

# A User's Guide to Charitable Gaming and Lottery Licensing



Township of Zorra  
274620 27<sup>th</sup> Line  
Ingersoll ON N5C 3K5  
(519) 485-2490  
[www.zorra.ca](http://www.zorra.ca)

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## GENERAL GUIDELINES FOR CHARITABLE GAMING

Municipalities have the authority to issue licences for most lottery events conducted in their communities, including:

- Bingo events with prize boards up to \$5,500;
- Raffles with prizes up to \$50,000;
- Break Open Ticket events not conducted with another event and where tickets are sold within the municipality;
- Bazaar gaming events; and
- Media Bingo.

With this authority comes certain responsibility:

- Report any information required by Alcohol and Gaming Commission of Ontario (AGCO) Registrar, including number and type of licences issued and fees collected;
- Enforce licensing policies;
- Ensure licensees comply with terms and conditions of licences;
- Investigate any breaches of such terms and conditions;
- Refuse, suspend or cancel licences for non-compliance.

Municipalities have the authority to:

- Investigate suspected contraventions or any financial and/or management improprieties of licensed organizations and persons;
- Conduct audits of licensed organizations;
- Attach terms and conditions to any licence(s) issued.

## ELIGIBILITY AND USE OF PROCEEDS

To be eligible to receive a lottery licence, an organization must first have charitable purposes and objects that fall within one of the four classifications of charity:

1. **Relief of Poverty:** Organizations that assist the economically disadvantaged by directly providing goods, social services, programs, or facilities to alleviate the effects of living in poverty.
2. **Advancement of Education:** Significant training or instruction; development of mental faculties; or improvement of a branch of human knowledge resulting in a public benefit. Instruction must be available to a wide section of the public and not be restricted.
3. **Advancement of Religion:** Promotion of a religious group's spiritual teachings and maintenance of doctrines and spiritual observances upon which those teachings are based. The group's activities must include an element of public instruction and promotion of spiritual teachings, serving religious purpose for the public good. Beliefs and practices cannot include anything the courts consider subversive, immoral, or illegal.
4. **Other Charitable Purposes Beneficial to the Community:** Includes activities that benefit the whole community, without discrimination, so that the purposes have a truly public character and may include:
  - i. Promotion of arts and cultural activities;
  - ii. Cultural, ethnic, native, historic or heritage pursuits;
  - iii. Improvement of the quality of health through medical research;
  - iv. Treatment programs and preventative programs;
  - v. Youth sporting activities;
  - vi. Community projects undertaken by service organizations.

NOTE: Individuals are **NOT** eligible for lottery licences.

## **Eligible Use of Proceeds: An Overview**

### **Eligible proceeds must be:**

- In themselves be charitable and advance the charitable purposes/objects of the organization;
- Used for direct delivery of the charitable purposes/objects of the organization; and
- Directed toward specific segments of the community with a common need.

The licensing official must examine the intended use of lottery proceeds, as listed on the licence application, by considering the following factors:

- (a) Which classification does the organization fall under?
- (b) What is the mandate of the organization?
- (c) What type of organization?
- (d) What is the organization's structure?

Further, the licensing official must be satisfied that:

- ✓ The proposed uses of proceeds are consistent with the organization's purposes and objects, and the eligible uses of proceeds for the class and type of organization; and
- ✓ The proposed uses of proceeds are related to the direct delivery of programs and services to the eligible beneficiaries.

If the answer to both components is "yes", the applicant's lottery application and proposed use of proceeds may be eligible for lottery licensing. Please be clear and specific when completing your application form to ensure compliance.

## **Eligible Use of Proceeds Examples:**

### **Relief of Poverty – Examples of Eligible Uses of Proceeds:**

- ✓ Temporary shelter/subsidized rental accommodation;
- ✓ Food, supplies, clothing;
- ✓ Client life skills training, instruction & support to alleviate effects of living in poverty;
- ✓ Transportation costs for clients to attend programs/access services;
- ✓ Non-profit day care services where funds are used;
- ✓ For programs not historically funded;
- ✓ For the purpose of allowing access to persons who could not otherwise afford the service;
- ✓ Out-of-pocket expenses for staff and volunteers (i.e., staff or volunteers required to use personal vehicle to deliver the service).

### **Advancement of Education – Examples of Eligible Uses of Proceeds:**

Funds from lotteries cannot fund core programs or services. Lottery proceeds cannot be used for purchase, construction or renovation of facilities or buildings, or purchase of capital assets such as school buses. Proceeds must be used for overall benefit of school, e.g., lottery proceeds raised for athletic programs must be used to support all representative sports teams within the school, not just selected teams. The licensing authority may approve the use of proceeds for the following purposes, as long as they are not historically provided by the organization or mandated by the Provincial government:

- ✓ Non-profit student publications (e.g., newsletters and yearbooks provided at nominal or no cost);
- ✓ Educational student conferences and field trips within Ontario;
- ✓ Student organizations such as arts/drama clubs and student councils/unions;
- ✓ Academic competitions;
- ✓ Student athletics programs: uniforms, sports equipment, safety equipment, fees for qualified officials where necessary, and facility rental fees;
- ✓ Scholarships and bursaries open to Ontario residents; and
- ✓ Travel provided it complies with prescribed criteria.

### **Advancement of Religion – Examples of Eligible Uses of Proceeds:**

- ✓ Development and enhancement of religious programs for parishes, missions, synagogues, temples or other religious assemblies in Ontario;
- ✓ Religious training, education, instruction;
- ✓ Relief of poverty provided it is within mandate of organization;
- ✓ Publication and distribution of religious literature and educational materials;
- ✓ Administrative costs including wages & salaries;
- ✓ Rent or mortgage payments and utilities for buildings used for religious purposes;
- ✓ Direct travel costs within Ontario (for religious purposes);
- ✓ Maintenance and repair of buildings used for religious purposes;
- ✓ Capital projects including purchase or construction of facilities to be used for religious purposes and property improvements/renovations on buildings used for religious purposes.

### **Other Charitable Purposes Beneficial to the Community – Examples of Eligible Uses of Proceeds:**

An eligible organization in this classification may also have objects or purposes that are not charitable, if those objects are secondary to the main purpose, which must be charitable. The organization must be operated on a non-profit basis and eligible organizations must fall into one of the four categories noted on page 4.

Examples of eligible uses of proceeds:

- ✓ The preservation or enhancement of traditions, heritage and culture, provided there is a public, not private, benefit
- ✓ Programs that enhance health and well-being
- ✓ Medical research within Ontario
- ✓ The publication and distribution of non-profit promotional materials and literature related to public safety.



### **Ineligible Use of Proceeds:**

Several restrictions are in place for use of proceeds and will be determined following a review of the application. A few examples of **ineligible use of proceeds** include:

- Provision of personal benefit or gain for members of the applicant organization;
- Supporting tourism or other purely economic benefits;
- Advancing a particular political issue;
- Enhancing lands and buildings owned and/or operated by a government;
- Is a responsibility traditionally fulfilled by a government; or
- It funds activities that do not fall within one of the four charitable classifications.

Organizations that only promote the private interests of their members do **not** qualify for gaming even 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.

“IF IN DOUBT ... CHECK IT OUT!”  
[WWW.AGCO.ON.CA](http://WWW.AGCO.ON.CA)

## CONSTITUTING DOCUMENTS: WHAT WE NEED

Applicant organizations must have a document that establishes the organization, setting out the members' common purpose and detailing how the organization will operate in order to achieve that purpose. Formal documents include Letters Patent, a constitution, and a memorandum of association. Informal associations that have not adopted formal written constituting documents are not eligible for lottery licensing.

The following items must be included in constituting documents:

- Organization name;
- Organization purpose or object;
- Description of how one becomes and retains membership;
- A clause stating members will not derive any gain from the organization and that any profits will be used solely to promote the organization's objectives;
- Description of the organizational structure (e.g., president or chair, secretary, treasurer, etc.);
- Description of how organization elects directors;
- Signature of officers who adopted incorporating documents;
- Signature of at least three of the organization's current directing officers, certifying that the incorporating documents are current and still in effect;
- Effective date of the instrument;
- General dissolution clause addressing winding up of the organization;
- Further clause providing for distribution of assets.

**PLEASE PROVIDE THE TOWNSHIP OF ZORRA WITH ANNUAL UPDATES REGARDING YOUR DIRECTING OFFICERS AND FINANCIAL PARTICULARS AS OUTLINED ON PAGE 10 OF THIS INFORMATION PACKAGE.**

## **Annual Updates:**

Each year, the Township of Zorra should receive the following information about your organization:

- A copy of your previous year's financial statement.
- A copy of the most recent filing with Canada Revenue Agency (if applicable).
- A copy of the applicant's complete budget, covering the current twelve month fiscal or calendar year, detailing how resources will be acquired and disbursed during this period.

In addition, the Township of Zorra should receive the following information ***if there has been a change to such in the past year:***

- A copy of the applicant's Articles of Incorporation and/or constitution as well as any by-laws, if applicable.
- A copy of a letter from Canada Revenue recognizing the charitable status under the Income Tax Act.
- A list containing the names and contact info of the current Executive, including names of those persons having signing authority for your organization.
- Detailed program of services provided.

## LOTTERY TRUST ACCOUNT REQUIREMENTS

A “Lottery Trust Account” must be opened and maintained for lottery events held in the Township of Zorra.

The account must have the following features:

- Account is a trust account.
- Account has cheque writing privileges and cheques are returned with monthly bank statements.
- All cheques and bank statements indicate “trust” after the organization’s name.
- All cheques must have two (2) signatures.
- Deposit slips are completed for each deposit and stamped by the teller.
- Lottery proceeds cannot be transferred to a General or Operating Account. Lottery proceeds must be distributed from the Lottery Trust Account by CHEQUE, on the direct objects and purposes of the organization, as approved on each licence application.

