



GAIN
Gaming Information
for Charitable Groups

Make Dollars Make Sense

GAIN Session

November 19, 2016



AGLC
Alberta Gaming &
Liquor Commission
Choices Albertans can trust.



Session Outline


aglc.ca

Topics:

1. Alberta's Charitable Gaming Model and Eligibility Requirements
2. Conducting a Gaming Events- Casino and Raffle
3. Use of Proceeds Requests, Approvals and Reporting

90 minute session

- Information
- Questions and Answers



Charitable Gaming Model in Alberta

aglc.ca

Only licensed charitable or religious groups may conduct gaming activities in Alberta.

Charitable Gaming Licences:

- Casino
- Raffle
- Bingo
- Pull Ticket




What is Charitable?

aglc.ca

Charitable or Religious Purpose:

- Relief of poverty
- Advancement of education
- Advancement of religion
- Other purposes beneficial to the community




Charitable Community Benefit

aglc.ca

- Relief to the poor, programs for the elderly, social services for the distressed, and educational programs
- Scholarships, aid to schools, libraries, museums, the arts, and cultural heritage
- Health, medical research or treatment, community facility, amateur sports, and religious programs

Public and private institutions are not eligible for licensing except through approved arm's length organizations



Eligibility for Gaming Licensing

aglc.ca

Three Key Components:

- 1. Structure**
 - Broad based volunteer membership
 - Democratically chosen executive
 - Incorporated (e.g. Societies Act)
 - Dissolution clause
- 2. Program Delivery**
 - Proven Record
 - Statement of charitable benefit
- 3. Proposed Use of Proceeds**
 - In accordance with policy




Eligibility Application Process

aglc.ca

1. Organization submits complete application

The AGLC:

2. Reviews application for eligibility
3. Requests additional information, if necessary
4. Processes applications within 1-12 weeks, depending on licence type and level of completion
5. Notifies applicants of reasons for ineligibility



<http://www.aglc.gov.ab.ca/licensingeligibility/default.asp>

When Do You Need a Gaming Licence?

aglc.ca

Consideration (payment)
Chance
Prize

Paying for the opportunity
to win a prize.



AGLC ID Number

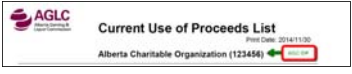
aglc.ca

What is it?



- Identification number given to each group applying for a gaming licence.
- Helps to identify a group in the AGLC database

Where do you find it?

- Current Use of Proceeds List



- Envelope of AGLC Correspondence



GAMING LICENCES



Casino: Form 5431



**Raffle: Form 5416
or 5427**

Casino Information

aglc.ca

Types of Casinos

- Minor Casino:
 - Less than 16 table games
 - 15 volunteers minimum
- Major Casino:
 - More than 16 table games
 - 25 volunteers minimum



Casino Revenue Sources

- Table Games
- Slot Machines (Slots)




Conducting a Casino Event

aglc.ca

The group:


- Receives a slotting letter, Casino Terms and Conditions, and a List of Elected Executive form
- Chooses (or is assigned) a casino facility, then contacts the casino facility
- Receives a draw calendar that shows the specific event dates, Advisor Listing, Casino Licence Application and Casino Volunteer Worker Application forms, and important banking information.



Conducting a Casino Event aglc.ca

The group:

1. Receives a slotting letter, Casino Terms and Conditions, and a *List of Elected Executive* form
2. Chooses (or is assigned) a casino facility, then contacts the casino facility
3. Receives a draw calendar that shows the specific event dates, Advisor Listing, *Casino Licence Application including Electronic Funds Transfer (EFT) Request form, Casino Volunteer Worker Application forms, and important banking information.*

 **Computerized Random Draw**

Conducting a Casino Event aglc.ca

The group:

4. Hires casino advisors to:
 - Assist for entire event process
 - Provide training
 - Advise in the Cash Cage or Count Room

Advisors must be a registered gaming worker with AGLC

 **“Choice of Advisor is yours”**

Conducting a Casino Event aglc.ca

The group:

5. Submits *Casino Licence Application including Electronic Funds Transfer (EFT) Request form, Casino Volunteer Worker Application forms, and a copy of a VOID Cheque from the Casino Bank Account* a minimum of 60 days prior to the event
6. Brings licence and conducts casino event
7. The general manager, with the assistance of the advisor, submits a *Request for Casino Licence form (5431)* if another casino is desired

 **Ensure the application, volunteer forms, and declaration are complete and sent in together**

What is a Raffle?

aglc.ca

... a lottery scheme in which prizes are awarded based on a random draw of tickets purchased by players.

