

HOW TO FILE THE MONTHLY OLG REPORT TO THE MUNICIPALITY

1. Month AND Year Reported

JULY 2021, AUGUST 2021, SEPT 2021 etc.

Record the month and year that appears on the bank statement that you are referencing for your report. If you are completing the OLG report due for August 31, 2021, the bank statement should be for the month of July 2021 and therefore the report should be the same.

2. Permit #

EXAMPLE: #2021-142

Record the annual permit number that your charity/NPO was assigned by the Licensing Department in March for the season.

3. Number of Assignments

EXAMPLE: 3, 4, 7, 2, etc.

Record the number of assignments that your charity/NPO fulfilled as reflected on your monthly distribution from Play! Charitable Gaming Association.

4. Charitable Organization

EXAMPLE: RCL#10, Boys Club of Scranton, Association for Seniors, etc.

Record your charity/NPO name.

5. Address, Municipality, Postal Code

EXAMPLE: 295 Princess Street, Napanee, N5A 3D2

Record your charity/NPO's address as detailed on your annual permit, or the mailing address if the charity/NPO does not use an office. Please immediately inform in writing, both the Association (PCGA) and the Municipality, of any address changes that occur.

6. Charitable Gaming Centre Supported

EXAMPLE: Play! Gaming & Entertainment or Community Spirit Bingo Centre

Record the gaming centre to which your charity/NPO has been designated.

7. Charitable Gaming Centre Address

PLAY!: 1600 Bath Road, Kingston, ON K7M 4X7 or

8. (A) Previous Period Closing Balance

Record the opening balance of your bank statement for the month you are reporting (July 1, August 1, etc.). **This figure should match with the figure in Box (E) of the previous monthly report, i.e. July 1, \$8,354.02.**

9. Revenue Received from CGC Participation

*EXAMPLE: \$1,295.43 "PCGA-E-BINGO MSP" or
"MISC Payment Play Charitable Gaming Association"*

Record the amount of deposit as stated on the "Bingo Charity Centre Distribution report" sent to your charity/NPO from the Gaming Association. This figure should be the same as on the monthly bank statement.

10. Interest

EXAMPLE: \$2.59

Record any interest accumulated monthly as detailed on the monthly bank account statement.

11. (B) Total Revenue Received

EXAMPLE: \$1,298.02 (1,295.43 + 2.59)

Record the total (revenue received + interest).

12. Administration Expenses

EXAMPLE: Service charge \$4.95 and cheques \$17.56

Record bank fees such as charges for cheque printing, cheque copies, cost of providing a paper statement, or monthly cost of holding the account. These costs are reflective of the charges on your monthly bank statement.

13. (C) Total Administrative Expenses

EXAMPLE: \$7.54 (4.95 + 2.59)

Record the total of all administration expenses as listed above.

14. Use of Proceeds Paid To*- Trans.Date*- Purpose*- Amount*

EXAMPLE:

<i>Martha's Table*</i>	<i>July 12*</i>	<i>donation*</i>	<i>\$ 500.00*</i>
<i>Sports Centre*</i>	<i>July 16*</i>	<i>equipment*</i>	<i>1,595.00*</i>
<i>Loyalist Township*</i>	<i>July 28*</i>	<i>rink fees*</i>	<i>3,420.00*</i>

Record all debits (money used) from the account whether processed by cheque, automatic billing, or EFT.

15. (D) Total Use of Proceeds Expenses

EXAMPLE: \$5,515.00 = (500.00 + 1,595.00+ 3,420.00)

Record the total of all expenses as recorded.

16. (E) Closing Balance as of this Report (A+B-C-D) (closing bank balance)

*EXAMPLE: \$4,129.50 = (A 8,354.02+ B 1,298.02) - \$7.54 - \$5,515.00 and
\$4,129.50 = closing balance on July 31st*

Record the total as described. This must match the closing balance of the bank statement.

17. Other comments

This box is for your charity/NPO to add short notes to the Licensing Department with regard to this report. Anything that requires detailed explanation should have a separate sheet attached.

18. ✓ Required Attachments

✓ Photocopies of bank statements, invoices/receipts (as appropriate), and cancelled cheques (front and back) for the month covered by this report.

✓ Changes to any information that is required to be on file with the Municipality.

ALL documentation in support of the report must be included with the report, including any e-mails from agents of the Licensing Department, approving “use of proceeds” which may not be part of regular usage.

19. We, as the signing officers of the above charity/NPO, certify that the above information is full and correct and that our charity/NPO has fulfilled its bona-fide member obligations to the Charitable Gaming Centre Association operating at the premises listed above.

Although signature requirements were amended through the unpredictable pandemic, it is a requirement that two signers give authorization of the report as detailed.

Designated Bona-Fide Member—an active member of the eligible charity/NPO in good standing, who has activities within the charity/NPO beyond conducting lottery events.

“Members of convenience” whose only activity is to assist at bingo or lottery events are not considered to be bona-fide members.

Signing Officer—any designated bona-fide member authorized to sign on the lottery trust account on behalf of the charity/NPO.

20. The completed report and required supporting documentation must be submitted to the Licensing Department’s municipal office no later than 4:30pm on the final business day of the month that the report is due.

The package can be placed in the secure drop box at 1211 John Counter Blvd., e-mailed to licensingapplications@cityofkingston.ca, or mailed to the City of Kingston Licensing Office c/o 216 Ontario Street, Kingston, ON K7L 2Z3. Agents advice for agencies is to retain a record of when and how your report was submitted in case of any delivery issues that arise.