## CONFLICT OF INTEREST: GUIDELINES

Conflict of Interest guidelines have been established by the AGCO to give the public confidence in the integrity of charitable organizations conducting lottery events. As this can be a sensitive issue, licensees must be vigilant in preventing any possibility of a potential or perceived conflict of interest.

### Guidelines:

- No member, principal officer or paid staff of an applicant organization may be involved, in any way, in the approval of a licence application and/or the management and conduct of a licensed event.
- No person assisting in the conduct and management of a lottery event may have any monetary interest in any card, ticket or bet, or have a chance to win a lottery prize in any way.
- No designated member responsible for the conduct of the licensed lottery, or volunteers assisting with the lottery, may have any direct or indirect personal financial interest in the funds raised.

### Some Examples:

- Designated members-in-charge, prize donors, and other persons or companies involved in the conduct of the raffle must not purchase tickets;
- Prizes must not be purchased from a business controlled by any of the designated members-in-charge of the licensed lottery event;
- A neutral third party should draw the winning ticket (i.e., a person who has not purchased a ticket);
- No one involved in the sale of Break Open Tickets (BOT) may purchase tickets or participate in gaming events held in conjunction with the BOT gaming event;
- Owners and employees of registered BOT seller locations may not purchase Break Open Tickets sold at that location;
- Executive members of Hall Charities Associations may not purchase BOT's in their hall;
- Licensees may not permit their bona fide members or persons acting as runners, cashiers or other capacities to play bingo while they are conducting the bingo;
- Members of a licensee's board of directors may not personally benefit or profit in any way from a lottery event conducted and managed by the licensee or play bingo at that hall at any time.

## A LITTLE ABOUT: RAFFLES

*A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.*

Permitted raffle lottery events include Stub Draws; Elimination Draws; Calendar Draws; Sports Raffles; Rubber Duck Races; 50/50 Draws; Blanket Raffle Licences; Meat Spins & Turkey Rolls; "Name the Raffle" lotteries; Bossy Bingo and Cow Patty Bingo.

- Tickets cannot be sold or distributed until the actual licence certificate has been picked up. Raffle tickets cannot be sold, distributed, or advertised outside of Ontario.
- Prize values **cannot exceed \$50,000** or the licence is issued by the Province of Ontario (AGCO) directly.
- **Retail market value of prizes must not be less than 20% of the total value of the tickets.** So, if your total printed ticket sales value is \$2500, the total values of prizes cannot be under 20% or \$500.
- Fixed prizes must be awarded in raffle draws, except 50/50 draws. You must know what your prizes are and the values prior to making application for a licence.
- Raffles by Donation (in which part of or the entire purchase price of a ticket is a "donation") are prohibited under Section 206(1) of the Criminal Code and are NOT permitted. The use of the word "donation" in lieu of a purchase price for tickets does not alter the fact that consideration is being paid for a chance to win a prize.
- Raffle tickets must not be sold to anyone under the age of eighteen (18) and must not be offered, ordered, or sold through the Internet, a web page or any other computer-generated communications medium.
- Only new and unused merchandise purchased from a reputed vendor may be offered as prizes. Livestock must not be awarded as prizes.
- If the prize value exceeds \$10,000, financial guarantees will be required to be submitted to the Township's Corporate Services Department. The licence application must state the number of tickets to be printed.
- The licensee's name and licence number must appear on both the main ticket and the ticket stub, and any advertising.
- A sample application is included in this information package. Lottery Report must be submitted within 30 days of the holding of the lottery.

## **Ticket Requirements**

- Prize value must include all taxes. Handmade prizes, gift certificates, cash vouchers – no taxes.
- Tickets must specify if taxes are to be paid by the winner(s).
- 50/50 draws must indicate maximum prize value on ticket.
- Handwritten ticket numbers are not acceptable.
- Tickets shall not bear any coupon, promotional or advertising material unless it is promoting the licensee and approved by the licensee. If the prize(s) are donated, the words “courtesy of” or “donated by” are acceptable.

## **Stub Tickets**

All the appropriate information must be included on stub tickets:

### *Draw side*

- Name of organization
- Organization address
- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone No. \_\_\_\_\_
- Lottery Licence number
- Ticket number of total tickets
- Date of draw
- Must be 18 years of age or older to participate

### *Voucher side*

- Name of Organization
- Organization address and phone number
- Licence Number
- Date, time and location of draw
- Ticket number of total tickets
- Price of ticket
- Prizes (must be listed including retail cash value & all applicable taxes)
- Must be 18 years of age or older to participate

In addition, if the tickets are to be discounted from the regular price (i.e., \$1.00 each or 3 for \$2.00), then the prices shall be indicated and printed on each ticket.

## **Ready Made Roll Tickets**

If the raffle uses ready-made rolls of tickets, each seller is required to display the following information:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>- Name</li> <li>- Draw type</li> <li>- Date</li> <li>- Location</li> <li>- Prize details</li> <li>- Ticket Price</li> <li>- Number of tickets for sale</li> </ul> | <ul style="list-style-type: none"> <li>- Draw date and time</li> <li>- An image of what a ticket looks like</li> <li>- “Winners must be present to claim a prize.”</li> <li>- “Must be 18 years of age or older to participate”</li> <li>- Licence Number</li> </ul> |
|--|--|

## **Special Information Regarding 50/50 Draws**

A 50/50 Draw is a raffle lottery where the prize is one half of the value of all tickets sold.

The licensee may only award prizes based on a 50/50 split of the gross proceeds (you cannot deduct half of the administrative fees such as ticket printing or licence fee from the prize to be issued).

In some instances, groups may wish to conduct a series of 50/50 draws over a specified time period, i.e., a hockey association may wish to hold 50/50 draws during the second intermission of hockey games on the 1st and 15th of each month. Whenever a licence is issued for a series of 50/50 draws, the licensee must use different tickets for each draw throughout the course of the licence (two-part roll tickets can be used).



## Sample Raffle Licence Application



Alcohol and Gaming Commission of Ontario  
Gaming Registration and Lotteries  
90 Sheppard Ave. E., Suite 200  
Toronto ON M2N 0A4

Commission des alcools et des jeux de l'Ontario  
Inscription pour les jeux et loteries  
90, av. Sheppard Est, bureau 200  
Toronto ON M2N 0A4

Group Identification Number (GIN)  
Numéro d'identification d'organisme (NIO)

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**Application to Manage and Conduct a Raffle Lottery**  
**Demande de permis pour administrer et conduire une tombola (tirage)**

We, the undersigned, as two principal officers of record (organization)  
Names of two officers with signing authority.

Address  
Address for organization's mail.

apply for a licence to manage and conduct a Raffle Lottery from the premises municipally known as

where is the draw to take place?  
and situated in the Municipality of Town of Pelham

between the dates specified, and for the charitable or religious objects and purposes, and in the manner described herein.

1. The Charitable or religious objects or purposes to which proceeds are to be donated are described as  
"SPECIFIC USE OF PROCEEDS" - a detailed description of how proceeds will be used.

2. The total value of all prizes to be awarded in the Raffle Lottery for which this application is made will be \$TEXT VALUE cash value, or merchandise or articles at equivalent market retail value. Merchandise prizes are described as  
list prizes; use separate sheet if needed.

3. Closing date for the sale of the tickets will be last day to sell and the draw for a winner or winners will be made at (address)  
where is the draw to take place?

on (date) date of draw at (time) time of draw  
If a series of draws, beginning date ..... ending date ..... Number of draws .....

4. A winner or winners will be determined by (describe)  
i.e. draw of ticket  
and the name(s) and address(es) of the winner or winners will be published (describe)  
i.e. local newspaper, etc.

5. The total number of tickets to be printed will be i.e. 500 and all tickets will be numbered consecutively from 001 to 500. Price per ticket \$ 20

Les soussignés, qui sont deux principaux dirigeants de (organisme)

Adresse

font une demande de permis pour administrer et conduire une tombola (tirage) dans les locaux connus dans la municipalité sous le nom de

et situés dans la municipalité de

entre les dates indiquées, à l'intention des oeuvres religieuses ou de bienfaisance spécifiées et de la manière décrite dans les présentes.

1. Les profits seront répartis aux oeuvres religieuses ou de bienfaisance suivantes.  
note: Retail market value of prizes must not be less than 20% of the total value of tickets

2. La valeur totale de tous les prix qui seront attribués dans le cadre de la tombola (tirage) pour laquelle cette demande est faite sera de ..... \$ en espèces, ou une valeur équivalente au détail. Les prix de valeur au détail consisteront en

3. La date finale pour la vente de billets sera le ..... et le tirage du ou des gagnant(s) sera fait au (adresse)

le (date) ..... à (heure) .....  
S'il y a plusieurs tirages, première date ..... dernière date ..... Nombre de tirages .....

4. Le ou les gagnants seront déterminés (préciser)  
et le nom et l'adresse du ou des gagnant(s) seront connus par (préciser)

5. Le nombre total des billets qui seront imprimés sera de ..... et tous les billets porteront des numéros consécutifs allant de ..... à ..... Prix du billet ..... \$.

**Certificate / Attestation**

We (name)/Nous soussignés (nom) Print names of officers signing this form  
of (organization) /de organisme) Your organization name  
of (municipality)/de (municipalité) Town of Pelham of the county of/ du comté de Regional Niagara  
jointly and severally, hereby certify that/attestons collectivement et individuellement que:

- 1) We have read, and have in our possession, and agree to comply with, the provisions of Schedule A-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 and 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.

- 1) Nous avons lu les dispositions de l'annexe A- modalités inhérentes à la délivrance d'un permis de tombola (tirage), que nous les avons en notre possession et que nous acceptons de nous y conformer,
- 2) Nous avons lu la présente formule,
- 3) Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts,
- 4) Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous,
- 5) Si un permis est délivré, nous engageons à en observer les modalités.

