



Bazaar Lottery Information Package

What is a Bazaar Lottery?

A Bazaar is an event where any combination of the following lotteries may be conducted:

- (a) a raffle not exceeding \$50,000.00 in prizes;
- (b) a bingo not exceeding \$5,500.00 in prizes;
- and
- (c) a maximum three wheels of fortune with a maximum \$2.00 bet.

Enclosures:

- Quick Guide to Lottery Licence Application
- An application to manage and conduct a Bazaar Lottery
- Town of South Bruce Peninsula questionnaire form
- Lottery Licence Terms and Conditions
- Bazaar Lottery Licence Terms & Conditions
- Lottery Report

Licence Application Checklist

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee**
 - 3% of prizes for a bingo
 - 3% of prizes for a raffle
 - \$10 per wheel of fortune per day (cheque payable to the Town of South Bruce Peninsula)
- Completed questionnaire**
- Completed application form**
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses**
- Copy of proposed lottery budget**
- A complete list and value of the prizes to be awarded for each game**
- Confirmation of prize donations or purchases**

- A detailed description of the manner in which the winner will be determined for each game**
- Sample ticket, if applicable**
- Bingo program, if applicable**

First-time applicants must enclose copies of:

- Governing Documents**
Constitution and/or by-laws or letters patent
- Organization's current operating budget**
- Organization's verified financial statements for last fiscal year**
- List of Board of Directors**
- Latest report to the Public Guardian and Trustee, if applicable**
- Charitable number for income tax purposes**
- Revenue Canada notification of registration letter, if applicable**
- Copies of charitable returns to the Canada Revenue Agency for the previous calendar year**
- A detailed description of its activities**
- Organization's Annual Report, if applicable.**



Quick Guide to Lottery Licence Applications

Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance religion
 - advance education
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package.

- This package is used to apply to municipal office of Town of South Bruce Peninsula for charitable gaming event licences.

- Keep a copy of all licence application documents for your records
- Activities are regulated by **Criminal Code of Canada, Sections 206 & 207**, Ontario **Order in Gaming Control Act, 1992** and Regulations.
- You can obtain copies of the **Gaming Control Act and Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at www.agco.on.ca

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the instructions (below) are not followed or if checklist items (on application) are missing. This may result in the cancellation of your charitable gaming event.
- Type or legibly print all information. Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number. It is your responsibility to notify the Town of South Bruce Peninsula of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialed on each document by the **Licence Application** signors and other signors of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired **Licences** may **NOT** be amended or cancelled.

Renewal Applications

Organizations must submit their renewal applications to the Town of South Bruce Peninsula prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration.

If you require clarification on any of the above please feel free to contact:

Town of South Bruce Peninsula
315 George St
Warton, ON
N0H 2T0
519-534-1400 Ext 120
tracey.collins@southbrucepeninsula.com



Application to Manage and Conduct a Lottery Type Scheme at a Bazaar

1. Organization information (Please print or type)

Name of Organization

Address of Organization

City / Town

Province

Phone No.

 ()

Postal Code

GIN #

Fax No.

 ()

For Office Use Only

2. Type of lottery scheme(s) you will be operating

Type of Wheel of Fortune	Number	Type of Raffle	Number & Times of Draws	Total Prize Value
		Type of Bingo	Number & Times of Games	Total Prizes / Game

3. For what purposes will the money raised from this event be used? (attach a separate sheet if necessary)

a)	c)
b)	d)

4. Where will your lottery be conducted?

Name of Premises

City / Town of Premises

Address of Premises

Municipality of Premises

From

Year	Month	Day
------	-------	-----

To

Year	Month	Day
------	-------	-----

Starting Time

Ending Time

5. Certificate

We, _____ and _____, of _____
(Name of Committee Chairperson) (Name of Committee Secretary Treasurer)
(Name of organization) of (Name of municipality)

jointly and severally, hereby certify that:

