


Gaming Event Revenue Report Online Submission Guide

This guide will provide you with step-by-step instructions on how to submit a Gaming Event Revenue Report (GERR) using the Gaming Online Service (GOS). A completed GERR must be submitted within 90 days after the expiry of each gaming event licence. When a series of events occur on the same licence, only one GERR is submitted due within 90 days after the final event on that licence.

Throughout the form, you'll see clickable 'Help' or 'Question Mark' icons: . Clicking these symbols will open another window with more information.

If you have any questions or need further assistance, please contact the Gaming Policy and Enforcement Branch (GPEB) at Gaming.Licensing@gov.bc.ca or 250.387.5311 ext. 1.

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1. Before you start

To complete the Gaming Event Revenue Report, you will require: the licence number or your organization's GBC ID number, total sales, prize value, a summary of any expenses for the gaming event, and the name and contact information of at least two members of the organization. For organizations with a Board of Directors, one of the members must be a current Board member responsible for the organization's finances. For groups and organizations without a Board of Directors, one of the members should be the member given financial responsibility for the gaming event.

Additional notes about submitting your report:

- You must complete your report in one session; you cannot save your report and return to it later.
- We recommend submitters use a Windows-based computer with the Google Chrome web browser. Submitters may experience submission problems when using other web browsers such as Internet Explorer or Firefox.
- Do not click your web browser back button or refresh button while completing your report.
- Do not copy and paste from other documents into the report fields.
- Report fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.
- After submitting your report, you will not be able to return to it. If you need information from a submitted report or to make any changes, please email the Gaming Policy and Enforcement Branch at Gaming.Licensing@gov.bc.ca.
- To save a copy of your report, print a copy using your web browser's Print feature.

Uploading Documents:

- Make sure that any supporting documents you attach are in one of the following formats:
 - DOC, DOCX, XLS, XLSX, PDF, JPG
 - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
 - Scanning the document using a scanner.
 - Taking a digital photo of the document and saving it as a JPG file.
 - Using a PDF scanner app available on most smart phones.

2. Visit the GPEB website and click on the “Online Service” link

Go to the GPEB website at gaming.gov.bc.ca. Look for and click the “Online Service” link as shown below.

The screenshot shows the website's navigation menu with 'Gaming & Fundraising' selected. The main content area features a grid of topic cards: 'Gambling in B.C.', 'Gaming Grants', 'Gambling Event Licence Fundraising', 'Horse Racing', 'Responsible Gambling', 'Registration & Certification', 'Enforcement & Investigations', and 'News & Updates'. Each card includes a brief description and an 'Explore Within' button. On the right, a 'News' sidebar lists recent updates. At the bottom right, a 'Contact Information' section is visible. The 'Online Service' link in the 'Registration & Certification' card is highlighted with a red circle.

3. Click “Launch Online Service” on the Gaming Online Service web page

BRITISH COLUMBIA

Enter a keyword or phrase to search

MENU

Careers & MyHR | Services A-Z | Organizations A-Z | Forms A-Z | News | Contact Us

Sports | Recreation | Arts & Culture | Event Hosting | **Gambling & Fundraising**

Gambling in B.C. | Gaming Grants | Gambling Event Licence Fundraising | Horse Racing | Responsible Gambling | Registration & Certification | Enforcement & Investigations | News & Updates

Home / Sports, Recreation, Arts & Culture / Gambling & Fundraising / Gambling in B.C. /

Laws, Regulations & Policies
Reports, Publications & Statistics
Where the Money Goes
Gambling Locations

Gaming Online Service

⚠ The Gaming Policy and Enforcement Branch is experiencing delays in processing gaming event licences. Due to a high volume of applications, GPEB requests that Class B & D applications be submitted at least 10 business days prior to the event.