Signed/Signature	<u>Sign here please</u>	<u>Sign here please</u>
Print Name/Nom en lettres moulées	<u>Print Name of Officer</u>	<u>Print Name of Officer</u>
Title/Titre	<u>President</u>	<u>Treasurer</u>
Bus. Telephone No. N°. de tél. d'aff.	<u>(905) 123-4567</u>	<u>(905) 890-1234</u>
Date/Date	<u>January 26, 2009</u>	<u>January 26, 2009</u>
Witness (sign) Témoin (signature)	<u>Witness - can be town staff if necessary.</u>	

6004 B (06/05)

## Sample Raffle Report



**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.

<p>1. Organization Name - Address/Nom et adresse de l'organisme</p> <p><i>Name of organization and full mailing address.</i></p>	<p>Lottery Licence No./N° de licence de loterie <b>M 555555</b></p> <p>Type of Lottery/Genre de loterie  <input checked="" type="checkbox"/> Raffle/Tombola (tirage)    <input type="checkbox"/> Bazaar/Vente de charité</p> <p>Lottery Date/Date de la loterie <i>date lottery (draw) took place</i></p>
--	---

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet <b>\$20-</b>
Printed/Imprimés <b>500</b>	Sold/Vendus <b>490</b>	Unsold/Non vendus <b>10</b>	

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 .....	\$ <b>9800.00</b>
Application of Funds/Affectation des fonds	
(a) Total value of prizes awarded/Valeur totale des prix attribués .....	\$ <b>2000</b>
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée) <b>\$60.10 #40 ticket print</b> .....	\$ <b>100</b>
Net proceeds derived/Recettes nettes obtenues .....	\$ <b>7700.00 *</b>

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
<i>this information should coincide with question 1 on the application</i>		
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$ <b>7700.00 *</b>

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à chartre, 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
<i>NAME OF FINANCIAL INSTITUTION ; ADDRESS.</i>		<i>LOTTERY TRUST ACCOUNT #</i>
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$ <i>FUNDS IN ACCOUNT</i>

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
<i>Signing Authority</i>	<i>Signing authority</i>
Signature	Signature
Name in full/Nom au complet	Name in full/Nom au complet
Title/Titre	Title/Titre
Bus. Telephone/Téléphone d'aff.	Bus. Telephone/Téléphone d'aff.
Date	Date

## A LITTLE ABOUT: BAZAAR LICENCES

*A Bazaar is defined as “a sale of goods held to raise money for a charity.”*

When raffles or penny sales are held ancillary to a Bazaar, an Application to Manage and Conduct a Lottery Scheme at a Bazaar is needed. Four types of lottery events are permitted at bazaars, in any combination:

### 1. **Wheels of Fortune**

- A game where players wager chips, tokens, or cash on the spin of a wheel to win a prize. Wagers are set and the wheel is spun – it must complete at least three full revolutions and come to a full stop for prizes to be awarded. Maximum of three wheels of fortune; maximum bets of \$2.00.

### 2. **Bingo**

- Under a Bazaar licence, a bingo lottery may be conducted with a maximum of \$500.00 in prizes. Bingo cards may be sold for cash only, and only on the day of the event. General Bingo Licensing Policies apply.

### 3. **Raffles**

- A raffle lottery may be conducted under a bazaar licence with a maximum of \$500.0. in prizes. Cash transactions for ticket sales only are permitted. Tickets must be consecutively numbered (i.e., you can use roll tickets).
- When raffle tickets are sold at a single premises and tickets are drawn the same day (i.e., at the bazaar) the licensee is exempt from general raffle policies requiring printing of complete raffle information on the ticket and retaining unsold tickets for one year.

### 4. **Penny Auction (Penny Sale) Raffles**

- Total prize value has a maximum \$500.00 cap. Participants purchase tickets which are detachable from stub portion and are used to “bid” on a variety of “auction items” (the prizes) by depositing a ticket into a container assigned to that prize. The prize is awarded to the person whose ticket is drawn, at random, from the container.

**IMPORTANT NOTE: AGCO REQUIRES THAT THE APPLICATION INCLUDE A COMPLETE LIST OF THE PRIZES TO BE AWARDED FOR EACH GAME**



## Sample Bazaar Licence Application



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

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

**1. Organization information (Please print or type)**

Name of Organization <span style="font-size: 1.2em;">eg. Church Women's Group</span>			For Office Use Only
Address of Organization <span style="font-size: 1.2em;">Church address</span>			
City / Town	Province	Phone No. (    )	
Postal Code	GIN #	Fax No. (    )	

**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
		<span style="font-size: 1.2em;">Penny Sale/Auction</span>		\$ 500.00
		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) <span style="font-size: 1.2em;">Sunday School Programs</span>	
b) <span style="font-size: 1.2em;">Large Print Prayer Books</span>	
	c)
	d)

**4. Where will your lottery be conducted?**

Name of Premises <span style="font-size: 1.2em;">i.e. Church Name</span>			City / Town of Premises <span style="font-size: 1.2em;">Fonthill</span>		
Address of Premises <span style="font-size: 1.2em;">i.e. Church Address</span>			Municipality of Premises <span style="font-size: 1.2em;">PELHAM</span>		
From		To		Starting Time	
Year	Month	Day	Year	Month	Day
2009	11	10	2009	11	10
			Ending Time <span style="font-size: 1.2em;">2:00 P.M.</span>		

**5. Certificate**

We, self explanatory and \_\_\_\_\_ of \_\_\_\_\_  
(Name of Committee Chairperson) (Name of Committee Secretary Treasurer)  
 \_\_\_\_\_ of Pelham  
(Name of organization) (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	
<span style="font-size: 1.2em;">self explanatory</span>	
Phone Numbers:	
Business	(    )
Fax	(    )
Date	
Signature	

**Committee Secretary Treasurer**

Name in Full (please print)	
Title	
<span style="font-size: 1.2em;">self explanatory</span>	
Phone Numbers:	
Business	(    )
Fax	(    )
Date	
Signature	

6005 E (06/05)

## Sample Bazaar Licence Report



**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.)

--	--	--	--	--	--	--	--	--	--

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.

<p>1. Organization Name - Address/Nom et adresse de l'organisme</p> <p style="font-size: 1.2em; margin-left: 20px;">i.e. Church Women's Group - as detailed on Application</p>	<p>Lottery Licence No./N° de licence de loterie <b>M123456</b></p> <p>Type of Lottery/Genre de loterie  <input type="checkbox"/> Raffle/Tombola (tirage)    <input checked="" type="checkbox"/> Bazaar/Vente de charité <b>Penny Sale</b></p> <p>Lottery Date/Date de la loterie <b>November 10, 2009</b></p>
--	---

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés (Purchased) / Sold/Vendus		Unsold/Non vendus	
1,000	870	130	\$1.00

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 .....	\$ <b>870.00</b>
Application of Funds/Affectation des fonds	
(a) Total value of prizes awarded/Valeur totale des prix attribués .....	\$ <b>donated.</b>
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée) .....	\$15 lic fee \$50 tickets \$ <b>65-</b>
Net proceeds derived/Recettes nettes obtenues .....	\$ <b>805.00</b>

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
Church Sunday School	church address	500.00
i.e. Church large print supplier		300.00
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$ <b>800.00</b>

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
Name of Your Organization's Bank & Address		give Acc. Number.
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$5.00

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

Committee Chairperson

Committee Secretary Treasurer

## A LITTLE ABOUT: BINGO LICENCES

*A game of chance where players are awarded a prize for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.*

The Township of Zorra is authorized to issue licences for Bingo events for the following types of Bingo events:

- (a) **Regular bingo** events may be licensed by a municipality allowing eligible charitable organizations to conduct Regular Bingo events with prize boards that do not exceed \$5,500. Game schedules may include any combination of fixed prize and variable prize payouts for each game on the schedule. If all games are variable prize, maximum prizes to be awarded cannot exceed 60% of gross sales for each game; total prizes paid out can never exceed the licensed prize board.
- (b) **Merchandise bingo** is where prize board consists of items of merchandise. Licences can be for regular bingo events or at a “black tie event” where participants play by invitation only.
- (c) **Loonie Pot Bingo** is a special, variable prize game within a Regular Bingo game schedule. Bingo cards are stamped (for a fee) and before the game begins a number is selected, announced and replaced in the machine. If a player with a stamped bingo paper calls “Bingo!”, and their winning number arrangement contains the pre-selected number, they also win the Loonie Pot Bingo prize.
- (d) **Decision Bingo** is where players use chips to purchase bingo paper and during each game, players have an option of ending play or continuing by an ante.
- (e) **Table Board Bingo** is played on a mechanical table board bingo device which contains permanent bingo cards and shutters.
- (f) **Media Bingo** licences may be issued where prize boards do not exceed \$5,500. Media Bingo is operated through the public media including radio, newspaper or television. Cards sold must have clearly visible, consecutively numbered serial numbers for tracking purposes.

### **Prohibited Bingo Games:**

- (a) “Pick a Bingo” or “do it yourself bingo” where players may determine or pick the numbers on their game cards/
- (b) “King and Queen” which use a wild number of any number that is not called by random selection.
- (c) “Speed ball bingo” where the last digit of a number drawn before the start of a game, for example 8, is used as a wild-card number in any combination such as 8, 18, 28, and so on, on all bingo cards for that game.
- (d) Games where either the exact prize or the maximum prize potential is not known and cannot be announced before the game is played.

### **Bingo Game Schedule**

Applicants must submit a game schedule for bingo lottery licences. The game schedule should outline:

- Bingo games to be played;
- The winning arrangement of numbers for each game;
- The value of the prize for each game;
- The minimum and maximum payouts for variable prize games (also known as “share the wealth” games);
- The set percentage used to calculate the variable prizes for the individual table board bingo games;
- The price of the bingo paper, if applicable;
- The total value of all prizes offered for the bingo event;
- The name and address of the premises where the bingo event is to be held;
- Any special purchase provisions for used bingo paper exchanged for new paper (for example, \$0.25 instead of \$0.50); and
- The starting and ending time for the time slot for the licensed Regular Bingo event, and any bingo games played in conjunction with it, including the fixed time slot for any table board bingo games.

