



**Monthly Bingo Event Log
Class C Bingo**

Part B

Licence number:	Organization code:
Organization name:	
Mailing address:	
City/Town:	Postal Code:
Month/Year (enter only one month per form):	

Number in attendance:		
Number of bingo events:		
Gross revenue:	\$ [A]	
Prizes (include trust account deposit):	\$ [B]	
Expenses (do NOT include breakopen expenses):		
Advertising:	\$	
Bingo paper costs:	\$	
Hall charges:	\$	
Cash shortage/overage:	\$ [C]	
Other (specify): _____	\$	
Total expenses:	\$	
Net proceeds to charity: (A minus B minus Total expenses)		

The undersigned hereby certify 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.

Certified correct this date _____, _____ by an officer of the organization:

(Print name and position)

(Signature)

(Telephone)

Mail completed form to: Saskatchewan Liquor and Gaming Authority
P. O. Box 5054, 12th floor – 2500 Victoria Avenue, Regina SK S4P 3M3

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.

For office use only	
Activity #:	
Officer:	

Monthly Event Log for Bingo Lottery

Part A

See instructions below.

Licence number:

Event date (list events only for one month)	Bingo event time	Attendance	Gross revenue [A]	Total Prizes (include trust account deposit) [B]	Cash shortage/ overage [C]	Take home cash	Office use
Totals:			\$ [A]	\$ [B]	\$ [C]	\$	

Instructions for calculating & reporting your bingo lottery

The following instructions will assist you in completing the Monthly Bingo Event Log, which is required to be submitted monthly, as a condition of your Bingo Lottery Licence.

The blank bingo event logs are mailed to the licensee along with the approved licence and budget letter. Two copies of the form are provided; one copy is to be forwarded to the Saskatchewan Liquor and Gaming Authority and the licensee keeps one copy.

It is a requirement that **both Part A and Part B** are fully completed and submitted to the Saskatchewan Liquor and Gaming Authority.

Part A

This part of the event log shows the details of each event conducted by the licensee during one month.

Collect all the Bingo Event Close Out Summary sheets for each bingo event held in the month and sort them into order by date. Complete the form with the information from these sheets. For every close out sheet, use one line on the form.

Event date: Provide the date on which each bingo event took place.

Bingo event time: Fill in commence time and conclude time.

Attendance: Write the number of players in attendance at each bingo event.

Gross revenue [A]: This is the total dollar amount received from the sale of bingo paper for each separate event.

Prizes [B]: This is the total prizes paid during the event and must include any deposits made to a jackpot trust account.

Cash shortage/overage [C]: This is the shortage or overage of cash incurred at the event.

Take home cash : This figure is the dollar amount of cash that the licensee leaves the hall with to be deposited into the licensee's lottery bank account and used for their charitable purpose. It is determined by taking the gross revenue [A] and subtracting the prizes [B] and either adding or subtracting the cash shortage/overage [C].

Totals: When all the bingo events for the month have been recorded, each column must be totalled and the dollar amount entered at the bottom of each column. Copy these totals onto the Part B of the Monthly Event Log in the appropriate lines provided.

Part B

Fill in your complete organization name, licence number, address and organization code from the Bingo Lottery Licence.

Month/Year: Fill in the month and year of the time frame the monthly event log is covering. Enter only one month's worth of information per form.

Number in attendance: Fill in the **total** figure for the players in attendance from Part A.

Number of bingo events: Fill in the total number of bingo events held in the month. This figure should be the same as the number of close out sheets used to complete this report.

Gross revenue [A]: Fill in with the Gross revenue **total** from Part A.

Prizes [B]: Fill in with the Prizes total from Part A. This figure will include the amounts deposited to the jackpot trust account.

Advertising: If money is paid for advertising, indicate the dollar amount for the month in this blank.

Bingo paper costs: Record costs to purchase bingo paper for events conducted during this month.

Hall charges: Fill in with the Hall charges paid for rental of the hall for this month.

Cash shortage/overage [C]: Fill in with the shortage/overage **total** from Part A.

Bingo caller, if paid : Fill in with the total cost of the paid bingo caller for this month.

Total expenses: Fill in with the total calculated from Advertising + Bingo paper costs + Hall charges + Bingo caller +/- Cash shortage/overage + other = Total expenses.

Net proceeds to charity : Fill in with the total calculated from Gross revenue – Prizes – Total expenses = Net proceeds to charity (take home cash).

Complete the date that the form was prepared on. Print the name and position of two officers of the organization. Sign and indicate telephone numbers.

Mail one original signed copy of the completed monthly event log to:

Saskatchewan Liquor and Gaming Authority
P. O. Box 5054, 12th floor – 2500 Victoria Avenue
Regina SK S4P 3M3

If you have any questions, contact the Saskatchewan Liquor and Gaming Authority at (306) 787-5563.