Go to the Online Service system by clicking the button below:

Launch Online Service

Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:

Gaming Grants

- [Gaming Grants](#) (general information about gaming grants)
- [Community Gaming Grants](#) (for community programs)
- [PAC & DPAC Grants](#) (for parent advisory councils)
- [Multiculturalism Grants](#) (for cultural expression and anti-racism programs/projects)

Gambling Event Licences

- [Gambling Event Licence Fundraising](#) (general information about gambling event licences)
- [Class A Licence \(More than \\$20,000 in Gross Revenue\)](#)
- [Class B Licence \(\\$20,000 or Less in Gross Revenue\)](#)
- [Class C Licence \(Fairs & Exhibitions\)](#)
- [Class D Licence \(\\$5,000 or Less in Gross Revenue\)](#)

4. Click “Submit Gaming Event Revenue Report” on the Online Service web page

B.C. Home Online Service » Online Service Printer Version

Gaming Policy and Enforcement Branch
Online Service

Apply Online
[Community Gaming Grants](#)
[DPAC, PAC or Capital Project Grants](#)
[Gaming Licences](#)
[Special Approvals](#)

[View Application Status Reports](#)
Submit Gaming Event Revenue Report
[View Registry Reports](#)
[File a Criminal or Regulatory Complaint](#)

Resources
 → [Pre-Application Information for Gaming Grants](#)
 → [Pre-Application Information for Gambling Event Licences](#)
 → [Business BCeID Information and Registration](#)
 → [Contact Us](#)

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Online Service Help

Welcome!
Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to [Additional Services for Organizations with a BCeID](#).

Apply Online
Select one of the links under **Apply Online** on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the [Pre-Application Information for Gaming Grants](#) or the [Pre-Application Information for Gambling Event Licences](#) before you start your online application.

View Application Status Reports
After you submit an application, you can track where it is in the approval process - select [View Application Status Reports](#).

Submit Gaming Event Revenue Report (GERR)
Your group or organization is required to submit an online [Gaming Event Revenue Report](#) within 90 days of the expiry of your gaming event licence. This report must be completed for each gaming event licence. GPEB may not issue another licence until your group or organization has filed a Gaming Event Revenue Report for each previous gaming event licence.

View Registry Reports
When you select [View Registry Reports](#), a window will open for you to select one of three current gaming registry reports:

1. Personnel Registry - lists registered gaming workers in B.C.
2. Equipment Registry - lists certified gaming equipment and lottery schemes.
3. Corporate Registry - lists registered companies and senior officials in B.C.

File a Complaint
Select [File a Criminal or Regulatory Complaint](#) to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see [Contact Us](#).

Additional Services for Organizations with a BCeID
PLEASE NOTE:
The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID [here](#). For reporting questions related to your Gaming Account please contact either [Community Gaming Grants](#) or [Gaming Policy and Enforcement Licensing](#).

[↑ Top](#)

5. Search for the organization’s profile

Search using either a gaming event licence number or GBC ID number. Do not enter both.

1	Licence Number	<p>Enter the licence number of the gaming event licence you are submitting a report for. The licence number is found on the gaming event licence.</p> <p>You may also search for the organization’s profile using the licence number of a previously submitted report.</p>
2	GBC ID Number	<p>A GBC ID Number is assigned to every organization after they apply for a gaming event licence.</p> <p>Organizations that have applied before can see their GBC ID next to the organization name while applying for a new gaming event licence or submitting a GERR.</p>
<p>If you do not know the licence number or organization’s GBC ID number, please contact the Licensing Division at Gaming.Licensing@gov.bc.ca or 250-387-5311 ext. 1</p>		

6. Confirm that the organization’s profile has loaded

Review the organization details to ensure the correct profile has loaded. Click “Confirm Your Organization” if the details are correct. If the details are for a different organization, re-enter the correct licence or GBC ID number.



Report Search

Help ?

Confirm Organization

Name:

GPEB Test

Address Type

Physical

Effective Date

23-May-2015

Address

4567 Some Street, Vancouver, BC, Canada, V9R 3K9

Horse Racing Mailing

27-Sep-2017

123 Temp Address, Seaforth, NS, Canada, V8X 2W6

Mailing

12-Aug-2014

1234 Some Street, Victoria, BC, Canada, V8T 2L9

BC Society Number:

S-0028975

CRA Registered Charity Number:

1234567890 RR0089

Started operating on

01-Jun-1966

Fiscal Year End:

Mar-31

Program/Service or Purpose

Other

Other Description

Test

Arts - Aboriginal

Culture - Museum/Archives

Culture - Ethnic

Youth - Sports

Health - Disease Centre

Culture - Ethnic

Cadets

Animal Welfare

BC150 Years Celebrations

Arts - Dance

Aboriginal

Public Safety - Community

Aboriginal

Adult Sports

Adult Sports

Arts - Dance

Confirm Your Organization

Search

Please enter a licence number or GBC ID to identify the organization you are reporting on.