FOR MORE INFORMATION CONTACT TOWNSHIP DEPUTY CLERK, OR SEE [WWW.AGCO.ON.CA](http://WWW.AGCO.ON.CA)



## Sample of An Application To Manage And Conduct A Bingo Lottery



**Alcohol and Gaming  
Commission of Ontario**  
**Gaming Registration  
and Lotteries**

90 Sheppard Avenue East  
Suite 200  
Toronto ON M2N 0A4

416 326-8700 or/ou 1 800 522-2876 toll free in Ontario /sens frais en Ontario  
Website Web : www.agco.on.ca

**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

### Application to Manage and Conduct a Bingo Lottery Demande de licence pour mettre sur pied et administrer un bingo

Group Identification Number (GIN) \_\_\_\_\_  
Numéro d'identification d'organisme (NIO) \_\_\_\_\_

We, the undersigned, as two principal officers of record of organization. Your Organization Name \_\_\_\_\_  
Nous soussignés, qui sommes deux principaux dirigeants de l'organisme: \_\_\_\_\_

(address) Address of Organization \_\_\_\_\_  
(adresse) \_\_\_\_\_

apply for a licence to manage and conduct a Bingo lottery on the dates and times and for the charitable or religious object or purpose,  
and in the manner described herein.  
présentons une demande de licence pour mettre sur pied et administrer un bingo aux dates et aux heures indiquées, aux fins religieuses  
ou de bienfaisance spécifiées et de la manière décrite dans les présentes.

**1. Check one/Couchez une case**

A single Bingo lottery to be held on (date) \_\_\_\_\_  
Un seul bingo qui aura lieu le (date) \_\_\_\_\_  
starting at (time) \_\_\_\_\_ finishing at (time) \_\_\_\_\_  
de heures à \_\_\_\_\_ heures

A series of Bingo lotteries to be held in the period from (date) January 1, 2009 \_\_\_\_\_  
Une série de Bingos qui auront lieu pendant le période allant du (date) \_\_\_\_\_  
to (date) June 30, 2009 \_\_\_\_\_, each lottery starting at (time) 7:00 p.m.  
au (date) \_\_\_\_\_, chaque Bingo commencera à heures  
finishing at (time) 9:00 p.m. \_\_\_\_\_ and at the rate of once every week or once every (specify)  
et finira à \_\_\_\_\_ heures à la fréquence d'une fois par semaine ou d'une fois tous les (spécifier)

Total number of events 24  
Nombre total de bingos \_\_\_\_\_

To be held on  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  
Le bingo aura lieu le lundi mardi mercredi jeudi vendredi samedi dimanche

**2. The charitable or religious objects or purposes to which proceeds are to be devoted are described as**  
Les œuvres de bienfaisance ou religieuses auxquelles le produit sera accordé consistent en

Please provide a detailed description demonstrating how the proceeds will be distributed; recipients must be eligible to receive

proceeds in accordance with AGCO specifications

3. Is Applicant incorporated as a non-profit Organization in the Province of Ontario?  Yes/Oui  No/Non  
L'auteur de la demande est-il constitué en Ontario en tant qu'organisme sans but lucratif?

4. Is the Organization registered with Revenue Canada as a charitable organization?  
L'organisme est-il enregistré auprès de Revenu Canada en tant qu'organisme de bienfaisance?

If yes, give Registration Number \_\_\_\_\_  
Dans l'affirmative, donner son numéro d'enregistrement \_\_\_\_\_



5. How long has the Organization been in existence? \_\_\_\_\_  
 Depuis combien de temps l'organisme existe-t-il? \_\_\_\_\_
6. How many members does the Organization have? \_\_\_\_\_  
 Combien de membres l'organisme compte-t-il? \_\_\_\_\_
7. The total value of all prizes to be awarded within the operation of each Bingo lottery for which this application is made is not to exceed  
 La valeur totale de tous les prix qui seront décernés à l'occasion de chaque bingo pour lequel la présente demande est soumise ne dépassera pas  
 \$ 241.00 cash value or merchandise or articles at equivalent market retail value  
 en espèces, ou une valeur au détail équivalente en nature
8. Indicate Premises where Bingo games will be conducted  
 Indiquer dans quels locaux le bingo aura lieu  
 Name: Where do you hold your bingo events?  
 Nom: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Lieu: \_\_\_\_\_ Street/Rue: \_\_\_\_\_ Municipality/Municipalité: \_\_\_\_\_  
 Capacity of Premises for Public Assembly Purposes: 140 (N/A as approved)  
 Capacité des locaux pour les réunions publiques: \_\_\_\_\_
9. Other games being conducted in conjunction with special bingo: None  
 Autres parties mises sur pied conjointement avec un bingo de circonstance: \_\_\_\_\_
- Note: If provincial bingo games licensed by the Registrar are being conducted in conjunction with a special (monster) bingo, the Bingo Sponsors Association MUST obtain signed consent below.  
 Nota: Si des parties de bingo provinciales pour lesquelles le registraire a délivré des licences sont mises sur pied conjointement avec un bingo de circonstance (monstre), l'association de commanditaires DOIT obtenir le consentement signé ci-dessous.

Print name (Authorized Signing Official for Special (Monster) Bingo Licenses)  
 Nom en lettres mouillées (agent signataire autorisé du titulaire de licence pour un bingo de circonstance (monstre)).

Signature: only used for special bingo events. Date: YY/AA MM DD/JJ

10. Designated Member In Charge/Membre désigné responsable  
 I am an active, bona fide member of Your Organization Name  
 Je soussigné, membre véritable de Organization/Organisme  
 hereby certify that as the designated member in charge of the Bingo lottery for which this application is made, I will be responsible for the management and conduct of the Bingo lottery in accordance with the terms and conditions under which the Bingo lottery licence is issued.  
 atteste qu'en tant que membre désigné responsable du bingo pour lequel la présente demande est soumise, je veillerai à ce que la mise sur pied et l'administration du bingo soient conformes aux modalités en vertu desquelles la licence de bingo est délivrée.  
 (To be completed by second designated member where applicable)/(Si un deuxième membre est désigné, il doit remplir cette partie)

Signature	Print name in full Nom complet en lettres mouillées	Print Name of Signing Officer
i.e. President	Title Titre	i.e. Secretary-Treasurer
( )	Business telephone number N° de téléphone au bureau	( )
	Date of signing Date de signature	

**11. Proposed Administrative expenses for each event (on an amortized basis if necessary)**  
**Frais d'administration proposés pour chaque bingo (compte tenu de l'amortissement au besoin)**

Item/Poste	Name and Address of Payee/Nom et adresse du bénéficiaire	Cost/Cout \$
Hall Rent Loyer de la salle	Do you pay rent, or is it your organization's own facility?	
Supplies Fournitures	i.e. bingo cards - or are they reusable?	
Advertising Publicité	Do you advertise your bingo events at a cost?	
Honorariums Honoraires	Are any workers paid an honorarium, or is it all voluntary?	
Equipment Équipement	Do you rent any equipment or is it owned?	
Security Sécurité		
Licence Fee Droits de licence	Fee divided by number of events	
Other (List) Autres (spécifier)		
	<b>TOTAL</b>	<b>\$</b>

**12. Which equipment and services are included in the rent? (check where applicable)**  
**Quels services et quel équipement sont inclus dans le loyer? (cocher les cases appropriées)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Security/Sécurité                   | <input type="checkbox"/> Tables/Tables                                  | <input type="checkbox"/> Blower (or cage)/Soufflerie (ou cage) |
| <input type="checkbox"/> Clean-up/Nettoyage                  | <input type="checkbox"/> Chairs/Sièges                                  | <input type="checkbox"/> Bingo Cards/Carles de bingo           |
| <input type="checkbox"/> Parking/Stationnement               | <input type="checkbox"/> Air Conditioning/Climatisation                 | <input type="checkbox"/> Lighted Board/Affichage lumineux      |
| <input type="checkbox"/> P.A. System/Système de sonorisation | <input type="checkbox"/> Closed Circuit TV/ Télévision en circuit fermé |  |

*See attached*

**13. Games to be played at the Bingo/Parties de bingo jouées**  
**(Enclose on a separate sheet, a listing of all games to be played, the value of the prize to be awarded for each game, the particular arrangement of numbers required to win the game, the prices of cards to be sold for each game.)**  
**(Sur une feuille séparée, dresser la liste de toutes les parties qui seront jouées, la valeur du prix accordé pour chaque partie, la combinaison particulière de numéros vous pour gagner une partie et le prix des cartes vendues pour chaque partie.)**

**14. Designated Member in Charge/Membre désigné responsable**  
**We have read, and have in our possession, and agree to comply with, a statement of the Terms and Conditions under which the Bingo lottery licence is issued.**  
**Nous avons lu les modalités régissant à la délivrance d'une licence de bingo, nous avons ces modalités entre les mains et nous acceptons de nous y conformer.**

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
 Signature Signature

**CERTIFICATE  
ATTESTATION**

We (name) \_\_\_\_\_ and (name) \_\_\_\_\_  
 Nous, soussignés (nom) \_\_\_\_\_ et (nom) \_\_\_\_\_

of (organization) \_\_\_\_\_  
 de (organisme) \_\_\_\_\_

of (municipality) \_\_\_\_\_ of the County of \_\_\_\_\_  
 de (municipalité) \_\_\_\_\_ du comté de \_\_\_\_\_







jointly and severally hereby certify that  
 attestons conjointement et individuellement que :

- (1) We have knowledge of the matters herein set out.  
 Nous avons pris connaissance des points spécifiés dans les présentes.
- (2) We have read over this application,  
 Nous avons relu attentivement cette demande de licence.
- (3) All facts stated and information furnished herein are true and correct.  
 Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts.
- (4) We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.  
 Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous.
- (5) If a licence is granted, we undertake to comply with all the terms and conditions of such licence.  
 Si une licence est délivrée, nous nous engageons à en observer les modalités.

