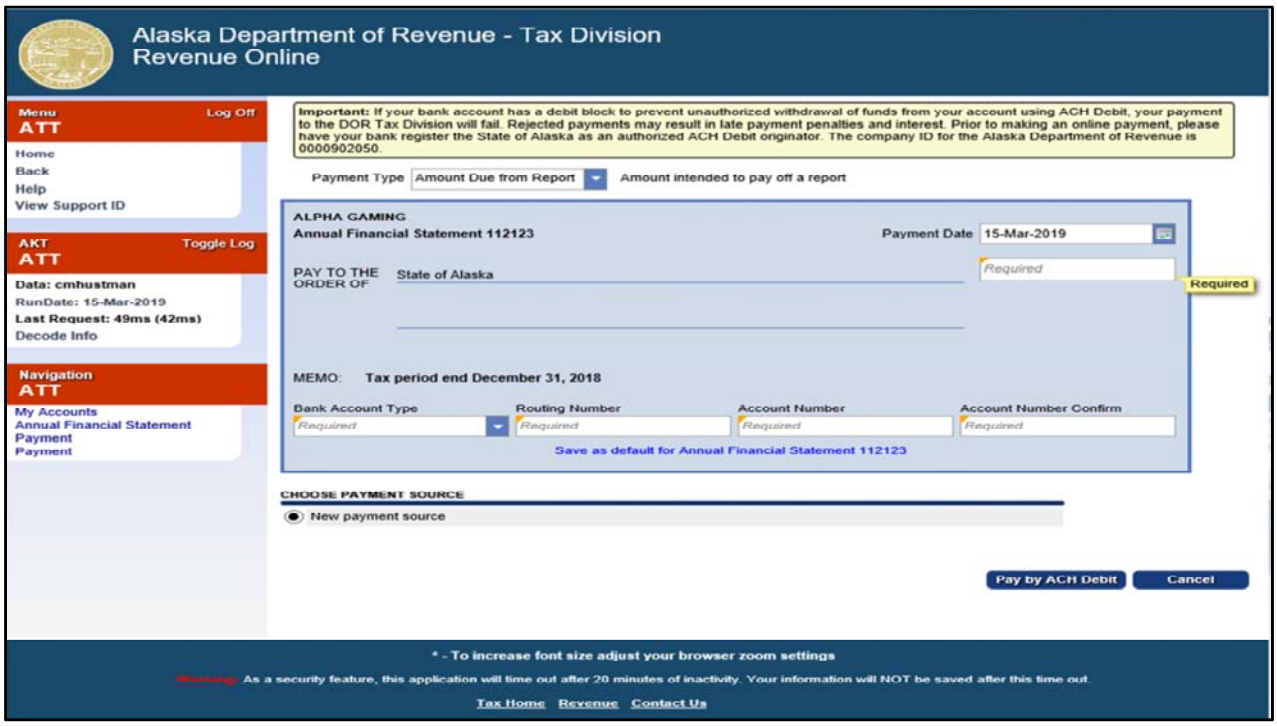
If you select **Pay Online** it will take you back to your Accounts, so you can pay your fee.



