

CITY OF YELLOWKNIFE

Bingo Statement of Account

GENERAL INFORMATION – Read carefully before completing.

It is a term of every lottery licence that

- a) The proceeds from all lotteries shall be kept separate from all other funds, with separate records being maintained, and all financial aspects of the lottery shall be conduced in accordance with the Lotteries Regulations.
- b) A complete Statement of Account, showing the total receipts, expenses and profits and indication when and how such profits will be spent for the charitable or religious objects of

purposes set out in the application, shall be filed with The Lotteries Division, City of Yellowknife, at the address shown below within thirty (30) days of holding of any lottery, or monthly in the case of a series licence.

- Receipts, or copies thereof, verifying the disposition of proceeds paid to religious or charitable objectives may be requested.
- Unsold tickets, receipts, counterfoils, game forms and financial documents pertaining
- to a lottery shall be retained by the licensee for a period of not less than twenty four months from the date of the lottery.
- Where he considers it necessary, the Senior Administrative Officer or his designate may require an audit by an independent auditor in respect of any licence, and the cost of such an audit shall be paid for by the licensee.
- A licensee of former licensee shall make available, upon the request of a peace officer or
- a person designated by the Senior Administrative Officer, all books of account or documents relating to the operation of a lottery, and shall, at all reasonable times, allow the officer or person access to the books or documents.
- FURTHER INFORMATION RELATING TO THE FINANCIAL ASPECTS OF YOUR LOTTERY MAY BE FOUND BY READING THE LOTTERIES BYLAW NO. 4092.

Name of Organization	Licence Number		
Mailing Address	Postal Code		
Type of Event (Please check one): ☐ BINGO / NEVADAS ☐ SUPER BINGO			
Frequency of Event (Please circle): Single Event Series (Please specify) DAILY WEEKLY MONTHLY			
Reporting Period: ☐ Single Event Held On:	☐ Series held for Period of:		

FINANCIAL STATEMENT								
Total Number of Players:	Total Number of Players: GROSS REVENUE 1. \$							
		BINGO P	RIZE PAYOUTS					
Please record the total prize payout for Regular Bingo games, the door cards sold and cost per door card below.								
Bingo: \$	Number o	Door Cards Sold:		Cost per Door Card:\$				
If Bingo Prize Payout is different from the amount indicated on your Licence, please explain:								
			NGO GAMES PLAYED					
Please list any additional games played and the proceeds and payout below. Use the blank squares provided if the games are not listed.								
Game Played			mes Played	Proceeds	Payout			
Bonanza	\$ \$			\$	\$			
Lucky 7	\$ \$		ly Bird	\$	\$			
	\$ \$			\$	\$			
NEVADAS Please record the number of each type of Nevada purchased and the approximate amount available to carry forward to the next event.								
			NEVADA REVE	NUE \$				
# of \$0.50 Nevada Boxes	Purchased:		# of \$1.00 Nevada Boxe	es Purchased:				
Est. Number Unsold: ¼ Box ½ Box ½ Box Full Box None Est. Number Unsold: ¼ Box ½ Box ½ Box Full Box None								
NEVADA PRIZE PAYOUTS Please use the spaces below to list the number of winners paid out in cash. Only winners that organizations are required to save should be recorded.								
\$100 Winners: \$150 Winners: \$200 Winners: \$250 Winners:								
<u> </u>		inners:	\$500 Winners:	\$ W	inners:			
\$ Winners:	\$ W	inners:	\$ Winners:	\$ W	inners:			
EVENT EXPENSES								
Please use the space	es provided below to recor	d all allowable event expens	es. The "Cash Payments" sect	tion is for all cash paid out fr	om the event proceeds.			
Total Prizes	\$	Bingo Supplies	\$	CASH PAYME	NTS AT EVENT			
Bingo Caller	\$	Nevada Tickets	\$		\$			
Bingo Consultant	\$	Licence Fee	\$		\$			
Facility Rental	\$	Advertising	\$		\$			
Facility Set Up	\$	Equipment Rentals	\$		\$			
	\$		\$		\$			
STARTING FLOAT	Ś	TOTAL EXP 2.	Ś	TOTAL 3.	Ś			

NOTE: CANTEEN FEES AND BINGO DABBERS ARE NOT AN APPROVED LOTTERY EXPENSE

The NET REVENUE is the GROSS REVENUE (#1) subtracted from the TOTAL EXPENSES (#2). The NET DEPOSIT will be your GROSS REVENUE (#1) less any Cash Payments (#3) made during the event.

TOTAL EXPENSES	\$
NET REVENUE	\$
NET DEPOSIT	\$

LISE OF PROCEEDS

☐ Donated \$	To:					
☐ Donated \$	To:					
☐ Donated \$	To:					
☐ Retained in Lottery Acco	unt For: (if different from original applic	cation please explain)				
NOTE: The Licence Holder can not use lottery funds to "pay" another organization to work their events						
CERTIFICATION						
We certify that the forgoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless certified by two principal officers representing the organizations. Date: YY MM DD DD						
Name of Principal Officers:						
Signature:						
Title in Organization:						
Telephone:	Work	Work	Work			
	Home	Home				
Email Address:						
DOCUMENTATION						
Please include the following when submitting your statement of Account:						
☐ Bank Deposit Slip ☐ Copies of receipts for all expenses (where possible) ☐ List of Volunteers/Members at event						

COMPELETE & RETURN TO:

The City of Yellowknife Attn: Lottery Officer

Fax: (867) 920-5649 | Email: Lotteries@yellowknife.ca | Mail: PO Box 580, Yellowknife, NT X1A 2N4

Starting January 1, 2011 all organizations holding any lottery event will be required to submit a Year End Financial Statement for all Lottery Activity, up to and including December 31 of the previous year and for every following year they hold a lottery event.

Organizations with a separate Lottery Bank Account will be allowed to submit copies of their Monthly Bank Statement should they choose.

Any organizations that chooses not to open a separate Lottery Account, must keep separate and clear records of all Lottery transactions

Organizations that are required to submit a Financial Statement may do so in any format they choose but it must include the following, in a clear and precise manor:

- Total Proceeds from all lottery activity for the Statement year.
 - On January 1, 2013 the Statement year would be 2012.
- The December 31 Balance in the Lottery Account for the Statement Year.
 - Please include a brief explanation for any balance carried forward.
- List of all deposits made into the Organizations Lottery Account
 - Include a brief description of each deposit.
- List of all payments made from Organizations Lottery Account
 - Include a brief description of each payment.

The City of Yellowknife conducts regular Lottery Audits. It is strongly recommended that Organizations keep records for all Lottery transactions in the event that your organization is randomly selected for an audit.

If you have any questions regarding the Financial Statements, Audits or any other inquiries relating to Lottery events, please see contact coordinates above.