- 1) We have read, have in our possession, and agree to comply with the provisions of the Bazaar Licence Terms and Conditions under which the Lottery Licence is issued,
- 2) We have read over this application,
- 3) All facts stated, and information furnished herein, are true and correct,
- 4) We are the holders of the offices with descriptive title as set out appearing under our respective signatures below,
- 5) If a licence is granted, we undertake to comply with all the Terms and Conditions of such licence,
- 6) We, the undersigned, as two principal officers of the above-named organization, apply for a licence to manage and conduct a Lottery Type Scheme at a Bazaar to be conducted and managed by us on behalf of the organization.

Committee Chairperson

Name in Full (please print)
Title
Phone Numbers: Business () Fax ()
Date
Signature

Committee Secretary Treasurer

Name in Full (please print)
Title
Phone Numbers: Business () Fax ()
Date
Signature



QUESTIONNAIRE RESPECTING APPLICANTS FOR LOTTERY LICENCE

1. Registered Name of Organization (as shown on Governing Documents):

Operating Name, if different: _____

Business Address: _____

Telephone Number: _____ Fax No. _____

Email Address: _____ Website: _____

2. Is the Organization incorporated as a non-profit organization with Ministry of Consumer & Business Services (Ontario)?

Yes No

Please provide registration date & number: _____

3. Is the Organization registered with Revenue Canada as a charity? Yes No

Please provide registration date & number: _____

4. How long has the Organization been providing services? _____

5. What category best describes the Organization?

- Advancement of Education Relief of Poverty
- Health and Welfare Advancement of Religion
- Other Charitable Purposes Beneficial to the Community: (Please specify sub-category√)
- _ Culture & Arts _ Health & Welfare _ Amateur Sports Organizations
- _ Enhancement of Youth _ Public Safety Programs _ Community Service Organizations

6. Please list and describe the specific programs and services delivered by the Organization and associated cost (do not restate your mandate or mission statement):

Services

Costs

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

7. Approximate total number of members in the organization: _____

8. Date of fiscal year-end _____ Please indicate last day of filing _____ (date)

9. Does the Organization currently manage and conduct any gaming event (lotteries) within the City/Town of South Bruce Peninsula or other Municipalities?

Yes No

Please indicate type of gaming event and location (Municipality)

Bingo _____ Raffle* _____ Break Open Ticket _____ *Bazaars _____

*Please include name and address of Supplier registered under Gaming Control Act, 1992. _____

10. For the purpose of lottery licensing, all organizations must have a lottery trust account. Please complete the following information:

Name of Bank and Address: _____ Trust Account number: _____
 _____ Date Opened: _____

11. Would you like to pick up the Licence?

Yes _____ Telephone Number: (_____) _____

No _____ If no, licence will be mailed out.

Contact Name and Mailing address:

Designated Members in Charge

All Designated Members in Charge must be bona fide members of the organization and are required to complete this form

We, as active, bona fide members of _____ (organization)

hereby certify that as the incorporating documents are current and still in effect.

hereby certify that as the designated members in charge of the lottery for which this application is made, will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery license is issued. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the lottery events. (In addition to the three bona fide members listed below, please include a list of six to eight names, including positions within the organization and telephone numbers (during the day) in order to deal with scheduling and unscheduled absences.)

Print Name in Full	
Title & Other Position(s) held in Organization	
Email:	
Home Address	Number and Street: City and Province : Postal Code :
Phone Numbers	Business : Home :
Date	
Signature	

Print Name in Full	
Title & Other Position(s) held in Organization	
Email:	
Home Address	Number and Street: City and Province : Postal Code :
Phone Numbers	Business : Home :
Date	
Signature	

Print Name in Full	
Title & Other Position(s) held in Organization	
Email:	
Home Address	Number and Street: City and Province : Postal Code :
Phone Numbers	Business : Home :
Date	
Signature	

Names of additional volunteers :

1.	5
2.	6
3.	7
4	8



AGCO

Alcohol and Gaming
Commission of Ontario

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Lottery Licence Terms and Conditions

These terms and conditions apply to all lottery licences issued under the authority of the *Criminal Code* (Canada). There are additional terms and conditions for each type of lottery scheme as well as Standards and Directives issued by the Registrar that must be followed.