The licence number can be found on a copy of the issued licence or an organization's GBC ID can be found by loading the organization's profile in the Gaming Online Service. If you require any assistance with your report or need to edit a previously submitted report, please contact the Gaming Policy and Enforcement Branch at (250) 387-5311 ext. 1 or Gaming.Licensing@gov.bc.ca

Licence Number

OR

GBC ID Number

131897

Search

Clear

7. Click on the Application or Licence number of the report to be submitted

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Gaming Event Revenue Report List Help ?

List of Reports				
Due GER Reports 1	Application #:	Licence #:	Application Dates:	Submit By:
	904052	3544	31-Oct-2007 to 31-Oct-2007	29-Jan-2008
	1101597	98098	05-May-2018 to 26-May-2018	24-Aug-2018
	1101602	98105	14-May-2018 to 31-May-2018	29-Aug-2018
	1101604	98101	15-May-2018 to 31-May-2018	29-Aug-2018
	1101605	98102	04-May-2018 to 31-May-2018	29-Aug-2018
	1101608	98103	15-May-2018 to 25-May-2018	23-Aug-2018
	1101634	98113	31-May-2018 to 31-May-2018	29-Aug-2018
Submitted GER Reports 2				
	904121	3574	25-Oct-2007 to 31-Dec-2007	
	904053	3548	24-Oct-2007 to 24-Oct-2007	
	904051	3543	31-Oct-2007 to 31-Oct-2007	
	937352	17989	09-Sep-2009 to 09-Sep-2009	
	1101673	98116	01-Aug-2018 to 31-Aug-2018	
	927632	14279	10-Mar-2009 to 13-Mar-2009	

<p>1</p>	<p>Due GER Reports</p>	<p>This is a list of Gaming Event Revenue Reports for the organization that have not been received by the Gaming Policy and Enforcement Branch.</p> <p>Click on either the Application or Licence number for the report being submitted.</p> <p>The “Application Dates” column shows the licensing period for the corresponding gaming event licence.</p> <p>The “Submit By:” column is the date the Gaming Event Revenue Report is due.</p>
<p>2</p>	<p>Submitted GER Reports</p>	<p>This is a list of Gaming Event Revenue Reports that have been submitted by the organization.</p> <p>Submitted reports cannot be viewed or edited from this screen.</p> <p>If you need information from a submitted report or to make any changes, please email the Gaming Policy and Enforcement Branch at Gaming.Licensing@gov.bc.ca.</p>

8. Fill in all required fields of the Gaming Event Revenue Report

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Gaming Event Revenue Report Help

GBC ID: 131897 **GPEB Test**

Report Details

Date Due:	18-Jun-2019	Report #:	
		Version #	
		Licence No:	98113
		Class Type:	Class B
		Event Type:	Raffle Licence

Section 1 - Organization Information

Licence & Grants File #:	1XXXXX
Organization mailing address:	1234 Some Street, Victoria, BC, Canada, V8T 2L9

Section 2 - Gross Revenue

Gross revenue for the licensed gaming event:

Total Projected Gross Revenue:	\$ 111 1
Actual:	
* Total sales:	\$ 100 2
Interest income:	\$ 3
Total Gross Revenue:	\$ 100.00

Section 3 - Prize Costs

* Prize costs for the licensed gaming event:

Purchased and Cash Prizes Awarded: (includes cash awarded from 50/50 raffles)	4 \$ 25 <input style="width: 100px;" type="text"/>
Donated prizes:	5 \$ 25 <input style="width: 100px;" type="text"/>

("donated prizes" is the difference between the retail value and actual cost of the prize for the licensee - for example, if a prize is worth \$500 and your organization paid \$200 for it, include \$200 in the "Purchased and Cash Prizes Awarded" field and \$300 in this field - if the prize was donated or free of charge, then include the entire \$500 here).