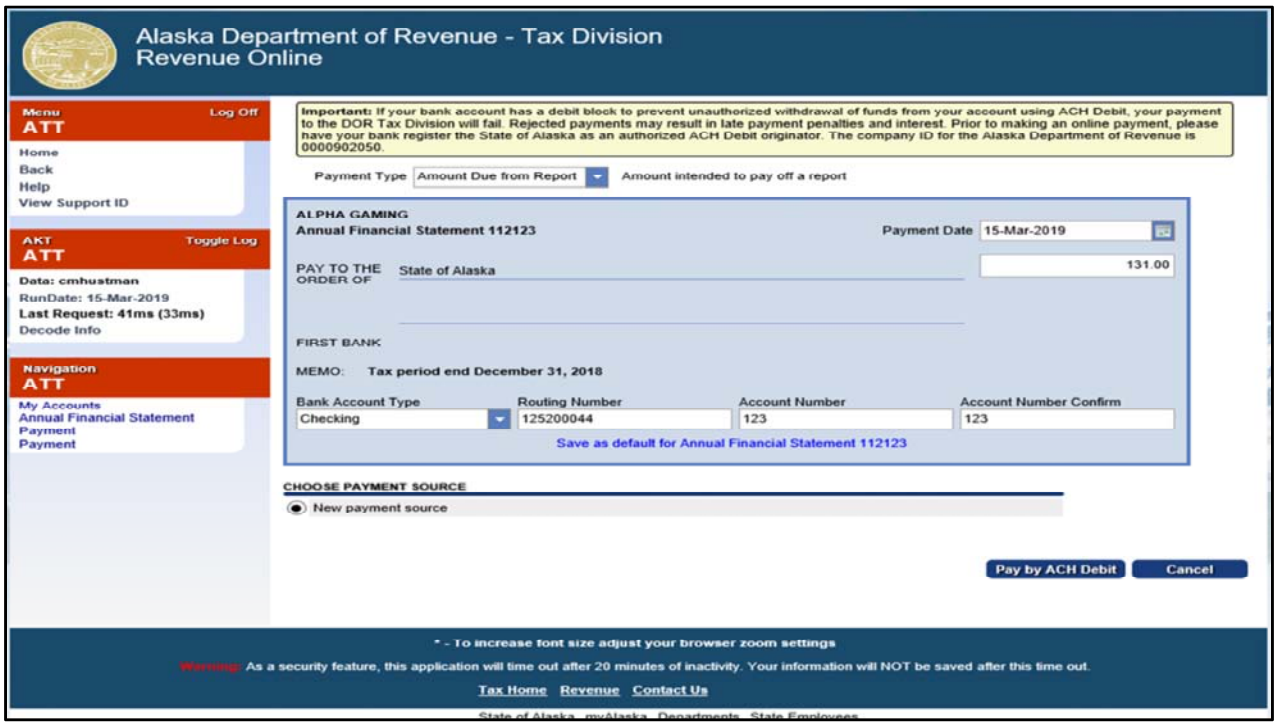
At "My Accounts" "Annual Financial Statement" Select the blue hyperlink "Pay"



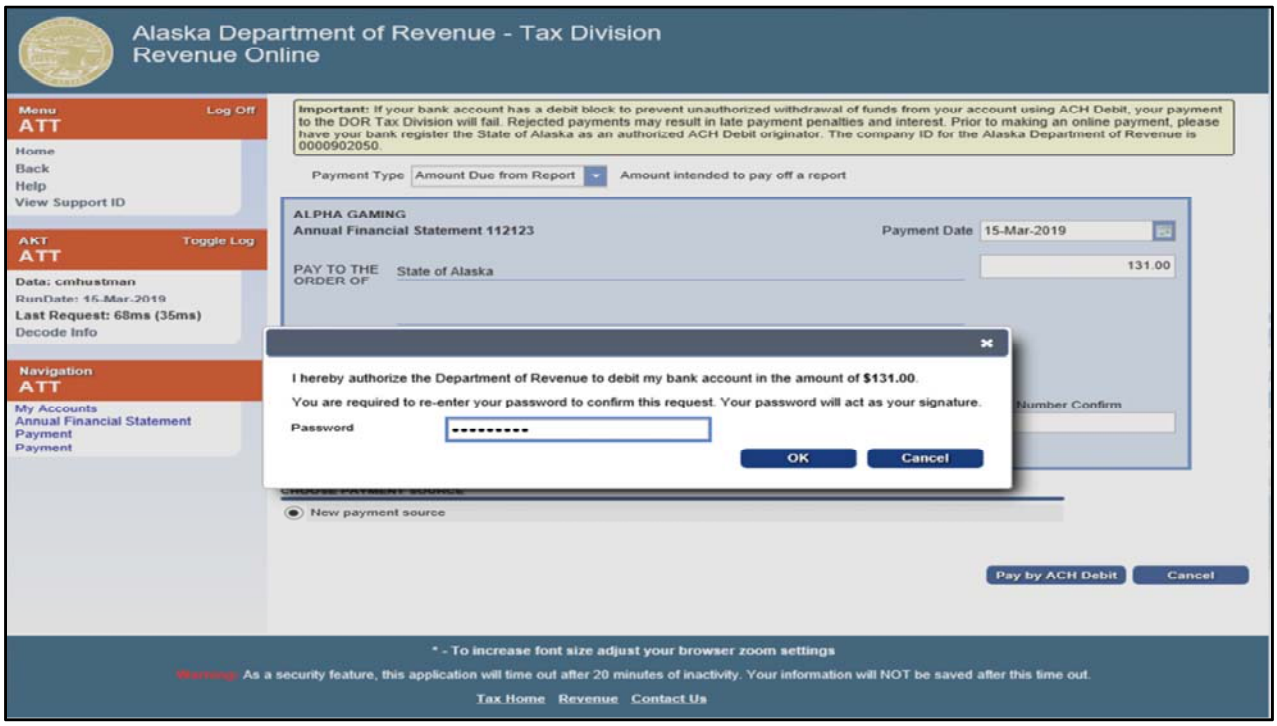
For payment you have a few options. First is the most common used which is the ACH Debit/E-check payment.
Next you have the Wire Transfer, Check and Cash. Today we will select ACH Debit/ E-check payment.