Definitions

bingo hall means a type of charitable gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

Board of Directors means the individuals elected or appointed to manage the affairs of the licensee.

bona fide member means an active member of an eligible organization in good standing, who has activities within the organization beyond conducting lottery events. “Members of convenience” whose only activity is to assist at lottery events are not considered bona fide members.

books and records means documents outlining financial details of lottery events and includes but is not limited to, ledgers, sub-ledgers, chequebooks, cheque stubs, deposit books, deposit slips, bank statements, cancelled cheques, receipts, invoices and control sheets.

charitable gaming site means a gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

charitable organization means a corporation, organization, association or partnership which is created primarily for a charitable object or purpose in Ontario, is operated not for profit, and includes a religious organization.

consolidated designated trust account (CDTA) means an account designated as a trust account by the branch of a recognized financial institution within the Province of Ontario into which are deposited by the Hall Charities Association the proceeds derived from events conducted and managed pursuant to lottery licences.

designated lottery trust account means an account designated as a trust account by the branch of a recognized financial institution within the Province of Ontario.

Directive means a directive prescribed by the Registrar to one or more licensees or gaming suppliers directing the licensee or supplier to act or to cease acting in the manner specified in the Directive.

Gaming-Related Supplier means a person who manufactures, provides, installs, tests, maintains or repairs gaming equipment or who provides consulting or similar services directly related to the playing of a lottery scheme or the operation of a gaming site.

gaming site means premises or an electronic channel maintained for the purpose of playing or operating a lottery scheme.

Hall Charities Association (HCA) means an association formed by all the licensees conducting bingo and other lotteries within a bingo hall.

licence means a licence issued to an eligible charitable organization under the *Criminal Code* (Canada) by or under the authority of the Lieutenant Governor in Council to conduct and manage a lottery scheme approved by the Registrar.

licensee means a charitable organization to which a licence is issued.

licensing authority means the authority specified by the Lieutenant Governor in Council as a licensing authority for the purposes of the *Criminal Code* (Canada).

lottery means a scheme for which a licence is available pursuant to s. 207(1)(b) of the *Criminal Code* (Canada).

lottery event means an event at which a lottery is conducted and managed by a licensee.

Registrar means the Registrar of Alcohol, Gaming and Racing.

Standards means standards prescribed by the Registrar for gaming equipment or for gaming services with which Gaming-Related Suppliers must comply. Standards also include standards prescribed by the Registrar with which licensees must comply.

It is a condition of each licence that:

(1) Conduct and management

1.1 The licensee is responsible for and accountable for the overall conduct and management of the lottery.

1.2

- a. The licensee must control and determine all operational, administrative and staffing requirements related to the conduct and management of the lottery.
- b. The licensee must provide the required number of bona fide members prescribed by the Registrar to be in charge of and responsible for the conduct of the lottery on behalf of the licensee.
- c. The designated members in charge must be at least 18 years of age and, on behalf of the licensee, be responsible for:
 - i. applying for the licence;
 - ii. supervising all activities related to the operation of the lottery;
 - iii. carrying out activities required for the conduct and management of the lottery;

- iv. ensuring the completion and filing of the required reports;
- v. ensuring that these Terms and Conditions of licences, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority are complied with; and
- vi. ensuring that all required books and records are kept and that all monies are deposited into the designated lottery trust account or consolidated designated trust account.

1.3 The licensee must comply with all federal, provincial and municipal laws including the *Criminal Code* (Canada) and the *Gaming Control Act, 1992*.

1.4 The licensee must conduct and manage the lottery and ensure that the lottery is operated in accordance with the information supplied on the application and approved on the licence.

