

Bingo Financial Report Guidelines Hall/TV/Radio

78-9545 (B)

Name of the Broadcast Media	Provide the name of the TV or radio station (s) who broadcast your events.
Reporting period	Time frame covered on the licence or listed on the financial report form sent with notification of renewal.
A) Gross Proceeds/Receipts	Total dollar value from Sale of all Bingo paper, (books, specials, bonanza, earlybirds, winner takes all (WTA)), as well as any monies raised from the sale of dabbers, tape or other bingo supplies. Please Note: Raffle tickets and/or break-open tickets sold at bingo events must be licensed and earnings reported separately.
B) Expenses Incurred	
1. Value of Prizes awarded	Total dollar value of prizes awarded during this reporting period. (Include any special promotional payout (i.e. bonanza, Pot of Gold on St. Patrick's Day, etc.) Do not include donated prizes (see Section D).
2. Broadcast Fees (per contract)	Total amount paid to the TV/Radio station to broadcast the bingo program, also referred to in some instances as a "sponsorship fee".
3. Paper Supplies	Total amount invoiced and paid for all paper supplies purchased to operate event within the licensed period.
4. Licence fee	Fee paid for the lottery licence.
5. Equipment Rental	Total amount of money paid for the rental of equipment during this reporting period.
6. Rent	Total amount of money paid for the rental of a commercial facility or hall during this reporting period.
7. Advertising	Total cost of advertising in newspapers, posters, banners, radio and TV during the reporting period.
8. Wage earnings	
Paid Staff	<ul style="list-style-type: none"> ▪ Total dollar amount paid to persons/staff for working at the bingo event ▪ Include any salary (monies paid) to camera operator or technicians paid over and above the broadcast fee
Commission	<ul style="list-style-type: none"> ▪ Fees paid to drivers for the delivery of bingo paper to the outlet stores where cards can be purchased. ▪ Amount of Commission paid to the stores themselves.
Commission Sellers	<ul style="list-style-type: none"> ▪ Total dollar amount paid to a person who provides professional fundraising services.
Professional Fundraiser Fees	
Honorarium	<ul style="list-style-type: none"> ▪ In lieu of a salary, an amount paid to a person for services on which no fee is set.
9. Other	Any other expense, not previously listed, incurred by the gaming operation during this reporting period. Provide a listing of miscellaneous purchases
C) Net Proceeds	The profit made from the gaming operation during this reporting period. (A minus B)
Total Expenses	The total of Section (B) 1 through 9.
D) Value of donated prizes	Total \$(dollar) value of prizes donated to the organization.
E) Loonie/Toonie Pots For record keeping purposes only. It will not affect 15% minimum requirement.	All monies collected are returned to players, therefore are not to be included in the gross proceeds. We do however need the total of all pots awarded during the licence period for record keeping. In addition, provide the number of any current pots and their dollar value at time of renewal.