
INFORMATION BULLETIN No. 59

Bingo Revenue Model for Pooling Bingo Halls Hall Charities Association Administrator (January 2009)

The Bingo Revenue Model (BRM) implemented on May 1, 2007, aimed to provide maximum adaptability for the charitable bingo industry so that it can react to a rapidly changing entertainment environment. The BRM provides a balance of increased flexibility and enhanced accountability in order to ensure that the continued high standards of honesty, integrity and financial responsibility are maintained within the industry.

In order to achieve enhanced accountability, Hall Charities Associations (HCA) are required to retain the services of a Hall Charities Association Administrator (HCA Administrator) approved by the Registrar of Alcohol and Gaming. Clarification regarding the role of the HCA Administrator has been requested from the industry.

The HCA Administrator is an employee of the HCA and may be paid for his/her services from charity revenues. The HCA shall be responsible for and oversee the work of the HCA Administrator. An HCA Administrator may work at more than one bingo hall.

In accordance with the BRM, enhanced conflict of interest guidelines were introduced. HCA Administrators must maintain an arm's length relationship with Bingo Hall Owners or Operators as well as the Executive of both the HCA and Member Organizations of the HCA. To that end, an HCA Administrator must not be associated with the Bingo Hall Owner or Operator, must not serve as a member of the HCA executive nor the executive of any Member Organization of the HCA, nor act as a bona fide member in the conduct and management of charitable gaming events at the hall where he/she is the HCA Administrator. However, he/she may be a member-at-large of a Member Organization.

The HCA Administrator coordinates and administers HCA activities, including:

- Coordinating the submission of all municipal and First Nation authorization applications for the Member Organizations of the HCA (charities are responsible for authorization applications – completing and signing)
- Filing the summary application with the Licensing Authorities (submitted to municipality or First Nation to be forwarded to AGCO)

- Coordinating submission of licence amendment requests on behalf of the Member Organizations of the HCA after consultation with the Bingo Hall Owner or Operator
- Coordinating consistent preparation of event reports – event reports completed by Member Organizations of the HCA immediately following the event
- Providing Licensing Authorities with report(s) summarizing information on behalf of the HCA
- Making monthly statements available to each Member Organization of the HCA upon request or as required
- Administering one (1) consolidated designated trust account to track all revenue
- Administering one (1) consolidated designated trust account to deal with U.S. funds, if applicable
- Scrutinizing reports and calculations of other revenues from the Bingo Hall Owner or Operator and calculating appropriate operator payment from the lottery proceeds
- Payment of licence fees from the lottery trust account (requires signatures of two bona fide members of HCA Member Organizations)
- Payment of HCA administration costs from the lottery trust account (requires signatures of two bona fide members of HCA Member Organizations)
- Calculating and distributing net proceeds to Member Organizations of the HCA (requires signatures of two bona fide members of the HCA Member Organizations)
- Assisting HCA in establishing and maintaining session schedule, dates and times for each member organization per the licensing authority's direction
- Forecasting, monitoring and analyzing the game schedule and mix of games, including the operator's recommendation on these elements, to ensure compliance with the maximum 70% prize board payout percentage requirement.

Hall Charity Association executives must ensure that their HCA Administrator has filed with the Registrar an Application for Registration as a Charitable Supplier (form 6170) and an accompanying Personal Disclosure Form (form 6182). The submission of these forms by the HCA Administrator is required on a one-time basis, and is an ongoing step in achieving the enhanced accountability necessary under the Bingo Revenue Model.

If you have any questions or require further clarification, please contact:
 Jody Michelle Rempel, Senior Licensing & Registration Officer at
 416 326-8354 or 1 800 522 2876 (toll free within Ontario).

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