1.5 The licensee must pay all fees or other charges that are established or prescribed by the Registrar or established under the *Alcohol and Gaming Regulation and Public Protection Act, 1996* in such manner and time period specified.

1.6 The licensee must ensure that all lottery events are conducted in accordance with these terms and conditions of licences, the applicable terms prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

1.7 As prescribed by the Registrar, the licensee must ensure that the original licence is displayed at the premises where the lottery is being conducted.

1.8 The licensee must conduct only those types of games approved in the application for licence.

1.9 The licensee must ensure that no person directly involved in or responsible for the conduct of the lottery event or involved in the sale of bingo paper, break open tickets or raffle tickets, as the case may be, purchases any bingo paper, break open tickets or raffle tickets, or participates in the game which he or she is assisting to conduct.

1.10 The licensee must not allow any person under the age of 18 to participate in any way as a player in any lottery event.

1.11 The licensee must ensure that no person is extended credit for any gaming activities. Except as may be permitted in the terms prescribed by the Registrar for a specific type of lottery or premises, the licensee must not accept credit cards, employer cheques or personal cheques.

1.12 The licensee must not allow any person who currently has a registration under the *Gaming Control Act, 1992* revoked, suspended or refused to participate in any way in the conduct, management or operation of the lottery event.

1.13 The licensee may exclude persons from participating in games of chance at its discretion.

(2) Use of proceeds

2.1 The net proceeds derived from the conduct of the lottery must be used for the charitable or religious purposes in Ontario that were approved on the application for licence.

2.2 All prizes and permitted expenses incurred as a result of conducting the lottery must be deducted and paid out from the gross receipts derived from the lottery. Unless otherwise permitted by the Registrar, the licensee must not use monies from any other source to pay for expenses related to the lottery.

2.3 All expenses must be directly related to the conduct of the lottery except as may be otherwise prescribed by the Registrar.

2.4 The Registrar may prescribe the method by which expenses will be calculated based on the type of lottery being conducted.

2.5 Each expense must be individually calculated and paid in Canadian funds, drawn on the designated lottery trust account. The licensee must pay separately each Gaming-Related Supplier registered under the *Gaming Control Act, 1992*.

(3) Financial management and administration

BOOKS AND RECORDS

3.1 The licensee must maintain detailed records of the disbursement of all proceeds derived from the conduct and management of a lottery, including receipts for each expense incurred, and for the use of the proceeds for the purposes approved on the application.

3.2 The licensee must maintain books and records and other documents in support of all financial reports or statements. The books and records must be kept up to date and retained for no less than four (4) years from the latter of the date of the lottery event or until the date on which all proceeds have been expended for the purposes approved on the application.

3.3 The licensee must:

- a. provide unencumbered access to the licensee's books and records and other documents including but not limited to, those related to the conduct and management of a lottery within the bingo hall, the use of proceeds from a lottery and the licensee's non-lottery accounts to persons appointed by a licensing authority and to all peace officers; and
- b. deliver to a licensing authority within the time period specified by the licensing authority the licensee's books and records and other documents described in (a) and such other materials as required by the licensing authority for inspection, audit and investigation purposes.

3.4 The licensee must hold all proceeds from the conduct and management of the lottery in trust.

3.5 In order to administer all proceeds from the lottery in accordance with the terms and conditions of licences, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme and any additional terms and conditions imposed by the licensing authority, the licensee must:

- a. open and maintain a designated lottery trust account with cheque writing privileges and monthly statements issued;
- b. ensure that the designated lottery trust account includes either the return of all cheques with the monthly statements or the return of electronically scanned images of the front and back of each cancelled cheque with the monthly statements;
- c. ensure that its designated lottery trust account requires that all cheques or withdrawals have the signatures of at least two (2) bona fide members of the licensee;
- d. deposit all proceeds from the lottery, other than any prizes paid to players during the lottery event, into the designated lottery trust account as soon as practicable; and
- e. use any interest that accrues in the designated lottery trust account for the charitable purposes approved in the application for licence, unless otherwise authorized by the Registrar.

