

# Gaming Policy and Enforcement Branch Charitable Gaming Audit and Compliance

## Compliance Enhancement Program

### “Quick Recovery” Checklist

The **Compliance Enhancement Program** has been designed for all community organizations receiving grant monies through direct access or bingo affiliation, as well as those holding gaming event licences. It is intended to help these groups ensure their financial accountability procedures for gaming funds comply with guidelines and conditions issued by the Branch, pursuant to gaming legislation.

The “**Quick Recovery**” **Checklist** highlights areas that can give rise to non-compliance but are easily rectified. It does not cover all the necessary aspects of financial accountability, but if action is taken to address these items before the audit field work is completed, community organizations can significantly improve their compliance with Branch guidelines and conditions.

#### “Quick Recovery” Checklist

1. Ensure gaming cheques are imprinted “**Gaming Account**”.
  - *Maintain a gaming account, specified in the organization’s full name, for the exclusive purpose of receiving, holding and disbursing gaming funds.*
2. Ensure proper **authorization** from your board of directors to transfer funds.
  - *Use electronic transfers and/or automated debits from the gaming account only where the current board of directors has authorized the transactions in writing. The authorization document must specify the purpose and maximum dollar amount permitted for electronic transfer and/or automated debits, and must be included with the gaming account records.*
3. Ensure proper cheque **signing** practices.
  - *Ensure the cheques issued against the gaming account are signed by at least two of the organization’s signing officials; at least one of which must be an officer of the organization.*
  - *Pre-signing of cheques by one or more signing officials is not an acceptable practice.*
4. Ensure your organization, if it is provincially incorporated or registered as an extraprovincial society, is in good standing with the BC Registrar of Companies.
5. Ensure the **Gaming Account Summary Report** is filed with GPEB Licensing and Grants Division within **90 days** after **your organization’s** fiscal year end.
6. Ensure a **Gaming Event Revenue Report**, where applicable, is filed with GPEB Licensing and Grants Division within **60 days** after licence expiry.

Gaming Policy and Enforcement Branch Guidelines, Conditions and Applications are available at [www.pssq.gov.bc.ca/gaming](http://www.pssq.gov.bc.ca/gaming)

***Know your limit, play within it.***