

# Annual Certified Physical Inventory and Cash Count Summary

Use this form to record the total cash count for all sites.

Print or Type	Organization Name	Federal ID Number	Minnesota Tax ID Number	License Number	Fiscal Year End (mm/dd/yyyy)

Site and Cash Count	Site Name and Permit Number	Total Cash Count by Site	
	<b>Totals</b>		

Attachments	Have you attached the following required forms for each gambling site?	
	Form INV (Annual Certified Physical Inventory and Cash Count by Site)	<input type="checkbox"/> Yes
	Form LG903 (Physical Inventory/Bingo Paper Monthly Summary), if your organization conducts non-linked bingo.	<input type="checkbox"/> Yes

Sign Here	<i>I declare that the information provided is correct and complete to the best of my knowledge and belief.</i>		
	Signature of CEO (required)	Print Name	Date
	Signature of Gambling Manager (required)	Print Name	Date

Within 30 days after the end of the organization's fiscal year, mail Form CI along with completed Form INV and Form LG903, if required to: Minnesota Department of Revenue, Mail Station 3350, 600 N. Robert St., St. Paul, MN 55146-3350. Phone: 651-297-1772.

# Form CI Instructions

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All licensed lawful gambling organizations, regardless of whether or not they have physical inventory, are required to conduct an annual certified physical inventory and cash count at the end of their fiscal year. Organizations must complete the inventory and submit the following forms within 30 days of their fiscal year end.

## Required Forms

To complete the inventory, organizations must submit the following forms together:

- Form CI, *Annual Certified Physical Inventory and Cash Count Summary* (this form)
- Form INV, *Annual Certified Physical Inventory and Cash Count by Site*
- Form LG903, *Physical Inventory Control/Bingo Paper Monthly Summary* (if the organization conducts non-linked bingo)

**Note: We will not accept other forms such as software inventory forms in place of Forms CI, INV, and LG903. If you do not complete and submit these required forms, the annual certified physical inventory and cash count is incomplete.**

## Complete Form CI

Use Form CI to summarize the cash count of all sites after the physical inventories and cash counts are completed.

The chief executive officer (CEO) and the gambling manager must complete Form CI.

## Sites and Cash Counts

Enter the site name and permit number, and total cash count from each Form INV. Add the cash counts and enter the total amount. Cash counts include all of the organization's cash on site at the time the inventory is taken.

## Attachments

Check the boxes to indicate that you attached copies of Form INV and Gambling Control Board Form LG903 if you conducted paper bingo. Organizations use Form LG903 to record the bingo paper physical inventory at the end of the month.

**Note: In order for the annual certified physical inventory and cash count to be complete, you must include Form INV for each site and Form LG903 for each site that conducted paper bingo.**

## Signatures

The CEO and the gambling manager must sign Form CI.

## Questions?

Website: [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

Email: [lawfulgambling.taxes@state.mn.us](mailto:lawfulgambling.taxes@state.mn.us)

Phone: 651-297-1772 weekdays 8 a.m. to 4:30 p.m.

This information is available in alternate formats.