Common Names



REMEMBER:
Paying an amount, for a random chance, to win a prize!





Calculating Total Ticket Value (TTV)

aglc.ca

Example
Regular tickets @ \$1 each
2,500 tickets X \$1/ticket = \$2,500
plus
Discounted tickets @ 3 for \$2
3,000 tickets/3 X \$2.00 ticket = \$2,000
Total Ticket Value (TTV) = \$4,500

Minimum Prize Value is \$900 (20% of TTV)


Note: Discount tickets must be a different colour
Or
Have a separate series number printed on each ticket for each price category.
Example: regular tickets: "Series A (ticket number)" and discounted tickets, "Series B (ticket number)."



Raffle - Total Ticket Value \$10,000 and Less

aglc.ca

- Eligibility is processed by the AGLC (**form 5416**)
- Legal incorporation is not required
- Once eligible, raffle licences can be obtained from any Alberta registry agent or on-line if your organization has an Internet Account (**form 5536**) with the AGLC
- Separate bank account not required
- Must have one executive member and one member of the public at each draw.



Raffle - Total Ticket Value More than \$10,000 aglc.ca

- Apply at least 8 weeks before planned print date of tickets
- Legal incorporation is required
- Only the AGLC may issue this licence
- Trust account (required for first raffle in this category)




Raffle - Total Ticket Value More than \$100,000 aglc.ca

- Program delivery of 12 months prior to application
- Raffle draw must be visually recorded
- An AGLC inspector will monitor the raffle
- Raffle ticket manager is optional



Percentage Draws aglc.ca

- Percentage draws (or 50-50s) are licensed for either an event or a series of events
- Available from any Alberta registry agent, depending on TTV, or from the AGLC
- Need draw dates, locations, anticipated revenue
- Monitor actual ticket sales




Must 18 years or older to purchase raffle tickets.

Raffle Terms & Conditions aglc.ca

Outline:

- Rules
 - Example: Exact location of the draw(s)
- Ticket requirements & sales
 - Sold & unsold ticket must be kept for a minimum of two years
- Advertising
- Operation & payment
- Draw
- Cancellation procedures
- Prizes
- Expenses



Ticket advertising and sales are conducted in Alberta only.

GAMING PROCEEDS




Questions: Use Of Proceeds Unit

Use of Gaming Proceeds aglc.ca

Gaming Proceeds - are the total income from sales at gaming events less prizes and event level expenses.

Gaming revenue may only be spent on approved:

- Prizes (community bingo)
- Gaming event expenses (e.g. casino advisor fees, raffle advertising costs, volunteer expenses)
- Charitable or religious purposes




Casino, Bingo, Pull Ticket, Raffle

Use of Gaming Proceeds

aglc.ca

Proceeds:

- From any gaming bank account may pay for approved expenses
- Include all interest or other income earned (example: GST Rebate)
- May be placed in an investment insured by the Canada Deposit Insurance Corporation (CDIC) e.g. a guaranteed investment certificate (GIC)
- **Receiving a donation from another groups gaming account**



"Once Gaming Funds, Always Gaming Funds."

Disbursement of Gaming Proceeds/Retention

aglc.ca



Gaming proceeds must be used within 24 months of receipt in your gaming account.

Extension Procedure:

- Submit a business plan for approval
- Include a written request with signatures
- Form 5506 – Section 2

Information required:

- Date of extension
- Reason for extension
- Amount of money required
- Timeline of anticipated disbursement (mm/yy)



Obtaining Approval for Use of Proceeds

aglc.ca

Amendment

- **Request to Amend Use of Gaming Proceeds (Form 5506)**
- Submitted in writing and signed by two current, elected executive members
- Requests must be as detailed as possible: e.g. provide details, explain benefit to participants, supply pictures, web sites, brochures etc.




Obtaining Approval for Use of Proceeds

aglc.ca


Current Use of Proceeds List:

- Can be obtained if a group has an Internet Account (form 5536) with AGLC (except for raffles with a total ticket value \$10,000 and less)
- Contains *approved/rejected* uses of proceeds

Note: Approval to use gaming proceeds must be obtained **before** spending any proceeds.



