

From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: VUFC - Gaming Audit
Date: Thursday, August 24, 2017 12:04:43 PM
Attachments: [VUF act 2 nov 2016.pdf](#)
[Board Mintues - February 20, 2017 \(FINAL\).pdf](#)
[Board Mintues - January 23, 2017 \(FINAL\).pdf](#)
[Board Mintues - May 8, 2017 \(FINAL\).pdf](#)
[Board Mintues - March 13, 2017 \(FINAL\).pdf](#)
[Board Mintues - November 14, 2016 \(final\).pdf](#)
[Board Mintues - October 17, 2016 \(final\).pdf](#)
[Board Mintues - September 12, 2016.pdf](#)
[VUFC Membership - Registration 2017-2018.xlsx](#)

Hi Dallas

Please see attached

1. Copies of the cheques ^{s.21} and s.21 (we ordered from the bank) this is reimbursing the operating account for the following:

- a. Chq ^{s.21} (dated Oct 31, 2016) for ^{s.21} was for UNA permits 9001049 and 9001060 paid on May 31, 2016; and
- b. Chq ^{s.2} for ^{s.21} (dated Oct 31, 2016) was for Soccer Express payments (inv 10884 and inv 10889) in October 2016. (can send the invoices if needed)

2. Please see attached board minutes as requested

3. List of voting members – attached excel spreadsheet

Let me know if you have any questions

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT+ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

V6R 4N6

E. eric@vanderluit.com

P. 604-739-2066, Ext. 222

F. 604-739-2089

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From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: August-16-17 11:30 AM

To: Eric Vanderluit

Subject: VUFC - Gaming Audit

Good morning Eric,

I just wanted to touch base with you regarding some information that I need to get from you.

- 1) Cheque images for cheque ^{s.21} and ^{s.21} as discussed when I was at your offices.
- 2) Copies of 6 Board of Directors meetings between May 1, 2016 and April 30, 2017.
- 3) A list of voting members.

If you have any questions, please let me know.

Thanks,

Dallas

Dallas Smithson, CPA, CGA

Compliance Gambling Auditor I

Gaming Policy & Enforcement Branch

220 - 4370 Dominion Street

Burnaby, BC V5G 4L7

Tel: 604-775-1196

Fax: 604-660-0267

Email: dallas.smithson@gov.bc.ca

Know your limit, play within it.

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: VUFC - Gaming Audit
Date: Wednesday, August 16, 2017 1:46:22 PM

Hi Dallas

We are looking for the mailed copy of the statements – so far we can only find the computer copy

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT + ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

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- 1) Cheque images for cheque 571 and 571 as discussed when I was at your offices.
- 2) Copies of 6 Board of Directors meetings between May 1, 2016 and April 30, 2017.
- 3) A list of voting members.

If you have any questions, please let me know.

Thanks,

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Email: dallas.smithson@gov.bc.ca

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If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: Questionnaire
Date: Wednesday, August 2, 2017 10:30:51 AM

Hi Dallas

9 am works well (can come earlier if you like – we start around 7 am generally)

The address is correct – corner of 4th and Alma

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT+ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

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From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: August-02-17 10:20 AM

To: Eric Vanderluit

Subject: RE: Questionnaire

Great. I will plan to be there around 9:00 am (depending on traffic etc.).

Just to confirm the address is: 300 - 2083 Alma Street, Vancouver, BC?

Thanks,

Dallas

Dallas Smithson, CPA, CGA

Tel: 604-775-1196

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Wednesday, August 2, 2017 10:18 AM

To: Smithson, Dallas H FIN:EX

Subject: RE: Questionnaire

Hi Dallas

Wednesday the 9th works for me

What time?

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT+ASSOCIATES INC

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300 - 2083 Alma Street

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From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: August-02-17 10:07 AM

To: Eric Vanderluit

Subject: RE: Questionnaire

Good morning Eric,

I have worked through most of the banking info you sent me and would like to schedule a time to go through some of the other documents you have prepared. Would next Wednesday, August 9th be a day that works for you? If not, let me know what days are best for you and I will try to work my schedule around that.

Thanks,

Dallas

Dallas Smithson, CPA, CGA

Tel: 604-775-1196

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Thursday, July 27, 2017 11:42 AM

To: Smithson, Dallas H FIN:EX

Subject: RE: Questionnaire

Thanks Dallas

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT + ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

V6R 4N6

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From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: July-27-17 9:28 AM

To: Eric Vanderluit

Subject: RE: Questionnaire

Hi Eric,

Thanks for the email. I will finish up what I need to do as far as the bank info goes and touch base with you early next week to schedule a visit to your office.

