

GUIDELINES FOR THE COMPLETION OF THE MONTHLY BINGO FINANCIAL REPORT

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 2.13% 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/ 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 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)multiplied by Column 7 = Revenue.	
			Column 9	Column 2 (+)plus Column 3 (-)less Column 6 = Closing Inventory	