	Signature	
	Print name in full Nom complet en lettres majuscules	
	Title Titre	
( )	Business telephone number N° de téléphone au bureau	( )
	Date	


REMARQUE : Tous les masculins et féminins se rapportent également aux hommes et aux femmes.

### Sample Listing of Bingo Games

	<p>GAME #1     \$10.00 LETTER "X"</p>
<p>GAME #2 - 1<sup>st</sup> LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD</p>	
	<p>GAME #3     \$10.00 POSTAGE STAMP; ANY CORNER</p>
<p>GAME #4 - 1<sup>st</sup> LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD</p>	
	<p>GAME #5     LETTER "T"     \$10.00 (UPSIDE DOWN OR RIGHTSIDE UP)</p>
<p>GAME #6 - 1<sup>st</sup> LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD</p>	
	<p>GAME #7     \$10.00 "THE CROSS"</p>
<p>GAME #8 - 1<sup>st</sup> LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD</p>	
	<p>GAME #9     \$10.00 "AROUND THE FREE"</p>
<p>GAME #10 - 1<sup>st</sup> LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD</p>	
	<p>GAME #11     \$10.00 "RAILWAY TRACKS"</p>
<p>JACKPOT: GAME #12 - 1<sup>st</sup> LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD FULL CARD WITHIN CRITICAL NUMBER IS \$100. FIRST WEEK CRITICAL NUMBER IS 55 AND GOES UP EACH WEEK UNTIL WON. THE FOLLOWING WEEK, CRITICAL NUMBER RETURNS AGAIN TO 55.</p>	



## Sample of Bingo Lottery Report



**Alcohol and Gaming Commission of Ontario**  
Gaming Registration and Lotteries  
99 Sheppard Ave. E., Suite 220  
Toronto, ON M2N 6L4  
Tel: 416-325-1500

**Commission des alcools et des jeux de l'Ontario**  
Inscription pour les jeux de loteries  
99, av. E. Sheppard, Suite 220  
Toronto, ON M2N 6L4  
Téléphone: 416-325-1500

**BINGO LOTTERY REPORT**  
**RAPPORT DE BINGO**

Group Identification Number (GIN)  
Numéro d'identification d'organisme (NIO):

1. Complete and submit to Lottery Licensing Office no earlier than 10 days after the day of sale but not later than 30 days after the closing date. Complete under which the bingo license holder is issued.  
Complétez et soumettez à l'Office des alcools et des jeux de l'Ontario dans les 10 jours ouvrables après la date de vente, mais pas plus tard que 30 jours après la date de clôture de la vente.

---

Name of organization / Nom de l'organisme: \_\_\_\_\_  
Your Organization Name

Address / Adresse: \_\_\_\_\_  
Your Organization Address

Province / Province: \_\_\_\_\_ City / Ville: \_\_\_\_\_ Postal Code / Code postal: \_\_\_\_\_  
Is this different from your organization address?  Yes / Oui, i.e. Fenwick  No / Non

Lottery License No. / Numéro de licence: M555555 Multi-Prize / Multi-Prix: 253.00 Start Date / Date de début: January to June, 2009 End Date / Date de fin: 09/06/30 Time / Heure: 7:00 pm to 9:00 pm

Number of participating participants / Nombre de participants: 26 Estimated membership / Membrement estimé: \_\_\_\_\_ Home Phone No. / Numéro de téléphone: \_\_\_\_\_ Business / Entreprise: \_\_\_\_\_

2. Details of Game Receipts and Prizes Awarded / Détails des recettes et des prix attribués

	Canada - Parties / Billets canadiens			U.S. Funds / Billets américains		
	No. of tickets / N° de billets	Prize per ticket / Prix par billet	Total / Total	No. of tickets / N° de billets	Prize per ticket / Prix par billet	Total / Total
Regular Games & Extra Prizes régulières et supplémentaires	1	\$0.25	\$68.50	\$80.50		
(1) Early Birds (Total) / Total: plus tôt / à l'avance (total)						
(2) Special No. 1 / Partie spéciale n° 1	104	\$0.50	\$52.00	\$29.00		
(3) Special No. 2 / Partie spéciale n° 2	96	\$0.50	\$48.00	\$27.00		
(4) Special No. 3 / Partie spéciale n° 3	98	\$0.50	\$49.00	\$27.00		
(5) Special No. 4 / Partie spéciale n° 4	98	\$0.50	\$49.00	\$27.00		
(6) Special No. 5 / Partie spéciale n° 5	99	\$0.50	\$49.50	\$27.50		
(7) Special No. 6 / Partie spéciale n° 6	132	\$0.50	\$66.00	\$55.55		
(8) High Odds (Total) / Parties pour des cotes élevées (total)						
(9) Other / Autres						
(10) Other / Autres						
<b>Total</b>	<b>863</b>		<b>373.00</b>	<b>253.00</b>		

3. Details of Gross Receipts / Détails des recettes brutes

	Amount / Montant
A Total Receipts in Canadian Dollars / Total des recettes en dollars canadiens	\$ 373.00
B Total Receipts in U.S. Dollars / Total des recettes en dollars américains	\$ 0.00
C + State Premium on U.S. Dollars / + Indiquer le taux de change	\$ 0.00
Total Gross Receipts (A + B + C) / Total des recettes brutes (A + B + C)	\$ 373.00
D Total Prizes in Canadian Dollars / Total des prix en dollars canadiens	\$ 253.00
E Total Prizes in U.S. Dollars / Total des prix en dollars américains	\$ 0.00
F + State Premium on U.S. Dollars / + Indiquer le taux de change	\$ 0.00
Total Prizes Awarded (D + E + F) / Total des prix attribués (D + E + F)	\$ 253.00

4. Details of Administrative Expenses / Détails des dépenses administratives engagées

Description / Description	Amount / Montant
Lottery Part / Location de la vente	
Supplies / Fournitures	
Advertising / Publicité	
Print Staff / Remunération des employés	
Personal Bingo Vendors / Vendeurs personnels	
Security / Sécurité	
License Fee / Frais de licence	Licence Fee Per Event: 7.23
Other / Autres	
<b>Total Administrative Expenses / Total des dépenses administratives</b>	<b>\$ 112.77</b>

Total Administrative Expenses to be paid in Ontario / Total des frais administratifs à payer en dollars canadiens seulement: \$ 112.77

5. Total Net Proceeds / Total des recettes nettes

Total Net Proceeds = Total Gross Proceeds - Total Prizes - Total Administrative Expenses / Total des recettes nettes = Total des recettes brutes - Total des prix - Total des frais administratifs

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**4. Details of Lottery Trust Account/Renseignements sur le compte de loterie en fiducie**  
 Name of Financial Institution in which the Trust Funds are deposited/  
 Nom de l'établissement financier où les fonds en fiducie sont déposés :

Name / Nom: \_\_\_\_\_

Name of your Financial Institution  
 Nom de l'établissement financier où les fonds en fiducie sont déposés : \_\_\_\_\_

Address of your Financial Institution  
 Adresse de l'établissement financier où les fonds en fiducie sont déposés : \_\_\_\_\_

Enter Amounts in appropriate boxes  
 Indiquez les montants dans la case appropriée

Account No. N° DE COMPTE	123456	Account No. N° DE COMPTE																	
Account Type Type de compte	\$	Account Type Type de compte	\$																
Account Interest Intérêt sur compte/précompte	\$	Account Interest Intérêt sur compte/précompte	\$																
SPECIAL SUPER JACKPOT (WHERE APPLICABLE) PRODUIT DU SUPER CROCS LOT (SILY & LIEU)																			
<table border="1"> <tr> <td>Year</td> <td>2014</td> <td>2015</td> <td>2016</td> <td>2017</td> <td>2018</td> <td>2019</td> <td>2020</td> </tr> <tr> <td>Amount</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Year	2014	2015	2016	2017	2018	2019	2020	Amount							
Year	2014	2015	2016	2017	2018	2019	2020												
Amount																			
Group Sales Proceeds Produit de la vente de billets de bingo	\$																		
Proceeds to Date Produit des super tickets à ce jour	\$																		

**5. Charitable Donations/Renseignements de bienfaisance**

(6) Total Donations given  
 Total des dons en espèces \$ \_\_\_\_\_

(7) Amount received on account  
 Montant reçu en espèces sur compte \$ \_\_\_\_\_

*do not leave this blank*

**6. Details of Charitable Donations/Renseignements sur les dons de bienfaisance**

Name of Recipient/Donataire	Address of Recipient/Adresse	Amount/Donation/ Montant des dons
Details of donations from your bingo funds must be shown.		
Give name of charitable recipient(s)	address of recipient(s)	
Total Charitable Donations Received/Total des dons de bienfaisance reçus		\$

I, as the designated member of the Bingo Lottery, certify that the above is full and correct statement of the Bingo Lottery Funds referred to herein.  
 Je soussigné(e), en qualité de membre désigné du bingo, atteste que les renseignements ci-dessus constituent une déclaration complète et exacte de l'état des fonds produits du bingo mentionnés.

To be completed by Designated Members / Ce formulaire doit être rempli par les membres désignés.

Name in Full Nom en complet				
Title Titre				
Address/ Adresse	Number and Street/ n° et rue		Number and Street/ n° et rue	
	City & Province/ la ville et province	Postal Code/Code postal	City & Province/ la ville et province	Postal Code/Code postal
Phone Number/ N° de téléphone	Home/Domile	Business/Affaires	Home/Domile	Business/Affaires
Date				
Signature				

**CERTIFICATE/ATTESTATION**

We the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the Lottery Funds referred to herein.  
 Nous soussigné(e), en notre qualité de dirigeants principaux de l'organisme susmentionné, attestons que le présent rapport est une déclaration exacte de l'état des fonds produits du bingo susmentionné.

To be completed by Principal Officers / Ce formulaire doit être rempli par les dirigeants principaux.