REPORTING REQUIREMENTS

3.6 The licensee must provide a licensing authority with a financial report outlining the results of the lottery event it has conducted and managed in the prescribed form.

3.7 The licensee must ensure that all required reports are prepared within the time period prescribed by the Registrar.

3.8 The licensee must provide to each licensing authority that issued it a licence or authorization, within the time period specified:

- a. financial statements prepared in accordance with the Standards prescribed by the Registrar; and
- b. a summary of the licensee's compliance with these terms and conditions, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

3.9 All documents required by Section 3.8 must be reviewed and approved by the licensee's Board of Directors prior to filing with the licensing authorities.

3.10 A licensee that receives:

- a. less than \$250,000 in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook*;
- b. \$250,000 or more in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook* which have been audited by a public accountant.

3.11 The licensee must provide to a licensing authority within the time period specified by the licensing authority, any information, materials, financial statements, audited financial statements, review engagement reports and compliance reports as the licensing authority may require.

3.12 The licensee may use proceeds from the lottery to pay the expenses of the financial statements and reports required by this section, with the prior approval of the licensing authority.

SECURITY FOR PAYMENT OF PRIZES

3.13 The licensing authority may require licensees to provide security to ensure the payment of all proposed prizes, including in the form of a certified cheque, bank draft, money order or an irrevocable standby letter of credit drawn on a Canadian chartered bank payable to the licensing authority and which expires no sooner than 45 days after the last day of the lottery event specified in the licence.

3.14 For fixed prize values of \$10,000 or more, the security must be an irrevocable standby letter of credit drawn on a Canadian chartered bank, payable to the licensing authority and which expires no sooner than 45 days after the last day of the lottery event specified in the licence.

3.15 The security must be held by the licensing authority until such time as the licensing authority is satisfied that the lottery event has been completed and that all prizes have been paid or awarded.

3.16 Where the licensee refuses or fails to pay out prizes to winners at a lottery event, the licensing authority must realize on the licensee's security and use the proceeds to pay the prizes to the winners.

3.17 Where a prize is not claimed by a winner within a reasonable period of time and, where in the opinion of the licensing authority all reasonable attempts have been made by the licensee to contact the winner, the unclaimed prize must be held in trust by the licensee for a period not less than six (6) months from the date the prize was awarded. At the end of the six-month period, the total amount of the prize held in trust, including interest, must be included by the licensee in the gross proceeds of the lottery event.

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Bazaar Licence Terms and Conditions

Definitions

Bazaar means an event where any combination of the following lotteries may be conducted:

- a. raffle not exceeding \$50,000 in prizes
- b. bingo not exceeding \$5,500 in prizes
- c. maximum three wheels of fortune with a maximum \$2 bet.

bona fide member means a member in good standing of the licensee who has other duties, beyond conducting lotteries, within the organization.

books and records means documents outlining financial details of lottery events, including but not limited to, ledgers, sub-ledgers, cheque books, cheque stubs, deposit books, deposit slips, bank statements, cancelled cheques, receipts, invoices and control sheets.

licensee means an organization which has been issued a licence to conduct a lottery under Section 207 of the *Criminal Code*.

Any Bazaar licence issued is subject to the following terms and conditions, as well as the Lottery Licence Terms and Conditions, and may be subject to audit and investigation by the licensing authority. A breach of any term and condition can result in the cancellation or suspension of the licence or in prosecution.

It is a condition of each licence that:

(1) General

- 1.1 The licensee is responsible and accountable for the overall conduct and management of the Bazaar.
- 1.2 The licensee must comply with all federal, provincial and municipal laws including the *Criminal Code* of Canada and the *Gaming Control Act, 1992* and Regulations.
- 1.3 The licensee must conduct the Bazaar in accordance with the information supplied on the application and approved by the licence.
- 1.4 Each licence must be displayed at the premises where the Bazaar is being conducted.

