

Conditions for Affiliation with a Commercial Bingo Hall

In order to receive a grant or grants made under section 42 of the Gaming Control Act, as set out in the attached certificate of affiliation, all recipients, including the bingo association at each commercial bingo hall, (collectively referred to as “bingo affiliates” in this document) must comply with the conditions below. The general manager may require the bingo affiliate to repay all or a portion of the grant funds, and/or suspend or revoke a certificate of affiliation for a breach of any conditions set out in this document. In addition, a breach of a condition outlined in this document could result in a penalty under section 98 of the Gaming Control Act.

NOTE: All payments of grant monies to a bingo affiliate are subject to an authorizing appropriation under the Financial Administration Act

Section 1: General and Financial Control Conditions

Unless otherwise noted, all bingo affiliates must comply with conditions 1 through 13.

General Conditions

The bingo affiliate shall:

1. Comply with all provisions of the Gaming Control Act, all regulations and rules under the Gaming Control Act, all policies published by the Gaming Policy and Enforcement Branch (Branch), including the “Guidelines Applying for a Affiliation with a Commercial Bingo Hall”, and all directives issued by the General Manager of the Branch, whether enacted, published or issued before or after the date the Certificate was approved, and as amended from time to time.
2. Comply with all other applicable enactments of the Province, all applicable federal laws and all applicable municipal bylaws.
3. Ensure that all of the information contained in and submitted with the bingo affiliate's “Application for Affiliation with a Commercial Bingo Hall”, or “Request for Updated Administrative Information for Bingo Associations Affiliated with a Commercial Bingo Hall” is true and correct.
4. Ensure that any changes to the information provided in accordance with condition 3 above are immediately reported to the General Manager.
5. Acknowledge the financial assistance of the Province of British Columbia on promotional materials for the funded programs or services, including any signage used for funded capital projects.

Financial Control Conditions

NOTE: Gaming funds are all funds received through licensed gaming events, direct access grants, bingo affiliation grants, gaming fund donations from service organizations, as well as any G.S.T. refunds, interest income and revenues from the sale of assets purchased with gaming funds.

6. The bingo affiliate shall:
 - a. Keep a gaming account in the bingo affiliate's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds;
 - b. Obtain cheques for the gaming account that have the organization's full name and the words “Gaming Account” imprinted on them;
 - c. Maintain gaming account records that clearly show the amount and purpose of each transaction;
 - d. As part of the gaming records, secure and retain all account and transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed;
 - e. Keep a record of all volunteered hours, material and equipment donations that comprise all or part of the local funding requirement, and retain the information as part of the gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed;
 - f. Ensure all 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;

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- g. 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 transfers and/or automated debits, and must be included with the gaming account records; and
- h. Ensure cash withdrawals from the gaming account are not made.

Audit and Reporting Conditions

7. The bingo affiliate shall:
 - a. Submit a "Gaming Account Summary Report" to the General Manager within 90 days of the bingo affiliate's fiscal year end;
 - b. Submit audited statements and any other reports requested by the General Manager within a time period specified by the General Manager; and
 - c. Submit to periodic audits as required by the General Manager within a time period specified by the General Manager. Any reports resulting from those audits may be disclosed publicly, in compliance with the Freedom of Information and Protection of Privacy Act.
8. In addition to condition 7, all bingo affiliates, except Bingo Associations, shall also submit annually to the Branch:
 - a. An updated list of Board of Directors;
 - b. Any amendments or changes to the bingo affiliate's constitution and by-laws;
 - c. Minutes from the last Annual General Meeting; and
 - d. Annual financial statements.
9. In addition to condition 7, Bingo Associations must also submit annually to the Branch, within 90 days of the hall's affiliation anniversary, a completed "Request for Updated Administrative Information for Bingo Associations Affiliated with a Commercial Bingo Hall", including an updated list of Board of Directors.

Grant Fund Disbursement Conditions

10. Grant funds must only be used for purposes approved in writing by the General Manager;
11. All affiliates, except Bingo Associations, must fully disburse grant funds within 12 months of receipt of each grant payment. Bingo Associations must fully disburse grant funds within 24 months from receipt of each grant payment.
12. Grant funds not disbursed in accordance with conditions 10 and 11 above must be transferred to the Minister of Finance;
13. Assets purchased with grant funds not disbursed in accordance with conditions 10 and 11 above must be transferred to the Minister of Finance or, if those assets are not in a form that can be easily transferred to the Minister of Finance, the assets must be donated to an eligible gaming grant recipient or gaming licensee approved in writing by the general manager.

