



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	Fiscal Accounting and Reporting	October 5, 2009
POLICY NAME:	Lottery Licensing	LAST REVISED:
POLICY NUMBER:	R.FM.G.3	October 5, 2009

OBJECTIVE

Ensure that all schools and school council follow the lottery license procedures and will have a license number visible when conducting a raffle. If a lottery license is not available the day of the raffle the event will not be allowed to proceed. The one and only exclusion to this rule is if the school will run a silent auction an license is not needed.

THE LOTTERY LICENSE CHECKLIST

1. Purpose of the raffle – The proceeds has to benefit the school or the community and the school cannot raise funds for items that are to be purchased from board funds. (Ie. textbooks, computers, etc)
 - If the school needs more than 30 days to spend the money an e-mail stating the reason for the extension needs to be sent to the finance department and we will contact the city to ask for the extension.
2. Total value of all prizes including taxes, this includes prizes that have been donated.
3. The fee for the lottery license is a percentage of the total prizes or cash to be awarded.
4. The total gross proceeds can be a maximum of 5 times the value of the prizes.
 - Example: Value of prizes = \$1000
Price/ticket = \$1.00
Total Gross proceeds allowed would be \$5000 and total tickets Allowed to be sold are 5000.
5. The closing date for the sale of tickets
6. The draw date and time
7. Copy of ticket
8. List of Prizes and the names of individuals involved.

Once the board receives all the above information the application will be filled out sent back to the school for signature and handed in to City Hall. The application needs to be filled out and signed two weeks before the event.

A lottery report **MUST** be submitted to the City of Guelph 30 days after the event. Please submit the following information to the board as soon as possible.

1. Total number of tickets sold
2. Total amount of money raised on the raffle
3. Total Administrative costs incurred
4. Copy of invoice and cheque that was paid.

5. A detailed category summary of the umbrella “Raffle”. The school each has a separate umbrella called “School Raffle”. All funds raised and spent on the raffle needs to be entered under this umbrella. There should be a separate deposit to the bank for the Raffle account
6. Copy of the deposit form.

Any questions or concerns due to lottery license information need to come through the board office. School officials or parents should not contact the city for any information regarding lottery license information.