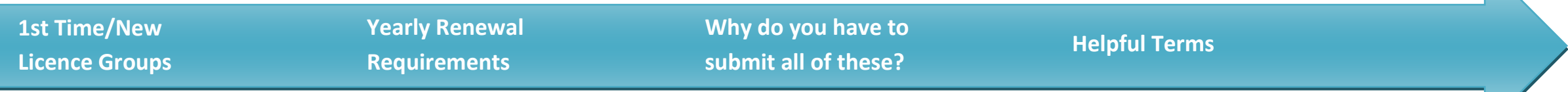


LOTTERY LICENCING HELPFUL INFORMATION



1st Time/New Licence Groups	Yearly Renewal Requirements	Why do you have to submit all of these?	Helpful Terms
<p>Before approval of first licence the following papers must be filed:</p> <ul style="list-style-type: none"> • Canada Customs and Revenue Charitable Organization Registration Number OR Registered Charity Information. • Copy of your constitution and by-laws. • Notification of Charitable Registration. • Financial Statements for previous year. • Previous year detail outline. • Current year detail outline. • Current operating budget. • List of current Board of Directors and contact information. • List of current membership list. • General membership meeting minutes. • Lottery licence organization information--PROVIDED BY TOWN HALL. • Date organization came into existence. • Number of bona fide members. • What are your organization membership requirements? • Aims and objectives of your organization 	<p>Must be completed every year and submitted to the office no later than January 31 in order to renew your licence eligibility every year:</p> <ul style="list-style-type: none"> • Lottery licence information return (PROVIDED BY TOWN HALL) • Lottery licence organization information (PROVIDED BY TOWN HALL) • Complete print out of lottery bank account for previous year-- EVEN IF THERE WAS NO ACTIVITY. • A detailed outline of lottery activity for your organization, current year. <div data-bbox="712 1015 1787 1477" style="border: 1px solid black; padding: 5px;"> <p>Once you have submitted your application for a licence:</p> <ul style="list-style-type: none"> • Please provide up to 72 hours for the application to be processed • Once processed you will receive your lottery licence • When your licence is complete, you will be required to return a completed lottery report to Town Hall, along with the completed report you will need to submit: <ul style="list-style-type: none"> ○ Proof of who won the prize(s) and the \$\$ or prize won ○ Deposit slip showing the raised funds were deposited into their lottery account ○ Balance of proceeds in the lottery account ○ Statement of the lottery account </div>	<p>We are an extension of the AGCO and as their agent; we must ensure their policies are being met.</p> <p>We are to ensure the declaration made in your lottery licence return matches the activity of your lottery bank account.</p> <p>Before your organization is eligible for current year licences this information needs to be submitted by January 31 each year.</p>	<p>Detailed Outline</p> <ul style="list-style-type: none"> • A listing of the year's worth of fundraising events a lottery licence will be applied for. <p>Declaring purposes to raise proceeds on application fund</p> <ul style="list-style-type: none"> • This cannot be a generic statement such as "community betterment". What you are raising funds for must be specific and meet your organization's aims and objectives. <p>Bank Account</p> <ul style="list-style-type: none"> • All funds raised through a lottery licence need to be deposited into a separate bank account ONLY for lottery funds. <p>Year End</p> <ul style="list-style-type: none"> • We realize that not all are fiscal year. • Providing us the majority of information, followed up with the additional information once your year end is compiled is understandable and acceptable, however, certain documents need to be received by Jan 31 each year to reflect the activity of the fiscal (previous) year. • See yearly renewal requirements. <p>Prizes Declaration</p> <ul style="list-style-type: none"> • Single raffles declare one value amount for the item or 50/50. • Series of raffles: declare the complete value ie) Meat raffles on Saturday night. <ul style="list-style-type: none"> • 12 meat draws a night x the meat package value of \$20 • 12 x \$20 = \$240.00 • Raffles are held for 10 weeks • 10 x \$240 = \$2400.00 total value