

12. BANKING REQUIREMENTS

POLICY

Each charitable organization shall open and maintain a separate bank account to accept cGaming funds. The funds must remain separate from other funds including general funds, funds from other licenced events, etc. and shall only be used for approved use of proceeds based on municipal Permit requirements.

STANDARDS

a) Bank Account

- i. A designated business account shall be maintained in the name of the Permittee, and shall have the following features:
 - chequing account in Canadian Funds
 - a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee
 - payment/withdrawal privileges and monthly statements issued
 - Printed online banking statements are permitted for monthly reporting, providing they are statements. A printout of the account transaction history page is not acceptable
 - cash withdrawals are not permitted
 - all cheques returned with monthly statement or available for printing online
 - two signatures required on cheques
- ii. Deposit into the account all monies derived from cGaming with Ontario Lottery and Gaming (no other funds may be deposited into this account)
- iii. Assignment shares from OLG will be transferred by the CGCA via electronic funds transfer so the Permittee must ensure that its account has the capability of receiving EFT payments
- iv. All monies derived from OLG's charitable gaming program must be deposited into the designated account
- v. Organizations are not permitted to transfer funds from the designated business account into another account. All approved expenses (as per the Permit) must be paid directly from the designated business account unless specifically permitted by the Municipality.
- vi. If an organization is unable to use their cGaming proceeds for approved uses in the community, the Municipality shall direct the funds be returned to the CGCA for distribution on a pro rata basis to its current membership (e.g. Organization dissolution, change of objects and purposes)

b) Payments

- i. Payments/withdrawals may only be made for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
- ii. There must be sufficient funds in the account to cover all payments. Overdrafts are not permitted.

c) Credit / Debit Cards

- a. The Permittee may use credit cards (personal or in the name of the organization), personal debit cards, or PayPal to pay for approved expenses subject to the following conditions:
 - i. Supporting detailed receipts/invoices must be submitted with the monthly Report to Municipality; Payment confirmations will not suffice.
 - ii. Payment to the account or reimbursement to an individual must be paid separately from the designated business account using online banking or by a cheque and match the total amount of the eligible receipts during the period. Fees or interest charges may not be paid from this account.
 - iii. Organizations can use VISA Debit cards which can be 'loaded' with smaller amounts, which act similar to cash, as an option to reduce liability and risk

d) Online Banking

- a. The Permittee may use online banking with their designated business account to pay for approved expenses subject to the following conditions:
 - i. Charities must submit a print out of the transaction from the source (bank website) as a part of their report to the municipality and keep supporting receipts/invoices for review should the municipality request them;
 - ii. Online banking can be used for approved use of proceeds expenses only and only to the bank's preauthorized payees (e.g. Hydro One, Bell, VISA, etc.)
 - iii. All transactions must be approved by two designated signing authorities on the account.

e) Investments

- i. The Permittee may make temporary investments in instruments insured by the Canada Deposit Insurance Corporation (CDIC) if it receives prior approval from the permitting authority. These investments cannot exceed the maximum insured by the CDIC.
- ii. The Permittee shall not deposit monies received from any source other than OLG's charitable gaming centres - into the designated business account except funds earned or credited directly from the charitable gaming proceeds through interest income or HST rebate on permitted expenditures.

f) Account Closure

- a. If it is necessary to close the account due to the Permittee no longer participating in cGaming the Permittee must seek approval from the municipality on the disposition of the funds. Funds must be used for the approved purposes or donated to an approved organization for charitable purposes. A final report must be submitted to the Municipality.

ontario charitable gaming association
ocga

Policies and Standards for Charities