



**Gleason's Software & Services**

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***Lawful Gambling Records & Reports***

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***User's Guide***

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[The complete document is installed  
with the Charity program and is in  
the location C:\GleasonsGuide. ]

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Google: Gleason’s software or go to: [www.Gleasons-inc.com](http://www.Gleasons-inc.com)

Information Required for Record Keeping

Reconciling the Bank Statement and the Check Register

Month-End Check List

Printed Records (Recommended)

How to handle schedule-F when the difference is not Zero  
(or the same as the month before).

Misc. report examples:

LG861 Tracking/Audit form

Statement of Assets & Liabilities

Statement of Revenue & Expenses