





GUIDELINES FOR THE COMPLETION OF THE MONTHLY BINGO FINANCIAL REPORT

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|-----|---|--|-----|--|--|
| 1.  | Organization Name                             | Record the name of the organization which the Bingo License has been issued to.  | 11. | Rent Paid/Mortgage Payment by Cheque   | Record rent payment or mortgage payments by cheque.  |
| 2.  | Address/County/Postal Code                    | Record full address including county and postal code.  | 12. | Prizes Paid by Cheque                  | Record total value of bingo prizes paid by cheque. NOTE: record rising jackpots or promotional events (ie: loonie jars, cookie jars, oscars, etc.) On separate line. |
| 3.  | License #                                     | Record bingo license number.   | 13. | Paper Cost Paid by Cheque              | Record total payments for bingo paper paid by cheque.  |
| 4.  | Date of Bingo                                 | Record date of bingo.  | 14. | Other Costs Paid by Cheque             | Record all other payments by cheque (ie: advertising, etc.).   |
| 5.  | Bingo Attendance                              | Record the number of bingo patrons attending bingo.  | 15. | Fee Remitted with Report               | Submit appropriate fee ( <b>2.13%</b> charitable & <b>10.65%</b> commercial bingo) on all prizes, includes cash and cheque prizes.                                   |
| 6.  | Total Gross Receipts                          | Record total revenue derived in the conduct and management of bingo.   | 16. | Statement of Disbursement              | Record disbursements to other charitable/religious organizations.  |
| 7.  | Total Cash Payments/Wages                     | Record total cash wages paid for the selling of bingo paper and conducting assisting in managing the bingo.  | 17. | Monthly Inventory Record (Bingo Paper) | Record month of report.  |
| 8.  | Misc. Cash Expenses                           | Record cash payouts other than Prizes & Wages.   |     | Column 1                               | Description of each item in your inventory.  |
| 9.  | Total Value of Prizes/<br>Paid in Cash        | Record total value of bingo prizes paid by cash. NOTE: record rising jackpots or promotional events (ie: loonie jars, cookie jars, oscars, etc.) On separate line. |     | Column 2                               | Starting balance for month.  |
| 10. | Net Receipts Deposited to<br>Licensee Account | Total monies deposited to licensee bank account for bingo. Record loss in brackets.  |     | Column 3                               | Inventory received from supplier during month.   |
|     |   |  |     | Column 4                               | Total items removed from inventory for sale.   |
|     |   |  |     | Column 5                               | Total items returned to inventory unsold.  |
|     |   |  |     | Column 6                               | Column 4 less Column 5.  |
|     |   |  |     | Column 7                               | Unit price per item.   |
|     |   |  |     | Column 8                               | Column 6 (x)multiplying by Column 7 = Revenue.   |
|     |   |  |     | Column 9                               | Column 2 (+)plus Column 3 (-)less Column 6 =<br>Closing Inventory  |