**LETTER OF APPLICATION – OPTION 2**

**Managing Event Revenue through an Association Clearing Account**

**Minimum Gaming Account Operating Controls**

**Insert Bingo Association Name**

Insert Address

Insert City/Town, Alberta Insert Postal Code

Phone: (xxx) xxx-xxxx Fax: (xxx) xxx-xxxx

Insert date, 20

The insert Bingo Association name on behalf of the membership is seeking approval to manage their bingo event revenue through an association clearing account consistent with Section 12.1.6 of the Bingo Terms and Conditions and Operating Guidelines (BTCOG) financial tab in the Commercial Bingo Handbook (CBH) and with the minimum clearing account operating controls outlined in Section 12.1.6 e) i) of the BTCOG financial tab in the CBH.

Clearing Account: Insert Account Number Check one:

 Insert Bank Name New Account [ ]

 Insert Bank Address Existing Account [ ]

 Insert City/Town, Alberta

 Insert Postal Code

**A) Management of bingo event revenue through the Association clearing account will be performed as follows:**

1. On an event by event basis, deposit slips are prepared by the Bingo Chairperson with the assistance of the Hall Advisor. The deposit is then insert description of the process of delivery to the bank and the frequency of deposits. Note: The deposit must be delivered to the bank within 3 banking days of the bingo event, per Section 12.1.4 b of the BTCOG financial tab in the CBH.
2. Applicable amounts will be transferred to the following accounts:
	1. Clearing Account to Pool Account (Insert account number)
	2. Clearing Account to Gaming Operational Account (Insert account number)
	3. Clearing Account to eBingo Account (Insert account number)
3. Account transfers for the bingo pool account will be completed within five (5) banking days of bingo event, per Section 12.1.6 a) iv) of the BTCOG financial tab in the CBH.
4. .

Note: Does your existing pool agreement provide for a clearing account?

 Yes [ ]  No [ ]

 If no, please provide a revised pool agreement for review.

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1. Account transfers for the eBingo account (if applicable) will be completed as follows:
	1. For bingo events held between Monday and Sunday of each week the Alberta Gaming, Liquor and Cannabis Commission (AGLC) sweep amount shall be transferred to the eBingo approved bank account prior to midnight on the following Tuesday.
2. Clearing account transfers will be done by the insert position (insert name). In her/his absence, arrangements will be made with one of the insert number other signing authorities on the Executive to transfer the amounts.
3. Bingo event proceeds (or bingo event loss) shall be calculated as follows:

Gross bingo event revenue less;

* 1. Cash prizes and progressive pot contributions
	2. Cash shortages (or plus cash overages)
	3. Regular and special game cheque prizes
	4. Facility Licensee fixed fee \*\*\*
	5. Other:

\*\*\* Note: In the case of an association that has not yet been approved for a fixed fee; rent and other approved association expenses, as outlined in the approved bingo program shall take the place of the fixed fee in the above calculation.

**B) Minimum Gaming Account Operating Controls:**

1. All insert Bingo Association name gaming accounts require two signing authorities. However, transfers from the association clearing account to those accounts listed in section 2 above may be authorized by any one of the five signatories listed in section 2 below.
2. Signing authority on all gaming accounts will be any two of the following (maximum 5 signatories, as per Section 12.1.4 c) v) of the BTCOG financial tab in the CBH.
	1. Insert name - Insert position
	2. Insert name - Insert position
	3. Insert name - Insert position
	4. Insert name - Insert position
	5. Insert name - Insert position

Note: Per Section 12.1.4 c) iv) of the BTCOG financial tab in the CBH the second authorized signatory on the gaming account and bank transfers shall consist of only volunteer/elected bingo association representatives.

3. Insert position (insert name) will prepare the disbursement request, which will be signed by any two of the authorized signatories, listed in section 2 above.

 Note: The disbursement request may be prepared by one of the authorized signatories, listed in section 2 above, or may be prepared by a different individual.

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The disbursement request will be in the form of *(Choose one or both)*:

[ ]  a stamp on the invoice

[ ]  a completed disbursement request form

and will contain the following information: the payee, the purpose, the amount of the cheque or transfer, and the date approved.

*In the procedures/processes outlined in sections 2 and 3 above it is a requirement that any individual who signs a cheque or approves a bank transfer must also sign the disbursement request verifying that:*

1. *they have approved the purpose of the disbursement;*
2. *the disbursement request matches the payee and the dollar amount indicated on the invoice, and*
3. *the cheque or bank transfer matches the payee and the amount indicated on the disbursement request.*

4. The insert position (insert name) who does not have signing authority, will receive the unopened bank statements and complete the Bank Statement Reconciliation Check List for each of the Association’s gaming bank accounts and forward these documents to the individual named in section 5 below within 5 banking days of receipt of the bank statement. See attached sample and submit a copy of the form your association will use.

5. The insert position (insert name) will return the completed Bank Statement Reconciliation Check List and bank statement to insert position (insert name) who will perform a bank statement reconciliation for each of the Association’s gaming bank accounts within 5 banking days of receiving the bank statement and completed Bank Statement Reconciliation Check List from the individual named in section 4 above.

6. The insert position (insert name) will forward a copy of the completed Bank Statement Reconciliation Check List, bank statement and bank reconciliation for all pool accounts to AGLC by the end of the month in which the bank statement is received.

