

Monthly eBingo Reporting Requirements

As per the *Revitalization of Charitable Bingo & Gaming Initiative – Policies and Standards for Charities* all charitable organizations must submit Permit Reports to the Municipality of Chatham-Kent monthly on the “Use of Proceeds”.

Please email reports to cklicensing@chatham-kent.ca

Alternatively, reports may be dropped off at any Municipal Service Center, or mailed to the following address:

Municipality of Chatham-Kent
Attention: Licensing Services
315 King St West
P.O. Box 640
Chatham ON N7M 5K8

The following schedule outlines the due date for each report:

Reporting month	Due Date	Reporting Month	Due Date
January	March 1 st	July	September 1 st
February	April 1 st	August	October 1 st
March	May 1 st	September	November 1 st
April	June 1 st	October	December 1 st
May	July 1 st	November	January 1 st
June	August 1 st	December	February 1 st

Bingo report reminders:

- Remember to attach a copy of your organizations monthly bank statement to each report.
- Photocopies of cancelled cheques are required.
- Photocopies of invoices are not required. (however, keep invoice with your records in case requested by Licensing Department)
- Remember to attach a copy of your organizations monthly AFT report (that you receive from the Charity Coordinator) to each Permit Report.
- If planning summer holidays, please ensure a designate will complete and submit the monthly report by the required due date.
- Maintain books, records and other documents in support of all financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the bingo.