

**Gaming Policy and Enforcement Branch**

**Mail:** PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1  
**Courier:** 3rd Floor, 910 Government St., Victoria, BC V8W 1X3  
**Phone:** (250) 387-5311 | **Web:** <https://gaming.gov.bc.ca/>

**Community Gaming Grants Branch**

**Mail:** PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6  
**Courier:** 3rd Floor, 800 Johnson Street Victoria, B.C. V8W 1N3  
**Phone:** 1-800-663-7867 or 250-356-1081 | **Email:** [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)  
**Web:** <https://gov.bc.ca/gaminggrants>

**L&G File#:** (for your organization)

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**Report completed on:**  
 (DD-MM-YYYY)

20-04-2017

**Report for your fiscal year  
 ending on:** (DD-MM-YYYY)

31-03-2017

**BEFORE YOU START**

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>
- **If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: [gaming.branch@gov.bc.ca](mailto:gaming.branch@gov.bc.ca)**
- **If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)**

**SECTION 1 – ORGANIZATION INFORMATION**
**PLEASE PRINT CLEARLY**
**Organization name:** (as it appears on the constitution and/or certificate of incorporation if applicable)

XYZ Association

**Organization mailing address:** Unit, Street, and/or PO Box  
 PO Box 12345

**City**  
 Burnaby

**Postal Code**  
 V3N 9V1

**SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT**

\$ 2,522.33 1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

**SECTION 3 – GAMING REVENUE**
**Gaming grant revenue:** (indicate the amount received under each of the following grant categories)

<b>Community Gaming Grant revenue:</b>	\$	10,000.00	2
<b>PAC / DPAC Grant revenue:</b> (Parent Advisory Councils and District Parent Advisory Councils)	\$		3
<b>Capital Project Grant revenue:</b>	\$		4
<b>Other grant revenue such as Special One Time Grants:</b> (provide short description)	\$		5

**Gross revenue from all gaming event licences:**

(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – “reporting period” refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
12345	Class A ticket raffle	01-01-17	15-02-2017	\$ 21,050.00	6
				\$	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

<b>Other gaming revenue:</b> (attach an additional sheet if necessary)			
<b>GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:</b>	\$	200.00	14
<b>Gaming fund donations from other organizations:</b> (name of organization and amount received – attach an additional sheet if necessary)			
Cyprus Service Org. #56	\$	1,500.00	15
	\$		16
	\$		17
<b>Total gaming revenue:</b> (add lines 2 to 17)	>>>	\$	32,750.00 <b>18</b>

## SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

<b>Prize costs for licensed gaming events:</b> (indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)			
<b>Independent bingo prize costs:</b> (total cost of all independent bingo gaming event licence prizes)	\$		19
<b>Ticket raffle prize costs:</b> (total cost of all ticket raffle gaming event licence prizes)	\$	10,000.00	20
<b>Other prize costs:</b> (specify licence type)	\$		21
<b>Total prize costs:</b> (add lines 19 to 21)	>>>	\$	10,000.00 <b>22</b>
<b>Expenses for licensed gaming events:</b> (indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)			
<b>Independent bingo expenses:</b> (total expenses for all independent bingo gaming event licences)	\$		23
<b>Ticket raffle expenses:</b> (total expenses for all ticket raffle gaming event licences)	\$	2,200.00	24
<b>Other gaming event expenses:</b> (specify licence type)	\$		25
<b>Total gaming event expenses:</b> (add lines 23 to 25)	>>>	\$	2,200.00 <b>26</b>

## SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

<b>Net gaming proceeds:</b> (subtract lines 22 and 26 from line 18)	>>>	\$	20,550.00	<b>27</b>
<b>Total gaming revenue available for disbursement:</b> (add lines 1 and 27)	>>>	\$	23,072.33	<b>28</b>
<b>Total Capital Project Grant disbursements (if applicable):</b> Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only.	>>>	\$		<b>29</b>

**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:	
06-05-2016	14	Staples	Office Supplies- paper, photocopier	\$	180.00 30
15-06-2016	15	Jane Doe (Program Coordinator)	Wages	\$	2,555.69 31
12-08-2016	16	Con printing	Newsletter	\$	1,500.00 32
04-09-2016	17	Cancelled		\$	
15-09-2016	18	Jane Doe (Program Coordinator)	Wages	\$	2,555.69 34
20-09-2016	19	Rec. General	Deductions	\$	526.99 35
15-12-2016	20	Future Shop	Equipment - computer	\$	2,000.00 36
07-01-2017	21	ABC Company	Volunteer training	\$	500.00 37
10-02-2017	22	Page Ltd.	Rent	\$	4,000.00 38
15-03-2017	23	Jane Doe (Program Coordinator)	Wages	\$	2,566.99 39
				\$	
				\$	

				\$	42
				\$	43
				\$	44
				\$	45
<b>Total gaming fund disbursements:</b> (add lines 29 to 45)				<b>&gt;&gt;&gt;</b>	\$ 16,385.36 <b>46</b>