The insert Bingo Association name intends to start managing bingo event revenue through the Association clearing account effective insert date.

1. We the undersigned President and Hall Manager of the insert Bingo Association name sign this application on behalf of the membership of the insert Bingo Association name, fully understanding and agreeing that the Association and its member clubs commit to manage bingo event revenue and administer all gaming accounts from the date of approval and forward as outlined by us in this application and as stipulated in the CBH. We further certify that the Association will not deviate from the procedures listed above without the prior written approval of Alberta Gaming, Liquor and Cannabis Commission.

Signed on behalf of the membership of the insert Bingo Association name,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Signature*

Insert name Insert name

President Hall Manager

**Bingo Hall**

**Pooling Agreement**

**Dated:     , 20**

**Between**

**Those parties listed in schedule “A” who are all members of the**

**Bingo and who’s signing officers**

**have executed this agreement**

**(Referred to hereafter as the “depositors”).**

**WHEREAS** the depositors have been granted approval by the Alberta Gaming & Liquor Commission (AGLC) to conduct bingo as a member of the       Bingo.

**AND WHEREAS** the depositors have agreed to pool and share net bingo proceeds from this date on, until such time as the agreements is voided by a majority vote.

**THEREFORE** the depositors agree as follows:

1. In this agreement:
	1. “Net Bingo Proceeds” means the difference between the total revenues generated by all bingo games, less approved prizes and expenses. (excluding concession)
	2. “Pooled Funds” means the total net bingo proceeds of the depositors placed on deposit in the pooling account.
	3. “Pooling Period” means the period starting the first event day of the month to the last event day of that same month.
	4. “Bingo Premises” means the       Bingo Hall.
2. The bingo hall management will be the trustee of the pooled funds
3. The Trustee will have established a pooling account #      at the       in,       Alberta.
4. The depositors shall pool the net bingo proceeds from all bingo events conducted by them at the       bingo hall on a monthly basis.
5. During the pooling period the depositors shall submit by cheque or bank transfer the net bingo proceeds from all bingo events for deposit to the pooling account.

The net bingo proceeds shall be deposited by the trustee to the “pooling account” within five (5) banking days from the event by cheque or bank transfer.

1. Prior to distribution of pooled funds, any event losses that may have occurred in the pooling period will be reimbursed from the pooling account.
2. When total pooled monies result in a negative balance in the pooling account the association will perform an expense adjustment of the fixed fees through the pool in order to establish a zero balance in the pooling account. There will be no cash call.
3. Upon completion of the bank reconciliation for the pooling period, and no later than the 21st day of the month following the pooling period; cheques will be issued by the trustee in the following manner:

Total pooled monies (minus) all event losses recorded that month (equals) proceeds to be divided equally per event amongst all depositors that have either conducted an event or contributed that month.

1. Each depositor will receive a schedule of distribution for the pooling period, and will be issued a cheque, which may include:
* event losses incurred
* interest earned less bank related charges
* expense adjustment funds.

*Note: Incentives for monthly, anniversary of satellite specials may or may not be included. If you don’t have them – you don’t need this note.*

1. A depositor that does not conduct a bingo event in a pool period shall not be entitled to a share in the distribution for pooled proceeds for that pooling period.
2. Pool allocation details will be submitted to the Alberta Gaming, Liquor & Cannabis Commission (AGLC) via Remote Information Bingo System (RIBS) no later than the 21st day of the month following the pooling period.
3. The pooled funds will be distributed at the end of each month to the charities that conducted bingo events in each pool period. The funds will be disbursed from the pooling account by cheque or bank transfer, which must be deposited to the licensed charity’s bank account.
4. The pooled funds shall be administered as stated in the pool agreement; however, if the       Bingo implements a “bingo revenue operating bank account” account process for handling of gross bingo event revenue as approved by AGLC, the pooled funds shall be administered in accordance with section 8.1.6 of the Commercial Bingo Handbook.
5. The pooled funds from the pull tickets will be distributed as equal portions per event worked to all depositors on a monthly basis.
6. A depositor is subject to a pooled rental agreement as approved by AGLC. The pooled rental agreement is based on attendance per event at $1.00 per head/patron.

This is only applicable if rent is charged by the landlord on a per event basis.

1. Concession:
2. At the Event level the Licensed Charity issues a cheque from its approved bingo bank account to the concession operator for the cost of the Licensed Charity’s concession expense; or
3. The Event concession expenses for the Licensed Charity’s pool period are deducted from the Licensed Charity’s pool allocation cheque; and
4. The concession expense must be entered into RIBS as a bingo expense along with the appropriate bank transaction (sub 8.1.2 c) iii).

**Authorized signing authorities (positions) for Pooling Account:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **President Treasurer**

**Authorized signing Authorities (positions) for Bingo Account:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Vice President Treasurer**

**Names and positions of “Pool Administrator(s)” and names of the bingo signing authorities are as follows:**

**Pooling Administrators: Bingo Signing Authorities:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Secretary/Treasurer Secretary/Treasurer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Vice President Vice President**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **President President**

**SCHEDULE “A”**

**Bingo**

**& Pull Ticket Pooling Agreement**

Dated:      , 20

**Member Club Member Club’s Member Club’s**

**Name Presidents Treasurer**

 **Signature Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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