1	Total projected gross revenue	This number is the maximum revenue that was approved on the gaming event licence. It is taken directly from the GOS database and cannot be edited.
2	Total sales	<p>Enter the total sales for participation in the gaming activity prior to the payout of cash prizes. E.g. sale of raffle tickets, bingo paper, poker entry, etc.</p> <p>For Wheel of Fortune and Social Occasion Casino events only, enter the net “win” remaining after all wagering has been completed, all prizes paid, and all floats reimbursed.</p> <p>This line is mandatory.</p>
3	Interest income	<p>Interest earned on gaming funds is also gaming revenue. Enter any interest earned on gaming funds during the licence period on this line.</p> <p>If no interest was earned this line may be left blank.</p>
4	Purchased and cash prizes awarded	<p>Enter the total value of any prizes that were not donated.</p> <p>For cash prizes (including prizes from 50/50 draws) enter the amount of cash awarded as a prize.</p> <p>For merchandise prizes, enter the amount that was paid (including taxes) for the prizes. If an item was partially donated or discounted, the amount paid is entered on this line and the discount received is entered in the “Donated prizes awarded” section below.</p> <p>This section may be left blank if all prizes were donated.</p>
5	Donated prizes	<p>Enter the fair market value of any prizes that were received at no cost to the organization. For partially donated or discounted items, enter the value of the discount on this line and the amount paid in the “Purchased and cash prizes awarded section” above.</p> <p>This section may be left blank if no prizes were donated or discounted.</p>
<p>** If a prize winner donates their prize back to the organization, the prize must be reported as awarded on the appropriate line. Any action taken by the prize winner after receiving their prize is a non-gaming transaction and is not reported on the GERR. **</p>		

Section 4 - Event-Related Expenses

Expenses for the licensed gaming event:

Eligible expenses include any direct costs incurred in order to conduct the gaming event, excluding prize costs. Only real and reasonable expenses of that gaming event may be claimed (e.g. licensing fee, ticket printing costs, etc). Eligible expenses may not exceed 25% of the gaming event's actual gross sales. Class A Registered Raffles (gross sales \$250,000 or more) do not have an expense limit restriction.

Where events include both gaming and non-gaming components, only costs directly related to the gaming component may be claimed. For example, for a benefit gala where a raffle will be held:

- The cost of printing tickets for the raffle is an eligible expense because it is directly related to the gaming activity.
- The cost of printing tickets for admission to the benefit gala is not eligible because a benefit gala is not a gaming activity.
- A portion of the facility rental fee may be claimed in proportion to the amount of space used for the gaming activity. If an area to store, sell, and reconcile tickets occupied 10% of the total space rented, 10% of the facility rental fee may be claimed as an expense.

1 Are you donating all event expenses?
(Check this box if you are not claiming any expenses.)

Details	Amount	2
Advertising costs	\$?
Bank charges	\$?
Bingo paper	\$?
Contract fees for gaming service providers	\$?
Cost of Licence fee	\$ 10	?
Facility rental related to the gaming event	\$?
Miscellaneous supplies for the gaming event	\$ 6.37	?
Postage and mailing costs	\$?
Printing costs	\$?
Wages	\$?
Other	\$?
Cash (over/short - use minus if over)	\$?
Total expenses for the licensed gaming event:	\$ 16.37	

Expenses as a percentage of gross revenue: 16.4 % **3**

Section 5 - Net Gaming Proceeds

Actual Net Proceeds: \$ 58.63 **4**


Section 6 - Comments

If you wish to include any additional information about the event, you may include it here. Sections 1-5 should provide all required information about most events, however some occurrences may require additional disclosure. Examples of what should be reported here include:

- Number of draws held on a percentage draw licence;
- Whether any prizes are unclaimed;
- If the licence is valid for a series of events, whether any events were not held and why; or
- Details on supplies or "other" expenses. This may also be attached below.