Section 2: Responsibility Conditions

All bingo affiliates, except Bingo Associations, must comply with conditions 14 and 15. Bingo Associations must comply with conditions 16 and 17.

All Bingo Affiliates (except Bingo Associations) - Volunteer Conditions

14. All bingo affiliates, except Bingo Associations, must:
 - a. Fulfill volunteer time commitment requirements to promote awareness of their organization, as specified on the certificate of affiliation and as coordinated by the bingo association at the bingo hall;
 - b. Only use volunteers 19 years of age or older to fulfill in-hall time commitment requirements;
 - c. Not use paid staff to fulfill the affiliate's volunteer time commitments;
 - d. Ensure their volunteers do not receive financial compensation for their time in fulfilling the affiliate's time commitment requirements;
 - e. Ensure their volunteers do not participate as players while fulfilling the affiliate's time commitment requirements; and,
 - f. Ensure their total volunteer time commitment is equally distributed over the period of the affiliation, with the same number of hours being fulfilled each year.

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15. All bingo affiliates, except Bingo Associations, may use grant funds for out-of-pocket expenses incurred by their volunteers as a result of fulfilling the affiliate's time commitment, for which a third party receipt is issued and retained as part of the affiliate's gaming records.

Bingo Association – Oversight Conditions

16. The Bingo Association must:
- a. Represent the interests of its affiliated organizations and deal equitably with and among them;
 - b. Coordinate and monitor each of its affiliated organizations' volunteer time commitments, both in and out of the hall, to ensure annual requirements are met;
 - c. Immediately advise the General Manager if any of its affiliated organizations fail to meet their obligations;
 - d. Maintain a record of all volunteer time commitment schedules, letters and notices, and retain the records for a period of five years from the end of the affiliation year; and
 - e. Distribute information and documentation to its affiliated organizations, as the General Manager may require.
17. If the Bingo Association is also a Gaming Services Provider, the Bingo Association must:
- a. Ensure, to the satisfaction of the General Manager, its role as a bingo affiliate is kept separate from its services as a contracted Gaming Services Provider; and
 - b. Not require bingo affiliates to fulfill any of the duties of the Gaming Services Provider as a condition of membership.

Section 3: Use of Grant Funds Conditions

All bingo affiliates must comply with section 18. In addition, all bingo affiliates, except Parent Advisory Councils (PACs), Service Organizations and Bingo Associations, must also comply with condition 19; PACs must also comply with conditions 20 through 23; Service Organizations must also comply with conditions 24 through 29; and, Bingo Associations must also comply with condition 30.

All Bingo Affiliates – Ineligible Disbursements

18. Unless otherwise noted in this document, bingo affiliates must not use grant funds for the following ineligible purposes:
- a. Costs not related to the direct delivery of an eligible bingo affiliate's programs and services;
 - b. Activities that do not deliver an immediate benefit to the community;
 - c. Capital projects totaling \$20,000 or more, unless approved in writing in advance by the General Manager. Capital projects include construction of new facilities, renovation or maintenance of existing facilities and property development;
 - d. Travel that is social, recreational or invitational in nature, or travel for Annual General Meetings, Board meetings, retreats, conferences or inter-league tournaments;
 - e. Out-of-province travel, unless approved in writing in advance by the Branch;
 - f. Out-of-province or out-of-country aid;
 - g. Past debt, loan or interest payments;
 - h. Professional development of staff;
 - i. Sustaining or endowment funds;
 - j. The procurement of a contract or the delivery of contracted services for which the organization is contracted and/or funded;
 - k. Research;
 - l. Subsidized housing; and
 - m. Vocational training.