Cheers,

Dallas

Dallas Smithson, CPA, CGA
Tel: 604-775-1196

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Wednesday, July 26, 2017 11:44 AM

To: Smithson, Dallas H FIN:EX

Subject: RE: Questionnaire

Hi Dallas

We can't seem to find the June 2015 Gaming account statement

But as you can see from the ending May 2015 balance and the opening July 2015 balance the difference is \$52.00

Which are bank charges.

Hope this is adequate

We are still searching – we went back to the old bookkeeper and the current bookkeeper to see if they have copies – so far no luck.

Thanks

Eric

Eric Vanderluit, CPA, CA

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From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: July-25-17 1:42 PM

To: Eric Vanderluit

Subject: RE: Questionnaire

Hi Eric,

Thanks for sending the questionnaire. I was going through the bank statements last week and noted several months were missing. Could you please send me the following missing months:

1) June 2015

2) September - December 2016

Once have a chance to look through those I will set up a time to visit your office to go through the invoices etc.

Thanks,

Dallas

Dallas Smithson, CPA, CGA

Tel: 604-775-1196

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Monday, July 24, 2017 3:55 PM

To: Smithson, Dallas H FIN:EX

Subject: Questionnaire

Hi Dallas

Please find attached the questionnaire

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT + ASSOCIATES INC

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300 - 2083 Alma Street

Vancouver, BC

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From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: Questionnaire
Date: Wednesday, July 26, 2017 11:44:43 AM
Attachments: [July Gaming Statement.pdf](#)
[May 31 2015 Gaming .pdf](#)

Hi Dallas

We can't seem to find the June 2015 Gaming account statement

But as you can see from the ending May 2015 balance and the opening July 2015 balance the difference is \$52.00

Which are bank charges.

Hope this is adequate

We are still searching – we went back to the old bookkeeper and the current bookkeeper to see if they have copies – so far no luck.

Thanks

Eric

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Thanks,

Dallas

Dallas Smithson, CPA, CGA

Tel: 604-775-1196

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From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Monday, July 24, 2017 3:55 PM

To: Smithson, Dallas H FIN:EX

Subject: Questionnaire

Hi Dallas

Please find attached the questionnaire

Thanks

Eric

Eric Vanderluit, CPA, CA

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From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: Questionnaire
Date: Tuesday, July 25, 2017 3:16:34 PM
Attachments: [image32147.pdf](#)

Hi Dallas

Sorry about missing those

The June 2015 we are looking for still – we are missing both the Chequing and the Gaming June 2015 (we transitioned bookkeepers around that time) will send it when we find it

Never checked after my receptionist scanned them

Please see attached

Thanks

Eric

Eric Vanderluit, CPA, CA

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1) June 2015

2) September - December 2016

Once have a chance to look through those I will set up a time to visit your office to go through the invoices etc.

Thanks,

Dallas

Dallas Smithson, CPA, CGA

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From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Monday, July 24, 2017 3:55 PM

To: Smithson, Dallas H FIN:EX

Subject: Questionnaire

Hi Dallas

Please find attached the questionnaire

Thanks

Eric

Eric Vanderluit, CPA, CA

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From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: Questionnaire
Date: Monday, July 24, 2017 3:55:49 PM
Attachments: [Pre-Audit Questionnaire.pdf](#)

Hi Dallas

Please find attached the questionnaire

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT + ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

V6R 4N6

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From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: Vancouver United Football Association - Gaming Audit
Date: Wednesday, July 12, 2017 4:55:17 PM

Thanks Dallas

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT+ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

V6R 4N6

E. eric@vanderluit.com

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From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: July-12-17 4:31 PM

To: Eric Vanderluit

Subject: RE: Vancouver United Football Association - Gaming Audit

Thanks Eric. s.22 but I will be review the information Friday. You mentioned you are closed on Friday so if I have any questions I will be in touch next week.

