



From the Desk of Heather Buchanan
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Nevada (BOT) Reconciliation Reports Alcohol and Gaming Commission Requirements

Reports are due within 30 days of the Lottery Event

When filing a Nevada reconciliation report, the following documentation must be submitted with the report:

1. All bank statements showing all revenue and expenditures from the last report filed with this office, until completion of the lottery event for which the report is being submitted.
2. All receipts for all expenditures for lottery event, including a copy of any disbursement cheques from the lottery trust account.
3. Completed City of Woodstock reconciliation report and Alcohol and Gaming Commission reconciliation report (attached).

Please Note: Lottery Master (Or Core) files must be updates annually. No lottery licences will be issued to groups who have not submitted a complete Master File.



THIS REPORT MUST BE SUBMITTED DIRECTLY TO CITY HALL WITHIN 30 DAYS
AFTER THE COMPLETION OF THE LOTTERY

CITY OF WOODSTOCK

NEVADA (BOT) BANK DEPOSIT RECONCILIATION

Name of Organization: _____

Address: _____

Member in charge: _____ Telephone # _____ Home: _____

Licence # _____ Business: _____

Name of Bank: _____ Account # _____

Address: _____

Revenue

Tickets Type: _____ Price per Ticket: _____

Gross Receipts	Item A	\$	_____
Interest from Bank Account	Item B	\$	_____
<u>Total Revenue</u>	Item C (A+B)	\$	_____
<u>Previous Licence Report Balance (Item P)</u>		\$	_____
<u>Report Total Revenue</u>	Item D (C+D)	\$	_____

Expenses

Prize Payouts	Item E	\$	_____
Vendor Commission (3rd Party Locations Only)	Item F	\$	_____
Licence Fee	Item G	\$	_____
Management Fees	Item H	\$	_____
Tickets Purchased (and dispenser)	Item I	\$	_____
AGCO Fees	Item J	\$	_____
Cash Over/Short (Letter of explanation required)	Item K	\$	_____
Bank Charges	Item L	\$	_____
Total Administrative Costs:	Item M (E+F+G+H+I+J+K+L)	\$	_____

Donations or Approved Expenses (Use separate sheet to total if necessary)

_____	+	\$	_____
_____	+	\$	_____
_____	+	\$	_____
_____	+	\$	_____
Total Donations:	Item N	=	\$ _____

Total Expenditures for this Report (M+N) Item O \$ _____

Final Report Balance (D-O) Item P \$ _____

Transactions Not Related to this Licence			
Deposits for next licence	Item R	\$	_____
Expenses for next licence	Item S	\$	_____
Lottery Trust Account Balance	Date _____	Item T	\$ _____

We, the undersigned, as the designated members in charge of the Lottery Account, certify that the information contained in this report is true in every respect.

TWO SIGNATURES REQUIRED.

_____	Signature	_____
_____	Name	_____
_____	Street	_____
_____	City	_____
_____	Business Phone	_____

Anyone who willfully files a misleading or falsified report can and will be prosecuted under the Canada Criminal Code. The Organization represented in the report may have current licences revoked and be prohibited from running any Lotteries.

Ensure all receipts, bank statements, invoices and/or other documentation relevant to this licence are submitted along with the report.



**Break Open Ticket
 Lottery Report**

This report must be filed with the Lottery Licensing Officer in accordance with the Terms and Conditions under which the Break Open Ticket Licence is issued.

Name of Organization		GIN #
Address	Fiscal Year End	Licence #
Print the name, position and telephone number of the designated member in charge to be contacted in reference to this report.		
Last name	First name	Middle name(s)
Position	Telephone Number(s)	Bus: ()
	Res: ()	Fax: ()

1. PERIOD (CHECK ONE) FOR WHICH THIS REPORT IS MADE (FOR TICKETS PURCHASED AND SOLD)

Quarterly Report (every 3 months)
(Applies to Provincial Nevada and Single BOT Bingo Sponsors' Association (B.S.A.) Licences only)

From: YY MM DD To: YY MM DD

Final Report (for duration of licence)
(Discrepancy report; if applicable as per the Terms and Conditions must be included)

From: YY MM DD To: YY MM DD

2. TYPE OF TICKETS SOLD (BY CHARITY AND/BINGO SPONSORS' ASSOCIATION)

Ticket Type	No. of Complete Deals	No. of Individual Tickets (if applicable)	Price per ticket	Gross Receipts Derived	Cash Prizes Awarded	No. of Tickets per Deal
Total			N/A	\$	\$	N/A