(2) Staffing

- 2.1 The licensee must designate at least one (1) bona fide, active member to be in charge of and responsible for the conduct of the event. The designated member in charge must be at least 18 years of age and is responsible for:
 - a. supervising all activities related to the conduct of the Bazaar;
 - b. completing and filing the required financial report on the results of the event;
 - c. ensuring that all terms and conditions of the licence and any additional conditions imposed by the licensing authority are complied with;

- d. keeping all required records and depositing all monies into the designated lottery trust account.

(3) Conduct of the event

3.1 No person directly involved in or responsible for the conduct of the Bazaar shall participate as a player in any lottery during that event.

3.2 The licensee must not allow any person apparently under the age of 18 to participate as a player in any lottery.

3.3 BINGOS

- a. The licensee must sell cards to a player by a cash transaction only.
- b. Bingo cards must only be sold on the date of the event.
- c. The licensee must award all prizes as outlined and approved in the application for licence.
- d. The arrangement of numbers required to be covered on a card in order to win the game and the amount of the prize for each game must be announced to the players immediately before each game begins.

3.4 RAFFLES

- a. The licensee must award all prizes as approved in the application for licence.
- b. The licensee must sell tickets only by a cash transaction.
- c. The licensee must retain all unsold tickets for one (1) year from the date of the event.
- d. Tickets must be consecutively numbered.
- e. The following information must be on each ticket:
 - i. the licence number;
 - ii. the name of the licensee;
 - iii. a description of the prizes;
 - iv. the price of each ticket;
 - v. the number of the ticket;
 - vi. the total number of tickets printed.
- f. For raffles and penny auction raffles where tickets are sold and the draw is conducted at a single premises for a period of not more than one (1) calendar day, the licensee is exempt from the requirements of section 3.4(c) and 3.4(e) of these terms and conditions.

3.5 WHEELS OF FORTUNE

- a. The licensee may use chips, tokens or cash as the betting medium.
- b. The minimum bet is 50¢ (fifty cents).
- c. The maximum bet is \$2 (two dollars).
- d. All bets must be in multiples of 50¢ (fifty cents).
- e. The maximum payoff odds cannot exceed a ratio of eight (8) to one (1).
- f. All bets must be placed before the spin of the wheel.
- g. The wheel operator must announce the cut-off of bets before spinning the wheel.
- h. The wheel must complete a minimum of three (3) full revolutions to count as a spin.
- i. The licensee may obtain wheels of fortune from persons which are not registered under the *Gaming Control Act*, 1992.

(4) Proceeds and Expenses

4.1 The net proceeds derived from the conduct of the Bazaar must be used for the charitable or religious objects or purposes in Ontario as approved in the application for licence.

4.2 Any expenses incurred must be reasonable and must be directly related to the conduct of the Bazaar.

(5) Advertising

5.1 The licensee is responsible for the design, placement and payment of any advertisements.

5.2 Advertisements must clearly state the name of the licensee and the licence number.

(6) Books and Records

6.1 The licensee must obtain receipts for each expense incurred.

6.2 The licensee must maintain a detailed record of how profits from the Bazaar were dispersed.

6.3 The licensee must maintain books, records and other documents in support of all financial reports or statements. These records must be kept up to date and be retained for no less than four (4) years from the date of the Bazaar.

6.4 The licensee must provide officers appointed by the licensing authority and all peace officers unencumbered access to all books and records related to the conduct of the Bazaar and must deliver these documents to the licensing authority when requested. The books and records may be retained by the licensing authority for audit and investigation purposes.

(7) Banking and Financial

7.1 The licensee must open and maintain a separate designated lottery trust account to administer all funds related to the conduct of lottery events. The licensee has the option of:

- a. opening and maintaining one designated lottery trust account to administer all lotteries conducted by the licensee; or
- b. opening and maintaining separate designated lottery trust accounts for each type of lottery conducted by the licensee.