Dallas

Dallas Smithson, CPA, CGA

Tel: 604-775-1196

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit [<mailto:eric@vanderluit.com>]

Sent: Wednesday, July 12, 2017 3:46 PM

To: Smithson, Dallas H FIN:EX

Subject: RE: Vancouver United Football Association - Gaming Audit

Hi Dallas

Please see attached as requested

The questionnaire we are just wrapping up – the Club Manager is just reviewing it as we speak – will have it to you shortly

Thanks

Eric

Eric Vanderluit, CPA, CA

VANDERLUIT+ASSOCIATES INC

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300 - 2083 Alma Street

Vancouver, BC

V6R 4N6

E. eric@vanderluit.com

P. 604-739-2066, Ext. 222

F. 604-739-2089

From: Smithson, Dallas H FIN:EX [<mailto:Dallas.Smithson@gov.bc.ca>]

Sent: July-12-17 11:19 AM

To: Eric Vanderluit

Subject: Vancouver United Football Association - Gaming Audit

Importance: High

Good morning Eric,

I thought instead of playing phone tag again I would just send this quick email. If you could email me a copy of the gaming account bank statements and the pre-audit questionnaire, I can do some preliminary work here in our office. This will help save time spent in your office – given the current government situation, we are limiting the amount of travel that we are doing. Once I have had a chance to do that work, I will contact you to schedule a day to spend there going through the rest of the information.

If you have any questions, let me know.

Thanks,

Dallas

Dallas Smithson, CPA, CGA

Charitable Gaming Auditor

Gaming Policy & Enforcement Branch

220 - 4370 Dominion Street

Burnaby, BC V5G 4L7

Tel: 604-775-1196

Fax: 604-660-0267

Email: dallas.smithson@gov.bc.ca

Know your limit, play within it.

If you believe that you have received this email in error, please notify the sender and delete the email from your mailbox.

From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: Vancouver United Football Association - Gaming Audit
Date: Wednesday, July 12, 2017 3:46:40 PM
Attachments: [Vancouver United Football Club - Bank Statements 2.pdf](#)
[Vancouver United Football Club - Bank Statements 1.pdf](#)
[2016 Gaming Account Disbursements.pdf](#)
[Gaming account - Fiscal 2017 transactions.pdf](#)

Hi Dallas

Please see attached as requested

The questionnaire we are just wrapping up – the Club Manager is just reviewing it as we speak – will have it to you shortly

Thanks

Eric

Eric Vanderluit, CPA, CA

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Email: dallas.smithson@gov.bc.ca

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From: Eric Vanderluit
To: [Smithson, Dallas H FIN:EX](#)
Subject: RE: Vancouver United Football Association - Gaming Audit
Date: Wednesday, July 12, 2017 11:21:27 AM

Hi Dallas
Sounds good
Will send you the scanned bank statements for the gaming account
And the audit questionnaire
Thanks
Eric
Eric Vanderluit, CPA, CA

VANDERLUIT+ASSOCIATES INC

Chartered professional accountants

300 - 2083 Alma Street

Vancouver, BC

V6R 4N6

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Thanks,

Dallas

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Fax: 604-660-0267

Email: dallas.smithson@gov.bc.ca

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From: [Eric Vanderluit](#)
To: [Smithson, Dallas H.FIN:EX](#)
Subject: Read: Vancouver United Football Club - Gaming Account Audit
Date: Friday, April 27, 2018 10:23:00 AM
Importance: High

Your message

To:
Subject: Vancouver United Football Club - Gaming Account Audit
Sent: Wednesday, June 28, 2017 9:12:54 AM (UTC-08:00) Pacific Time (US & Canada)
was read on Wednesday, June 28, 2017 9:12:38 AM (UTC-08:00) Pacific Time (US & Canada).

From: postmaster@vanderluit.com
To: ["eric@vanderluit.com"](mailto:eric@vanderluit.com)
Subject: Delivered: Vancouver United Football Club - Gaming Account Audit
Date: Friday, April 27, 2018 10:23:00 AM
Attachments: [Vancouver United Football Club - Gaming Account Audit.msg](#)

Your message has been delivered to the following recipients:
HYPERLINK "mailto:eric@vanderluit.com" 'eric@vanderluit.com'
Subject: Vancouver United Football Club - Gaming Account Audit

From: [Mail Delivery Subsystem](#)
To: mark@vancouverunitedfc.com; paul@vancouverunitedfc.com
Subject: Relayed: Vancouver United Football Club - Gaming Account Audit
Date: Friday, April 27, 2018 10:23:01 AM
Attachments: [Vancouver United Football Club - Gaming Account Audit.msg](#)

