



FINANCIAL REPORT FOR BINGO
LOTTERY LICENSING ACT

Registrar's Office, Box 2703, Whitehorse, YT Y1A 2C6
Telephone: (867) 667-5111 E-mail: consumer@gov.yk.ca

Financial Report is DUE 30 days from the date of licence expiration.

ORGANIZATION DETAILS

Organization Name: _____

Address: _____

Postal Code: _____

Member Responsible for this report: _____ Phone: _____

Licence No. of Bingo _____

Expiry Date: _____

FINANCIAL SUMMARY

Type of report:

- Quarterly Report covering the following time period: _____
Final Report

Gross Sales:

Regular Game Cards _____
Early Bird Cards _____
Bonanza Cards _____
Special Games _____
Other Games _____

Prizes awarded:

Regular Game Cards _____
Early Bird Cards _____
Bonanza Cards _____
Special Games _____
Other Games _____
Door Prizes _____

Total Gross Sales \$ _____ (a)

Total Prizes Awarded \$ _____ (b)

Expenses directly associated with Bingo:

Bingo cards _____
Shipping costs for supplies _____
Rent _____
Other expenses (specify) _____

Licence Fee _____
Advertising Costs _____

Service Charges on Lotteries Bank Account _____

Total expenses \$ _____ (c)

Net Proceeds of Bingo (a) minus (b) and (c) \$ _____ (i)

Personal information contained on this form is collected under the Lottery Licensing Act and will be used for the purpose of administering the Act. For further information, contact the Registrar of Lotteries at (867) 667-5111, toll free within Yukon 1-800-661-0408, ext. 5111.

HOW HAVE THESE PROCEEDS BEEN ALLOCATED

Please refer to your licence for approved use of proceeds. If you have not spent all the proceeds, a bank statement must be submitted at six month intervals until proceeds have been spent.

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount Allocated \$ _____(ii)

Remaining Amount: \$ _____(iii)

BINGO WITH GROSS SALES LESS THE \$10,000.00 (line a).

Please enclose the following:

- Completed Financial Report, signed and notarized (*A notary is available to sign your affidavit at Consumer Services free of charge*)
- Supporting documents showing the gross sales and prizes awarded for each set of games (*Sample control sheets online*)

It is not necessary to include all the supporting documentation (invoices, cheques, bank statements, etc); however, these records must be kept on hand in the event you are asked to produce them. Random audits will occur up to one year after the expiry date of your licence.

BINGO WITH GROSS SALES OF \$10,000.00+ (line a)

Please enclose the following:

- Completed Financial Report, signed and notarized (*A notary is available to sign your affidavit at Consumer Services free of charge*)
- Supporting documents showing sales and prizes for: bonanza, early bird and regular card sales (*Sample control sheets online*)
- Copies of invoices verifying the total expenses claimed in line (c)
- Copy of invoices and verification of how the proceeds were spent (ii)
- Copy of bank statement verifying that any amount reported in line (iii) is on deposit

OR

- A financial report prepared by a Professional Accountant clearly outlining all revenue and all approved use of proceeds and expenditures for the gaming event

note: *if you choose this option you are required to complete this financial report form. Supporting documentation such as invoices, cheques, bank statements, etc. are not necessary at this time. These records must be kept on hand in the event you are asked to produce them. Random audits will occur up to one year after the expiry date of your licence.*

