

## 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) \_\_\_\_\_

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.*

# AFFIDAVIT

In the Matter of: \_\_\_\_\_ and  
(Name of Organization)

Licence Number \_\_\_\_\_.

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.

Declared before me,

\_\_\_\_\_

in \_\_\_\_\_, Yukon

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

A Notary Public in and for the Yukon

[illegible]