3. DETAILS OF TICKET INVENTORY (FOR REPORT PERIOD)

PRINT TICKET TYPE →							
a) Total number of Deals purchased per type							
b) Number of complete Deals on hand from previous Report (if applicable)							
c) Number of complete Deals sold this period							
d) Number of Complete Deals on hand							
e) Number of individual tickets in container(s)/dispenser(s) (if applicable)							

4. RECEIPTS DERIVED FROM DEALS SOLD (CANADIAN OR AMERICAN CURRENCY)

Total Gross Receipts derived (from complete and partial deals sold) - as per section 2	\$
Less Total Cash Prizes awarded (from complete and partial deals sold) - as per section 2	\$
Net Receipts	\$

Enter the Total Deposits for this Report period \$ _____. Attach explanation for any cash shortage between Total Deposits and Net Receipts.

Is the licence for American currency? No Yes ▶ If YES, please list amounts below in American currency.

**THIS SECTION TO BE COMPLETED FOR LICENCES IN AMERICAN CURRENCY ONLY.
 CANADIAN CURRENCY BOT LICENCES ▶ GO TO SECTION 6.**

5. ADMINISTRATIVE EXPENSES INCURRED IN AMERICAN CURRENCY:

Bingo Hall Rental (Commission)	\$
Net Receipts (in American currency)	\$
CONVERSION TO CANADIAN CURRENCY:	
Bank exchange rate: _____%	\$
Net Receipts (in Canadian currency)	\$

THIS SECTION IS TO BE COMPLETED BY ALL LICENSEES WHERE APPLICABLE.

6. ADMINISTRATIVE COSTS INCURRED IN CANADIAN CURRENCY:

Tickets (cost for # Deals sold during this Report period)	\$
Gaming Services Supplier Commission	\$
Break Open Ticket Seller Commission	\$
Bingo Hall Rental (Commission)	\$
Container(s) / Dispenser(s)	\$
Out-of-pocket Expenses (See: <i>Information Bulletin No. 18 & Addendum</i>)	\$
Adjustments (<i>attach written explanation</i>)	\$
Other (<i>please list</i>):	\$
Total of above Administrative Costs	\$
FEES:	
Licence Fee: 3% X Prizes X # Deals purchased during this Report period	
BSA Licence Fee: 3% of prizes to be awarded during this Report period (<i>Note: this blanket licence fee applies only to Bingo Sponsors' Association licences issued by AGCO</i>)	
Provincial Fee: 5% X Gross Selling Price X # Deals purchased during this Report period	
Total Administrative Costs and Fees	\$
(Net Receipts minus Total Administrative Costs & Fees) Net Proceeds Derived	\$

7. PAYMENTS MADE FROM LOTTERY TRUST ACCOUNT DURING REPORT PERIOD (*USE SEPARATE SHEET IF INSUFFICIENT SPACE*)
Please provide (where applicable): (1) Details of all gaming and program expenses; (2) List of charitable disbursements

Cheque Date	Cheque No.	Name of Payee	Explain in Full the Nature of Expenses	Amount
Total Expenses				\$

8. DETAILS OF BREAK OPEN TICKET LOTTERY TRUST ACCOUNT (*ATTACH COPIES OF BANK STATEMENTS FOR REPORT PERIOD*)

Name of Bank, Loan/Trust Company or Province of Ontario Savings Office	Lottery Trust Account No.
Address	Bank statement date YY MM DD
	Balance as per bank statement \$

Certificate

We, the undersigned, as two Principal Officers of the above organization certify that the above report is a correct statement of the Lottery Funds referred to herein.

Principal Officer	Principal Officer
Signature	
Print Name in Full	
Title	
Individual's Business Telephone Number ()	
Date of Signing	

INSTRUCTIONS TO LICENSEES

- The BOT Quarterly Report for Provincial Nevada and Single BOT (B.S.A.) Licences must be filed every 3-months and is due no later than the 30th day of the following month. You must also submit a BOT report within 30 calendar days of the expiry of the licence. See *Break Open Ticket Licence Terms and Conditions, (10.3) Reporting Requirements and (11.3) Provincial Break Open Ticket.*
- If you can reasonably determine that the sale of all tickets purchased will not be concluded prior to the expiry date of a Licence, you must apply for an amendment at least 15 days prior to the expiry date of your current licence. You must submit a municipal letter of approval (if applicable) and a Quarterly Report along with the request for amendment. **Note:** Amended licences cannot exceed one (1) year from the original date of issue.