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:
HYPERLINK "mailto:mark@vancouverunitedfc.com" mark@vancouverunitedfc.com
HYPERLINK "mailto:paul@vancouverunitedfc.com" paul@vancouverunitedfc.com
Subject: Vancouver United Football Club - Gaming Account Audit

Page 021 to/à Page 023

Withheld pursuant to/removed as

s.22;s.21

Page 024 to/à Page 043

Withheld pursuant to/removed as

s.21

Page 044

Withheld pursuant to/removed as

s.22;s.21

Page 045 to/à Page 048

Withheld pursuant to/removed as

s.21

Page 049

Withheld pursuant to/removed as

s.22;s.21

USE OF PROCEEDS PRE AUDIT QUESTIONNAIRE

Org Name: Vancouver United Football Club

ORG #: 118489

Contact Name: Eric Vanderluit

Email: eric@vanderluit.com

Contact Phone #:604-739-2066

ORGANIZATION / PROGRAMS ELIGIBILITY:

1. What is the purpose of your organization?

The community based club provides soccer programming for over 3,500 youth players from the ages of 3 to 17 years old ranging from competitive play to soccer that is purely for exercise and social interaction.

2. What programs or services do you deliver with gaming funds?

An Active Start program for children aged 3 to 7, a House League for children aged 8 and 9. At the Divisional level (ages 9 to 17), the club has over 125 teams participating in the BC Coastal Girls Soccer, 4 District Soccer, and the local Vancouver Youth Soccer leagues.

We also provide additional related programs: including referee training for youths – for refereeing in our House and Divisional programs. Coach training for our volunteer parent coaching. Coaching conference which is open to coaches in all soccer clubs in the lower mainland to learn and share coaching techniques. Additional skills training programs open to all youths in the lower mainland.

3. For each program or service listed above:

- How does the community directly benefit from the program or service?

We provide opportunity all the youth in the area to participate in sport to maintain their health (both physical and social). We also support children with disabilities to be able to play in younger age groups so they are playing with children with similar emotional maturity. The organization includes players with parents from all income brackets, as well as numerous ethnic and religious backgrounds.

- Does the program or service benefit persons outside of B.C.? No

4. How does the community learn of these programs?

The club has a website and we reach out to neighbourhood schools and Community Centres to spread the word via newsletter articles, signage, posters, etc. The history of our club goes back to the 1950s (our Club is a combination of the former Dunbar, West Pont Grey and Kerrisdale Soccer Associations) as our club is well known.

5. Do you have a website? Address?

<http://vancouverunitedfc.com/main-site>

6. Is access to any of the programs/services listed above restricted to your membership?

Access is not restricted - any child that wishes to register may if they register in the correct age category. Sometimes available spots fill up and we must put the child on a waitlist and give them a spot if one opens up.

Membership:

7. How does one become a member of your group? Can anybody join or is membership restricted?

As noted above, anyone can join if they are in the correct age group and approved to play by the BC Soccer Association. Membership is not restricted.

<p>8. How many current voting members do you have? Do you have non-voting members? If yes, how many current non-voting members?</p> <p>Members are defined in the Club by-laws to include: player parent/guardians; team officials; volunteers; and Directors. Therefore, VanU FC has between 3500 voting members. The Club by-laws does not define non-voting members.</p>
<p>9. Please describe the procedures followed to keep your organization's membership list current.</p> <p>We use an online registration system called Bonzi. It can generate real time reports of all currently registered children and their parents.</p>
<p>10. Are there any membership fees or dues paid by members? Amount?</p> <p>There are no additional membership fees above the program/registration fee paid to ensure each child a spot on the team.</p>
<p>AGMs/Elections:</p>
<p>11. How often are meetings held for general members? Board members?</p> <p>One for general members – the Annual General Meeting normally held in June. There are monthly Board meetings – normally held on the 2nd Monday of the month if that date does not fall on a holiday. As well, there are numerous committees holding meetings throughout the year – including Technical Committee, Finance Committee, Sponsorship Committee, Club Growth Committee, Strategic Planning Committee, Fields and Facilities Committee, etc.</p>
<p>12. When did you hold the two most recent AGMs and how many voting members were in attendance at each one?</p> <p>June 20, 2017 and June 13, 2016</p>
<p>13. How are the Directors chosen and for how long a term? How many Directors on the Board?</p> <p>Directors are elected to the Board. Terms are for two years. VanU FC presently has 15 Directors.</p>
<p>14. Do you record the elections in the minutes?</p> <p>Yes, the AGM minutes record the elections (2016-2017 AGM draft minutes attached for an example).</p>
<p>15. How do you advise the members of the date of the AGM? Please attach a copy of the notification used.</p> <p>The membership are informed of the AGM via electronic messaging (a copy of the latest message is attached).</p>
<p>16. Do you take attendance at the AGM (sign-in sheet)? If so, please provide copies for the last two AGMs.</p> <p>Attendance is taken via sign-up sheets (copies of the last two AGMs are attached)</p>
<p>17. Do any Directors receive remuneration for their Board services?</p> <p>No</p>
<p>18. Are any members of your board or management related?</p> <p>No</p>

