



*Know your limit, play within it.*

You are invited to attend a Town Hall meeting regarding enhancing internal controls for charitable organizations that conduct licensed events or receive gaming grants.

Two meetings are planned in your community on Wednesday, May 11, 2016 at 9:30 a.m. and 1:30 p.m. to be held at the Public Service building on 100 Cranbrook St N, Cranbrook. The meeting will last 90 minutes. There will be a short presentation followed by a question and answer period. There will also be handouts available regarding gaming audits and best practices.

Please note that attendance is optional. The purpose of the meeting is to assist your organization in understanding conditions, guidelines and procedures of gaming funds.

We would appreciate receiving notice of attendance as seating is limited (20 per sessions), so please reply on or before May 9, 2016.

Please feel free to forward this invitation to any groups or individuals you feel would benefit by attending the meeting.

Sincerely,

Jo-Ann McCulloch, B.B.A.  
Charitable Gaming Auditor, Compliance Division  
Gaming Policy and Enforcement Branch  
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*If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.*

**Compliance Review: Records required for the period «Audit Period»:**

1. Gaming account bank statements, cancelled cheques, cheque stubs and deposit books
2. Receipts and original invoices for gaming disbursements
3. Journal or general ledger listing for gaming account
4. Names of cheque signing authorities for the time frame noted
5. Gaming Event Revenue Report(s) for the time frame noted, if applicable
6. Gaming Account Summary Reports for «GASR».

**Additional Notes:**

As the scope of this audit is limited, the organization may be required to provide further information/documentation as the audit proceeds. Although an audit is conducted, Licensing & Grants may still require further information when dealing with grant/license applications.

Non-gaming account information, as detailed above, must also be provided if gaming funds were deposited or transferred to a non-gaming account(s).

For more information on the guidelines and conditions for a Community Gaming Grant, please see the following links:

<http://www.gaming.gov.bc.ca/grants/docs/guide-cgg.pdf?>

<http://www.gaming.gov.bc.ca/grants/docs/cond-cgg.pdf?>