

RAFFLE LOTTERY – LICENSING PROCESS

Under the Lottery Licensing Policy Manual, Section 1.5.1 the “Role of the Lottery Licensing Officer is as follows:

- determine whether an organization is eligible for lottery licensing in Ontario, according to the guidelines set out in Chapter 2 of the *Lottery Licensing Policy Manual* (LLPM);
- issue and administer licences in a fair and equitable manner, consistent with the policies set out in the LLPM; and
- ensure that licensees meet the requirements of the *Criminal Code* (Canada), the Order-in-Council and the terms and conditions of their licences.

You will note the municipal requirements below concur with the “Terms and Conditions”, as provided by the Gaming Control Commission, (copy attached). Please review the attached copy of the Terms and Conditions in order to ensure that your organization is abiding by the regulations as set out.

REPORTING REQUIREMENTS

- ☐ The licensee must provide the licensing authority with a financial report outlining the results of the raffle on the prescribed form. The following documents must accompany the financial report:
 - a) copies of all deposit slips related to the event;
 - b) list of winners.
- ☐ The financial report must be filed within 30 days of the date of the last draw. The licensing authority may request additional documents deemed necessary to substantiate the particulars of the event which may include receipts for each expense incurred.
- ☐ The licensee must indicate any prizes which have been donated on the financial report. The value of the donated prizes must not be deducted from the gross receipts.
- ☐ The licensee must provide the licensing authorities with a verified financial statement on a yearly basis outlining the financial details of all lottery events conducted. The financial statement must be submitted within 180 days of the organization’s year end.
- ☐ The type of financial review required will depend on the gross annual revenues derived from all sources. A licensee that receives:
 - a) less than \$250,000 in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook*;
 - b) \$250,000 or more in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook* which have been audited by a public accountant.
- ☐ Where requested, the licensee must provide an audited financial statement to the licensing authority within 120 days of the request or such other time limit as may be imposed by the licensing authority.
- ☐ The licensee may use lottery proceeds to pay for expenses related to the preparation of the yearly financial statements. This expense must not be included in any expense maximum within the terms and conditions.