<p>19. Is your organization provincially incorporated or registered as an extra-Provincial Society? If so, are your filings up to date? Provincially incorporated and our filings are current</p>
<p>Volunteer Participation:</p>
<p>20. Are management & control of your organization in the hands of volunteers? Yes – we have an active volunteer board of directors that meet for monthly board meetings and numerous committee meetings to review operations, planning and set operational goals. The Club Manager and the Technical Director report monthly to the Board at the board meetings – Club manager is responsible for 3 support staff and the contract bookkeeper. Technical director is responsible for two full time paid employee coaches and numerous contract pro-coaches.</p>
<p>21. What functions are carried out by volunteers who are active voting members? How many of your voting members provide volunteer services to the organization? We have parents who volunteer as team coaches, team managers and Age Group Coordinators (who help create teams for specific age groups and manage the team communication for that age group). We have 3 to 4 volunteers per team so approximately 850 volunteers. As well, we have numerous volunteers assisting with other club operations such as uniform and equipment distribution and collection, etc.</p>
<p>22. Do you have volunteers who are not voting members? If yes, approximately how many and what functions do they provide? All volunteers are voting members</p>
<p>AUDIT/FINANCIAL/OTHER REPORTING REQUIREMENT</p>
<p>23. For programs and services that are funded with gaming funds, has the organization acknowledged the financial assistance of the Province of BC on promotional materials? The provincial logo is included on the VanU FC website home page, and we acknowledge the provincial gaming fund contribution at our pre-season team official meetings.</p>
<p>24. For programs/services that are funded with gaming funds, have there been any instances of known or suspected criminal activity? If yes, what actions were taken? No</p>
<p>25. For each program or service that is funded with gaming revenue, what other sources of revenue do you have? Registration fees. In addition, our organization does receive sponsorship funds and donations.</p>
<p>26. Are you contracted or funded to provide any specific services? No.</p>

<p>27. If you received Community Gaming Grant funding, was it allocated to programs as set out in your application and approved by Licensing & Grants? Or was it allocated in different amounts or to different approved programs? It was allocated to programs as set out in our approved application.</p>
<p>28. Are bank reconciliations prepared to ensure that bank and gaming records match? Who is responsible for making deposits, recording transactions and preparing bank reconciliations? Bank reconciliations are done monthly by our bookkeeper. Our registrar does banking deposits and sends a copy of the deposit slip to the bookkeeper to record.</p>
<p>29. Were any disbursements made from licensed gaming revenues for relief efforts? If so, please describe. No.</p>
<p>FINANCIAL CONTROL REQUIREMENTS</p>
<p>30. Who controls the direction of the organization? The elected Board of Directors.</p>
<p>31. How is it determined how and when funds will be spent from the gaming account? Are significant expenditures approved by the Board? Above what dollar amount? The board approves the annual budget as to how the gaming funds will be utilized. The Board approves all expenditure out of the Gaming Account. (Gaming funds are generally budgeted for purchasing equipment and uniforms – however - generally equipment and uniforms are purchased before gaming funds are received for the year)</p>
<p>32. Who specifically authorizes these payments; what are the procedures involved? The Club Manager approves and sends the invoice to the bookkeeper to be processed for payment. The cheques and related invoices are reviewed by the Treasurer and then sent to two Board members with signing authority to sign the cheques.</p>
<p>33. Who prepares the financial reports/statements and conducts other day-to-day bookkeeping duties? Does this individual have signing authority on the gaming bank account? (also see question #46) The bookkeeper – Renee le Nobel, CPA, CA does the bookkeeping for the club. She prepares statements monthly that are reviewed by Eric Vanderluit, CPA, CA, the Treasurer. Mr. Vanderluit then presents the statement to the Board monthly. Renee le Nobel does not have signing authority.</p>
<p>34. Are there any transfers made between gaming and other operating accounts? If yes, why are the transfers made and who authorizes the transfers? Yes, transfers were made this past year. Some expenses had been paid out of operating before the Gaming funds were received. The Board approved the transfer of funds from the Gaming account to the Operating account to reimburse the operating account for payments for Gaming fund eligible expenses. This was done as many of the expenses for the year had been incurred before the Gaming Funds were received.</p>
<p>35. Is there a regular review of finances at Directors' meetings, and are the details available to the general membership? Are cash balances being actively monitored? By whom? Finances are reviewed monthly at the Board meetings. Cash balances are actively monitored – first by the bookkeeper and then by the Treasurer.</p>

