



### **BINGO APPLICATION CHECKLIST**

These items must be enclosed with each **Licence Application** form. (**Do not** send separately):

- Licence fee – 3% of licence prize board taken out of Lottery Trust Account. Please make cheque payable to Municipality of Southwest Middlesex.
- Are all prior Lottery Licence reports in, correct and on time 30 days after the event took place.
- Completed application form
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copy of proposed lottery budget
- Current bank statement
- A game schedule outlining: the bingo games to be played, the winning arrangement of numbers for each game, the minimum & maximum payouts for variable prize games.
- Revenue Canada notification of registration letter – if your organization is registered
- Membership list, if applicable;
- Organization's Annual Report, if applicable
- The price of bingo paper, if applicable
- The total value of all prizes offered for the bingo event
- The name and address of the premises where the bingo event is to be held.
- The starting and ending time for the time slot for the licensed Regular Bingo event.

# BINGO LICENCE

## Banking and Financial (Section 12 of the Terms and Conditions)

The licensee shall:

- (a) Open and maintain one (1) designated lottery trust account to administer the proceeds and monies, or
- (b) Open an maintain separate designated lottery trust accounts for each type of lottery trust accounts for each type of lottery scheme conducted and managed by the licensee.
- (c) Each designated lottery trust account shall be maintained in the name of the licensee, in trust and shall have the following features:
  - (i) Cheque writing privileges and monthly statements issued;
  - (ii) All cheques returned with monthly statements
- (d) In administering the lottery trust account the licensee shall
  - (i) Appoint a minimum of two (2) signing officers, who must be bona fide members of the licensee, to administer the account and write cheques on behalf of the licensee;
  - (ii) Ensure the deposit into the account of all monies derived from the operation of any and all lottery events except
  - (ii) Monies shall be deposited by deposit slip only and as soon as it is practical to do so.
  - (iv) Ensure all withdrawals are made by cheque.
  - (v) Ensure cheques are written only for the payment of the expenses incurred in the conduct of the lottery
- (e) The Licensee shall not:
  - (i) Deposit monies received from any source other than lottery events conducted by the licensee
  - (ii) Transfer or move funds by any means from the designated lottery trust account into an operating or general account of the licensee
  - (iii) Close the designated lottery trust account until all monies have been disbursed to approved charitable purposes

### Reporting Requirements (Section 13 of Terms & Conditions)

- (a) The licensee shall provide a licensing authority with:
  - (i) A financial report outlining the results of the bingo on the prescribed form.
  - (ii) Copy of all deposit slips related to the event, verified (stamped) by the bank and bank statements shall accompany the financial report.
- (b) The Financial report shall be filed within 15 days of the date of the bingo.
- (c) The licensee shall provide, within 180 calendar days of its fiscal year end, each licensing authority that issued it a license with:
  - (i) Financial statements, including a summary of the financial information with respect to the receipt and use of the lottery proceeds from all lottery schemes for which it is licensed.
- (d) A report on the licensee's compliance with the terms and conditions of the licenses prepared depends on the annual net proceeds derived from the conduct of the lottery events:
  - (i) Less than \$50,000 – licensees shall provide financial statements that are prepared in consistent with the recommendations of the Canadian Institute of Chartered Accountants (CICA) Handbook and verified by the licensee's Board of Directors; and shall provide a compliance report with respect to the licensee's compliance with the terms and conditions of each license verified by the licensee's Board of Director's where require to do so by a licensing authority.
- (e) The licensee shall provide to a licensing authority within the time period specified by a licensing authority any information, materials, financial statements, audited financial statements, review engagement reports, compliance reports or auditor's reports on compliance as a licensing authority may require.



# Bingo Lottery Information Package

## What is a Bingo Lottery?

Bingo is a game of chance where players are awarded a prize or prizes for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.

## Package Enclosures:

- Quick Guide to Lottery Licence Applications
- An application to manage and conduct a Bingo Lottery
- City/Town of ..... questionnaire form
- Bingo &/or Table Board Bingo Licence Terms & Conditions
- City/Town Lottery Licensing By-law

## Licence Application Checklist

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee**  
Set by Municipality. Must not exceed 1 % of licensed prize board (cheque payable to the Treasurer, City/Town of \_\_\_\_\_)
- Completed questionnaire
- Completed application form
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copy of proposed lottery budget
- A game schedule outlining:**
  - The bingo games to be played
  - The winning arrangement of numbers for each game
  - The minimum & maximum payouts for variable prize games, also known as “share the wealth” games, including any Table Board Bingo games

- Latest report to the Public Guardian and Trustee, if applicable
- Revenue Canada notification of registration letter  
If your organization is registered;
  - Membership list, if applicable;
  - Organization’s Annual Report, if applicable
  - The set percentage used to calculate the variable prizes for the individual Table Board games
  - The price of bingo paper, if applicable
  - The total value of all prizes offered for the bingo event
  - The name and address of the premises where the bingo event is to be held.
  - Any special purchase provisions for used bingo paper exchanged for new paper (e.g. \$0.25 instead of \$0.50)
  - The starting and ending time for the time slot for the licensed Regular Bingo event, and any bingo games played in conjunction with it including the fixed time slot for any Table Board Bingo games
- First-time applicants must enclose copies of :**
- Governing Documents**  
Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
- Detailed Outline of programs/services**  
What they are, how delivered to clients, specific costs, supporting materials, etc.
- Organization’s current operating budget
- Organization’s verified financial statements for last fiscal year
- List of Board of Directors**