Saskatchewan Liquor and Gaming Authority

Class C Bingo
Monthly Event Log

Legal Name of Organization:	**Bingo Licence #:**
Organization Address:	**Organization Code:**
Month:	**Year:**

1. EVENT DETAILS:

Event Date	Event Time	Number of Cards Sold (EA)	Event Gross Revenue (EG)	Event Prize Payout (EP)	Net Income Before Expenses (EG – EP)	Charity Short/(Over) (SO)
Totals:						

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2. EXPENSE DETAILS:			
Expense Description	**Budgeted Amount**	**Actual Amount**	
Cash short/(over):			*SO*
Advertising:			
Bingo paper costs:			
Facility (airtime) charges:			
Bingo caller:			
Other (please describe):			
Total Expenses:			*TE*

3. MONTHLY SUMMARY:			
Total paper sales:	⇨		*EA*
Total event gross revenue:	⇨		*EG*
Less prizes:		*EP*	
Less expenses:		*TE*	
Net charitable revenue (EG - EP - TE):	⇨		

The undersigned hereby certify the above information is correct and that the proceeds of this lottery have been, or will be, used for the charitable object or purpose as stipulated on the licence application and approved budget. If amendments are required to the use of proceeds, a separate request must be submitted to SLGA for approval prior to disbursing proceeds to charity.

Certified correct this date: _____

Authorized Charity Representative
(must be listed on licence application)

_____	_____	_____
signature	**print name**	**phone number**

Send completed form to: Saskatchewan Liquor and Gaming Authority, P.O. Box 5054, Regina, SK S4P 3M3, Fax: 306-787-8981

Submit to SLGA

SUBMIT APPLICATION

This application must be submitted to SLGA for further processing. This can be done by either clicking the "Submit to SLGA" button or by manually attaching this completed for to an email and sending it to CharitableFinancials@slga.gov.sk.ca. If you have additional supporting documents that need to be sent along with your application then choose the manual email option and attach all of the required supporting documentation.

Note: Charitable Gaming Grants are calculated based on the financial report submitted for each charitable gaming licence. If financial reports are not submitted within six (6) months of the expiry of a licence, for net proceeds less than $100,000, your organization will not be eligible for a grant. If net proceeds equal or exceed $100,000, both the financial report and audited financial statements must be submitted within 18 months of the expiry of the licence or your organization will not be eligible for a grant.

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under The Saskatchewan Archives Act.