Add New Comment: **5**

supplies - pens for volunteers to sell tickets

1	Donating all expenses	<p>Click this box if the organization is not paying for any expenses of the gaming event from gaming revenue. If you check this box you will not be able to enter any expenses on the lines below. Details of donated expenses must be given in the Comments or Attachments sections.</p> <p>If any expenses were paid from gaming funds, this box may not be checked, and the expense must be reported on the appropriate line below.</p>
2	Expenses	<p>Enter the amount of any eligible expenses of the gaming event on the appropriate line. Eligible expenses are those directly related to the conduct and management of the gaming event.</p> <p>Hover over or click on the  symbol for a brief description of each expense category. If you enter expenses as “other” or “miscellaneous supplies” provide details in the Comments or Attachments sections.</p> <p>Use of gaming proceeds towards delivery of programs and services is a use of net gaming proceeds and is not reported on the GERR.</p>
3	Expenses as a percentage of gross sales	<p>The system will automatically calculate this amount by dividing the total expenses by the total sales. Generally, total expenses may not exceed 25% of the total sales.</p>
4	Net gaming proceeds	<p>The system will automatically calculate the Net Gaming Proceeds by subtracting expenses and “Purchased and cash prizes awarded” from the total sales.</p> <p>This is the amount that must be used for the use of net gaming proceeds as approved on the gaming event licence application.</p>
5	Comments	<p>Donated expenses are detailed here and include any expenses of the gaming event donated by volunteers, the organization or obtained services and not reimbursed from gaming funds. (e.g. supplies, printing costs)</p> <p>Any additional information about the gaming event can be added as a comment.</p> <p>If you have no comments, this section may be left blank.</p>

Attachments

Attach forms: (attach additional forms and information if necessary)

Browse... **1** Add *Formats accepted include: jpg, doc, docx, xls, xlsx, pdf.*

- [other_expenses.pdf](#) Delete

Officers Responsible for the Report **2**

Provide the following information for those responsible for the content contained in this Gaming Event Revenue Report:

- Two (2) officers / board members of your organization who are responsible for this Gaming Event Revenue Report. ✓
- One (1) submitter. ✓
- One (1) contact person. ✓

* Position: * First name: * Last name: Officer 1: Officer 2: Submitter: Contact: **3**

Treasurer Officer One

Unit# / apt#: * Street address:
123 Street Ave

* City: * Province: * Postal code:
D'Arcy British Columbia V1V 1V1

* Phone (please provide Business or Home number):
Business: 2501112222 Ext: Home: Cell:
Email:

* Position: * First name: * Last name: Officer 1: Officer 2: Submitter: Contact: **3**

Other Officer Two

Unit# / apt#: * Street address:
987 Other St

* City: * Province: * Postal code:
Dalmeny British Columbia V2V 2V2

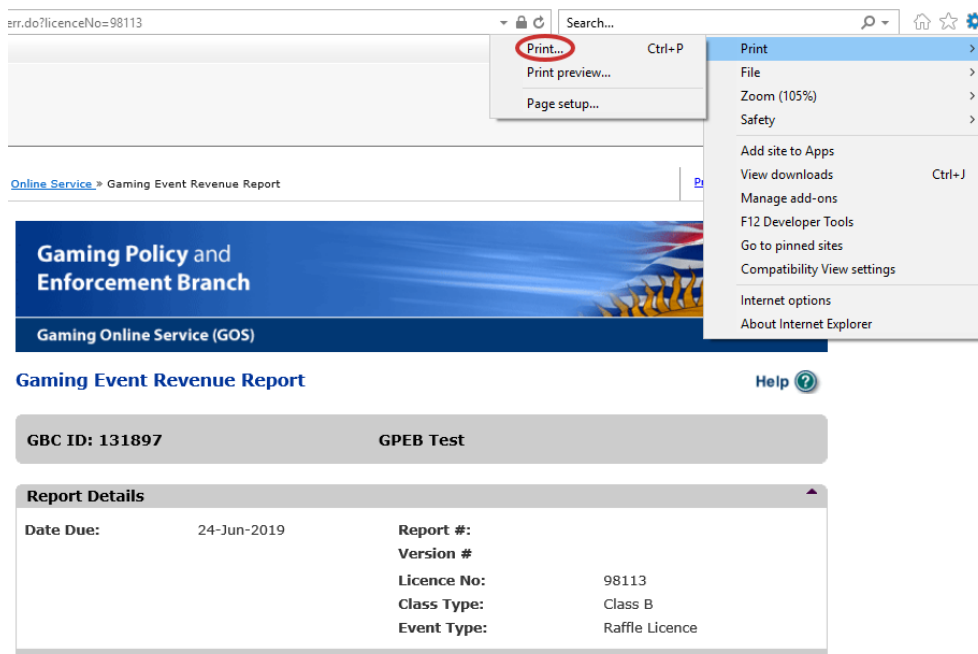
* Phone (please provide Business or Home number):
Business: 2502221111 Ext: Home: Cell:
Email:

