

Groups may use gaming proceeds to pay a reasonable fee for the preparation of gaming financial reports, including payment to a third-party individual. The group may not pay directors or volunteer executive officers of the group to prepare gaming financial reports.

Gaming proceeds must not be used to pay for any other financial report.

Gaming financial reports include:

- Casino
- Raffle
- Bingo
- Pull-Ticket
- Supplementary
- Consolidated
- Building Account

If a third-party completes the gaming financial report, the name and address of the individual must be provided in the “Report Completed by” section of the report.

When a Chartered Professional Accountant (CPA) in good standing completes the gaming financial report:

- Only bank statements and negotiated (cleared) cheques must be provided with the report
- Invoices/receipts are not required; however, the group must provide them upon request

Two volunteer executive members of the group must sign financial reports.

The group must keep records for two years after the licence expires and provide copies to AGLC upon request.

The cost of preparing the gaming financial report is to be identified under expenses.

The group is not required to use the Request to Use Gaming Proceeds to Pay Wages/Salaries (Form 5442) to pay accounting fees for gaming financial reports.

For more information, contact AGLC Financial Review:

- 780-447-8600 or toll-free 1-855-506-1066 ext. 7454
- financial.review2@aglc.ca.