Name in Full Nom en complet				
Title Titre				
Address/ Adresse	Number and Street/ n° et rue		Number and Street/ n° et rue	
	City & Province/ la ville et province	Postal Code/Code postal	City & Province/ la ville et province	Postal Code/Code postal
Phone Number/ N° de téléphone	Home/Domile	Business/Affaires	Home/Domile	Business/Affaires
Date				
Signature				

## A LITTLE ABOUT: BREAK OPEN TICKETS “B.O.T.’S”

*Break Open Tickets are instant win lottery tickets, commonly known as “pull tab” or “Nevada” tickets. They are:*

- Made of cardboard;
- Have one or more perforated cover window tabs which conceal winning and losing numbers or symbols;
- Are played by tearing off the cover tabs; and
- Also include seal cards and bingo event tickets.

In order to be approved for sale in Ontario, all B.O.T.’s must comply with the Registrar’s requirements and standards, including the Standards for Suppliers of Goods and Services: Break Open Tickets. Schedules of such approved B.O.T.’s are available from the Registrar and can also be found on the AGCO website.

In addition to general conflict of interest guidelines, licensees must comply with the following guidelines for B.O.T. lottery events:

1. No one involved in the sale of B.O.T.’s may purchase tickets or participate in gaming events held in conjunction with the licensed B.O.T. gaming event;
2. The owner and employees of a registered B.O.T. seller location may not purchase tickets sold at that location;
3. Executive members of Hall Charities Associations may not purchase Break Open Tickets in their hall.

Important Points:

- The period for a B.O.T. licence cannot exceed five years, including any amendments;
- A ticket dispenser or container must not contain tickets sold under more than one licence;
- A deal of tickets must not be split between dispensers or containers;
- If all tickets are sold before the licence expiry date, the licence will be deemed to have expired;
- The licensing authority may grant an amendment extending the licence period provided that:
  - All tickets authorized by the licence have been imprinted with the licence number and name of licensee, but not sold;
  - The licensee makes the request for extension in writing before the current licence expires; and
  - Total licence period does not exceed 12 months.

## Sample Break Open Ticket Licence Application



**Alcohol and Gaming  
Commission of Ontario**  
Gaming Registration & Lotteries  
90 Sheppard Ave E., Suite 200  
Toronto ON M2N 0A4  
(416) 326-8700 or/ou 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, av. Sheppard Est, bureau 200  
Toronto ON M2N 0A4

## Break Open Ticket Licence Application Demande de licence de billets à fenêtres

Please print or type / Dactylographier ou écrire l'information en lettres moulées

<b>1. Previous charitable gaming licence / Licence antérieure d'activité de jeu à des fins de bienfaisance</b> Has your organization ever applied for a charitable gaming event licence? / Votre organisme a-t-il déjà présenté une demande de licence d'activité de jeu à des fins de bienfaisance?  <input type="checkbox"/> No / Non <input type="checkbox"/> If Yes / Si oui:    What is the most recent licence number issued by: / Quel est le numéro de licence le plus récent qui vous a été émis et par qui:		<b>FOR OFFICE USE ONLY / RÉSERVÉ À L'USAGE INTERNE :</b>   
AGCO / CAJO : <b>P</b>  Municipality / Municipalité : <b>M #</b>		
Have you had gaming event licences cancelled or suspended in any jurisdiction in the last 2 years? / Avez-vous eu des licences d'activité de jeu qui ont été annulées ou suspendues au cours des 2 dernières années et ce, dans n'importe quel ressort de compétence?		<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
<b>2. Information on organization / Renseignements sur l'organisme</b>		
a) Incorporated or legal name / Dénomination sociale		GIN / N.I.O.
Street address of organization / Adresse de l'organisme		City / Ville    Province
Postal Code / Code postal	Telephone no. / N° de téléphone	Fax no. / N° de télécopieur
Mailing address (if different) / Adresse postale (si différente)		Postal Code / Code postal
b) Is your organization incorporated? / Votre organisme est-il constitué en société? <input type="checkbox"/> No / Non <input type="checkbox"/> If Yes / Si oui:    Incorporation number / Numéro de corporation    Jurisdiction of incorporation / Ressort de constitution		
c) Is your organization registered as a Charitable Organization with the Canada Customs and Revenue Agency? / Votre organisme est-il inscrit en tant qu'organisme de bienfaisance auprès de l'Agence canadienne des douanes et du revenu? <input type="checkbox"/> No / Non <input type="checkbox"/> If Yes / Si oui:    Canada Customs and Revenue Agency Registration number / N° d'inscription de l'Agence canadienne des douanes et du revenu		
d) How long has your organization existed? / Depuis combien de temps votre organisme existe-t-il?    Years / Années		What is the financial year end of your organization? / Quelle est la date de clôture de votre exercice financier?    MM/MM    DD/JJ
<b>3. Affiliates/Affiliations</b>		
a) Is your organization a bingo sponsors' association? / Votre organisme est-il une association de commanditaires?		<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
b) Is your organization affiliated with any corporations or organizations? / Votre organisme est-il affilié à d'autres sociétés ou organismes?		<input type="checkbox"/> No / Non <input type="checkbox"/> If Yes: List the legal names / Si oui: Donnez-en la dénomination sociale    (Attach separate sheet if necessary / Utilisez au besoin une feuille séparée.)
i)		ii)
<b>4. Use of net proceeds/ Utilisation des produits nets</b>		
What will the money raised from this event be used for? / À quoi serviront les fonds générés par cette activité de jeu?		(Attach separate sheet if necessary / Utilisez au besoin une feuille séparée.)
a) Please be as specific as possible;		d)
b) i.e. Specific programs, articles, etc.		e)
c)		f)



**5. Location of break open ticket sales / Endroit où les billets à fenêtres seront vendus**  
 Name of break open ticket sales location / Nom de l'endroit où les billets seront vendus: must be a pre-approved facility Street address / Adresse

City / Ville: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code / Code postal: \_\_\_\_\_ Telephone number / N° de téléphone: \_\_\_\_\_

Is the location registered under the Gaming Control Act, 1992 as a Break Open Ticket Seller or Bingo Hall? / Cet endroit est-il inscrit en vertu de la Loi de 1992 sur la réglementation des jeux en tant que vendeur de billets à fenêtres ou de salle de bingo?  Yes / Oui  If No: / Si non: \_\_\_\_\_

GCA Registration number / Numéro d'inscription en vertu de la Loi: \_\_\_\_\_ Expiry date / Date d'expiration: YY/AA MM/MM DD/JJ \_\_\_\_\_ Bingo Hall registration type / Genre d'inscription de salle de bingo:  A  B  C

Provide reason why location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit: \_\_\_\_\_

Will break open tickets be sold at a Fair or Exhibition? / Les billets à fenêtres seront-ils vendus lors d'une foire ou d'une exposition?  If Yes: / Si oui: \_\_\_\_\_  No / Non

Name of Fair/Exhibition / Nom de la foire ou de l'exposition: \_\_\_\_\_ Start date / Date du début: YY/AA MM/MM DD/JJ \_\_\_\_\_ End date / Date de la fin: YY/AA MM/MM DD/JJ \_\_\_\_\_

**6. Details of event & Licence fee (Single BOT Licence: Bingo Sponsors' Association (B.S.A.) Applicants go to 6b)**  
 Détails sur l'activité et les droits de licence (Association de commanditaires demandant une licence de billets à fenêtres unique passer à 6b)

a) Ticket Type / Genre de billets: i.e. Nevada B.O. SP1 Cost/deal / Coût/tranche: \$ 57- Sales currency / Devises pour les ventes:  Canadian \$ / \$CAN  American \$ / \$US

Total prizes/deal / Prix totaux/tranche: \$ 930.00 x Total number of deals / Nombre total de tranches: 6 x 3 % Licence fee / droits de licence = \$ 167.40 Amount due / Montant exigible

b) Single BOT Licence Applicants (B.S.A.Only) / Auteurs d'une demande de licence de billets à fenêtres unique (Association de commanditaires seulement)

The licence fee calculation is: Total prizes \$ \_\_\_\_\_ x 3 % Licence fee / droits de licence = \$ \_\_\_\_\_ Amount due / Montant exigible

Start date / Date du début: YY/AA MM/MM DD/JJ \_\_\_\_\_ End date / Date de la fin: YY/AA MM/MM DD/JJ \_\_\_\_\_ Will break open tickets be sold in conjunction with another gaming event? / Les billets à fenêtres seront-ils vendus conjointement avec une autre activité de jeu?  If Yes: / Si oui: \_\_\_\_\_  No / Non

Name of Gaming event / Nom de l'activité de jeu: \_\_\_\_\_

**7. Gaming Supplier**

Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres: Specialty Prints GCA Registration number / Numéro d'inscription en vertu de la Loi: 0100005613

Will your break open tickets be supplied by an Equipment Supplier? / Obtiendrez-vous vos billets à fenêtres d'un fournisseur de matériel relatif au jeu?  If Yes: / Si oui: \_\_\_\_\_  No / Non

Name of Gaming Equipment Supplier / Nom du fournisseur: Nevadaman GCA Registration number / Numéro d'inscription en vertu de la Loi: 0100005616

Will you be using bingo hall services and employees to assist with the break open tickets? / Aurez-vous recours aux services offerts par la salle de bingo ainsi qu'aux employés de la salle pour la vente des billets à fenêtres?  Yes / Oui  No / Non

Will you be using other services from outside your organization to assist with the break open tickets? / Aurez-vous recours à d'autres services offerts à l'extérieur de votre organisation pour la vente des billets à fenêtres?  If Yes: / Si oui: \_\_\_\_\_  No / Non

Name of Gaming Services Supplier / Nom du fournisseur de services relatifs au jeu: \_\_\_\_\_ GCA Registration number / Numéro d'inscription en vertu de la Loi: \_\_\_\_\_