4 Add Officer

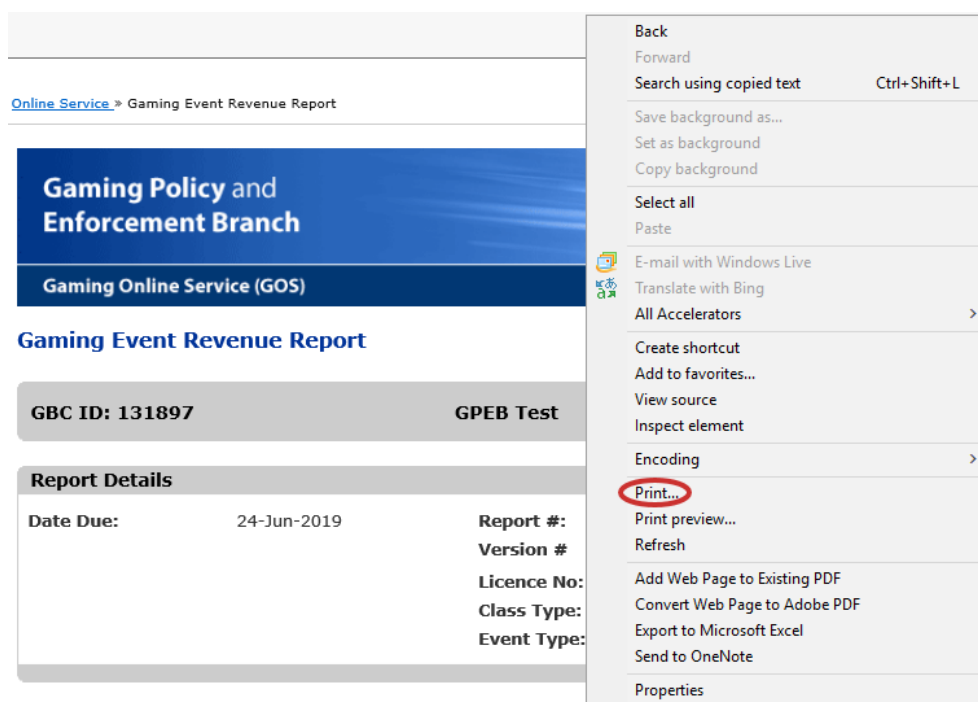
1	Attachments	<p>Any additional information about the event may be attached as a document in one of the following formats: DOC, DOCX, XLS, XLSX, PDF, or JPG.</p> <p>For example, if “supplies” or “other” were claimed as expenses a list detailing these expenses may be attached.</p> <p>If you have nothing to attach, this section may be left blank.</p>
2	Officers responsible for the report	<p>Enter the names, contact information and position of members from the organization responsible for this report.</p> <p>Organizations with a Board of Directors must include a Board member responsible for the organization’s finances as an Officer.</p> <p>Organizations or groups without a Board of Directors should include the member given financial responsibility for the gaming event as an Officer.</p>
3	Roles	<p>Click on the circle under a role to assign that role to a member. All members listed must have at least one role assigned. Members may be assigned multiple roles, but Officer 1 and Officer 2 must be different people.</p> <p>The Officers are responsible for this report and ensuring the information is correct.</p> <p>The Submitter is the member who has filled in the report.</p> <p>The Contact is the member who may be contacted by the Gaming Policy and Enforcement Branch in the event additional information is required.</p>
4	Add officer	<p>If needed, click this button to add a third or fourth member who will act as at least one of the Officer, Submitter, or Contact roles.</p>

9. Print a copy of the report for the organization’s records

To print a copy using Internet Explorer’s Tools menu, click on the gear icon and select “Print”.