36. Are bank reconciliations prepared to ensure that bank and gaming records match? Who is responsible for making deposits, recording transactions and preparing bank reconciliations? (also see question # 46). Bank reconciliations are done monthly by our bookkeeper. Our registrar does banking deposits and sends a copy of the deposit slip to the bookkeeper to record.
37. Who are the authorized signing officers for your gaming account? Is the signature of at least one Director required on gaming cheques? Peter Delaney (Club Manager), Directors: Ewen Cameron (Secretary), Cynthia Friesen (Vice-President), Liz O'Malley (Vice-President) and Eric Vanderluit, CPA, CA (Treasurer),
38. Do you claim the GST and/or PST rebate for charitable organizations? If so, is the portion applicable to purchases made with gaming funds deposited to the gaming account? We cannot claim GST or PST rebates.
39. Do you receive any donations of gaming funds from service organizations such as Kinsmen, Royal Canadian Legion, etc? If so, are they deposited to the gaming account? What procedures do you follow on receipt of a donation to determine where to deposit it? We do not receive donations of gaming funds.
40. Did you hold any raffles in the last year? If, so was the raffle revenue deposited to the gaming account? How much gross revenue was earned from raffles? We do not hold any raffles.
41. Document the organization's policy on the storage and retention of gaming records: Where are the documents stored? In a filing cabinet in the office and older records are stored offsite – Butler Storage How long are they retained? At least 7 years. Who has access to them? Office staff, Club Manager, Treasurer, Board of Directors
42. Does the organization use a cloud server (using the internet to store data)? If yes, what mechanisms are in place to protect transmissions of data over public networks? (<i>Examples- encryption, virtual private networks</i>). s.21
43. What types of "in-kind" revenue does your organization receive? Volunteer hours, donations of material and/or equipment etc. If yes, how long is the information retained? While we utilize the services of many volunteers, we do not record either in-kind revenue or expense.
44. Does your organization ever pre-sign gaming cheques with one or more signatures? Never. Cheques are only signed after the supporting documentation has been reviewed and approved.
45. Please provide the number of your first and last unused gaming cheques currently on hand? s.21 is the last number on hand.

46. Please indicate who (by position) performs the following tasks:

	<u>Performed by:</u>	<u>Reviewed by:</u>
Makes deposits	Registrar	Club Manager, Bookkeeper, Treasurer
Records deposits	Bookkeeper	Club Manager, Treasurer
Prepares bank reconciliations	Bookkeeper	Club Manager, Treasurer
Approves invoices/expenses	Club Manager / Head Coach	Treasurer, Board of Directors
Records disbursements	Bookkeeper	Club Manager, Treasurer

Licensed Gaming Events

47. What controls are in place to ensure that gaming revenues are deposited intact and directly into the gaming account?
48. Was a ticket reconciliation completed? If so please ensure that copies are sent with your submitted records.
49. Were the members who were responsible for the management and conduct of the event allowed to buy tickets?
50. Was a Gaming Event Revenue Report completed with 90 days after expiry of the event? Ensure that copies of all Gaming Event Revenue Reports are submitted with your records

Peter Delaney / Eric Vanderluit / Renee leNoble

July 24, 2017

Completed by

Date

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VanU FC Board of Directors - 2017-2018

Mark Monro	President
Paul Chapman	Chair
Ewen Cameron	Secretary
Eric Vanderluit	Treasurer
Cynthia Friesen	VP Divisional Girls
Mark Cylwa	VP Divisional Boys
Chantal Cotton	VP Active Start
James Iranzad	VP House
Gord Jaggs	Chair, Fields/Facilities Cmte
Ann Madden	
Craig Chaisson	
Mike Mosher	
Mark Damm	
Leah Walton	
Deborah Williams-Walshe	