



BINGO FINANCIAL REPORT

Financial report is due 30 days from the date of licence expiration, or as indicated in your licence.

Licence number of bingo	Expiry date YYYY/MM/DD
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Organization details

Organization name	
Address	Postal code
Member responsible for this report	
Member email	Member phone

Financial summary

Type of report

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

	Gross sales	Prizes awarded
Games Revenues and prizes awarded per game type	Regular game cards	\$ _____
	Early bird cards	\$ _____
	Bonanza cards	\$ _____
	Special games	\$ _____
	Other games	\$ _____
	Door prizes	\$ _____
	Totals	\$ _____ (A)
Expenses directly associated with bingo	Bingo cards	\$ _____
	Shipping costs for supplies	\$ _____
	Rent	\$ _____
	Licence fee	\$ _____
	Advertising costs	\$ _____
	Service charges on lotteries bank account	\$ _____
	Other (specify): _____	\$ _____
	Other (specify): _____	\$ _____
	Other (specify): _____	\$ _____
Total expenses	\$ _____ (C)	
Total	Net proceeds of bingo (A) – (B) – (C) \$ _____ (i)	

Use of proceeds Refer to your licence for approved use of proceeds.	Item: _____	Amount = \$ _____
	Item: _____	Amount = \$ _____
	Item: _____	Amount = \$ _____
	Item: _____	Amount = \$ _____
	Item: _____	Amount = \$ _____
	Total amount spent =	
Remaining amount =		\$ _____ (iii)
<p>Note: when there is a remaining amount, a bank statement showing remaining proceeds are on deposit and/or receipts showing they have been spent on approved uses are required every six months following licence expiry.</p>		

Bingo with gross sales \$10,000 or less – Line (A)

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

- Completed signed financial report.
- Supporting documents showing the gross sales and prizes awarded for each set of games. (Control sheet.)

Bingo with gross sales MORE than \$10,000 – Line (A)

- Completed signed financial report.
- Control sheets and other supporting documents showing sales and prizes for: bonanza, early bird and regular card sales.
- Copies of receipts verifying the total expenses claimed in line (C).
- Copy of receipts 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 to provide a report prepared by an accountant, or PLRA requires you to do so, you are required to complete this financial report form. Supporting documentation such as receipts, cheques, bank statements, etc. are not necessary. 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.

Declaration

In the matter of _____ and licence number _____,
NAME OF ORGANIZATION

I, _____ of _____, in Yukon, do solemnly declare that:

1. I am the _____ of this organization and have knowledge of the matter herein declared to.
2. I have examined the accounts and records of the organization and the information contained in this financial report is correct and complete.
3. I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath.

Signature of declarant: _____

Personal information is collected, used, and disclosed under the authority of Section 15(a)-(c) of the *Access to Information and Protection of Privacy Act* and under the Act associated to the profession related to the licence or certificate being requested. It will be used for the purposes of these Acts and their regulations including but not limited to eligibility of registration and licensure, practice assessment, and complaint-related matters. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703, Whitehorse, YT, Y1A 2C6, by phone at 867-667-5111, or by email at inquiry.plra@yukon.ca