

**BINGO ACCOUNTING REQUIREMENTS
LOTTERY REGULATIONS BY-LAW #2627/LOTT/19**



Section 9.5 of Lottery Regulations Policy MG.009 states:

Thirty (30) days after a single event, or monthly if Series, the Licensee shall provide:

a) Bingo:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of staff/helpers at each Bingo;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) ball verification sheets;
- (v) the signed list of winners and amounts won (on a form as approved by the Town) must be provided to the attention of the Lottery Officer at the Town Office no later than seven (7) working days after the date of the event;
- (vi) a list of disbursements to Charitable Organizations as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.