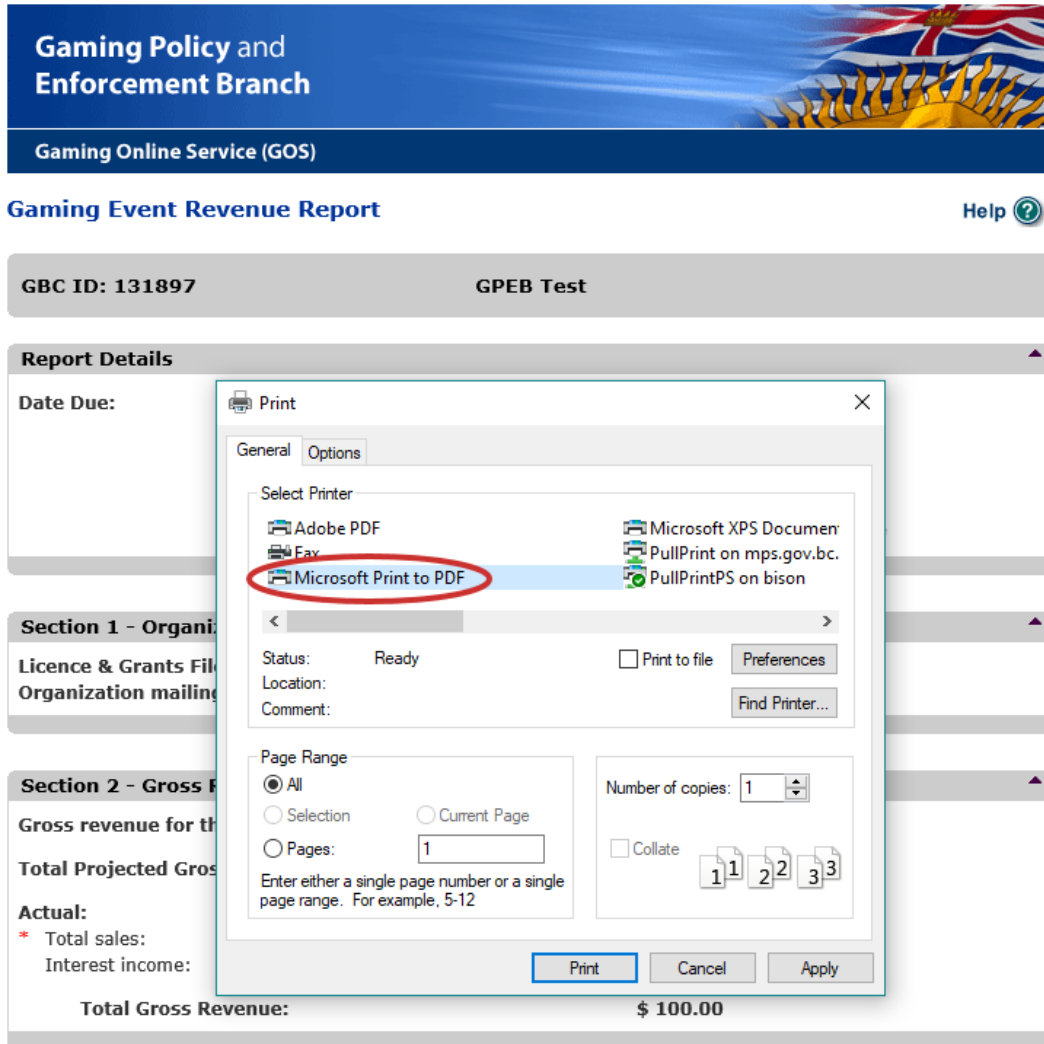


A copy may also be printed by right-clicking anywhere on the report and selecting “Print”.



A copy may also be printed by pressing CTRL+P on the keyboard.


To save an electronic copy of the report, select Microsoft Print to PDF in the Select Printer field before clicking Print.



After clicking Print, name the file and click Save.

11. Confirm the report has been submitted

If the report was submitted successfully, you will receive a report number. If you have more GERRs to submit, click “View Report List” to return to the organization’s GERR List page.



Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Submission Confirmed Help ?

Confirmation

Report #: 236737

Thank you. Your Gaming Event Revenue Report has been submitted.

[View Report List](#)

If any information is missing, you will receive a red error message at the top of the page identifying the missing information. You will need to correct the identified errors before clicking “Submit” again. If you had to make corrections, and you want a corrected copy for your records, remember to re-print the revised form before submitting.



Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Gaming Event Revenue Report Help ?

The following errors occurred:

- *Must have a non-zero value for either cash/merchandise prizes or donated prizes.*
- *Must have a non-zero value for the total sales amount.*

GBC ID: 131897 **GPEB Test**

Report Details

Date Due:	18-Jun-2019	Report #:	
		Version #	
		Licence No:	98113
		Class Type:	Class B
		Event Type:	Raffle Licence

Section 1 - Organization Information

Licence & Grants File #:	1XXXXX
Organization mailing address:	1234 Some Street, Victoria, BC, Canada, V8T 2L9