7.2 Each designated lottery trust account must be maintained in the name of the licensee, in trust and must have the following features:

- a. cheque writing privileges and monthly statements issued;
- b. all cheques or electronic images of backs and fronts of cheques returned with monthly statement.

7.3 Any interest accrued on the lottery trust account must be used for the charitable purposes of the licensee.

7.4 In administering the lottery trust account, the licensee must:

- a. appoint a minimum of two (2) signing officers, who are bona fide members of the licensee, to administer the account and write cheques;
- b. deposit into the account all monies derived from the operation of any and all lottery events as soon as it is practical to do so;
- c. ensure all withdrawals are made by cheque;
- d. ensure cheques are written only for the payment of the expenses incurred in the conduct of the lottery and the donation of net proceeds for the charitable purposes approved on the application for licence.

7.5 The licensee must not:

- a.
 - i. where only one designated lottery trust account is maintained, deposit monies received from any source other than lottery events conducted by the licensee into the designated trust account; or
 - ii. where a separate designated trust account for Bazaar lotteries has been established, deposit monies received from any other source into the designated Bazaar lottery trust account.
- b. transfer funds from the designated lottery trust account into an operating or general account of the licensee;

- c. close the designated lottery trust account until all monies have been donated to the approved charitable purposes and a report has been submitted to the licensing authority.

7.6 Where only one designated lottery trust account is maintained, the licensee must maintain ledgers outlining financial details of each lottery event conducted, including proceeds derived from each, expenses paid in the conduct of each lottery event, and a list of how proceeds have been dispersed.

(8) Reporting Requirements

8.1 The licensee must provide the licensing authority with a financial report outlining the results of the Bazaar on the prescribed form.

8.2 The financial report must be filed within 30 days of the date of the event. The licensing authority may request additional documents to substantiate the results of the event.

8.3 The licensee must provide the licensing authority(ies) with a verified financial statement on a yearly basis outlining the financial details of all lottery events conducted. The financial statement must be submitted within 180 days of the organization's year end.

8.4 The type of financial review required will depend on the gross annual revenues from all sources. A licensee that receives:

- a. less than \$250,000 in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CPA Canada Handbook*;
- b. \$250,000 or more in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CPA Canada Handbook* which have been audited by a public accountant.

8.5 Where requested, the licensee must provide an audited financial statement to the licensing authority within 120 days of the request or such other time period as may be imposed by the licensing authority.

8.6 The licensee may use lottery proceeds to pay for expenses related to the preparation of the yearly financial statements. This expense must not be included in any expense maximum within these terms and conditions.

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**Alcohol and Gaming
Commission of Ontario**
Gaming Registration and Lotteries
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**
Inscription pour les jeux et loteries
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4

Lottery Report/Rapport de loterie

Group Identification Number (GIN)
Numéro d'identification d'organisme (N.I.O.)

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Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme	Lottery Licence No./N° de licence de loterie
	Type of Lottery/Genre de loterie <input type="checkbox"/> Raffle/Tombola (tirage) <input type="checkbox"/> Bazaar/Vente de charité
	Lottery Date/Date de la loterie

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés	Sold/Vendus	Unsold/Non vendus	

Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.
Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie	\$	
Application of Funds/Affectation des fonds		
(a) Total value of prizes awarded/Valeur totale des prix attribués	-\$	
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée)	-\$	
Net proceeds derived/Recettes nettes obtenues	\$	

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)		
Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.		
Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.
 Nous, soussignés, à titre de dirigeants principaux de l'organisme mentionné ci-dessus, attestons que le rapport qui précède décrit correctement l'état des fonds de loterie en question.

Principal Officer/Dirigeant principal		Principal Officer/Dirigeant principal
	Signature	
	Name in full/Nom au complet	
	Title/Titre	
	Bus. Telephone/Téléphone d'aff.	
	Date	