



The Corporation of the  
City of North Bay  
200 McIntyre St. East  
North Bay, Ontario  
Canada P1B 8V6  
Tel: 705-474-0400

CUSTOMER SERVICE CENTRE  
FINANCIAL SERVICES DIVISION  
Direct Line: (705) 474-0626 Ext. 2102  
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Dear Executive:

**Re: Annual Reporting Requirements**

The Alcohol and Gaming Commission of Ontario's Terms and Conditions for all lottery licences sets out that each Charity shall prepare yearly financial statements in accordance with the CICA Handbook in relation to their **Lottery Trust Account**.

In 2001 the Council of the City of North Bay passed Resolution 2001-471 which made the following additional provisions in relation to Alcohol and Gaming Commission's requirements:

1. Net revenues under \$10,000.00 require unaudited Financial Statements.
2. Net revenues from \$10,000.00 to \$25,000.00 require unaudited Financial Statements with the approval of the Board.
3. Net revenues over \$25,000.00 require a full audit prepared by a Chartered Accountant.

Please be advised that the financial statement will only be in relation to your Lottery Trust Account.

Unaudited Financial Statements shall include the following information:

1. Balance Sheet
2. Statement of Income
3. Resolution of the Board of Directors accepting the financial statements. (if applicable)

Please note that you do not require the services of a Chartered Accountant to prepare unaudited financial statements. Any monies expended on the yearly audited or unaudited financial statements are payable from your Lottery Trust Account. This expenditure is only in relation to your Lottery Trust Account.

The above noted financial statements must be remitted to the Licensing Authority within 90 days of the Charity's fiscal year end.

If you have any questions, please do not hesitate to contact our office.

Yours truly,

Judy Bechard  
Issuer of Licences

**UNAUDITED FINANCIAL STATEMENT  
RE: LOTTERY TRUST ACCOUNT**

NAME OF ORGANIZATION: \_\_\_\_\_

YEAR ENDING: \_\_\_\_\_

**GROSS REVENUE:**

Bingo	
Break Open	
Raffles	
Donations Received from other Charities – Please list name of donating Charity on Schedule “A”	
Other – Please provide Explanation on Schedule “B” (i.e. Interest)	
<b>TOTAL <u>GROSS REVENUE</u> FOR THE YEAR</b>	

**EXPENSES:**

Bank Fees	
Licence Fees	
Bingo Shortages	
Use of Proceeds - Please provide Explanation on Schedule “C”	
Other – Please provide Explanation on Schedule “D”	
<b>TOTAL EXPENSES FOR THE YEAR</b>	

## FINANCIAL SUMMARY CONTINUED

Name of Organization: \_\_\_\_\_

Total Gross Revenue	
Less Total Expenses	
Equals <b>NET REVENUE</b> for the Year	
Bank Balance at beginning of Year	
Bank Balance at end of Year	

This Financial Summary and attached Schedules (if applicable) have been approved by the Board of Directors of \_\_\_\_\_ by way of Resolution on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(A copy of the Board Resolution must be attached to this document)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signatures:

\_\_\_\_\_  
Name:  
Title: President/Chairperson

\_\_\_\_\_  
Name:  
Title: Treasurer/Secretary

**SCHEDULE "A"**  
**DONATIONS RECEIVED**

**UNAUDITED FINANCIAL STATEMENT**  
**RE: LOTTERY TRUST ACCOUNT**

Name of Organization: \_\_\_\_\_

Year Ending: \_\_\_\_\_

Date	Name of Organization Donating Lottery Proceeds	Amount of Donation
TOTAL		

Initials of Executive

\_\_\_\_\_

**SCHEDULE "B"**  
**REVENUE FROM OTHER SOURCES**

**UNAUDITED FINANCIAL STATEMENT**  
**RE: LOTTERY TRUST ACCOUNT**

Name of Organization: \_\_\_\_\_

Year Ending: \_\_\_\_\_

Date	Source of Revenue	Amount
<b>TOTAL</b>		

Initials of Executive  
 \_\_\_\_\_

**SCHEDULE "C"**  
**EXPENSES – USE OF PROCEEDS**

**UNAUDITED FINANCIAL STATEMENT**  
**RE: LOTTERY TRUST ACCOUNT**

Name of Organization: \_\_\_\_\_

Year Ending: \_\_\_\_\_

Date	Description of Expense	Amount
TOTAL		

Initials of Executive

\_\_\_\_\_

**SCHEDULE "D"  
EXPENSES - OTHER**

**UNAUDITED FINANCIAL STATEMENT  
RE: LOTTERY TRUST ACCOUNT**

Name of Organization: \_\_\_\_\_

Year Ending: \_\_\_\_\_

Date	Description of Expense	Amount
TOTAL		

Initials of Executive

\_\_\_\_\_