

Supporting Document Example:

Gaming Account Summary Report with Reimbursement Summary

This document provides an example of how to report a transfer from an organization's Gaming Account to their General/Operating Account, for the reimbursement of eligible program expenses, on the Gaming Account Summary Report (GASR). It also provides an example of how to report the eligible General/Operating Account disbursements that were reimbursed with gaming funds. Please see Section 7.3 of the Community Gaming Grants: Program Guidelines for important information about transferring funds to the General/Operating Account.

A tutorial to complete the Gaming Account Summary Report Full can be found on the Community Gaming Grants Branch website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants>

Example:

How to report the reimbursement in Section 5 of the Gaming Account Summary Report.

| SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT | | | | | | | |
|---|---------------------------------|---------------------------|--------------|--------------|-----|--------------|-----------|
| Net gaming proceeds: (subtract lines 22 and 26 from line 18) | | | | | >>> | \$ 15,000.00 | 27 |
| Total gaming revenue available for disbursement: (add lines 1 and 27) | | | | | >>> | \$ 16,124.98 | 28 |
| Total Capital Project Grant disbursements (if applicable): Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only. | | | | | >>> | \$ | 29 |
| Gaming fund disbursements:(attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below. | | | | | | | |
| Date: (DD-MM-YYYY) | Cheque, EFT, or Reference #: | Disbursed to: | Purpose: | Amount: | | | |
| 01-05-2019 | 123 | ABC Property Management | Rent | \$ 700.00 | 30 | | |
| 05-05-2019 | 124 | BC Hydro | Utilities | \$ 151.75 | 31 | | |
| 30-05-2019 | EFT | General/Operating Account | See Attached | \$ 14,952.36 | 32 | | |
| | | | | \$ | 33 | | |
| | | | | \$ | 34 | | |
| | | | | \$ | 35 | | |
| | | | | \$ | 36 | | |
| | | | | \$ | 37 | | |
| | | | | \$ | 38 | | |
| | | | | \$ | 39 | | |
| | | | | \$ | 40 | | |
| | | | | \$ | 41 | | |
| | | | | \$ | 42 | | |
| | | | | \$ | 43 | | |
| | | | | \$ | 44 | | |
| | | | | \$ | 45 | | |
| Total gaming fund disbursements: (add lines 29 to 45) | | | | | >>> | \$ 15,804.11 | 46 |

Example:
Reimbursement Summary (with disbursement details for reimbursed General/ Operating Account expenses).
Reimbursement Summary

| Date* (DD-MM-YYYY) | Disbursed to | Purpose | Amount |
|------------------------------|---------------------|----------------------|--------------------|
| 29-03-2019 | Program Staff | March Wages | \$6,872.33 |
| 10-04-2019 | Office Depot | Office Supplies | \$469.62 |
| 30-04-2019 | Program Staff | April Wages | \$6,648.27 |
| 18-05-2019 | ABC Art Supplies | Program Art Supplies | \$962.14 |
| Total | | | \$14,952.36 |

*The information provided in the Reimbursement Summary should reflect the original disbursement details from the General/Operating Account.

Please note: Each reimbursement from the Gaming Account to the General/Operating account must be supported by invoices/receipts for the reimbursed expenses (to be retained with the Gaming Account records).