**8. Break open ticket dispenser / Dispensateur de billets à fenêtres**

Will you be selling break open tickets from more than 1 transparent container/break open ticket dispenser? / Vendrez-vous des billets à fenêtres à partir de plus d'un contenant transparent/dispensateur de billets à fenêtres?  Yes / Oui  No / Non

Will you be using an electrical or mechanical break open ticket dispenser(s)? / Utiliserez-vous un (des) dispensateur(s) de billets à fenêtres électrique(s) ou mécanique(s)?  If Yes: / Si oui: \_\_\_\_\_  No / Non

Name of Gaming Equipment Manufacturer / Nom du fabricant de matériel relatif au jeu: \_\_\_\_\_ GCA Registration number / Numéro d'inscription en vertu de la Loi: \_\_\_\_\_

<b>9. Lottery trust account / Compte de loterie en fiducie</b>	
Name of Financial Institution where lottery funds are held/Nom de l'établissement financier où se trouve l'argent <i>Please provide name &amp; address of</i>	Account number / Numéro de compte <i>Lottery Trust #</i>
Address/Adresse <i>Your bank/financial institution</i>	City/ Ville

**10. Declaration / Déclaration**

**We, the undersigned, declare that:**

- We are Bona Fide Members of this organization;
- We have no conflict of interest with the gaming event and are **NOT** receiving remuneration directly or indirectly from the event;
- We have been authorized to make this licence application on behalf of the organization;
- We have read, understand and agree to comply with all **Break Open Ticket Licence Terms and Conditions**;
- We agree to be responsible for the conduct and management of the Break Open Ticket Lottery including services provided by Gaming Suppliers;
- All answers provided in this **Licence Application**, as well as all the information contained in the documents and materials submitted with it, are true and complete;
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada, the Gaming Control Act, 1992 and Regulations and Ontario Order In Council 2688/93**;
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.

**Nous soussignés, déclarons ce qui suit :**

- Nous sommes des membres véritables de cet organisme.
- Nous ne sommes pas en situation de conflit d'intérêt en rapport à cette activité et nous **NE SOMMES PAS** rémunérés de façon directe ou indirecte pour cette activité.
- Nous avons obtenu l'autorisation de présenter cette demande de licence au nom de l'organisme.
- Nous avons lu et comprenons bien les **Modalités régissant la licence de billets à fenêtres** et nous acceptons de les respecter.
- Nous convenons d'assumer la responsabilité de la mise en œuvre et de l'administration de la loterie de billets à fenêtres, y compris les services dispensés par les fournisseurs.
- Toutes les réponses données dans cette demande de licence, ainsi que les renseignements indiqués dans les documents et le matériel ci-joints sont exacts et complets.
- Nous convenons de veiller à ce qu'il n'y ait pas d'infraction à la loi, y compris le **Code criminel du Canada, la Loi de 1992 sur la réglementation des jeux** et ses règlements ainsi que le **décret de l'Ontario 2688/93**.
- Nous comprenons qu'un manquement à ces responsabilités risque d'entraîner le refus des demandes, l'annulation ou la suspension des licences et peut donner lieu à des poursuites en responsabilité civile et des poursuites criminelles envers la dirigeante ou le dirigeant principal, le membre désigné responsable et l'organisme.

**We have read and understand the entire Declaration above /  
Nous avons lu et comprenons bien toute cette déclaration.**

Principal Officer / Dirigeant(e) principal		Designated Member In Charge / Membre désigné responsable
	Signature	
	Print name in full Nom au complet en lettres moulées	
<i>i.e. President</i>	Title / Titre	<i>i.e. "Nevada Clerk"</i>
(     )	Individual's telephone number N° de téléphone	(     )
	Date of signing Date de signature	

## Sample Break Open Ticket Lottery Report



Alcohol and Gaming Commission of Ontario  
 Gaming Registration and Lotteries  
 90 Sheppard Avenue East, Suite 200  
 Toronto, Ontario M2N 0A4  
 Tel: (416) 326-8700 or toll free in Ontario 1-800-522-2876

### Break Open Ticket Lottery Report

This report must be filed with the Lottery Licensing Officer in accordance with the Terms and Conditions under which the Break Open Ticket Licence is issued.

Your  
Group  
INFO

Name of Organization		GIN #
Address	Fiscal Year End	Licence # <u>M #</u>
Print the name, position and telephone number of the designated member in charge to be contacted in reference to this report.		
Last name	First name	Middle name(s)
Position	Telephone Number(s)	Bus: ( )
	Res: ( )	Fax: ( )

**1. PERIOD (CHECK ONE) FOR WHICH THIS REPORT IS MADE (FOR TICKETS PURCHASED AND SOLD)**

**Quarterly Report** (every 3 months)  
*(Applies to Provincial Nevada and Single BOT Bingo Sponsors' Association (B.S.A.) Licences only)*

From YY MM DD To YY MM DD

**Final Report** (for duration of licence)  
*(Discrepancy report; if applicable as per the Terms and Conditions must be included)*

From YY MM DD To YY MM DD

Same as licence

**2. TYPE OF TICKETS SOLD (BY CHARITY AND/BINGO SPONSORS' ASSOCIATION)**

Ticket Type	No. of Complete Deals	No. of Individual Tickets (if applicable)	Price per ticket	Gross Receipts Derived	Cash Prizes Awarded	No. of Tickets per Deal
BOSP1	6	16380	50¢	\$ 8,190.00	\$ 5,455.00	2,130
<b>Total</b>			N/A	\$ 8,190.00	\$ 5,455.00	N/A

**3. DETAILS OF TICKET INVENTORY (FOR REPORT PERIOD)**

PRINT TICKET TYPE →	Break Open					
a) Total number of Deals purchased per type	6					
b) Number of complete Deals on hand from previous Report (if applicable)	0					
c) Number of complete Deals sold this period	6					
d) Number of Complete Deals on hand	0					
e) Number of individual tickets in container(s)/dispenser(s) (if applicable)	0					

**4. RECEIPTS DERIVED FROM DEALS SOLD (CANADIAN OR AMERICAN CURRENCY)**

Total Gross Receipts derived (from complete and partial deals sold) - as per section 2	\$ 8,190.00
Less Total Cash Prizes awarded (from complete and partial deals sold) - as per section 2	\$ 5,455.00
<b>Net Receipts</b>	<b>\$ 2,735.00</b>

Enter the Total Deposits for this Report period \$ 2,735.00. Attach explanation for any cash shortage between Total Deposits and Net Receipts.

Is the licence for American currency?  No  Yes ▶ If YES, please list amounts below in American currency.

**THIS SECTION TO BE COMPLETED FOR LICENCES IN AMERICAN CURRENCY ONLY.**  
**CANADIAN CURRENCY BOT LICENCES ▶ GO TO SECTION 6.**

**5. ADMINISTRATIVE EXPENSES INCURRED IN AMERICAN CURRENCY:**

Bingo Hall Rental (Commission)	\$
<b>Net Receipts (in American currency)</b>	<b>\$</b>
<b>CONVERSION TO CANADIAN CURRENCY:</b>	
Bank exchange rate: _____%	\$
<b>Net Receipts (in Canadian currency)</b>	<b>\$</b>



**THIS SECTION IS TO BE COMPLETED BY ALL LICENSEES WHERE APPLICABLE.**

**6. ADMINISTRATIVE COSTS INCURRED IN CANADIAN CURRENCY:**

Tickets (cost for # Deals sold during this Report period)	\$ 795.96
Gaming Services Supplier Commission	\$ -
Break Open Ticket Seller Commission	\$ -
Bingo Hall Rental (Commission)	\$ -
Container(s) / Dispenser(s)	\$ -
Out-of-pocket Expenses (See: <i>Information Bulletin No. 18 &amp; Addendum</i> )	\$ -
Adjustments (attach written explanation)	\$ -
Other (please list):	\$ -
<b>Total of above Administrative Costs</b>	<b>\$ 795.96</b>
<b>FEES:</b>	
Licence Fee: 3% X Prizes X # Deals purchased during this Report period	167.40
BSA Licence Fee: 3% of prizes to be awarded during this Report period (Note: this blanket licence fee applies only to Bingo Sponsors' Association licences issued by AGCO)	-
Provincial Fee: 5% X Gross Selling Price X # Deals purchased during this Report period	-
<b>Total Administrative Costs and Fees</b>	<b>\$ 963.36</b>
( Net Receipts minus Total Administrative Costs & Fees ) <b>Net Proceeds Derived</b>	<b>\$ 1,771.64</b>

**7. PAYMENTS MADE FROM LOTTERY TRUST ACCOUNT DURING REPORT PERIOD (USE SEPARATE SHEET IF INSUFFICIENT SPACE)**  
Please provide (where applicable): (1) Details of all gaming and program expenses; (2) List of charitable disbursements

Cheque Date	Cheque No.	Name of Payee	Explain in Full the Nature of Expenses	Amount
		<i>attach a spreadsheet if necessary showing all necessary information - gaming expenses and charitable</i>		
<b>Total Expenses</b>				<b>\$ disbursements</b>

**8. DETAILS OF BREAK OPEN TICKET LOTTERY TRUST ACCOUNT (ATTACH COPIES OF BANK STATEMENTS FOR REPORT PERIOD)**

Name of Bank, Loan/Trust Company or Province of Ontario Savings Office	Lottery Trust Account No.
Address <i>also provide copies of bank statements</i>	Bank statement date YY MM DD
	Balance as per bank statement \$

**Certificate**

We, the undersigned, as two Principal Officers of the above organization certify that the above report is a correct statement of the Lottery Funds referred to herein.

Principal Officer	Signature	Principal Officer
	Print Name in Full	
	Title	
( )	Individual's Business Telephone Number	( )
	Date of Signing	

**INSTRUCTIONS TO LICENSEES**

- The BOT Quarterly Report for Provincial Nevada and Single BOT (B.S.A.) Licences must be filed every 3-months and is due no later than the 30<sup>th</sup> day of the following month. You must also submit a BOT report within 30 calendar days of the expiry of the licence. See **Break Open Ticket Licence Terms and Conditions, (10.3) Reporting Requirements and (11.3) Provincial Break Open Ticket.**
- If you can reasonably determine that the sale of all tickets purchased will not be concluded prior to the expiry date of a Licence, you must apply for an amendment at least 15 days prior to the expiry date of your current licence. You must submit a municipal letter of approval (if applicable) and a Quarterly Report along with the request for amendment. **Note:** Amended licences cannot exceed one (1) year from the original date of issue.