<b>SECTION 6 – CLOSING BALANCE</b> (subtract line 46 from line 28)	\$ 6,686.97 <b>47</b>
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The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

## SECTION 7 – GAMING ACCOUNT INFORMATION AT FISCAL YEAR END

<b>Financial institution name:</b> (the name of your bank, credit union, etc.)			
Bank Credit Union			
<b>Financial institution address:</b> Unit, Street, and/or PO Box		City	Postal Code
5457 Burnaby Street		Burnaby	V3J 5V9
<b>Account information and balances:</b> (attach an additional sheet if necessary)			
<b>Account type:</b>	<b>Account number:</b>	<b>Balance:</b>	
<b>Gaming Account at fiscal year-end:</b>		\$	48
<b>Term deposit(s):</b> (gaming funds only)	000-0000-0000	\$ 6,686.97	49
<b>GIC(s):</b> (gaming funds only)		\$	50
<b>Other:</b> (short description):		\$	51
<b>Total of account balances:</b> (add lines 48 to 51 – this total must agree with line 47)		<b>&gt;&gt;&gt;</b>	\$ 6,686.97 <b>52</b>

## SECTION 8 – SERVICE CLUBS

Service Clubs (e.g. Lions Club, Kiwanis Club, Rotary Club) may retain up to 10 per cent of the net proceeds from their licensed gaming activities and 7 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

<b>Total percentage retained:</b> (gaming event licence)	%	<b>Gaming event licence number:</b>	
<b>Total percentage retained:</b> (community gaming grant)	%	<b>Community gaming grant application number:</b>	

## SECTION 9 – COMMUNITY BENEFIT

**Briefly describe how the broader community benefited from your organization's gaming grant funded programs:**  
(Limit your description to 200 words – this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants – photos may be included with this report.)

Use this space to describe how your organization's gaming grant funded programs benefitted your community during the fiscal year for which you are reporting. This may include very short descriptions of your programs, general information about the people who benefitted from these programs, the number of people who benefitted and the ways in which they benefitted. You may also include information about special events held during the year that were funded by your gaming grant.

## SECTION 10 – CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

<b>Two board members of the organization (officers) who are responsible for the report:</b> (one must be the treasurer – both must sign this form)					
<b>1</b>	<b>Position:</b> (with the organization) Treasurer	<b>First name:</b> Sample1	<b>Last name:</b> Sample2		
	<b>Address:</b> Unit and Street 1230 Sample Street	City Burnaby	Province BC	Postal Code V3J 1A8	
	<b>Business phone number:</b> (XXX) XXX-XXXX (999) 999-9999	<b>Ext:</b>	<b>Home phone number:</b> (XXX) XXX-XXXX (888) 888-8888	<b>Cell phone number:</b> (XXX) XXX-XXXX (777) 777-7777	
	<b>E-mail address:</b> (provide a valid e-mail address) sample@example.com	<b>Signature:</b> X	<b>Date signed:</b> (DD-MM-YYYY) 20-04-2017		
<b>2</b>	<b>Position:</b> (with the organization) President	<b>First name:</b> Sample3	<b>Last name:</b> Sample4		
	<b>Address:</b> Unit and Street 4560 Sample Street	City Burnaby	Province BC	Postal Code V3J 6Q2	
	<b>Business phone number:</b> (XXX) XXX-XXXX (999) 999-9999	<b>Ext:</b>	<b>Home phone number:</b> (XXX) XXX-XXXX (111) 111-1111	<b>Cell phone number:</b> (XXX) XXX-XXXX (222) 222-2222	
	<b>E-mail address:</b> (provide a valid e-mail address) example@sample.com	<b>Signature:</b> X	<b>Date signed:</b> (DD-MM-YYYY) 20-04-2017		
<b>Report prepared by:</b> (if the report was prepared by one of the people above, include only their name below)					
<b>3</b>	<b>Position:</b> (with the organization) Accountant (not with the organization)	<b>First name:</b> Sample4	<b>Last name:</b> Sample5		
	<b>Address:</b> Unit and Street 7890 Sample Street	City Burnaby	Province BC	Postal Code V3J 3U7	
	<b>Business phone number:</b> (XXX) XXX-XXXX (333) 333-3333	<b>Ext:</b>	<b>Home phone number:</b> (XXX) XXX-XXXX (444) 444-4444	<b>Cell phone number:</b> (XXX) XXX-XXXX (555) 555-5555	
	<b>E-mail address:</b> (provide a valid e-mail address) accountant@example.com	<b>Signature:</b> X	<b>Date signed:</b> (DD-MM-YYYY) 20-04-2017		

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch and the Community Gaming Grants Branch pursuant to the *Gaming Control Act*. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant. Questions regarding licensing may be directed to the Gaming Policy and Enforcement Branch. Questions relating to grants may be directed to the Community Gaming Grants Branch.