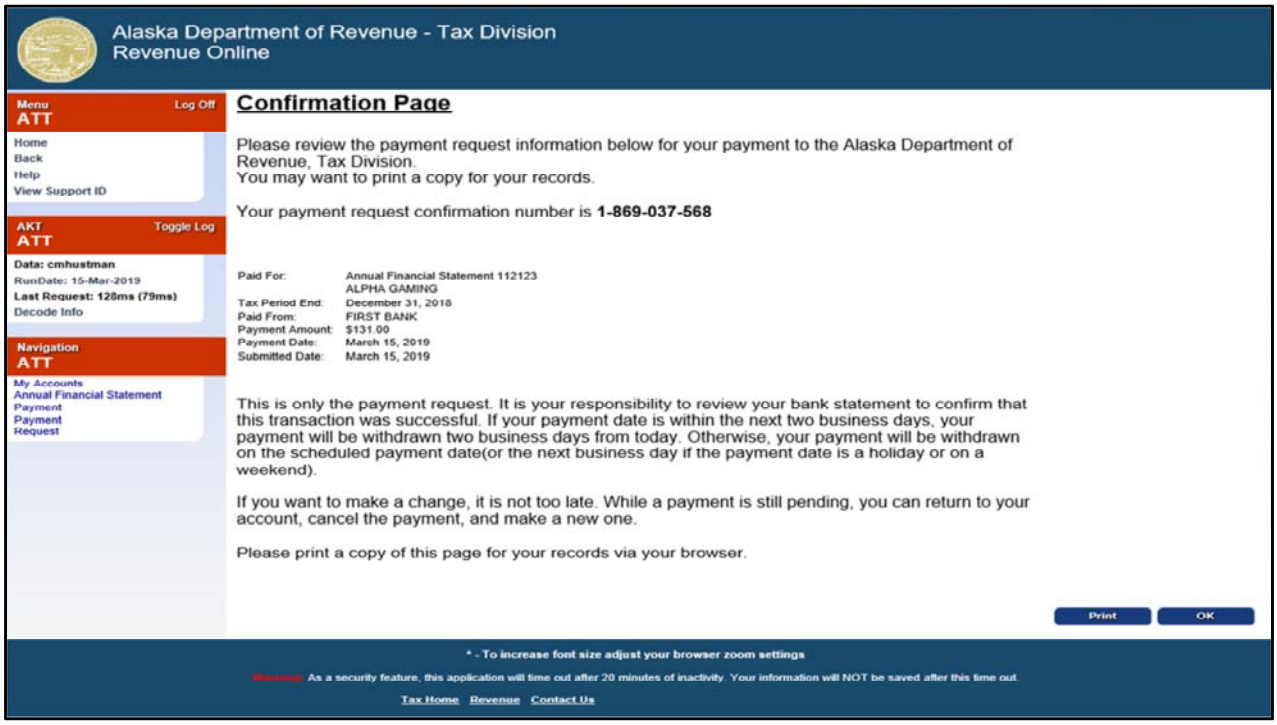
When a you select the ACH Debit/E-check A check will appear. The payment type is "Amount Due from Report". Pay to the order of, is automatically made out to the State of Alaska. Next, You will have to enter the fee amount that is owed of $131. On the bottom you will enter in the type of bank account, routing number and account number.



You'll click on the "Pay by ACH debit" button on the bottom right hand side of your screen.



Next you'll enter your password, which is your e-signature.



Next you'll receive your confirmation page for your payment. Please note that your payment takes two business days to process.

Gaming Contact Information

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Tax Division, Gaming Group
PO Box 110420
Juneau, AK 99811-0420

Alaska Department of Revenue
Tax Division, Gaming Group
550 W 7th Ave STE 500
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Katrina Mitchell – Audit Supervisor
Mary Anne Headings– Accounting Tech. III
Martha Abel - Tax Tech. III

Christopher Becker – Tax Auditor II
Chris Hustman – Tax Tech. III

That concludes our video demonstration on how to file an Annual Financial Statement gaming with an operator or MBP. At anytime if you have questions here's our contact information.