4218 B (06/05)

## BLANKET LICENSING

If your group wishes to conduct more than one type of raffle event within a fixed time, from one location, with the capped prize amount not exceeding \$5,000, then do we have a licence for you!

With a view to reduce the number of times you need to apply for a licence, AGCO has developed a Blanket Raffle Lottery application. The types of raffle events that may be conducted under a blanket licence include:

Stub Draws; Elimination Draws; 50/50 Draws;  
Meat Spins/Turkey Rolls; "Name the Raffle"

Applications may be submitted to conduct any number of these raffle events for up to a maximum six-month period, for a total prize board not exceeding \$5,000.

Blanket licence applications must include, in addition to the basic application requirements, the following information:

- Types of raffle lottery events to be conducted during the period;
- The number of raffle events to be held;
- The total number of tickets to be printed for each individual raffle, and the total value of all tickets printed for each event;
- The cost per ticket for each event;
- Location where events will take place;
- Scheduled dates for each raffle event to be held;
- Detailed explanation of the rules for each type of raffle event;
- Description of all prizes to be awarded and the approximate total retail value of all prizes to be awarded for each raffle event;
- Total value of all prizes to be awarded for the period; and
- The licence fee.

We have developed a sample "events schedule" that may be of assistance. It is important for you to note that separate ledgers must be kept for each raffle event, outlining the financial details including: proceeds derived, expenses paid, and a list of how the proceeds have been disbursed.

Each deposit slip must identify the date of the raffle event for each deposit made into the designated lottery trust account, and specify the total proceeds deposited for each individual event.

**Sample of Table That Could Be Used for Blanket Licence:**

Month:						
Draw Date						
Type of Event						
Total Tickets						
Cost per Ticket						
Prize Board						
Licence Fee						

## FREQUENTLY ASKED QUESTIONS:

### **Why do I need a licence to raise money for a good cause?**

A lottery is an event where a fee is paid for a chance to win a prize. Typically, these may include bingos, raffles, break open (Nevada) tickets and charity casino events. All lotteries require a licence issued by a municipality or by the Province of Ontario.

### **What happens if our Break Open Ticket (B.O.T.) licence expires before we have sold all the tickets?**

You may apply to the Township for an amendment to your licence to extend the time period of the licence. However, the total period for one licence, including amendments, must not exceed one year. If you have not sold all B.O.T.'s within the one year, the licence is not valid, and tickets must not be sold.

### **If I am a member of the Board of Directors or lottery/ fundraising committee, can I purchase a lottery ticket on that lottery event?**

No. In accordance with the AGCO rules and regulations, this constitutes a Conflict of Interest and is not permitted. See the conflict-of-interest guidelines contained in this information kit. Note - anyone who has purchased a ticket cannot pull the winning ticket.

### **How soon can I pick up the licence once the application has been submitted?**

Municipal staff must carefully review all applications and ensure that the organization's file is complete. Please allow up to five business days for processing your licence application. If applicants are also submitting the Township's Questionnaire Respecting Applicants for Lottery Licence, an additional five business days may be needed for processing.

### **Can my licence application be suspended, cancelled, or refused?**

Yes. A licence may be suspended, cancelled, or refused where there has been a breach of any term or condition; if there are reasonable grounds to believe the licensee will not conduct and manage the lottery scheme in accordance with the law; it is in the public interest to do so; or if a licensee fails to submit the financial reports relating to the conduct of any lottery event.

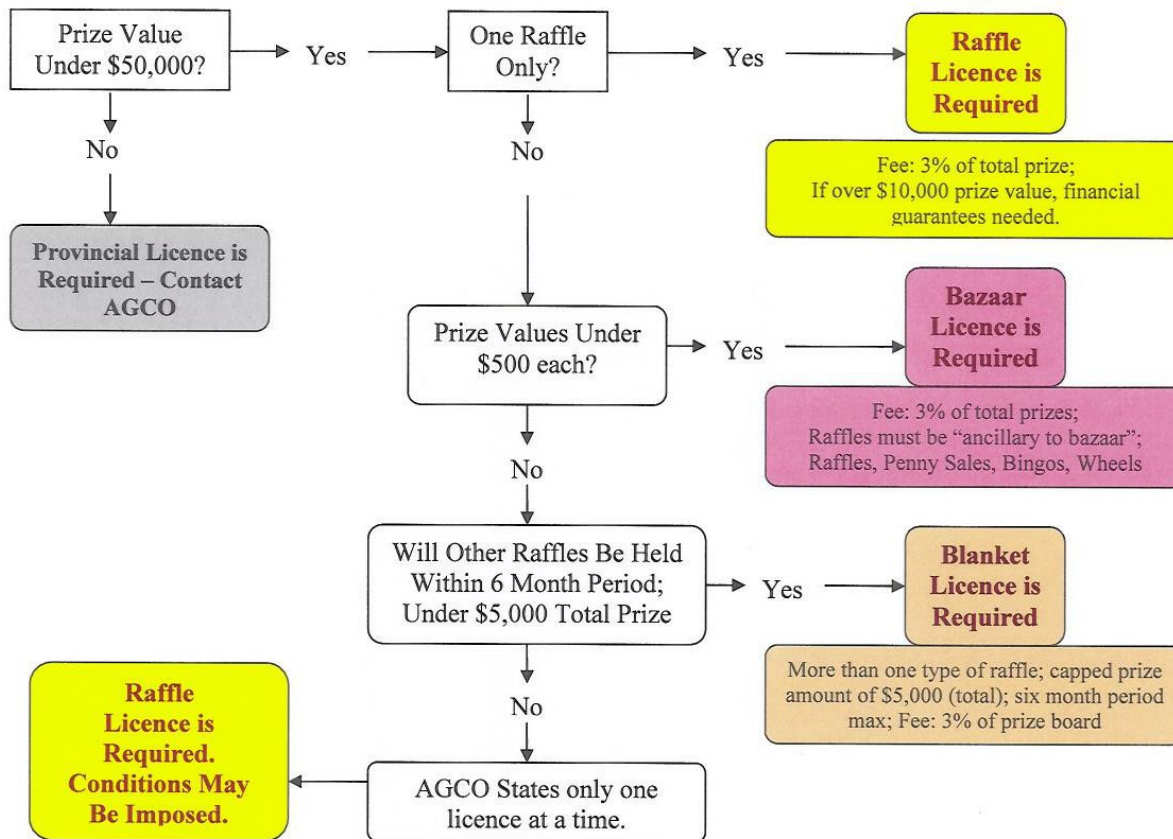
### **Must lottery revenues be held in a separate bank account?**

Yes. A licensed organization must open and maintain a separate lottery trust account, designated as a trust account by the branch of a recognized financial institution.

### **What if I have more questions?**

There is a great deal of useful information available on the AGCO website, [www.agco.on.ca](http://www.agco.on.ca). However, if you need further information, please contact the Deputy Clerk at [awettlaufer@zorra.ca](mailto:awettlaufer@zorra.ca) or (519) 485-2490 ext. 7250.

## WHAT KIND OF LICENCE DO I NEED?



This simple flow chart has been developed to assist you in determining what type of application your group will need for your fundraising event. Please do not hesitate to contact the municipal Clerks Department if you need additional assistance!



## WHAT KIND OF LICENCE DO I NEED? SYNOPSIS TABLE

Type of Event	Prize Board Limit	When Issued/Description	Fee Payable	Type of Application
<b>Raffle Lottery</b> Chapter 5	Total prizes of \$50,000 and Under;  Retail market value of prizes must not be less than 20% of total value of tickets;	<b>Only one raffle event at a time</b> ; except calendar draw or blanket licence. Must award fixed prizes except for 50/50 draws. Stub/Elimination/Calendar Draws; Raffles; Meat Spins/Turkey Rolls; 50/50; Blanket Raffle Licence; Cow Patty Bingo. Special provisions for vehicles (includes motorcycles) – See 5.6.1.  Over \$10,000, need financial guarantees. Sale of goods held to raise money for a charity.	3% of total prizes to be awarded;  For 50/50, 3% of max. prize board	RAFFLE
<b>Bazaar</b> Chapter 4	Ancillary to Bazaar – any combination of: Wheels of Fortune – max. bet of \$2.00; Raffles under \$500 and Penny Sale under \$500; Bingo up to \$500	Eligible organizations may conduct lottery events <b>ancillary to bazaar</b> .	\$10 max per wheel; 3% of prizes for raffle, penny sale or bingo	BAZAAR
<b>Blanket Licence</b> Chapter 5	Capped prize amount of <b>\$5,000</b>	One licence for <b>more than one type of raffle event</b> within fixed time period and from one location; capped prize amount not to exceed <b>\$5,000 and six months</b> ;  Stub draws; elimination draws; 50/50 draws; meat spins/turkey rolls; Name the Raffle.	3% of total prize board	BLANKET
<b>Break Open Nevada</b> Chapter 7		Cannot exceed one year including amendments (extensions);  One organization per address (i.e. Avondale); If tickets sold before licence expiry date, licence is deemed to have expired; amendments to extend are permitted, see 7-10;  If term is less than one year and tickets remain unsold, group may apply for amendment (extension) but cannot exceed one year total;  Must have agreement to lease the dispenser and valid registration for location of sales.	Maximum 3% of total prizes to be awarded;  2.25% for organizations using home base only to sell tickets.	BREAK OPEN TICKET LICENCE
<b>Bingo</b> Chapter 9	Up to \$5,500	Bingo events including table board bingo	3% of licensed prize board max.	BINGO