

The completion of the Bingo Financial Report is mandatory under the terms and conditions governing your license. It must be completed and returned to the Liquor, Gaming and Cannabis Authority (LGCA) in accordance with your licence terms.

## **STEP I**

Complete the upper portion of page 1. Enter THE PERIOD THAT YOU ARE REPORTING, LICENCE NUMBER, and ORGANIZATION NAME and ADDRESS.

## **STEP II**

### **BINGO EVENT INFORMATION (page 1)**

Transfer the information from your BINGO EVENT REPORTS to page 1 of this report. For each event, record the DATE, ATTENDANCE, TOTAL GROSS BINGO REVENUE (A), CASH PRIZES (B), CASH EXPENSES (C), CALCULATED DEPOSIT (D), ACTUAL DEPOSIT (E) and CASH SHORTAGE/(OVERAGE) (F). Once all events have been recorded, add each of the columns to arrive at the GRAND TOTALS.

On the bottom of page 1, the LICENCE FEE PAYABLE should be calculated by multiplying the GRAND TOTAL GROSS BINGO REVENUE (G) by the licence fee rate of 1.0%. This amount should be remitted to the LGCA upon submission of the Financial Report.

## **STEP III**

### **LOTTERY ACCOUNT CHEQUE REGISTER (page 2)**

If you have only one bank account for both bingo and breakopen lotteries, complete only the BINGO EVENT INFORMATION (page 1), BINGO PAPER INVENTORY and ACCUMULATOR PRIZE VALUES (page 2) on the Bingo report. All of the banking information will be fully reported on the corresponding Financial Report for Breakopens.

If you have a separate bank account for your bingo lottery, you are required to complete all areas of each page of this report.

Information from all cheques written on this account during the period must be entered. Enter the DATE the cheque was written, the CHEQUE #, the PAYEE, and a brief DESCRIPTION of what the cheque was for. The AMOUNT (\$) of the cheque should then be entered in the appropriate column. Each of the columns should then be added to arrive at the TOTALS.

If you have a cheque register, or a similar listing of cheques already prepared, you do not need to rewrite them providing the listing contains the same information requested. A legible photocopy of your listing will be sufficient. Ensure, however, that you still enter the TOTALS in the appropriate boxes at the bottom of page 2.

## **STEP IV**

### **BINGO PAPER INVENTORY (page 3)**

All organizations must conduct a physical count and record the inventory on hand at the end of the period being reported and record it in this section.

Enter the PRODUCT CODE (taken from the Manitoba Liquor & Lotteries Corporation invoice received for products purchased), the DESCRIPTION of the product, the AMOUNT ON HAND, and the SELLING PRICE PER BOOK or SHEET.

## **STEP V**

### **ACCUMULATOR PRIZE VALUES (page 3)**

Enter the game name and value of the prize for each game that has an accumulated prize. The value that is entered for each game should be the amount offered to the players at the last event of the period. For those accumulator games that increase by a number, please enter the number required to win the game. Once all your accumulator games have been recorded, add up the PRIZE VALUE column and record the grand total.

## **STEP VI**

### **BINGO FLOAT (page 3)**

Record the amount of the BINGO FLOAT that is currently being used.

## **STEP VII**

### **LOTTERY BANK ACCOUNT INFORMATION (page 3)**

Enter the name and address of the financial institution as well as the ACCOUNT #(s). If a savings account and/or investments (term deposits, GICs) are used in addition to the chequing account, you must add the end of period balances together.

Record the ACTUAL BALANCE(S) ON THE BANK STATEMENT at the end of the period or the closest date to it.

ADD any OUTSTANDING DEPOSITS (these are bank deposits for bingo events held during this period that were not yet listed on your bank statements). SUBTRACT any OUTSTANDING CHEQUES (these are cheques you have written this period that had not cleared the bank by the end of the period).

Remember to take photocopies of the appropriate bank statements and submit them with the report.

## **STEP VIII**

### **BANK SUMMARY STATEMENT (page 4)**

Line 1, OPENING LOTTERY BANK BALANCE. This is the ADJUSTED BANK BALANCE (Line 9, page 4) from the previous financial report. If this is the first report your organization has filed, enter either zero or the amount in the bank account at the beginning of the period.

Line 2, TOTAL REVENUE. Enter the amount from Box G, page 1, of this report.

Line 3, TOTAL PRIZES. Enter the cash prize amount from Box H, page 1, and cheque prize amount box M, page 2, of this report.

Line 4, TOTAL EXPENSES. Enter the cash expense amount from Box I, page 1, and the cheque prize amount from Box N, page 2, of this report.

Line 5, DISBURSEMENTS. Enter the amount from Box L, page 2.

Line 6, OTHER WITHDRAWALS. Enter the SUM of any OTHER WITHDRAWALS from the lottery bank account. Examples would include bank service charges, safety deposit box rentals, charges for printing of cheques, etc.

Line 7, OTHER RECEIPTS. Enter the SUM of any OTHER RECEIPTS in the lottery bank account. Examples would include interest earned, refunds received for returned product, etc.

Line 8, CALCULATED ENDING BANK BALANCE. Line 8 is equal to Line 1 plus Line 2 less Line 3 less Line 4 less Line 5 less Line 6 plus Line 7.

Line 9, ACTUAL ADJUSTED BANK BALANCE. Carry forward the amount from Box O, page 3.

Line 10, SUBTRACT Line 9 from Line 8 to obtain the (SHORTAGE)/OVERAGE. This amount should equal the total cash (shortage)/overage as noted on page 1 of this report.

## **STEP IX**

### **CERTIFICATION (page 4)**

When the report has been completed, fill in the required information and SIGN in the space provided. It must be signed by the organization's PRESIDENT as well as another member of the executive responsible for the bingo lottery operation.

If the person who has completed the report is not one of the two executives noted, he/she must print their name and daytime telephone number in the space provided.

For assistance or information contact:

Liquor, Gaming and Cannabis Authority of Manitoba  
Audit Department  
1055 Milt Stegall Drive  
Winnipeg, Manitoba R3G 0Z6  
In Winnipeg: 204-927-5300 or toll-free: 1-800-782-0363

*\*\*In order for us to serve you efficiently, please have your licence number ready when you call and record it on all correspondence.*