Example





Key Message

aglc.ca

1. Get Approval Before You Spend

- Put the detailed request in writing
- Make sure the request is signed by two current executive members
- Be aware of the results of not obtaining approval







Key Message

aglc.ca

2. Submit All Required Documentation


- Documentation varies depending on the request
- Documentation may include forms and attachments
- Specific AGLC form may be required to process your request






Use of Proceeds Forms

aglc.ca



- *Request to Amend Use of Proceeds (5506)*
- *Request to Use Proceeds to Pay Wages/Salaries (5442)*
- *Travel Itinerary (outside Alberta 5443)*
- *Request to Donate Proceeds Outside of Alberta but within Canada (5502)*
- *Request to Donate Proceeds Outside of Canada (5484)*
- *Statutory Declaration (5503)*
- *Recipient Agreement – to Non-AGLC Licensed Organizations (5507)*
- *Recipient Agreement – to AGLC Licensed Groups (5627)*
- *Event Worksheet (5626)*



aglc.ca


Key Message

aglc.ca

3. Keep the AGLC Informed


Please notify the AGLC in writing of any changes to:

- Executive;
- Objectives;
- By-laws;
- Use of proceeds
- Facility agreements



Handout: aglc.ca

- *List of Elected Executive (5471)*
- *Internet Account Request (5536)*





Key Message

aglc.ca

4. Maintain proper bank account practices


- Do not mix gaming with non-gaming funds or other gaming accounts
- Do not spend proceeds you have not earned as of yet
- For questions, ask to speak to the Financial Review unit



Use of Proceeds Summary

aglc.ca

- Obtain approval before spending gaming proceeds
- Must have proceeds in a gaming account to pay for approved expenses
- Spending flexibility may be increased through non-gaming revenue
- Be accountable for gaming proceeds
- Keep good records (cancelled cheques, bank statements, invoices, receipts, raffle and pull ticket records etc.)



Financial Reporting

aglc.ca

Bank Accounts:

1. Ensure each bank account provides bank statements and copies of cancelled cheques
2. Pay for all expenditures by cheque
3. Avoid pre-signing cheques
4. Do independent monthly bank reconciliations
5. Ensure your bank accounts are still active

Do not mix gaming funds with non-gaming funds!





Home | News | Publications | Login | Online Services - Login | Search

AGLC Alberta Gaming & Liquor Commission
Choices Albertans can trust.

Enjoy responsibly.

AGLC DrinkSense

Gaming Licence Applications & Forms and GAIN Program

Welcome to the Alberta Gaming and Liquor Commission

We are a Government of Alberta agency responsible for administering the Gaming and Liquor Act, Regulation and related policy.

Our business focuses on:

- ensuring the gaming and liquor activities in Alberta are conducted honestly, openly and with integrity, and
- maximizing the economic benefits of gaming and liquor activities in the province to benefit all Albertans.

GAIN Program


Gaming Information
for Charitable Groups



- Facilitated sessions across the province year round
- Access through the internet at your convenience
- Detailed resource materials
- Registration requires an email address and your organization's AGLC ID number

Web Site: gain.aglc.ca
Email: gain@aglc.ca
Toll Free: 1-866-307-7499

AGLC Contacts and Resources

Web Site: aglc.ca
Email: gaming.licensing@aglc.ca
Reception: 780-447-8600
Toll Free: 1-800-272-8876

Questions? Ask to speak to the following:

Eligibility:	Licensing Eligibility Analyst
Casino:	Casino Licensing Clerk
Raffle:	Raffle Licensing Clerk
Bingo:	Bingo Licensing Clerk
Pull Ticket:	Pull Ticket Licensing Clerk



AGLC Contacts and Resources


Additional AGLC Contact Information:

AGLC Main Reception: Phone: 780-447-8600
AGLC Toll Free: Phone: 1-800-272-8876

Gaming Licensing: Email: gaming.licensing@aglc.ca

Use Of Proceeds: Phone: 1-855-506-1066
Email: gaming.useofproceeds@aglc.ca

Licensing Support: Fax: 780-447-8911 or 780-447-8912
Financial Review: Fax: 780-447-7502



Questions?

aglc.ca