All Bingo Affiliates (except PACs, Service Organizations and Bingo Associations) – Eligible Disbursements

19. All bingo affiliates, except PACs, Service Organizations and Bingo Associations, may only use grant funds for eligible disbursements related to the direct delivery of their eligible programs and services within BC including, but not limited to:
- a. Operational costs, including, but not limited to, items such as wages, utilities, facility rental and supplies;

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- b. Rental or purchase of essential equipment;
- c. In-province travel. Out-of-province travel must be pre-approved in writing by the Branch, and will only be approved in exceptional circumstances;
- d. Membership fees in any BC organization that represents the bingo affiliate's interests;
- e. Capital acquisitions, such as computers, furniture or vehicles, which will be owned by the organization;
- f. Capital projects with a total cost under \$20,000. Capital projects totaling \$20,000 or more require prior written approval from the Branch; and,
- g. Scholarships and bursaries awarded directly to a student for post-secondary education on the basis of academic merit or financial need. The selection criteria and procedure must be determined by the board of an eligible organization, and the group from which the recipient is selected must not be comprised primarily of the organization's members or their families.

PACs (includes parent groups at eligible independent schools) – Eligible Disbursements

20. PACs may only use grant funds for eligible disbursements within BC that benefit students by enhancing the extracurricular opportunities of a variety of student activities, including, but not limited to:
- a. Student publications: newsletters, yearbooks;
 - b. Student competitions: writing, debating, chess, music;
 - c. Student computers: software, hardware, accessories;
 - d. Student societies: drama club, student society;
 - e. Student ceremonies: graduation, dry grad;
 - f. Student conferences or educational field trips within BC;
 - g. Uniforms and equipment for extracurricular activities;
 - h. Sports or playground equipment;
 - i. Awards and trophies;
 - j. Scholarships and bursaries;
 - k. Student transportation and travel within BC; and
 - l. Capital projects totaling under \$20,000 (not including school property maintenance or construction).
21. PACs must retain management and control of the grant funds.
22. PACs cannot transfer gaming funds to schools or school districts unless it is to reimburse a school or school district for a purchase made on behalf of the PAC and at the PAC's request.
23. Where a school closes or substantively downsizes, that school's PAC may, at its sole discretion, disburse funds from its gaming account to another eligible PAC to reflect the reassignment of students.

Service Organizations – Eligible Disbursements

24. Service organizations must donate all grant funds to the following organizations and individuals, less the amount permitted in conditions 15 and 29:
- a. Organizations, programs or services that meet all eligibility criteria outlined in the Guidelines, and the donated grant funds will be disbursed by the donation recipient in a manner consistent with conditions 18 through 23;
 - b. Individuals or families where relief is of a short-term nature or a one-time payment intended to relieve an exceptional condition or circumstance; or
 - c. An organization associated with the service organization, as long as the recipient organization:
 - i. Meets the eligibility criteria outlined in the Guidelines;
 - ii. Has a democratically chosen board that is separate from the board of the donating service organization; and,
 - iii. The donated grant funds are used in a manner consistent with conditions 18 through 23.
25. Service organizations must monitor the use of the donated grant funds by the donation recipient and must immediately report to the Branch any suspected or known instance where grant funds are not disbursed in a manner consistent with conditions 18 through 23.
26. Service organizations must not use grant funds for their own programs or expenditures, except as permitted in conditions 15 and 29, unless the Branch has provided prior written approval for the program or expenditure since August 19, 2002 when the Gaming Control Act was proclaimed.
27. Service organizations must not donate grant funds to, or accept grant funds from, another service organization.

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28. Service organizations cannot donate to a capital projects totaling \$20,000 or more unless the Branch has provided prior written approval for the project.
29. Service organizations may retain up to 7 percent of grant funds received through bingo affiliation for their own purposes.

Bingo Associations – Eligible Disbursements

30. Bingo Associations must use grant funds for purposes consistent with their roles and responsibilities as set out in condition 16 including, but not limited to:
 - a. Operational costs, including, but not limited to, items such as wages, utilities, facility rental and supplies;
 - b. Rental or purchase of essential equipment;
 - c. In-province travel. Out-of-province travel must be pre-approved in writing by the Branch, and will only be approved in exceptional circumstances;
 - d. Membership fees in any BC organization that represents the Bingo Association's interests;
 - e. Capital acquisitions, such as computers, furniture or vehicles, which will be owned by the organization; and,
 - f. Costs related to Annual General Meetings and other association meetings within BC.